

Faculty Recruitment Policy

Policy #	AA-403	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to the recruitment and merit selection of FBSU academic staff.

2. Definitions:

A faculty member at the FBSU is the:

- Professor.
- Associate Professor.
- Assistant Professor
- Instructor/Lecturer
- Assistant Instructor
- Research Assistant
- Teaching Assistant
- Postdoctoral researchers

3. Policy

- 3.1 FBSU is committed to attract, recruit and retain the most talented staff across all areas of academic and professional activity to maintain and enhance the reputation of the University. Thus, FBSU is committed to fill open positions with the best-qualified candidates available.
- 3.2 Open positions should be filled by qualified internal Saudi national candidates whenever available, and then priority is given to external Saudi national candidates. Otherwise, the University will resort to foreign hires. Yet, the selection process should comply with the Saudi Labor Law and guidelines for all the employment practices.
- 3.3 Chairs, based on the recommendations of the Department Academic Committee and Council, are requested to prepare a list of the manpower needs, along with the job assessment criteria and the required qualifications of the prospective candidates (as approved by the Department Council), no later than the 10th week of the second semester of each academic year.
- 3.4 To secure transparency and equal opportunities among candidates, the HR department is responsible for coordinating all recruitment activities for FBSU, including vacancy announcements in local newspapers and media outlets.
- 3.5 Job vacancies announcements should precisely state job vacancies, job requirements, the starting date and the deadline for accepting applications, the online portal for applications, and the contact information for any enquiries.
- 3.6 Faculty appointment is subject to the approval of the University Council upon recommendations of the concerned Department Council and College Council, and the Scientific Council respectively for a short list of recommended candidates.

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- 3.7 Job vacancies announcements should precisely state job vacancies, job requirements, the starting date and the deadline for accepting applications, the online portal for applications, and the contact information for any enquiries.
- 3.8 The HR department is responsible for shouldering the remaining administrative procedures to ensure that candidates finalize the procedures and join FBSU on a timely manner. In case of a last-minute cancellation on the part of the candidates, the next shortlisted candidate is immediately contacted by the HR department to replace them in coordination with the respective dean.

4. Related Documents

- 4.1 Faculty Recruitment Procedure (AA-403-P01)
- 4.2 Application Form (AA-403-F01)