

FACULTY RECRUITMENT PROCEDURE

Procedure #: AD-100-P6
Accessibility level: A

Revision #: 1
Effective date: July 13, 2026

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Responsible Department:	Human Resources Department
Process Owner:	Director of Human Resources
Related Policies:	Recruitment Policy, Human Resource Planning, Saudization Policy, Scientific Council Regulations, Employment Policy

1. Purpose

This procedure establishes a standardized process for recruiting and appointing qualified faculty members at Fahad Bin Sultan University (FBSU). The procedure ensures that recruitment is transparent, merit-based, aligned with the University's strategic objectives, complies with Saudi regulations, and gives appropriate priority to qualified Saudi citizens whenever available.

2. Scope

This procedure applies to the recruitment of all full-time and part-time faculty members, including:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer, Teaching Assistant, and Clinical Faculty (where applicable)

3. References

- Saudi Universities Law and its Executive Regulations
- Ministry of Education Regulations
- Saudi Labor Law (where applicable)
- University Scientific Council Regulations
- FBSU Faculty Recruitment Policy
- Saudization and Equal Opportunity Policies
- NCAAA Standards for Institutional Governance and Human Resources

4. Procedure

Phase I: Planning and Authorization

1. At the end of each academic semester and/or academic year, every academic department shall assess its faculty staffing requirements for the upcoming semester and/or academic year based on student-to-faculty ratios, teaching loads, and strategic growth.

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2. The department shall complete and submit the Recruit and Retain Faculty Members Form (RRF). This form serves as the foundational document for justifying the need for new positions. The Employment Request Form (AD-100-F1) may include as well.
3. The request shall include number of required faculty members, academic specialization, academic rank, and budget availability (within the college/department annual budget).

Phase II: Sourcing and Selection

1. Advertising and Sourcing: HR advertises the vacancy through appropriate channels. Advertisements must explicitly state the priority for Saudi citizens.
2. Shortlisting: The Departmental Recruitment Committee reviews applications to identify candidates meeting the minimum and preferred qualifications.
3. Interviews and Evaluation: Shortlisted candidates are interviewed by a departmental panel. The AD-100-F2 Interview Evaluation Form must be used to record objective scores and qualitative feedback for each candidate.

Phase III: Institutional Approvals

1. The selected candidate's dossier is presented to the Department Council. Upon approval, the Department Council Recommendation is forwarded to the College.
2. The College Council reviews recommendations from all departments to ensure consistency and quality. The College Council Recommendation is then submitted to the University President/Scientific Council.
3. The Scientific Council conducts a final academic review of the candidate's credentials and research profile.
4. Upon approval by the Scientific Council, the recommendation sent to the University Administration for the issuance of the official offer and contract.

Phase IV: Appointment

Following the approval, Human Resources shall:

- Prepare the employment offer.
- Complete employment documentation.
- Verify certificates and credentials.
- Process visa and relocation requirements (for international hires).
- Notify unsuccessful candidates.

The appointment process shall conclude upon signing the employment contract.

5. Continuous Improvement

These procedures are subject to periodic review by the University Administration to ensure they remain responsive to the evolving needs of the university and changes in national higher education regulations.