

Kingdom of Saudi Arabia
Ministry of Education
Al Jouf University
University Vice Rectorate for Academic
Affairs

Contracting Procedures' Guide (1439AH-2018 AD)



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

يَا أَيُّهَا الَّذِينَ آمَنُوا أَوْفُوا بِالْعُقُودِ

(سورة المائدة: ١)

**In the name of Allah, the most
Gracious and Merciful**

**(O you believe! Fulfil(your)
obligations.**

(Surat Al-Maidah:1)

Contents

1	Vice Rector's message	5
2	Time map of contracting procedures from abroad	6
3	Important definitions	7
4	Objectives	7
5	Contracting procedures	8
6	First: Determining needs by colleges	9
7	Second: Discussion by the Higher Contracting Committee	11
8	Third: Declaration of needs	12
9	Fourth: Sorting the applicants according to the established regulations	13
10	Fifth: Conducting interviews	14
11	Online interviews	14
12	Sending a committee for interviews at cultural missions abroad	14
13	Sixth: Selection of candidates	17
14	Seventh: Conducting initial offers	17
15	Eighth: Issuing approvals	19
16	Ninth: Sending visas	19
17	Tenth. Follow-up to the termination of proceedings	20
18	Eleventh: Reception and housing of contractors	21
19	Twelfth: Termination of administrative and financial procedures for contractors	21

20	Thirteenth: Periodic reports	21
21	A guide to communication with the Kingdom's cultural missions abroad	22
22	Attachments	23
23	Teaching staff inventory form	24
24	A statement form of the department's needs for hiring non-Saudi faculty members	25
25	The College needs form for hiring non-Saudi faculty members	28
26	The university needs form for hiring non-Saudi faculty members	29
27	The University's form for hiring non-Saudi faculty members (Arabic).	29
28	The University's form for hiring non-Saudi faculty members (English).	30
29	Assessment form for interviewing Teaching staff.	31
30	Faculty member data form nominated for contract	38
31	Initial offer form (Arabic.)	39
32	Initial offer form (English.)	40
33	Contract form	41
34	A form of acknowledgment of not receiving housing allowance, furnishing allowance and passenger tickets.	42
35	Financial and administrative procedures follow-up form for the contractor	44

Vice Rector's message

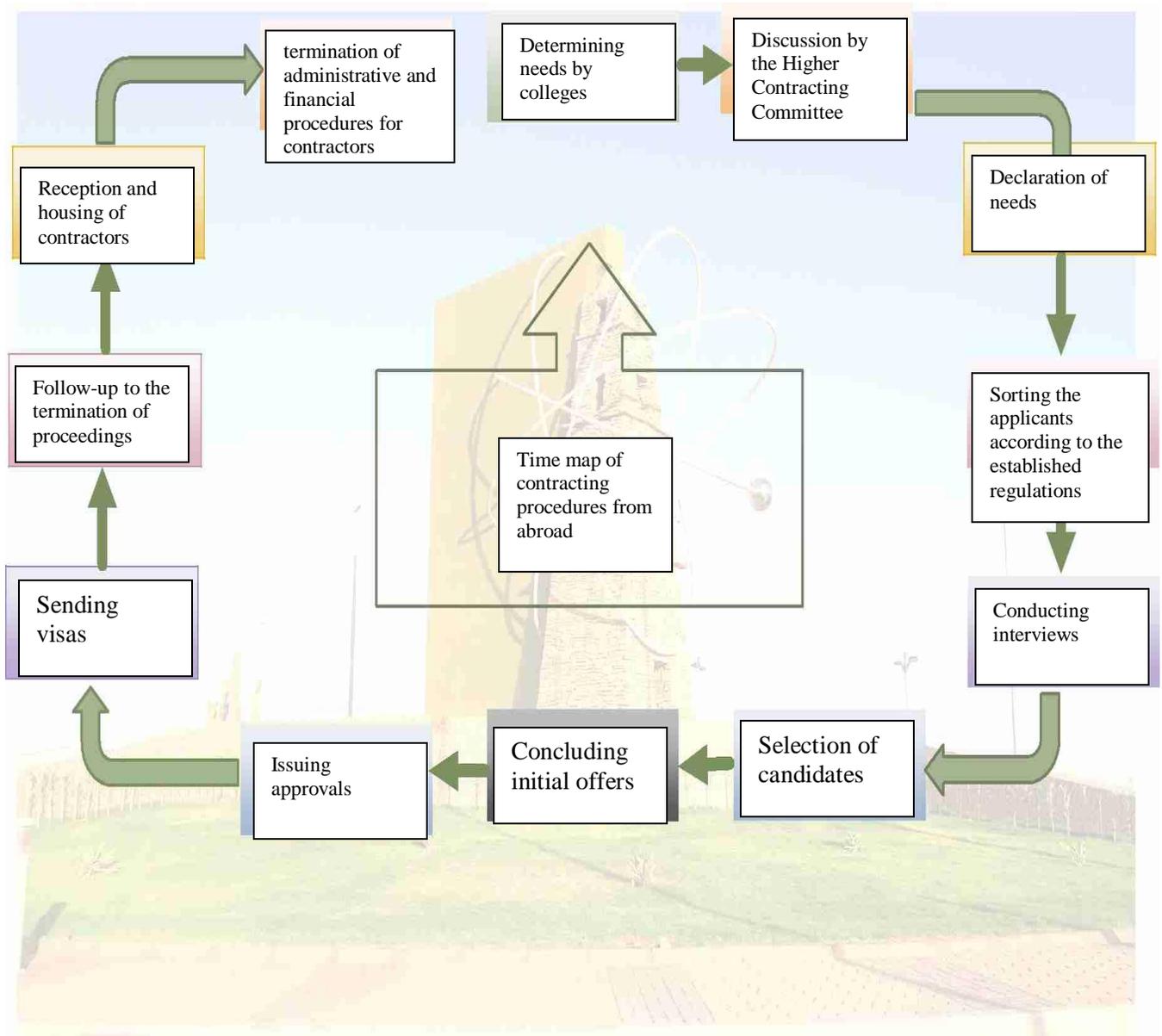
Contracting with non-Saudi faculty members at universities is a major source for the provision of qualified faculty members to work in universities, in addition to the main rehabilitation source represented in the highly qualified national lecturers and faculty members who come through advertisements or recruitment, as well as attracting competencies that work in other bodies and have academic expertise.

Universities resort to contracting either because of the lack of national competence in the required specialization or for the purpose of attracting distinguished, experienced people who are able to teach in postgraduate programs from master's and doctoral degrees.

Contracting with faculty members from abroad is a beneficial health phenomenon if it is well codified; as Ideas are converging, schools are diverse and multicultural, and this does not mean relying entirely on them, but to have a certain percentage to keep the academic atmosphere within the university in a variety of experiences. For example, countries like America and Britain put certain proportion of non-state faculty members to ensure that scientific expertise is maintained and diversified and academic work is enriched to reflect on the academic research and students' interest. From this perspective, the University Agency for Education Affairs of Al-Jouf University has therefore sought to prepare this guide, which explains the systematic steps that must be taken in completing the procedures of contracting with the faculty members and those of similar rank from abroad, according to the regulations for employing non-Saudis in universities.

Vice Rector of Educational Affairs

Prof. Eid Bin Muhaya Alhysouni



Important definitions

Here are some of the most important terms used in this guide:

University: Jouf

System: List of non-Saudi recruitment in universities, regulations and instructions issued in this regard.

Missions: Cultural missions in the embassies of the Custodian of the Two Holy Mosques outside the Kingdom.

Committee: High Contracting Committee.

The contracting team: Either it is centralized, consisting of a group of members representing different colleges, or it is a team from the college in need, with a representative from the Vice-Presidency for Educational Affairs.

Regulations: The higher education, the civil service, labor system, discipline and regulations of staff, and any currently or future regulations applied by the university.

Objectives:

1- promoting and enriching the University's human resources and diversifying them in order to serve the University's goals and objectives.

2-

Enhancing the university's research potential through the use of outstanding research staff

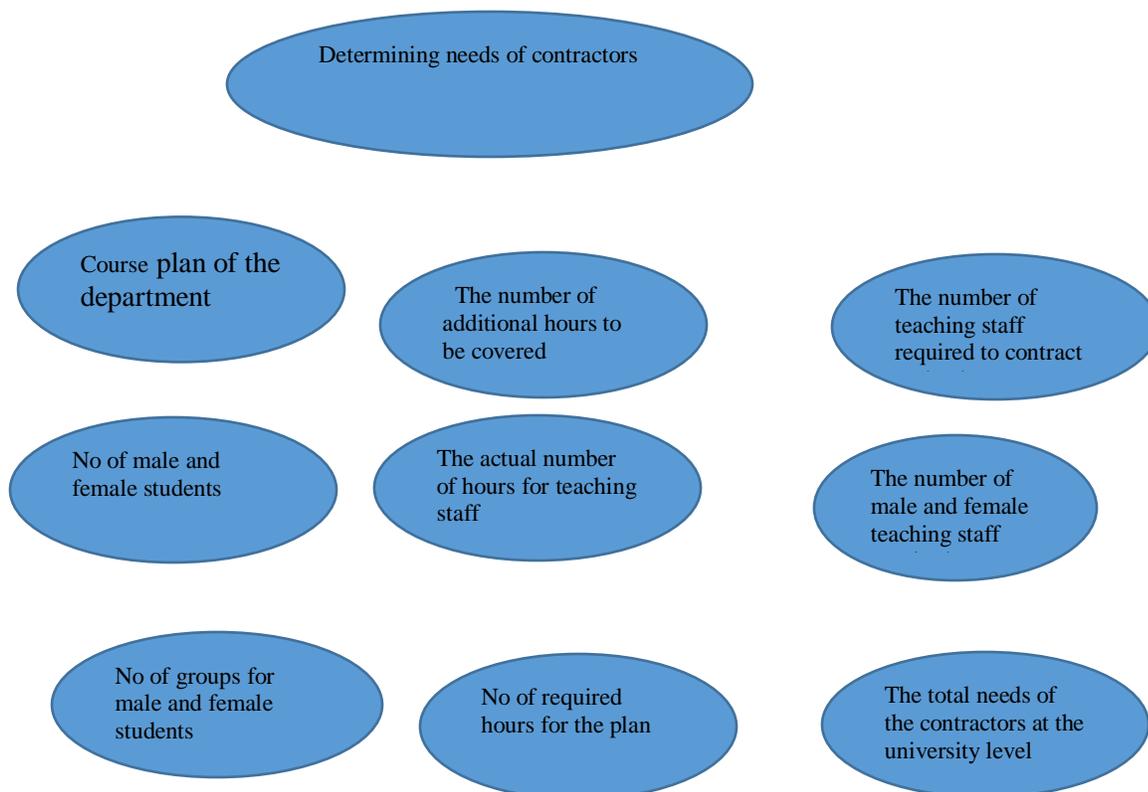
3- 3. Developing a distinguished generation of researchers and post graduate students.

4- Establishing a reference framework for contracting with non-Saudi faculty members.

- .5-Attracting competencies from faculty members.
- 6. Diversity in scientific schools within the scientific departments of the university.
- 7-Meeting the need of science departments of faculty members as a result of increasing the numbers of students and groups, or to open new programs that serve society.
- 8- Meeting the university's faculty members needs to open new colleges or add new departments in the existing ones.

Contracting procedures

There are a range of basic requirements for contracting with non-Saudi faculty members. The most important of which are: a vacant job, the job cannot be occupied by citizens, the presence of a work visa, the consent of the employer, and the approval of the Ministry of Civil Service. If these requirements are met, the following steps will be taken:



First: Determining needs by colleges

1- A letter from His Excellency the Vice President for Educational Affairs is submitted to all faculties of the university requesting the needs of colleges to contract with non-Saudi faculty members. The colleges and scientific departments determine the contracting needs based on several determinants, which are as follows:

A- The department's study plan and the number of hours required to be covered.

B - The number of students and groups.

C- The teaching burden of the faculty members on the job.

D- General specialization and accurate specialization.

E- The academic degree of the faculty members on the job who needed to be hired.

F- The countries to be contracted with to add more diversity in scientific schools within departments.

G- The proportion of faculty members in scientific departments in need.

H- The start date of the study.

K- Determining the needs of male and female student departments by filling the following forms:

Form T / 1 indicating the department's needs for hiring non-Saudi teaching staff.

Form T / 2 of the college needs to contract with non-Saudis

2- A letter is sent by the dean of the college to the Vice-Chancellor for Educational Affairs requesting approval of numbers and majors to contract with.

3-The Vice Chancellor for Educational Affairs shall refer the numbers and specializations required to contract with it to the Higher Committee for Contracting and attach the following forms to the letter:

A- Teaching staff inventory Form (H / 1)

B- Form (T / 1)

C- Form (T / 2)

Addressing the Supreme Contracting Committee

Receiving needs of colleges

Discussing needs

Preparing report of needs

Sending to the vice rector for educational affairs

Final report for the needs

Approval of the needs of teaching staff

- ✓ **Informing the deanship of teaching Staff-Informing Colleges**
- ✓ **-Coordination with ministry of Education-**
- ✓ **Coordination with ministry of civil Service-Determining number of vacancies**
- ✓ **Introductory procedures for the higher committee of contracting and issuing approvals**

Second: Discussion by the Higher Contracting Committee

The committee studies applications according to the approved forms in the previous step through the following procedures:

- A. Survey the vacant numbers in coordination with the Personnel Department.**
- B. Coordination with the Ministry of Civil Service regarding the approval of a contract for some non-Saudi jobs based on the needs of university colleges (this will be after advertisements on the university's website and in the local official newspapers of the Saudis).**
- C. The head of the committee (the university's vice rector for educational affairs) submits a letter to the undersecretary for educational affairs at the Ministry of Education. The university needs to contract with faculty members and attaches the approval of the Ministry of Civil Service to grant the university the required work visas.**
- D. The committee prepares the form (T / 3) after receiving the approvals from the Ministry of Civil Service and the Ministry of Education explaining all the specific needs of the university, which have been approved and submitted to the authority with the request for approval.**
- E. Informing colleges with a letter addressed by His Excellency the Chairman of the Committee that includes the approved numbers, majors and contracting countries, and that they are approved in all contracting cases for that year.**
- F. Providing the Deanship of Faculty and Personnel Affairs with a copy of the letter for approval.**
- G. Not receiving any requests other than what was stated in the approval, except by an exceptional letter from His Excellency the Chairman of the Committee.**

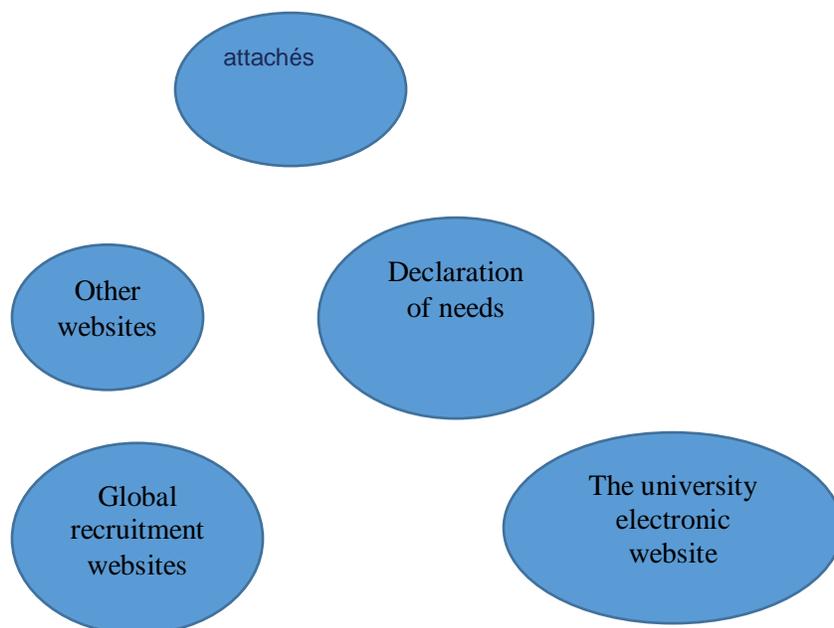
Third: Declaration of needs

The university takes the appropriate and systematic means to announce its needs that have been approved, through the online application form that was approved by the committee at the university portal, or through global employment offices, or through coordination with the cultural missions of the contracting countries according to a mechanism followed by the university and the consulate and sending the university needs to be downloaded on consulate's website to announce the academic positions in the name of the university, including the following basic data:

The name of the university, college, needs, specializations, the required academic rank, gender (men / women), and any other data the university seems necessary, whether in terms of years of experience, age, and academic progression, in addition to the e-mail for receiving requests for each major.

Applicants are required to submit the following documents:

- A. Attach a copy of the educational qualifications.
- B. Attach a copy of the work experience.
- C. Resume.
- D. passport copy.



Fourth: Sorting the applicants according to the established regulations

- **Applicants requests attached with the required documents are submitted to the sub-committees of the colleges that have vacancies through the e-mail shown in the announcement. The sub-committees perform the following procedures:**
- **Receiving resumes and documents, each according to the college affiliated to it, then sorting and studying them according to the university's conditions stated in the announcement. Applications that do not match the conditions stated in the announcement and requests for incomplete documents are excluded.**
- **Every person who meets the conditions is contacted through a mail from the Contracting Committee, The contracting committee can ask him to attach any certificates or other documents the committee deems important, and the applicant is requested to fill out the university contract form (Form T / 4) for Arabic speakers, and (T5 form) for English speakers.**
- **The committee prepares a file that includes the certificates and documents received and the university's contracting form, and through this file a list of candidates' data is prepared for the personal interview.**
- **After examining the file and the certificates received, an appointment is made to interview the candidate.**
 - 1- Receiving resumes and documents**
 - 2- Sorting and analyzing**
 - 3 - Filling out the university contracting form**
 - 4 - Interview appointment**
 - 5- Conducting interviews**

Fifth: Conducting interviews

Personal interviews with candidates are held either on the Internet through college subcommittees, or by sending a committee of cultural attachés abroad.

A - Internet interviews

- **Determining the date of the interview through any means of communication.**
- **Conducting interviews using means of communication and filling out (Form T / 6)-evaluating the faculty member's interview attached to it the recommendation of the interviewing committee.**
- **A final checking for the files of candidates who pass the interview in preparation for submitting it to the Supreme Contracting Committee.**
- **Filling out the form for the data of the teaching staff member nominated for the contract (Form T / 7) and submitting the file to the Supreme Contracting Committee.**

B- In the case of a commission dispatching to conduct personal interviews in cultural attachés abroad, the following procedures will be followed:

- **Coordination with the Saudi cultural attachés abroad regarding receiving the committee members. This is carried out by sending a letter from the committee chairman (His Excellency the Vice President for Educational Affairs) to the Saudi cultural attaché clarifying the names and the date of arrival of the members of the contracting committee. The contracting trips are subject to administrative procedures, as follows:**

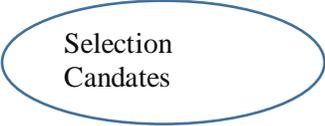
- ✓ **All contracting trips must be approved by the holder of the authority, based on the committee's approval of the needs raised by the colleges.**
- ✓ **The contracting team member must be an academic, Saudi, and no less than Assistant Professor.**
- ✓ **The contracting team is either central according to the majors, and each college has a member of that team, or the contracting team is specific to the college, as decided by the committee.**
- ✓ **The contracting teams shall coordinate with the Vice-Presidency for Educational Affairs regarding the completion of the necessary administrative contracting procedures after the approvals have been reached by the Central Contracting Committee, and detailed as follows:**
 - **Determining the contracting team coordinator.**
 - **The contracting team coordinator follows up on a letter issued by the university's agency for educational affairs to the attachés, which includes the names of the contracting team, their arrival dates, and the duration of their stay.**

Conducting interviews

- ❖ **Extension of specialization and academic record.**
- ❖ **Innovative teaching experiences**
- ❖ **Research experience and scientific content**
- ❖ **Communication skills**
- ❖ **Problem-solving and computer skills**
- ❖ **International achievements**
- ❖ **Administrative works and community service**
- **The contracting team coordinator coordinates to prepare the locations of the interviews, contact the candidates, determine the**

dates of their interviews, and other necessary services provided by the hosting agencies for the contracting teams either the attachés or employment offices.

- **The contracting team coordinator informs the attaché directly of the team's arrival, work schedule, the dates and locations of the interviews, either by phone call or visit, as available in each country.**
- **All travel costs for the contracting team are at the expense of the university without interference from any party, except for the facilities provided by some of the attachés with regard to reception, housing or otherwise.**
- **There are some important steps and alerts that must be taken into account in the personal interview, as follows:**
 - ✓ **The contracting team coordinator determines the dates of the personal interview and coordinates with the applicants through various means of communication.**
 - ✓ **The interview takes place, and the faculty member evaluation e form (Form No. T / 6) is filled in, which takes into account some of the required criteria, and each college has the right to add what it deems appropriate to its interests and specialties.**
 - ✓ **The applicant's documents must be fully reviewed, ascertained to be safe, and inquire with the attaché for any confusion.**

<p>Sixth: Selecting the candidates</p> <p>The higher committee for contracting receives the files from by the sub-committees where they are audited and made sure that they meet the pre-requisites for employment. After conducting a personal interview, the recommendations are presented at the meeting of the high contracting committee and an evaluation form for the faculty interview (form number, the contractor) T/6 is prepared</p> <p>Candidate files are presented to the president of the Higher Committee for Outsourcing and Directing.</p>	<p style="text-align: right;">٢٠٢٠</p>  <p style="text-align: center;">  </p> <p>   </p> <p>   </p> <p>   </p> <p>   </p> <p>   </p> <p>  </p>
---	--

Seventh: Concluding the initial offers for the candidates.

The initial offer for the candidate is concluded, taking into consideration the following:

- must be taken into consideration according to the following: -6-5-4-3-2-1 The contracting conditions and determining salaries with the teaching staff must be observed according to the above Tables with the number (1) of the list of employment of non-Saudis in universities. 8-7
- In order to comply with the permissible proportions pending the approval of the Dean, otherwise the committee's approval is marked as, "awaiting completion."
- The initial offer with the candidate according to his academic degree, to adhere to Form 8 (No. T /8). The form translated into English (No. T /9) is used with the contractors who do not speak Arabic.
- The applicant should explain a brief about the university and its location, all its questions should be answered.

17

The following should be avoided:

- a) Void promises that cannot be fulfilled according to the powers of the team leader.
- b) Send the necessary offers to faculty members and the like who have been nominated to work at the university through electronic means of communication.
- c) The applicant must be signed personally, note his full address and the means to contact him, and the means of communication should be up-to-date. In the event that the office name and addresses for contacting him must be written, the communication should be through an employment office, the names will be in the language of the passport.

d) A specific date must be specified for the applicant to clarify that in the event that his papers are not completed or delayed in it, his place will not be reserved. It is important for the interviewer to note that the application is pending the timely completing of all necessary documents and that the company holds the right to cancel the contract.

e) When nominating a female member for a contract, it must be ensured that she has a male relative to accompany her to the Kingdom.

f) If confirmation of the qualifications and experience is not certified by the Saudi Cultural Attaché or the Saudi embassy in the country of the certificate issuing, it will not be counted.

Eightieth: Issuing the necessary approvals

Initial offers to the contracting team coordinator with the following documents:

- Copies of certificates of degrees from the bachelor to the last qualification obtained by the candidate.
- Copies of educational experiences certified by its authorities.
- Copy of the applicant's valid passport.

Definition from the university to which he belongs or his work authority

- Upload a letter from His Excellency the President of the University to his Excellency the Minister of Education regarding the approval of the contract with the candidates by the university.
- Ninth: Their countries send the visas to raise the letter of granting work visas to the attachés in the list of names for whom they contracted after the Ministry's approval (attach a copy of the Ministry's approval) to start ending the visa procedures and what is necessary.

Tenth: Follow-up on the completion of procedures by the Attachés

Communicating with the attachés continuously, informing about the status of the contractors, exchanging reports on developments, as well as responding to the contractors' inquiries through the official email of the university and other communication networks.

Eleven: Receiving the contractors and providing them with housing.

The Committee to receive new faculty members) is formed by His Excellency the Vice President and members of the University for Educational Affairs, from the (Contracting Unit - Passport Department - Public Relations - Transport). The committee coordinates with each other from receiving the contractor's arrival date until he is accommodated in the guest Hotel.

Twelfth: Complete the administrative and financial procedures for the contractors

- a) Fill out the contract form (T/10) , Acknowledgment form for non-duplication of housing allowance, furniture allowance and passenger tickets(T/11).
- b) Follow-up and complete health checkup procedures.
- c) Receive the file of the new contractor and match its file and ensure that the necessary conditions are completed and then the final contract is signed by both parties .
- d) Issuing residency after the results of the medical examination for the new faculty member appear.
- e). Follow-up to the new faculty member until he receives the job number Form (T / 2).
- f) Granting the contractor a cash advance until finishing the procedures for cashing the salary.

Thirteenth: periodic reports

Reports are prepared (periodic reports on the committee and its completion. Preparing detailed reports on the numbers of new contractors and their status - used and vacant visas).

A guide to ways to communicate with the cultural centers of Saudi Arabia abroad

list		Telephone	Fax in	Address of In website
1	Saudi Cultural Mission in Egypt	20233360613	37491715202	Eg.moe.gov.sa
2	Saudi Cultural Mission in Jordan	96265375555	96265331453	Jo.moe.gov.sa
3	Saudi Cultural Mission in Sudan	(00249) 183522218	(00249)183471181	sd.moe.gov.sa
4	Saudi Cultural Mission in Morocco	212537632734	00212537632732	ma.moe.gov.sa
5	Saudi Cultural Mission in Algeria	(213) 21915656	(213) 23238524	dz.moe.gov.sa
6	Saudi Cultural Mission in Tunisia	71233466	71752810	tn.moe.gov.sa
7	Saudi Cultural Mission in India	91-11-46445500	91-1146107223	in.moe.gov.sa
8	Saudi Cultural Mission in Pakistan	92512827876	92512271496	pk.moe.gov.sa
9	Saudi Cultural Mission in Malaysia	60342512001	60342512281	my.moe.gov.sa
10	Saudi Cultural Mission in Turkey	903124914914	903124904903	tr.moe.gov.sa
11	Saudi Cultural Mission in India	91-11-46445500	91-11-46107223	in.moe.gov.sa
12	Saudi Cultural Mission in China	861084682863	861084682862	cn.moe.gov.sa
13	Saudi Cultural Mission in South Korea	8227446471	8227446473	kr.moe.gov.sa
14	Saudi Cultural Mission in Japan	353483011	353483012	jp.moe.gov.sa
15	Saudi Cultural Mission in France	33181702020	331817020225	fr.moe.gov.sa
16	Saudi Cultural Mission in Britain	442032497000	442032497001	uk.moe.gov.sa
17	Saudi Cultural Mission in Germany	493026934070	4930269340730	de.moe.gov.sa
18	Saudi Cultural Mission in United States of America	7035737226	70357332595	us.moe.gov.sa
19	Saudi Cultural Mission in Canada	6132385555	6135639010	ca.moe.gov.sa
20	Saudi Cultural Mission in Australia	٦١٢٦٢٦٩٣٢٨٩	٦١٢٦٢٣٢٥٩٧٨	au.moe.gov.sa
21	Saudi Cultural Mission in New Zealand	6499039600	6499039624	nz.moe.gov.sa

Attachments :

The following shall be attached with this guide:

- 1- Teaching Staff Survey Form.
- 2- Form indicating the department's needs for contracting non-Saudi faculty.
- 3- The college needs to know the number of non-Saudi teachers for hiring faculty members.
- 4- The university needs template of contract for hiring non-Saudi faculty members.
- 5- University template of contract for hiring Non-Saudi Teaching Staff (Arabic).
- 6- University template of contact for hiring Members. Non-Saudi Teaching Staff (English)
- 7- Evaluation form for faculty member interview.
- 8- A data model for a faculty member nominated for a contract.
- 9 – Offer letter sample (Arabic).
- 10-. Offer letter sample (English)
- 11- The contract form.
- 12 - A declaration form of non-payment of housing allowance, furniture allowance and passenger tickets
- 13 - Form for following up the contracting procedures of faculty members and the like.

Faculty Members Survey Form(H/1)

College:

List	Current Staff	Degree	Department	General specialization	Specific specialization
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Form(T/1) The department needs to contract with non-Saudi teaching staff for the academic year 14.../14....

Department:.....total hours for next term ()hour					Hour for students (male)		
					Hour for students (female)		
	Current Staff	Degree	Specific Specialization	Total hours for a member	Departments		
					Students male	Students female	Notices
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total							

<i>New Staff</i>	Degree	Specialization	Gender		The number of hours
			Male	Female	

Approved by The Head of department:

Signature

Form (T/2) College needs:..... to contract with non-Saudi teaching staff for the academic

year

14...../14.....

Department	Specific	Teaching	Actual need	The current situation in the department	Faculty
------------	----------	----------	-------------	---	---------

Form(T/3) University needs to contract with non-Saudi teaching staff for the academic year
 14...../14.....

College	Department	New Staff	Degree	Specialization	Gender		Notices
					Male	Female	

Contracting Committee:

Name:

Signature:.

Name:

Signature:

Name:

Signature:

Form (T/4) Contract for the University

General information

The job applicant:

Specialization:

The date of hiring in university:

The name of the applicant:

Date of birthplace of birth :

(Home country) (City).....

Nationality (current): - -- (At birth)

Current Address:

Email: Skype account (Compulsory).....

The nearest airport:

Telephone : work phone :

Address as cited with your passport:.....

Father's name:

Did you applicant for Al Jouf University? When (If the answer with yes) :.....

Did you do an interview?.....when? (If the answer with yes):.....

Did you work in Al Jouf University before?.....when? (If the answer with yes):

Briefly explain why do you want to work in Al Jouf University?.....

Mention names of your relatives in Al Jouf University:.....

Form(T/3) University needs to contract with non-Saudi teaching staff for the academic year
 14...../14.....

College	Department	New Staff	Degree	Specialization	Gender		Notices
					Male	Female	

Contracting Committee:

Name:

Signature:.

Name:

Signature:

Name:

Signature:

Degrees or Certificates

The latest degree achieved Is honorary or Acquired ?

How many languages do you speak except (English) ?.....

Type of Institute or college	The name of institute or college and location	Attendances				Date of graduation	Certificates awarded	Specialization
		From		To				
		month	Year	month	Year			
High secondary school								
College or University								
Military institutes, Technical, or other.								

Mention the highest graduate studies title obtained (briefly explain their summary):

Research, publications and professional activities

(Add the following information, including data and lists, in detail)

Articles published in newspapers () Articles published periodically()

Completed scientific research () Scientific research is under process()

Books published () Unpublished books ()

The conferences attended () Participation in the university / department / scientific
community ()

Membership in any of the professional societies:.....

.....

Health Status and Personal Interests

Height: _____ Weight: _____

1. Clarify : Did you have an intellectual or physical disability or Is there any health

complaints: _____

2. Personal Interests: _____

Have you been convicted of any criminal or political acts? Clarify if the answer is

yes _____

References:

Name four previous employers to be contacted:

	Full name	Contact details
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

33

Applicant

Name: _____ Gender: _____

Religion: _____

Marital Status: Please tick:

Single () Engaged () Married () Divorced ()

Your Spouse

Spouse name: _____

Religion: _____

Date of Birth: _____ Nationality: _____ Present _____ at Birth _____

Name of the father of the Spouse: _____

Children Details

Name	Gender	Date of Birth	Nationality
------	--------	---------------	-------------

In the case the child is only from one of the spouses or adopted, please clarify

Requested Residence in Kingdom of Saudi Arabia

Please specify who will accompany you to the Kingdom of Saudi Arabia:

Spouse: Yes () No ()

Children: (First name only)

I declare that the above information is true and correct and I bear the full legal responsibility in the case it is the opposite.

APPLICATION FOR APPOINTMENT

Photo goes here

1. GENERAL

Position Applied for: _____

Field of Specialization: _____

Date of Availability for Al Jouf Employment: _____

Name of Applicant: _____

Date of Birth: _____ Place of Birth: _____
(city) (country)

Citizen of: _____
(At Present) (At Birth)

Present Address: _____

2. EDUCATION

Last degree completed: _____

Is degree honorary or earned? _____

Name and address of

Vocational/ Military or any other								

Title of Thesis with degree (attach abstract)

3. RESEARCH, PUBLICATIONS & PROFESSIONAL ACTIVITIES

(Provide following information in figures and attach lists with full details)

Papers published in refereed journals ()	Papers published in other Periodicals ()
Research Projects completed ()	Research Projects in Progress ()
Books Published ()	Books in Progress ()
Seminars Attended ()	Participation in Univ./Dept./Thesis Committees ()

	and publishing researches related to his specialization.	
4.	Communication skills: Having the ability to communicate actively in spoken and written English	From 8:10
5.	Problem solving skills and Computer skills	From 7:10
6.	Achievements and scientific awards	From 5:10
7.	Administrative works and community service	From 10:10
Total		From 85:100

Please write your feedback regarding the evaluation of the candidate.

Do you recommend hiring him () yes () No

Committee members :

Date and signature:

39

Form (7 ت) Information of a Candidate Teaching Staff for Contracting

College :

Department:

1.	Name in Arabic for Arabs	
2.	Grade which is selected for	
3.	Nationality	
4.	Gender	
5.	Email	
6.	Mobile Number	
7.	Passport Number	
8.	Passport Expiry date	
9.	Martial Status	
10.	Date of Birth	

Committee Members :

Date: / /

Initial Offer (نموذج (٩ت)

Part I: Personal Information:

Full Name : . DOB: 0 / 0 / . Gender : . Marital Status : .
Nationality : . Academic Position : . Religion : . Passport #:
Expiring Date : / / . Email: . Mobile #: . age at the beginning offer : 0 .

Part II: Work Information:

Major: . Specialization :
. Department : . College : . In :

Part III: Salary and Allowance Information:

Starting Salary: 0 . Experience : 0 - Basic Salary : 0 . Exceptional Allowance : 0 . Clinical Allowance : 0
. Excellence Allowance: 0 . Transportation : 0 .
Total Salary : (0) SAR. (Tax Free)
Housing Allowance :(0). (Housing Allowance is given annually unless housing is offered by the university).
Furniture Allowance :(0). (furniture allowance(50%) is given for being in the Kingdom for the first time. if you worked or
accompanys before it will not be given).

Important Information:

1. Contract duration is one academic year automatically renewable, unless one of the two parties does not by a notice letter before at least two months of the contract end date. Annually, 60 days fully paid leave as a summer vacation.
2. Ten days (10) can be given yearly for emergency vacation, and it will be deducted from the annual leave.
3. Four (4). round-trip tickets will be given annually from Aliouf to the contracting country, and his family members should accompaning him for at least 6 months.()
- 4.The The arabic language is the approved language for this Initial Offer . in case of any dispute arising regarding the interpretation or implementation of this offer, or any article contained therein it should be referred to the concerned authorities in the Kingdom of Saudi Arabia.
5. This Initial Offer is not obliged until the final contract is being signed and sealed .

NOTICE:

PLEASE READ REGULATION. OF EMPLOYMENT OF NON-SAUDIS IN THE UNIVERSITIES.

Director of faculty members Department	Chairman of the Higher recruitment Committee	I accept the offer and understand the regulations
---	--	---

Place of Birth:		Date of Birth:		Passport Number:				
Date: / /		Place of Issue:						
Information to be written by Contractor							Information to be written by Officer	
No	Qualification	Major	Graduation Year	Number of Study Years	School or University	Country	Unaccounted Qualifications	Reason of Not Accounting
1								
2								
3								
4								
Did you work in the Kingdom in the Past? :								
Please state below your experiences in the Kingdom if you had previous experience:								
Information to be written by Contractor						Information to be written by Officer		
No	Job Title	start	End	Company	Reason of Leaving	Unaccounted Experiences	Reason of Not accounting	
1								
2								
3								
This information to be written by the Officer:								
Job Title	Grade	Number	Part of organization	place	Start of contract	Duration of contract	Approval of Cabinet(Diwan)	
							Number: Date:	
Salary for Qualification SR () for Experience SR () = SR								
Total of Salary , Number () SR , Written SR according to schedule number ()								
Declaration: I declare that the above information is correct and identical and if it is approved the opposite, I will be liable to sever punishment which include terminating the contract and departing me and my companions at my expense. Also, I agree on the written salary and I have no right to ask for accounting any qualifications or experiences which were unaccounted by the official officers at contracting, therefore I sign.								

42

Name:		Signature:		Date:	
Information in this form has been revised and recorded from the documents and attested official certificates form the authorized bodies which are kept in a file of the mentioned above contractor; therefore Signed:					
Official Officer		Official Stamp		Authorized person/ Name:	
Name:				Job:	
Signature:				Title:	

43

Declaration of Non-Duality of Housing, Furniture and Air-tickets Allowances

All Data must be filled

Name:.....

Nationality:.....

Qualification:.....

Work Place: Position:.....

Contract Start Date: / / H.

Marital Status: () Single () Married

Have you been a resident in Saudi Arabia?

If Yes, Please clarify

.....
Have you been given a furniture allowance? () Yes () No

Companion's information as in the passports:

Name of spouse or guardian

Relative relationship of the guardian

Does the spouse or the guardian work currently in the Kingdom?.....

Spouse or the guardian employer:.....

Does the spouse or the guardian get any of the following allowances from their employer?

() Housing () Furniture () Air-tickets () School fees for children

If " Yes", what is the total of the housing allowance (.....SR).

Did the spouse or the guardian work for another employer in the Kingdom?

If " Yes", who is the

employer?.....

Contract duration: from -----/-----/----- To -----/-----/-----

44

Children /companions in the current residence in the Kingdom

No	Son/daughter Name	Gender	Date of Birth
1			
2			
3			
4			

Declaration

I hereby declare that all the information above is correct and if it is not, the University has the right to take the legal actions.

Name: _____

Signature: _____

Date: -----/-----/-----G

Approval of the official Officer :

Name: _____

Signature: _____

Date: -----/-----/----- G

45

Form (12 ت) Follow-up of the Financial and Administrative Proceedings of the Contractor

Contracting Unit

Cultural Attaché Letter () Academic Qualifications () Experience Certificates ()

Official Documents () signing the Contract

Official Officer: _____ Signature: _____

Contractors Unit

Cultural Attaché Letter () Academic Qualifications () Experience Certificates ()

Official Documents () A stamp of Arrival to the Kingdom of Saudi Arabia ()

Form(147) () Medical Report () Signed Contract

() Declaration of Non-duality of getting Allowances of Housing , Furniture and Air-tickets

() Decision of informing the Contract () letter of appointment () Entering the data on the administrative system

Official Officer: _____ Signature: _____

Government Relation Unit

<input type="checkbox"/> Residence Card Issue (Iqama)	<input type="checkbox"/> Collecting the passport
Official Officer :	Signature:

Information Technology (IT)

<input type="checkbox"/> Email	<input type="checkbox"/> Fingerprint
Official Officer:	Signature:

Salaries Management

<input type="checkbox"/> Decision of informing the contract	<input type="checkbox"/> Approving the data on the Financial System
Official Officer:	Signature:

- Original Copy to the Contractor File
- A copy to the Dean of the College
- A copy to the Salaries and Allowances Management
- A copy to the Administrative Structures