

## Faculty Disciplinary Policy

Procedure #	AA-421-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

### Faculty Disciplinary Procedures

The Disciplinary Committee shall consider the case referred to it as follows:

1. The secretariat of the Commission shall be staffed by a staff member selected by the Chairman.
2. The Commission shall meet at the invitation of the Chairman and the investigator shall be informed in writing of a recorded address by the Commission to be heard and defended.
3. The Committee shall hold its hearings in the presence of the investigator or his agent. If the investigator or his agent does not appear, the case may be examined and the investigation and examination of the case shall be conducted confidentially. The Committee shall have the right to hear the testimony of witnesses, if necessary.
4. The decisions of the Committee shall be taken by majority. Its meetings shall not be valid unless all of its members are members. The Committee shall submit its decisions to the Director in the attached report within a period not exceeding two months from the date of referral of the investigator to the Committee for approval. In the event that the Director does not endorse the Committee's decision, the Committee shall be reinstated. If the Committee maintains its opinion, the matter shall be submitted to the Council of the University and its final decision thereon.
5. Upon issuance, the Director shall notify the Committee's decision to the faculty member and his or her successors by registered letter.
6. The member of the teaching staff and his or her representative may appeal the decision by a letter to the director within thirty days at most, after he or she has been informed of the decision of the committee, unless the decision is final. If the appeal arrives before the expiration of the specified period, the director shall refer the case back to the disciplinary committee for further consideration. If the committee remains in its opinion, it shall be submitted to the University Council. The decision of the University Council shall be final.
7. Disciplinary sanctions that may be imposed on the faculty member shall be:
  - A. Reprimand;
  - B. Warning;
  - C. Deduction from the salary provided that the deduction shall not exceed the net salary of three months. At all accounts, the deduction shall not exceed one third of the net monthly salary per month;
  - D. Deprivation of the annual increment;



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- E. Final Warning;
- F. Delaying promotion for one year; and/or
- G. Dismissal from the University

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