



# **Program Manual of Rights and Duties for Faculty Members**

# College of Arts



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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# Faculty Members' Rights and Duties

## Introduction:

The process of searching for excellence in university performance calls for the permanent and continuous development of the efficiency and effectiveness of the performance of faculty members because they are a fundamental pillar of the university. Therefore providing the appropriate conditions for the professional growth of a member of the teaching makes him more productive, more efficient, and more stable.

It stimulates the development of statutory texts of regulations, by laws and decisions related to the faculty member so that their application achieves a better level of competence in the practice of academic work, and provides fair opportunities in assessing the efficiency, effort and achievement of the faculty member, and the consequent financial, administrative and academic advantages of a member. The teaching staff to settle and continue to work at the university, and put pressure on the passive. Neglectful faculty member to seek for him another place outside the university.

This guide is mainly concerned with investigating the rights and duties of faculty members in preparation for creating appropriate conditions for their stability at the university, working to attract the best scientific competencies to work at the university, and suggesting ways and means that help in this, including exploring the advantages that a faculty

This guide relates to faculty members and those of similar status only, and Article 1 of the “Bylaw Regulating University Staff Affairs and Those of Their Equivalency” issued by the Higher Education Council Decision No. (4/6/1417) defined them as follows:

**The faculty members are:**

1. Professors.
2. Associate Professors.
3. Assistant professors

Member enjoys in some international universities to benefit from and applying what is appropriate for the member of the Saudi faculty, and developing a vision to transform the functional bond between the faculty member and the university from a list-based association to a contractual bond.

The second article of the same regulation stipulated the following:

“Lecturers and teaching assistant, language teachers, and research assistants shall be attached to the faculty members in the provisions of these regulations.” Consequently, the scope of this guide includes professors, associate professors, assistant professors, lecturers, teaching assistant, language teachers, and research assistants.

**The role of a faculty member:**

The responsibilities of a faculty member are divided into three categories;

1. The first related to students
2. The second to the university in which s/he works
3. The third to his continuing professional development in the field of his specialization.

As for his responsibilities towards the students, it is summarized in the necessity of his keenness to perform his teaching duties, prepare them well, implement them, and deal well with students, and be active in guiding them and taking care of their academic conditions, and for his behavior and actions to be a model to be emulated.

As for his responsibilities and duties towards the university in which he works, this includes avoiding academic or professional behavior that harm the reputation of the university, or the loss of its funds, and gives appropriate support for the work and activities of the university. The committees that intend to form it, and not exploit the university's name to serve his own interests, and only work outside the university with the knowledge of the university and after obtaining its approval.

Since the importance of the faculty member and the rise of his scientific reputation is evidenced by his serious attempts to develop himself professionally. One of his first duties in this regard is to remain in contact with everything new in his field of specialization, through direct access to specialized literature and periodicals, participation in scientific societies, And attending relevant scientific seminars and conferences.

The faculty member in this era that witnesses a flood of knowledge, a flow of information in means of communication and technology of knowledge, and a diversity of methods of education and teaching. The faculty member has a continuous responsibility to contribute to the advancement of knowledge in his field of specialization through his research, creative writing, scientific analyzes, and research papers in specialized conferences and seminars.

### **Faculty Members Rights**

The system of the Higher Education Council and Universities and the executive regulations guarantee many rights for faculty members, including the following:

Vacations of all kinds, including sabbatical leave.

Allowance for assigning administrative work to his original work.

Attending scientific conferences, seminars and workshops.

A member of the teaching staff and those with equivalent status are treated as state employees who are equivalent to him in rank in terms of allowances and rewards.

Secondment, delegation, and work as a part-time advisor to one of the government agencies outside the university.

Promotion if he fulfills its legal conditions.

### **Duties of faculty members**

There are self-evident duties that a faculty member must abide by, such as moving away from academic or professional behavior that harms the reputation of the university to which he belongs, or takes an action that would squander the university's funds. In addition, not exploit the university's name to serve his own interests, and not work outside the university except with the knowledge of the university and its approval.


The duties required of a faculty member in general can be summarized in the following matters:

1. Teaching within the prescribed quorum
2. Additional instruction above the prescribed quorum if necessary.
3. Preparing the exams for his subjects.
4. Participating with his department members in preparing study plans and developing programs for the department.
5. Supervising the practical or field side in the requirements of the subjects, he studies.
6. Carrying out research, studies, and workshops, and participating in collective research in his field of specialization.
7. Supervising the research and messages of graduate students. Guiding and directing university students and graduate students.
8. Communicating with everything new in his field of specialization, and following up on new books, periodicals and research in his field of specialization
9. Doing creative writing and targeted analyzes that contribute to providing knowledge and community service.
10. Participation in the sessions of departmental councils, committees, and various associations in the college and university.
11. It is possible to tighten the application of duties and rights as they are in the current regulations as a first stage, for example stressing the commitment of a faculty member to the quorum and attending the lectures on time, and monitoring him/her in terms of performance and tests, this will distinguish the disciplined member from the manipulator
12. To achieve this, some supervisory procedures can be put in place that reveal the outstanding performance owners or not. Such as identifying external examiners for a sample of the courses, for example, or for a sample of students' results, in order to clarify the strength and weakness of the performance of the faculty member, as well as the importance of the participation of the faculty member in the department and



college committees and commitment to hours. Office and conference attendance at promotion points. These criteria can be used in the decision to grant scientific sabbatical or not. This requires that all good and negative practices be documented, so that they can be relied upon in favoring some members over others in some of the aforementioned advantages or others, such as attending conferences, assignments, administrative work and other activities for which members compete.

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