

Kingdom of Saudi Arabia

Ministry of Education

University of Tabuk

Procedures Manual for the Deanship of Faculty Affairs

1440 BC

Deanship of Faculty Affairs

Introduction

In the interest of the Deanship of Faculty Affairs of the University of Tabuk to provide all information related to members of the faculty and the employees, the deanship issued this explanatory guide to many procedures needed by faculty members and staff at the university; to explain the steps to be followed to stimulate these procedures, which should be reviewed to complete specific procedure. This contributes to the improvement of the work environment in the university, strengthening the commitment of its members and upgrading the work to achieve the goals of the university.

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Procedure Number	1
Procedure	Seconding
Procedure department	Management of Employees and Management of Salaries and Allowances
Procedure description	This procedure is specific for seconding and off duty for Saudi faculty members, contractors and employees

<p>Procedure steps</p>	<ol style="list-style-type: none"> 1. The faculty member or employee shall raise the application for seconding through the University's electronic service. 2. The application is approved by the direct manager of the employee or faculty member. 3. The application is approved by the dean of the deanship to which the employee or faculty member belongs to. 4. The application is approved by the authorized vice rector or the rector as follows: <ul style="list-style-type: none"> * For external seconding or for more than five days the application must be approved by the rector. * For internal seconding or less than five days the application must be approved by the vice deans. 5. The application must be approved by the dean of deanship of faculty members and staff. 6. The application should be approved by authorized official after verifying the validity of the data entered. 7. Issue the special travel order. 8. The application is transferred to the budget management and planning to be confirmed and linked. 9. The application should be referred to the director of personnel affairs to approve and finish the procedure. 10. The decision should be referred to the management of salaries and allowances for finishing of the procedure and then sent to the direct supervisor to finish it, and then again sent to the management of salaries and allowances. 11. The decision for the termination of the mission should be referred to the financial administration after approval by the management of salaries. 12. A payment order may be issued by the financial management after it has been approved by the salaries department. 13. After approval of the payment order from the comptroller, the order should be referred to the monetary department, then to the Ministry of Finance.
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Procedure number	2
Procedure	Conference Attendance Fees
The concerned department	Management of Salaries and Allowances
Description of procedure	This procedure is only for attending conference fees by Saudi faculty members.
Steps of the procedures	<ol style="list-style-type: none"> 1. Approval for attending the conference. 2. Copy of attendance certificate. 3. Provide a copy of the passport information page along with a copy of the entry stamp and date. 4. Provide a copy of the passport showing the entry stamp (for women). 5. Produce the original attendance sheet. 6. Issue a payroll. 7. Draft a letter of financial correlation to the budget. 8. Issue a letter of payment to the financial department.

Procedure Number	3
Procedure	Travel ticket compensation
Concerned department	Administration of faculty member's affairs
Description of the procedure	This procedure is for Saudi faculty members and contractors to obtain travel tickets.
Steps of procedure	<ol style="list-style-type: none"> 1. Raise the request from the faculty member's college and fill out the form of compensation available on the faculty and staff website. The following documents must be attached: <ul style="list-style-type: none"> * Provide a copy of a residence permit for the contractor and his family, the family must be sponsored by the contractor (The age of dependent

	<p>males mustn't exceed 18), or provide a copy of the National ID for the Saudi faculty member.</p> <ul style="list-style-type: none">*Copies of the contractor and his family's passport information pages.* A copy of the contract renewal.* A copy of the employment contract. For Saudi members, an attached copy of the letter of appointment.* Attach the ticket and the flight boarding pass. <p>2.The application and documents should be sent by an official letter from the faculty member's department to the dean of faculty and staff affairs.</p> <p>3.The application should be referred to the administration of the faculty members and then to the administrative officer.</p> <p>4.The application must be checked by the management officer to assure the completion of the request justifications.</p> <p>5.For Saudi faculty and contractors, 50% of the basic value of the Saudi airlines ticket is paid if the ticket presented is not issued by Saudi Airlines.</p> <p>6.A decision and approval must be made by the official in charge who then sends the application to the management of allowances to complete the request.</p> <p>7. Economy class tickets are issued for Saudi and non-Saudi lecturers, assistant professors and associate professors. Business class tickets are issued for full professor non-Saudi faculty members. For the Saudi faculty, assistant and associate professors shall obtain first class tickets and up.</p>
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Procedure Number	4
Procedure	Travel order procedure for employees
The concerned department	Personnel Management
Description of the procedure	Special procedure for travel order for Saudi employees.
Steps of the procedure	<ol style="list-style-type: none"> 1. Travel tickets are granted for Saudi employed faculty member and Saudi contractors if seconded outside their place of employment. 2. For internal seconding, the decision of seconding must be raised from the employee's administration and approved by the person in charged for internal seconding. For external seconding, the decision must be taken by the director of the university. 3. The travel order for an international ticket should be printed and signed by a competent employee and then be sent to Saudi Airlines to fix the value of the ticket. 4. The value of the ticket should be calculated according to the nearest route of the intended destination. 5. In the case of international seconding, the travel order should be returned to the personnel administration after the price has been fixed for the issuance of the warrant and signing of it by the person in charge. 6. In the case of internal seconding, the ticket is issued after being signed by the person in charge, then sent to Saudi Airlines for the issuing of the ticket. 7. Ticket grade is awarded to all faculty members and employees of the university according to the system.

Procedure Number	5
Procedure	Procedures for appointing faculty members
The concerned department	Management of electronic services
Description of the procedure	Steps for appointing Saudi faculty members at the university.

<p>Steps of the procedure</p>	<ol style="list-style-type: none"> 1. The Deanship of Faculty Affairs and Staff Affairs is addressed to inquire about the number of available vacancies 2. The Vice Deanship for Graduate Studies and Scientific Research addresses all faculties to identify their job requirements, and arrange and classify the jobs according to priority of importance. 3. The jobs are announced in official newspapers and on the website of the university including the opening and closing dates for applications. 4. Qualifications required for each specialty must be identified accurately for each department. 5. The Deanship of Faculty and Staff Members are responsible for: <ul style="list-style-type: none"> -opening the application process and adjusting the settings of the electronic system for recruiting faculty members. -announcement of all job vacancies, their terms and titles. -providing technical support for any problems facing applicants and colleges. -preparing periodic reports about application status. 6. Electronic application period ranges between 10 days to two weeks, after that each applicant can follow up their application on the website. The application status is updated automatically. 7. Applicants enter their data, specifying the required department and specialty, and upload their documents in PDF format onto the university website. 8. Applications are electronically and automatically directed to faculties as follows: <ul style="list-style-type: none"> -closing recruitment system.
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	<p>-automatically direct and transfer applications to the various faculties.</p> <p>-The Electronic Services Department prepares reports by the end of the application.</p> <p>9. Applications that do not meet the requirements of the specialty are excluded. This is carried out by the faculties concerned and their departments through forming committees for each specialty and section.</p> <p>10. Eligibility: each committee arranges applications according to: degree correlation of the scientific specialty with the job applied for and previous experience in the field of study.</p> <p>11. The main candidates for each specialty are selected based on eligibility as pertains to the available positions. The results are presented to the council of the department and then to the college's council.</p> <p>12. Candidates' names should be submitted to the university council for approval. The Deanship of Faculty and Staff Affairs should be notified to start the appointment procedures.</p> <p>13. Communicate with the main candidates to inform them of the need to meet the Deanship of Faculty Members and Staff Affairs to complete their employment procedures, and apologize to ineligible applicants. .</p>
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Procedure Number	6
Procedures	General allowances for faculty members.
The concerned department	Administration of Faculty Members' Affairs.

<p>Steps of the procedure</p>	<ol style="list-style-type: none">1. Submit the application for allowance payment from the dean of the college addressed to the Dean of the Faculty Members and Staff Affairs.2. The application should be transferred from the dean to the Director of the Administration of Faculty Members' Affairs.3. The application is transferred from the administration director to the concerned employee in the administration.4. The concerned employee should verify the completeness of the requirements and fulfill all the necessary conditions as follows:<ul style="list-style-type: none">-The allowance of scarcity: this allowance is granted on the basis of specialty in the decision of appointment, according to the rules and regulations. It is paid through the financial and administrative system where 20% is paid for the lecturer and teaching assistant. For the assistant professors the percentage is decided upon the rules and regulations.-The allowance of the new university: 20% is through the financial and administrative system for all Saudi faculty members, lecturers and teaching assistant.-Assignment allowance: this allowance is paid through a letter presented by the requested department or deanship, attached with the schedule, based on the specialty and the clinical practice.5. After the request has been verified, the decision to have the allowance should be issued and addressed to the director of the administration.6. The decision is signed by the management director and sent to the Administration of Salaries and Allowances.7. The Department of Salaries and Allowances completes the payment procedures.
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Procedure number	7
Procedure	Employee's Performance Evaluation Procedures
Concerned department	Employees Affairs Department
Procedure description	The goal of evaluation is to achieve a fair evaluation of all employees apart from generalization and spontaneity. The aim is to encourage them to endeavor more for tangible achievement.
Procedure steps	<ol style="list-style-type: none"> 1. The evaluation form is filled by the Line Manager of the employee and approved by the top manager based on authority. 2. The Line Manager relies for filling the evaluation form on: <ul style="list-style-type: none"> - daily and monthly records and notes about the employee. - The employee's attendance and discipline. - The employee's performance during the year. - The employee's behavior and cooperation with his/ her colleagues during the year. 3. The Line Manager prepares a report by giving the right grade on each category according to his estimation after referring to the available evaluation resources mentioned below: 4. Grades must be registered in the right fields for each category. The grade given must not exceed the highest grade given for evaluation and refer to the categories definitions and how to be verified. 5. Calculate the grades obtained by the employee for performance and relationships to give the final grade and mark its code on the next field. 6. The person responsible for the report explains the weaknesses and strengths (according to his/ her own point of view). These points are preferential in case of equal grades among distinguished employees. 7. The person responsible for the report includes his/ her opinion about the employee under evaluation in the specified field. 8. The employee under evaluation shall be aware of the report content after approval by his/ her higher manager.

Procedure Number	8
Procedure	Employee's Promotion

Concerned department	Employee Affairs Department
Procedure description	It is the upgrading the employee to a position of more responsibilities and tasks than his/her current designation
Procedure steps	<ol style="list-style-type: none"> 1. Send a circular to all employees of the university who deserve this advancement. 2. Give the opportunity to all of the university staff by opening the application through the university website(SAHL). 3. Application is closed by the deadline. 4. Assort applicants according to positions. 5. Assort applicants according to the points obtained from the higher to the lower. 6. Register the candidates information on the promotion committee report. 7. execute the promotion and inform the employee accordingly.

Procedure number	9
Procedure	Senates and Councils Rewards
Concerned department	The Administration of Faculty Members and Staff Affairs and the Administration of Salaries and Allowances.
Procedure description	The procedure is concerned with the Saudi faculty members who participate in the college council, department council, scientific council and the university senate.
Procedure steps	<ol style="list-style-type: none"> 1. The sessions are raised by the college, the deanship or the administration that faculty member belongs to, through an official letter and a request to fill the required forms. 2. The transaction is raised to the dean of the member's faculty and employees' affairs with supporting documents. 3. The transaction is transferred to the director of the Faculty Members Affairs. 4. After approval, the transaction has to be transferred to the concerned official to verify the number, dates of sessions and all required documents. 5. Sending a financial report from the administration of Faculty Members Affairs to the budget and planning department. 6. The amount has to be officially agreed by the budget and planning department. The request is resent to the administration of Faculty Members Affairs. 7. After the approval for the amount, the payment order is issued and sent to the dean of the faculty members affairs.

	<p>8. The order is sent from the dean of Faculty Members Affairs to the department of salaries and allowances.</p> <p>9. After that, individual payment orders are sent from salaries and allowances department to the financial administration.</p> <p>10. Finally, orders are sent from the financial administration to the comptroller.</p>
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Procedure number	10
Procedure	Scientific Communication
concerned department	Department of Faculty Members Affairs
Procedure description	This procedure is specific for Saudi faculty members to obtain scientific communication.
Procedure steps	<ol style="list-style-type: none"> 1. The faculty member applies for scientific communication to the concerned department council as follows: <ul style="list-style-type: none"> • Details of the academic qualifications, experience and career progression. • Details of teaching activities. • Details of the faculty's participation in the university and the community activities. • Agreement of the educational institution to join the scientific communication. • Any extra information to support the request of scientific communication. • Any other information or documents requested by the department council, college senate of the scientific senate. 2. The department council reviews the request of scientific communication and checks all the conditions and procedures required. It then sends its recommendation to the college's council. 3. The college's council reviews the application according to the department's recommendation. 4. After the approval, the scientific council studies the request of the scientific communication according to the approval of the department and colleges' councils. 5. The transaction is sent along with the approval of the scientific communication to the dean of the faculty. 6. Then the transaction is transferred to the official concerned at the administration of Faculty Members and Employees' Affairs.

	<p>7. The transaction is then reviewed for confirmation. The scientific communication is then prepared and sent to the rector to be signed.</p> <p>8. After the approval, the transaction is sent to the college, which in turn informs the faculty member to start the scientific communication.</p> <p>9. The faculty member sends a copy of involvement form to the country of the program through Saudi consulates.</p>
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Procedure number	11
Procedure	Procedures of Promoting a Faculty Member
Concerned department	Department of Faculty Affairs
Procedure description	The procedure is concerned with promoting Saudi faculty members and contractors to a higher scientific degree.
Procedure steps	<ol style="list-style-type: none"> 1. The faculty member applies for promotion to the relevant department council <ul style="list-style-type: none"> • Details of the scientific degrees, experiences and career progression. Providing the following information: • Details of teaching activities • Details of activities for the university and the community service. • At least five copies of the publications provided for promotion and the information related to it. • Any other information that supports the promotion application. • Any other related information or documents requested by the department council, college council, or the senate. 2. The department council studies the promotion application, then verifies the fulfillment of conditions and procedures, then refers the application to the college's council and names not less than eight judges. 3. The college's council studies the application according to the department's council recommendation and nominates not less than 8 of judges nominated by the department council or other judges. 4. The scientific council studies the promotion request according to the recommendation of the department

	<p>and college councils. After the study, the scientific council:</p> <ul style="list-style-type: none"> • Chooses five judges for judging the researchers. Judges are selected from those nominated by the college's council or other judges. Three of them are basic judge. The fourth and the first substitution and the fifth is the second substitution whereas they are involved when needed. Two of the three judges must be from outside the university. • Sends the researches and publication to the judges confidentially for judgment based on the form prepared by the scientific senate. • Decides on the promotion after reviewing the judges' reports and the reports related to the applicant's teaching and the university and the community service activities. • If the council does not approve the promotion due to unsatisfactory scientific production, the council evaluates the presented researches and selects what is acceptable to be re-presented • Application for promotion to associate professor for the second time, at least one new research must be included and two new researches for full professor. <ol style="list-style-type: none"> 5. The applicant is informed after the university senate agrees upon the promotion. 6. The transaction along with the information letter is sent to the dean of Faculty Members and Employees Affairs. 7. Then, the transaction is sent to the officer concerned at the administration of the Faculty Members and Employees' Affairs. 8. The transaction is reviewed and verified, then prepared for the administrative promotion decision and sent it to the rector for signature. 9. After approval, the transaction is sent to the faculty member to join after the promotion and the form is then sent to the college deanship. 10. After sending the joining letter to the deanship and verify the date, the faculty member is registered on the academic and financial system.
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Procedure number	12
Procedure	Direct Procedures for the New Contractor
concerned department	Department of Members of Teachers` Staff Affairs
Procedure description	This procedure is special to the important steps of hiring the contractors' members of teachers` staff and their coordinators to work at university.

Procedure steps	<ol style="list-style-type: none"> 1. On the first day of joining, the faculty member meets the administrative manager of the college he/ she belongs. 2. Fill the contract forms from college administration which are: joining form, housing allowance form, furnishing allowance, no double allowance and two form for his address in his/ her home country. 3. The new faculty member meets the concerned officer at the administration of faculty member and: <ul style="list-style-type: none"> • Submits the forms filled before with three photographs (4*6) with white background. • Submit the original certificates or attested copies. • Collect the form for medical check required for issuing the residence permit. 4. A file for the faculty member or the contractor. Copies of the academic qualifications, experience certificates and the passport in addition to contact details (phone number, mobile number and thee-mail address). 5. Signing the contract: after one-week from submitting the forms, the faculty member meets the faculty members administration to sign the contract. 6. After signing the contract, the faculty member takes three copies, two copies for the allowances and salaries department and one copy for the faculty member. 7. The faculty member receives his/her employment number and completes other paperwork required for other procedures such as opening bank account...etc. 8. The faculty member receives a link to fill the information electronically.
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Procedure Number	13
Procedure	Issuing a new residence permit for a faculty member.
Concerned Department	Administration of Faculty Members' Affairs
Procedure Description	This procedure is for non-Saudi faculty members and private contractors for issuing a new residence licence.
Procedure Steps	<ol style="list-style-type: none"> 1. The faculty member collects the forms of the medical examination from the concerned employee at the Administration of Faculty Members' Affairs. 2. The faculty member sees the medical committee at hospital for the necessary examination. The result is given after a week. 3. Then the faculty member obtains the medical examination result.

	<p>4. The faculty member pays SR 500 fees for faculty member's licence and for that of his children above 18 years of age.</p> <p>5. The faculty member goes to the passport office at the Administration of Faculty Members with the following:</p> <ul style="list-style-type: none"> * Application form for issuing residence licence (The form is available on the website of the Ministry of Interior-Passports General Administration) * The medical examination result. * Three personal photos of the faculty member and all his/her family members (with white background). <p>6-Check the Passports Unit or contact them or call (3512) after one week to check and collect the residence licence(s)</p>
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Procedure Number	14
Procedure	Contract renewal of the faculty member
Concerned Department	The Administration of Faculty Members Affairs.
Procedure Description	This procedure is for renewing contracts of faculty members and private contractors.
Procedure Steps	<p>1- Before the end of the academic year, the performance assessment of faculty members is sent to faculty affairs.</p> <p>2- Contracts are electronically identified for those who have been approved to renew their contracts.</p> <p>3- The contract renewal letter is printed and sent to the relevant colleges.</p>

Procedure Number	15
Procedure	Renewal of the residence licence for the faculty member.

Concerned Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for faculty members and private contractors for renewal of the residence licence in the country of work.
Procedure Steps	<ol style="list-style-type: none"> 1. Fill out the Residence Licence Renewal Form 2. Pay SR 500 to renew the residence permit through the banks available in Tabuk. 3. A personal photo of the contractor and his/ her accompanying family members.

Procedure Number	16
Procedure Name	Termination of Contractors Service
concerned Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for the Termination of Faculty Member Service.
Procedure Steps	<ol style="list-style-type: none"> 1- The Dean of the faculty member's College sends the decision of termination to the University Vice-Rector for Academic Affairs. 2- University Vice-Rector for Academic Affairs sends the termination request to the Dean of Faculty Affairs. 3- The Dean of Faculty Affairs sends the termination request to the director of Faculty Affairs who then refers it to the specialized officer. 4- The concerned officer requests the file from the archive. 5- The concerned officer fills out the first part of the decision based on the facts on the file especially the part related to the start of service. 6- The service period is calculated by subtracting the end of service from the start date.

	<p>7- Preparation of the decision of Service Termination by the Administration of Faculty Members and according to the regulations.</p> <p>8-After ascertaining the reason for termination, define the end of service bonus as follows:</p> <p>*If the service period is less than 22 months there shall not be remunerations for the faculty member.</p> <p>*If the period of service is more than 22 months and less than 4 years and ten months, the faculty member shall be paid half his monthly salary for each year.</p> <p>*If the period of service is 58 months or more, the faculty member shall be paid a monthly salary for each year and the amount must not exceed 100,000 riyals.</p> <p>9-The faculty member starts the leaving certificate procedures and submit it to the administration of faculty members.</p> <p>10-Travel tickets payment is based upon the reason of termination.</p>
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Procedure Number	17
Procedure	Recruiting the Families and Children of the Faculty Members.
concerned Department	The Administration of Faculty Members Affairs.
Procedure Description	This procedure is concerned with recruiting the families and children of the faculty member.
Procedure Steps	<p>1. This recruiting is done through the Ministry of Interior's website (Abshar). If any obstacles occurred, the faculty member provides the administration with the following:</p> <ul style="list-style-type: none"> • A printed form of recruitment from the Ministry of Interior's website. • Filling out and signing the form by the applicant. • Signed and stamp the form by the Faculty Affairs Administration <p>2. Submit the form to the recruitment officer supported with the following:</p> <ul style="list-style-type: none"> • Affidavit about the faculty member from the Department of Affairs not including the salary.

	<ul style="list-style-type: none"> • A copy of the contractor's residence license stamped by the Faculty Affairs Administration. • A copy of faculty member passport and the entry visa. • A copy of the faculty member's certificate attested by the Foreign Ministry of Saudi Arabia. • A copy of the marriage contract with a copy of the wife's passport. • A copy of the birth certificates and the passports of children. • Book an appointment through (Absher) system after seven days from the date of application. <p>Note: In the case of submitting a request for recruitment by female contractor, it must enclose a pledge signed and stamped by the Vice Dean of the Faculty to which the faculty member works for.</p>
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Procedure Number	18
Procedure	Visas: Exit and Re-entry Visa.
Concerned Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for exit and re-entry visa requirements for faculty members and private contractors.
Procedure Steps	<p>1- Fill out the exit and re-entry visa form.</p> <p>2- Payment of the visa fee of SR 200 for the contractors and his family. In case of a separate passport for each family member, 200 riyals fees must be paid for each one for two month.</p> <p>3- Attach a copy of the consent of the holder, and</p> <p>4- Attach the vacation form from the Administration of Faculty Members.</p>

Procedure Number	19
Procedure	Visas: Final exit visa
Concerned Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for final exit visa requirements for faculty members and private contractors.
Procedure Steps	1- Fill out the final exit visa form.

	<p>2- Submit the form to the Passport Officer at the administration of faculty members with the following document attached:</p> <ul style="list-style-type: none"> • Residence permit of the contractor and his dependants. • A personal photo • A copy of the letter of leave and the termination of service letter.
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Procedure Number	20
Procedure	Procedures for Adding a New Born.
concerned Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for faculty members and private contractors to add a new born to a passport if he/ she is born in Saudi Arabia.
Procedure Steps	<p>1. The contractor has to bring the following documents to the passport officer:</p> <ul style="list-style-type: none"> • The original and a copy of Birth Certificate. • A copy of the contractor's passport and the residence license. • The original passport of the new born • A photo of the new born with a request form for adding new born. • A photo of the new born and a copy of the passport.

Procedure Number	21
Procedure Name	Procedures for Adding Children
Procedure Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for faculty members and private contractors to add their children who are coming from outside Saudi Arabia
Procedure Steps	<p>1- The contractor have to bring the following documents to the passport officer:</p> <ul style="list-style-type: none"> • A photo for the new born • The original residence licence and a copy of i • The original passport of the new born. • A copy of the passport • Fill out the form

Procedure Number	22
Procedure	Procedures for the Transfer of Information.
concerned Department	The Administration of Faculty Members' Affairs.

Procedure Description	This procedure is for faculty members and private contractors to transfer the information of the old passport to the new one.
Procedure Steps	<p>1- The contractor have to bring the following documents to the passport officer:</p> <ul style="list-style-type: none"> • The original and a Copy of the old and new passports with a copy of each. • Fill out the form. • A personal photo and a copy of residence license.

Procedure Number	23
Procedure	The Visiting of the Contractor`s Family.
Concerned Department	The Administration of Faculty Members` Affairs.
Procedure Description	This procedure is for faculty members and private contractors` visit visa for their families` visiting Saudi Arabia for 90 days.
Procedure Steps	<ol style="list-style-type: none"> 1. Print the visit request form from the Ministry of Foreign Affairs website. 2. Fill the application form and sign it. 3. Submission of the form to the recruitment officer attached with the following documents: <ul style="list-style-type: none"> • A copy of the contractor's residence • Affidavit for the contractor from the administration of the affairs of faculty members without salary.*

Procedure Number	24
Procedure	Vacations: Emergency leave procedures.
Concerned Department	The Administration of Faculty Members` Affairs.
Procedure Description	This procedure is for Saudi faculty members and private contractors for compulsory vacation.
Procedure Steps	<ol style="list-style-type: none"> 1. Fill out the form of compulsory leave and give it to the direct supervisor. 2. After approval the supervisor sent it to the administration of faculty members. 3. Notify the faculty member of his / her approval or rejection and save the form in his / her file.

Procedure Number	25
Procedure	Vacations: Sick leave
Concerned Department	The Administration of Faculty Members` Affairs.
Procedure Description	This procedure is for Saudi faculty members and private contractors for sick leave.
Procedure Steps	<ol style="list-style-type: none"> 1. The faculty member have to contact his direct supervisor in case of sickness 2. The concerned department fills the medical check form and hand it over it to the faculty member. 3. The faculty member goes to any approved hospital. 4. The medical institution prepares a medical report

	5. The medical report is submitted to the concerned department / college that follows up the procedures.
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Procedure Number	26
Procedure	Vacations: Procedures for exceptional leave
Concerned Department	The Administration of Faculty Members' Affairs.
Procedure Description	This procedure is for Saudi faculty members and private contractors for exceptional leave.
Procedure Steps	<ol style="list-style-type: none"> 1. A faculty member who wants an exceptional leave shall submit a request to his / her supervisor, explaining his or her reason of request. 2. Submit the application to the department headquarters. 3. Filling out an exceptional leave form. 4. The application shall be sent to the Administration of faculty members if approved. 5. The Administration reviews the application according to the rules and regulations then send it to the Dean. 6. The request is approved upon the approval of the Rector. In case the request is not approved, it is returned to the direct supervisor of the faculty member to explain it reasons for rejection.

Procedure Number	27
Procedure	Housing Allowance for Contractors.
Concerned Department	The Administration of Faculty Members' Affairs and the Management of Salaries and Allowances
Procedure Description	This procedure is for faculty members and private contractors for housing allowance.
Procedure Steps	<ol style="list-style-type: none"> 1- Fill out the housing allowance forms on the website. 2- Submit the forms to the supervisor. 3- Receive furnishing and housing allowance from the financial management.

Procedure Number	28
Procedure	Hospitaland Assignment Allowance
Concerned Department	The Administration of Faculty Members' Affairs .
Procedure Description	The procedure is for faculty members, Saudi doctors, contractors who are working in hospitals and the health sector.
Procedure Steps	<ol style="list-style-type: none"> 1- Attach the application with the scientific qualifications and the card of the Saudi Commission for Medical Specialties. 2-Send the approval to the rector after checking the documents.

	3- Print the application and send it to the payroll department.
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Procedure Number	29
Procedure Name	Government Employee.
Procedure Department	The Administration of Faculty Members' Affairs.
Procedure Description	The procedure is for Saudi faculty members to have an employment allowance
Procedure Steps	<p>1- Fill out a form of acknowledgment of non-employment in the government sector with a copy of the status card.</p> <p>2-The civil service shall be ensured that the faculty member is a government employee.</p> <p>3- The exchange is done through the financial and administrative system.</p>

Procedure Number	30
Procedure	Job Offers for Contractors
Concerned Department	The Administration of Faculty Members Affairs .
Procedure Description	The procedure is for jobs offered at university level to faculty members and doctors.
Procedure Steps	<ol style="list-style-type: none"> 1. The Faculties send their needs to the personnel nominated by the Vice Chancellor and then send the form to the Dean of Faculty Affairs 2. After approval by the Administration, the application shall be sent to the competent officer in the Administration of the Faculty Members' Affairs. 3. Prepare a job offer if the jobs are available and have the following conditions: <ul style="list-style-type: none"> • Match career path with specialization. • The degree of qualification should not be less than well-qualified in all academic stages. 4. Sorting candidates and verifying documents. 5. Communicate with the Saudi Foreign Missions to send the work visa.

	<p>6. After the arrival of the contractor to Saudi Arabia, the contracting procedures are carried as described previously.</p>
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Procedure number	30
Procedure	Job offers for contractors
Procedure department	Faculty members and staff affairs administration
Procedure description	This procedure is concerned with job opportunities offered by the university for recruiting new faculty members and contracting doctors
Procedure steps	<ol style="list-style-type: none"> 1. Faculties send their nominated contracted faculty members to the vice-rector for Academic affairs. If the request is approved, it is transferred to the Dean of faculty and staff affairs. 2. The request is sent to the assigned employee in the faculty and staff affairs after obtaining the approval of the director of the administration affairs. 3. A job offer is prepared if the vacancy is available and meets following requirements: <ul style="list-style-type: none"> • The career path should be related to the study major. • Grades must not be below “Good” during the candidate’s university career. • The concerned employee in the administration sorts the candidates’ names and verifies the documents. • Candidates are contacted when the job offer is approved. • If the candidate accepts the job offer, the Ministry of External Affairs will be contacted about issuing the visa. • After the arrival of the newly recruited faculty, all contracting procedures will be completed as described above.

Procedure number	31
Procedure	Employment through service transferring
Procedure department	Faculty and staff administration
Procedure description	This procedure is concerned with the transfer of Saudi faculty members as well as other faculty to Tabuk University.
Procedure steps	<ol style="list-style-type: none"> 1. A request of transfer to the university 2. The approval of the concerned councils in Tabuk University (department, faculty, scientific senate, university domain) for transferring services 3. A letter of approval is sent to Tabuk University by the first sponsor of the employee 4. If the request of transference is approved by the first employer, the following documents are attached: <ul style="list-style-type: none"> • A performance evaluation • A job description. • A copy of academic qualifications. • A copy of the employee's national identity card. • A decision of service transference. • Joining the university after clearance from the previous employer.

Procedure number	32
Procedure	Annual training and scientific publications rewards
concerned department	Staff and Faculty members affairs administration, and salaries and allowance administration
Procedure description	This procedure is for annual training rewards, and Master degree dissertations for scholarships, students and internship.
Procedures steps	<ol style="list-style-type: none"> 1. A request is sent to the scientific council, and holding of college and department council. 2. After approval, the transaction is sent with the required documents to the Dean of Faculty and Staff affairs. 3. The request is transferred to the director staff and faculty affairs. 4. After the request is approved by the director staff and faculty affairs, the request is directed to the concerned employee in the administration to ensure that scholarship students are informed of the decision. 5. A financial form is prepared by the staff affairs administration and sent to the budget and planning department. 6. The approval of the financial allocation is decided by the budget and planning department, then the request is returned to the staff and faculty affairs administration. 7. After the approval of the amount, the payment decision is made and resent to the Dean of Faculty members. 8. The Dean sends the request to payroll and allowance administration. 9. After that, the payroll and allowance department sends the individual payrolls to the finance administration. 10. Finally, vouchers are sent by the financial administration to the comptroller.

Procedure number	33
Procedure	Emergency and regular leave for employees
Procedure department	Personnel administration

Procedure description	This procedure is concerned with emergency and regular leave for employees at all levels of the university.
Procedures steps	<ol style="list-style-type: none"> 1. Fill in a leave form showing the job number, designation, leave duration and the exact start and end date. 2. The form is signed by the direct manager. 3. The form should be approved by the department or college to which the employee belongs. 4. Register the leave request form and register the date it was sent. 5. Send the leave request to the personnel department. 6. The following procedures should be taken by the personnel department: <ul style="list-style-type: none"> • Ensure that the employee has credit for enough vacation days. • Approve the leave request after confirming employee's credit. • Send a copy of the approval to the employer department. • Keep the original copy of the approval in the employee's file. • In case the employee has not enough credit for the leave request, the transaction is returned to the employee's department.

Procedure number	34
Procedure	Sick leave for employees
Concerned department	Personnel affairs administration
Procedure description	This procedure is concerned with employees sick leave for all the university level administrations.
Procedures steps	<ol style="list-style-type: none"> 1. The employee informs his supervisor in person or by phone. 2. The responsible unit in the college or department fills in a medical examination form and submits it to the employee. 3. The employee should follow up in an affiliated competent medical institution. 4. A medical report is prepared by the affiliated medical institution after the clinical examination. 5. The report is submitted to the competent department or college to continue the procedures. 6. For sick leave some documents are required, which are: <ul style="list-style-type: none"> • For infant care leave (a copy of a birth certificate is enclosed). • Widow count leave (a copy of a death certificate is enclosed). • Maternity leave (a child birth notification copy is enclosed).

Procedure number	35
Procedure	Transferring employees: Transferring to the university.
Concerned administration	Personnel affairs administration
Procedure description	This procedure is concerned with transferring an employee from another institution to one of the university administrations.
Procedures steps	<ol style="list-style-type: none"> 1. An employee who wishes to be transferred sends a request to university administration. 2. A request for transfer will be studied by an assigned committee for transferring 3. If the request is approved, the university communicates with the employees' employer for final approval. 4. After the final approval, the university requests all official documents related to the whole transaction. 5. The university issues the transfer decision. 6. The employee is required to bring a certificate of departure from the previous employer based on the transfer decision . 7. The employee will start work directly after a decision has been made and provides a certificate of departure. 8. The university notifies and provides the previous employer with a copy of the employees' joining letter, and request his/ her file.
	<ul style="list-style-type: none"> • Sick leave (an original authenticated medical report from the concerned medical institution is enclosed). • For co-patient leave (the patient's company form is enclosed).

Procedure number	36
Procedure	Transferring employees: Transferring from the university.
Concerned administration	Personnel affairs administration
Procedure description	This procedure is concerned with transferring an employee from the university to another institution.
Procedures steps	<ol style="list-style-type: none"> 1. An employee who wishes to be transferred sends a request to the institution he/ she wished to transfer to. 2. The university is to be contacted by the other institution. 3. The other institution sends its approval to the university and provides it with all the required documents related to the transfer request. 4. The institution issues the decision of transfer. 5. The employee is requested to bring a letter of leave for the university. 6. The employee joins after issuing the letter of leave 7. The institution to which the employee transferred sends a copy of the joining letter to the university and requests the employee's file.

Procedure number	37
procedure	Housing allowance for Saudi doctors
Concerned department	Salaries and allowances department
Procedure description	This procedure concerns the housing allowance paid to Saudi doctors at the university.
Procedure steps	<ol style="list-style-type: none"> 1. Copy of personal identity of the beneficiary. 2. A letter from the housing administration. 3. A verification that the beneficiary is on duty. 4. A request of housing allowance payment. 5. Issue payroll. 6. A related financial letter to the budget. 7. Issue a payment order to the finance administration.

Procedure number	38
procedure	Faculty members training fees compensation
Procedure department	Salaries and Allowances Department
Procedure description	This procedure is concerned with compensation fees for medical specialties for internal scholarship of employees in the Medical Faculty
Procedure steps	<ul style="list-style-type: none"> -a letter from the faculty administration. - original copy of the voucher. -payroll. - a letter of payment to the budget administration. - issue payment letter to the budget administration.

39	Procedure number
Procedure	Faculty members' allocations compensation
Procedure department	Salaries and allowances department
Procedure description	This procedure is concerned with scholarship allocations payments (books, printing allowance and transport)
Procedure steps	<ul style="list-style-type: none"> - a decision by the scholarship administration. - issuing the payroll. - letter of financial payments to the budget administration. - issuing a payment order.

Procedure number	40
Procedure	Scholarship completion allowances payment
Concerned department	Salaries and Allowances Department
Procedure description	This procedure is concerned with Scholarship completion allocations payment after suspension by the Saudi consulates
Procedures steps	<ul style="list-style-type: none"> - a letter from the faculty administration. - a letter of joining from the college -the payment suspension form issued by the consulate

	<ul style="list-style-type: none"> - issuing the payroll - a financial letter to the budget. - issuing a payment order
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Procedure number	41
Procedure	Leaving indemnity for Saudis
Concerned department	Salaries and allowances department
Procedure description	
Procedures steps	<ul style="list-style-type: none"> - A decision of end of service - A leaving certificate from the university- Housing Bank- Loans Bank - Issuing the payroll . - Sending a financial letter to the budget. - Issuing payment order.

Procedure number	42
Procedure description	Compensating the educational fees for the faculty members' children
Concerned department	Salaries and allowances administration
Procedure description	
Procedures steps	<ul style="list-style-type: none"> - A letter for expenses compensation sent form the college supported with the justifications of the compensation -verify compensation justifications. -Issuing the payroll. - a financial letter to the budget. - issuing payment order.

Procedure number	43
Procedure	Summer semester teaching exchange for requested staff
Concerned department	Salaries and allowances administration
Procedure description	This procedure is concerned with the payment of summer school for the assigned faculty members
Procedures steps	<ul style="list-style-type: none"> - assignment letter for the summer school. -Issuing the payroll . - financial letter to the budget. - payment order .

Procedure Number	44
Procedure	Over Time Payment
Concerned Department	Salaries and Allowances Administration
Procedure Description	This procedure is concerned with over time payment for faculty members.
Procedures Steps	<ol style="list-style-type: none"> 1. Obtain the Administrative Decision 2. Verifying the Decision 3. Issue Payroll 4. Issue Payment Letter 5. A letter to the Finance Department

Procedure Number	45
Procedure	Leaving Indemnity
Concerned Department	Salaries and Allowances Administration

Procedure Description	This procedure is concerned with the leaving indemnity for employees, teachers, medical staff and wages
Procedures Steps	<ol style="list-style-type: none"> 1. The decision of end of service 2. A Discharge Certificate from the (University-Housing Bank-Loans Bank) 3. Issue Payroll 4. A letter of payment to the finance department 5. issue payment order 6.

Procedure Number	46
Procedure	Government Claims Settlement
Concerned Department	Salaries and Allowances Administration
Procedure Description	This procedure is concerned with the governmental claims (Loan Bank- Real State Bank-Monitory Chamber)
Procedures Steps	<ol style="list-style-type: none"> 1. Deduction or End of Service Letter (Loan Bank- Real Estate Bank) 2. Data entry to the system and the deducted amount or end of service 3.

Procedure Number	47
Procedure	Electronic Agenda
Concerned Department	Electronic Services Administration
Procedure Description	It provides notifications for the tasks, activities, advertisements, and ceremonies.
Procedures Steps	<ol style="list-style-type: none"> 1. Adding occasions: the system supervisor can add the event, occasions, the date of the start and end of the occasion and its importance. 2. Updating the events: events details can be deleted or updated 3. The agenda presentation: it is the interface of presenting the events or printing them. Event of high importance appear in different color.

Procedure Number	48
Procedure	Identification Card System
Concerned Department	Electronic Services Administration and Employees Affairs Administrations

Procedure Description	It is an application used for registering the university staff and issuing IDs for the faculty members and employees
Procedures Steps	<ol style="list-style-type: none"> 1. Designing, updating or developing the system 2. All employees and faculty members must apply for issuing his/ her identification card to the employee's affairs administration with a personal photo. 3. Provide technical assistance for any technical problems or errors.

Procedure Number	49
Procedure	Authority System
Concerned Department	Electronic Services System
ProcedureDescription	Organizing, giving or withdrawal of authority is of high importance. Therefore, systems administration has taken this responsibility to organize the administrative responsibilities and its limits.
Procedures Steps	<ol style="list-style-type: none"> 1. Identify the errors inlack of records information and work on completing them. 2. Identify all of the university, archiving them and update them continuously. Targeted entities are as follows: <ul style="list-style-type: none"> • Administrations and Deanships • Units • Colleges and University Colleges 3. Identifying the targeted positions and updating them: <ul style="list-style-type: none"> • The University Rector • The Vice Rector • The Dean • College Vice-Dean • Head of Department • Department Supervisor • The College Director Manager • Director Manager • Unit Supervisor • Director Manager Assistant 4. Create and well organize files for all assignments issued by the different entities of the university. These files must be well organized and accessible when required for updating them in the system. 5. Classifying the files as follows: a file for (vice-deanships, colleges, satellite campuses, deanships, administrations and unit)

	<ol style="list-style-type: none"> 6. Contacting the rector's secretary to provide the electronic system administration with the recent assignments. 7. If information required has to be collected from satellite campuses through an official communication, a team is formed to contact the different colleges to support the college's and other entities file with a copy of the new assignments and administrative designation in the system. 8. Verifying and reviewing the files and match the information with the data received by the electronic system administration. 9. Checking and verifying all paper documents and identify the incomplete documents. 10. Update the system with the new data in the authorities system. 11. Gathering the required reports and statistics.
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Procedure Number	50
Procedure	The Deanship's Website
Concerned Department	The Electronic Services Administration
Procedure Description	This procedure is concerned with updating the Deanship's website
Procedures Steps	<ol style="list-style-type: none"> 1. Provide the page with gates and links such as news and events links, calendar, models and guide books link. 2. The website provides information about the rules and regulations, and the annual plan of the deanship. 3. Adjust and provide the page with main portals and links for easy access and main links for the important news. 4. Updating the page to include all services based on users opinions with the option of changing the browsing language. 5. Provide contact information (Contact us) available for the university staff and visitors. 6. Continuing update for the page design and that leads to a wonderful design and flexibility for updating the information available

