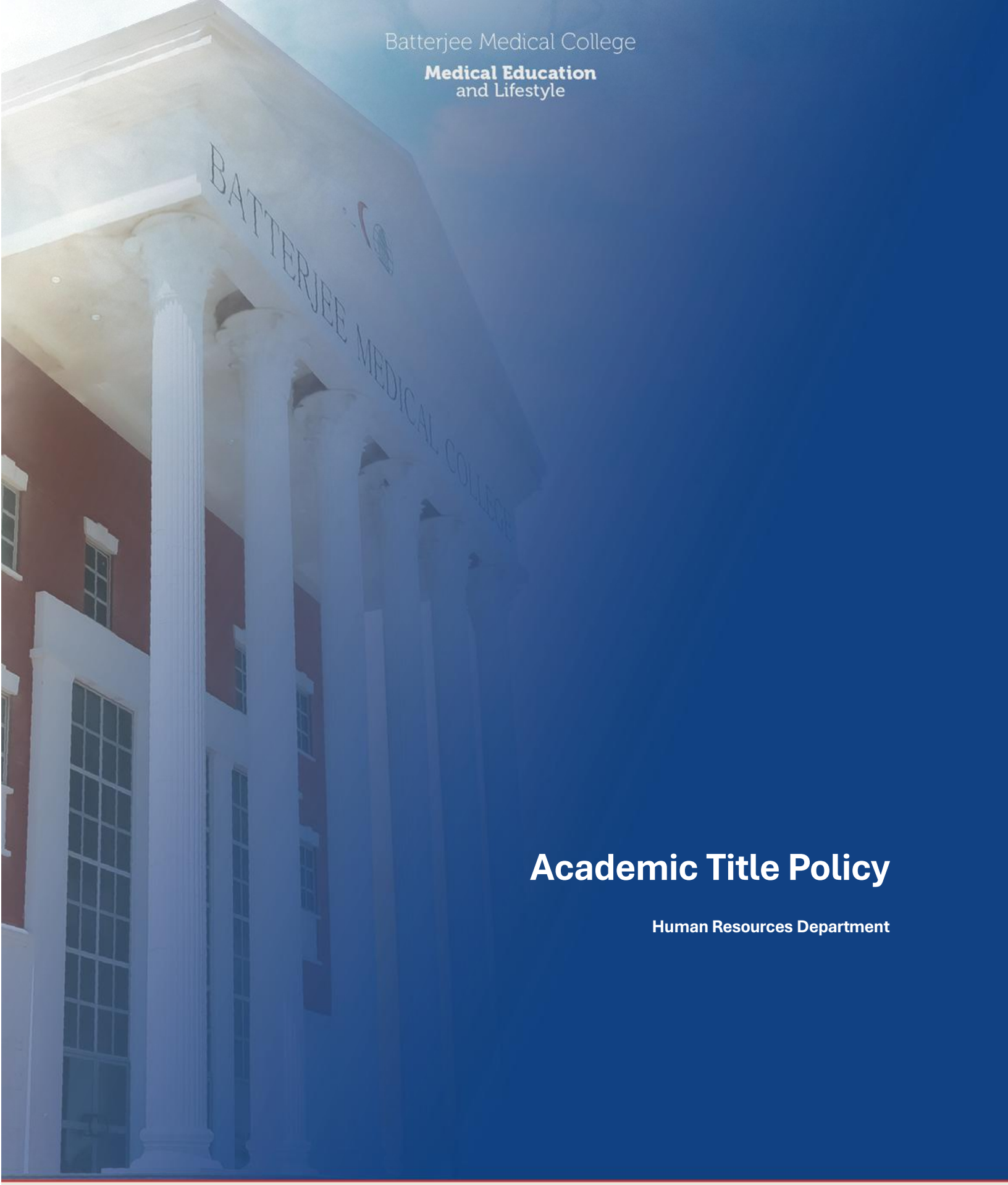


Batterjee Medical College

Medical Education
and Lifestyle

Academic Title Policy

Human Resources Department

BMC
كليات البترجي الطبية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY

Accreditations

BMC.edu.sa

Introduction:

Overview:

Batterjee Medical College recognizes the importance of academic title and rank in an educational institution and encourages a positive academic-title progression amongst its faculty. Furthermore, the college recognizes the importance of academic staff's academic title to fulfill its goals of a competitive workforce and to meet its academic staff's expectation of academic title entitlements and promotions.

Purpose:

The purpose of this document is to define the eligibility and criteria to recognize BMC employees' academic titles and set the guidelines and the process to approve changes to the academic rank of BMC academic staff; while ensuring that the college provides a fair, consistent, and equitable approach to obtaining/promoting academic title for its academic staff. Furthermore, it aims to demonstrate how academic staff in the higher education area of provision may advance within the structure of academic titles and promotion in BMC.

Scope:

This policy applies to all academic programs in all colleges of BMC. It is applicable only to full-time faculty members holding a recognized university degree. In order for this policy & procedure to be effective, it is essential that all faculty members are aware of this document and follow it.

1. Definitions:

1.1. **Academic Rank (academic title):** is the 5-level hierarchical structure of titles amongst scholars in the academic field.

1.2. **Instructor:** holder of a bachelors' degree at a minimum.

1.3. **Lecturer:** holder of a masters' degree at a minimum.

1.4. **Assistant Professor:** Holder of PhD or MD at a minimum and ranked as such by a recognized institution.

1.5. **Associate Professor:** holder of PhD or MD with academic experience for normally (5 to 6) years and ranked as such by a recognized institution.

1.6. **Associate Professor:** holder of PhD or MD with academic experience for normally (5 to 6) years and ranked as such by a recognized institution.

1.7. **Professor:** holder of PhD or MD with academic experience for normally (10+) years and ranked as such by a recognized institution.

1.8. **Good Standing:** employee is not on probation period or serving a notice period or expected to depart BMC in the next (6) months; and has no active warning letters or is under investigation for administrative action.

1.9. **Academic Staff:** faculty members working in an academic program and have some teaching load in BMC in the past (12) months or scheduled to teach within (3) months.



2. Policy Statements:

2.1. Applications for academic title-granting or title-upgrade shall be encouraged and supported as much as possible whenever applicable as it contributes positively to BMC ratings & rankings and MoE's requirements.

2.2. The academic title for a faculty member shall be maintained in the employee file as long as it fulfils the guidelines set by the MoE and academic title guidelines set internally by BMC.

2.3. Promotion is not automatic, and a faculty member appointed at or promoted to a specific rank will normally have the qualifications and is able to demonstrate a variety of appropriate key requirements for the title.

2.4. The academic title must be granted by a recognized and credible educational institution and supported in writing via a certificate issued by an authorized person in the educational institution. The certificate must detail the employees' full experience with the issuing institution, history of academic titles, and the duration the faculty served under each title for it to be considered as proof of academic title fulfillment.

2.5. The employee must be able, when requested, to demonstrate prior academic experience which led to the current academic title if the experience is obtained from multiple institutions.

2.6. Academic titles granted by a university outside KSA shall be attested by relevant Saudi Arabia attestation Authorities (normally Cultural Bureaus in the origin country) along with the supporting documents, such as the educational degree.

2.7. Obtaining the academic title from any educational establishment does not guarantee the automatic upgrade of the academic title in BMC.

2.8. Request for academic title change shall be initiated by the employee and applying on a faculty-member's behalf is not permissible.

2.9. All changes in the academic titles must undergo the verification and approval process by HR and shall only be approved by the college dean or the academic title review committee where available.

2.10. Final approval of academic title changes shall only be issued with a confirmation letter by the Board of Trustees.



2.11. Changes in the academic title shall not impact on the contractual terms for the effective or current contract.

2.12. For Expat faculty members, academic title change can only be extended to an employee if there is no conflict with the profession in the residency permit.

❖ Special Considerations:

➢ **Academic Titles sponsored by BMC:**

- Requests pertaining to academic titles shall only be granted by a scientific committee of a recognized university in KSA with a formal, written contract dictating the applicable terms and conditions of the service.
- Only full-time BMC academic staff holding a recognized PhD degree and not engaged in any way with another employer, or another university (locally or internationally) may apply for obtaining/promoting his/her academic title. Employees serving as academic staff in any other college/university are not entitled for this benefit.
- All Applications pertaining to academic title shall be initiated/requested by the faculty member in writing, and BMC shall not force an academic staff to apply, nor shall BMC apply on the staffs' behalf without a clear written request by the staff.
- Eligible faculty members may only apply after completing at least one year of continuous service with BMC and they shall be in good standing at the time of application. Further, the applicant shall have at least (18) months remaining in his/her employment contract.
- All applicants must meet the minimum requirement of the application at the time of application.
- Saudi Faculty member shall always be given advantage in obtaining/promoting academic title applications.
- All requests shall be recommended by the Head of Program, recommended for eligibility by academic affairs and HR, and approved by the Dean of College.
- All applications shall be handled according to the best interest of BMC and academic/business needs.
- In the case when there are more applicants than the available application slots, selection shall be based on seniority, rarity of a specialization, and the number of colleagues to the faculty member with the requested academic title in the same specialization and in the same program; additional criteria may be included if needed. Unselected candidates may reapply on subsequent rounds of applications.



- Costs associated to obtaining/promoting academic title applications shall be paid by the applicant him/herself and shall be documented with the approved addendum to the employment contract dictating the rights & responsibilities of BMC and the academic staff.
- BMC shall not charge additional charges to its academic staff other than the charges agreed on with the external scientific committee. Additional amounts charged by the scientific committee shall be charged to the faculty member.
- In the case that the applicant is a Saudi citizen and is welling to continue his/her service with BMC for at least (5) years, then the dean may waive the application costs from the Saudi faculty member subject to the staffs' undertaking & acceptance to bear the full costs of obtaining/promoting the academic title in the case the employment relationship comes to an end for any reason by the faculty member.
- In the event that the academic staff is granted the title or receives the academic title promotion, all contractual terms stated in the employment contract and/or addendums shall remain unchanged, and the employee shall not be entitled for a salary increase as a result of this. However, the employee may still be entitled to other increments or allowances stated in any other policy.
- In the event that the academic title is not granted, or the promotion was rejected by the scientific committee for any reason, the staff shall bear the costs paid and shall be entitled for any refund (fully or partially) issued towards the application process.
- In the case that the academic title is revoked for any reason, BMC shall bear no responsibility whatsoever at any given time, and any costs borne by BMC shall be collected from the faculty member.



➢ **Applications for Promotion of Academic Title:**

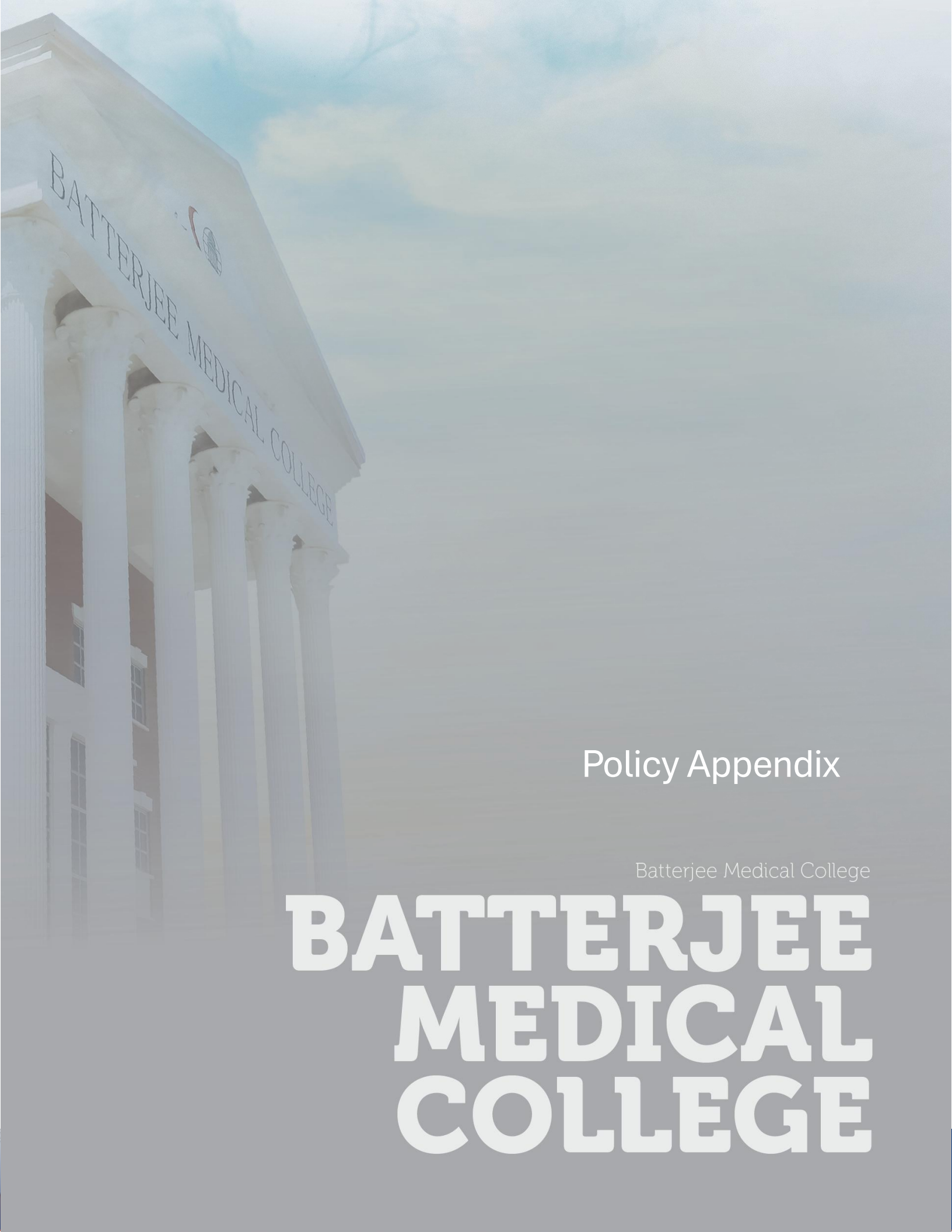
A faculty member applying for promotion will be required to submit, at a minimum, the following:

- Written rationale for promotion.
- Outlining how the faculty member experience and qualifications map against a variety of appropriate KPIs such as published in the relevant position title.
- An updated curriculum vitae.
- Copies of publications for the past (5) years.
- Proof of other scholarly activity.
- Proof of appropriate networking and community involvement.
- A letter of recommendation from the relevant Head of Department.

*End of Policy.

Policy Reference				
Policy Code: ADM-HR-009	**Effect Date**	01/01/2024	**Review Date**	01/01/2027

Policy Approvals			
Name	**Job Title**	**Signature**	**Date**
Mrs. Nada A. Alghamdi	HR Manager		01/22/2025
Mr. Ghaze I. Al-Nasairi	COO	Ghaze Alnasairi	02/08/2025
Dr. Osama A Kensara	CAEO		02/09/2025



Policy Appendix

Batterjee Medical College

BATTERJEE MEDICAL COLLEGE

Academic Title Granting Procedure	
Procedure	**Responsibility**
1. Request Submission and Initial Approval: 1.1 Faculty Member shall rise a request (Academic Granting or Academic Promotion) to the Program Committee. 1.2 Program Committee will review the request, and provide a recommendation either to reject or proceed: - If the program committee rejects the request, a notification of results shall be sent to the faculty member with justifications. - If the program committee approves the request, they will proceed & send the document with program committee recommendations to the Dean Office.	Faculty Member Program Committee Head
2. Dean Office & Scientific Committee Review and Approval: 2.1. Dean Office will validate the document and proceed it to the scientific Committee if approved, and return it to Program Committee if rejected. 2.2. The scientific committee will validate the submitted documents and make sure it matches the criteria & requirements of the academic title granting/ promotion. Then will proceed or reject accordingly: - If the document did not success passing the scientific committee criteria, then , a notification of results shall be sent to Program Committee & the faculty member with justifications. - If the document succeed in passing the scientific committee criteria, then the scientific committee should send the request to HR Department.	College Dean Scientific Committee Head Program Committee Head Faculty Member HR Department
3. HR & Finance Verification & Recording: 3.1. Personnel Supervisor should Verify Employment status (& highlight contract expiration date), Employee Apprisal & overall Performance Records. 3.2. Maintain the Agreement signature from the employee & CAEO. 3.3. Send the contract copy to finance department to record the financial impact and entitlement's in employee account. 3.4. Once signed, a confirmation shall be provided to the scientific committee to complete the remaining procedure.	HR (Personnel Supervisor) Finance (Finance Manager) Scientific Committee Head CAEO Faculty Member

4. CAEO final verification & Document Submission: 4.1. After HR Approval, Scientific Committee shall send the Academic Title document to CAEO office for final submission. 4.2. CAEO Office will select one of the scientific counsels in governmental universities that is having an official agreements with BMC & submit the academic Title Document. 4.3. Once document results is received from the governmental university, CAEO Office Manager shall create an Official internal Academic title assigning Memo if results is succeeded. 4.4. End results shall be sent by CAEO Office Manager with related documents in case of approval or rejection to: - College Dean. - Scientific Committee Head. - Program Committee Head. - Human Resources Department Head - Finance Department Head.	CAEO HR (Personnel Supervisor) Scientific Committee Head CAEO Office Manager
5. HR & Finance Documentation & System Updates: 5.1. Personnel supervisor shall receive the request and proceed with needed updated in employee file & HRIS system. 5.2. Personnel Supervisor will validate the financial entitlements with Finance Manager .and apply any required deductions in case of rejection results. 5.3. Personnel Supervisor shall contact the employee and inform the end results.	HR (Personnel Supervisor) Finance (Finance Manager)
End of Procedure	

Date: 00/00/0000

ACADEMIC TITLE PROMOTION CONFIRMATION LETTER
PRIVATE & CONFIDENTIAL

Dear Mr/s. ** **** ******

On behalf of BMC Management, we would like to congratulate you on successfully completing a new milestone in your career, and formally confirm your new academic title at BMC as per the following:

Current Academic Title	*****
New Academic Title	*****
Program	**** ****
Emp. ID. No.	000000
Effective Date	00/00/0000

Once again congratulations on obtaining your new academic title, and we encourage you to continue your enthusiasm and hard work!

_____ _____

HR Manager College Dean of Jeddah

اتفاقية إلحاقيه لعقد عمل عضو هيئة تدريس سعودى

تم بعون الله تعالى في يوم الثلاثاء الموافق **00/00/2000** في مدينة ******** في مقر شركة كلية البترجي للعلوم الطبية والتكنولوجيا الاتفاق والتراضي على إبرام هذه الاتفاقية بين كلاً من:

1. السادة **/ شركة كلية بيت البترجي للعلوم الطبية والتكنولوجيا،** ذات سجل تجاري رقم 4030154905 وتاريخ **01/ 03/ 1426هـ** صادر من **جـده** وعنوانه [جدة / حي ابحر الشمالي / شارع ابحر] ، ص.ب (**6231**) جدة (**21442**) هاتف (**6561111**) فاكس **(6561111)** ويمثلها في إبرام هذه الاتفاقية الدكتور / أسامة بن عدنان كنساره، بصفته عميد الكلية

ويشار إليها فيما بعد لأغراض هذه الاتفاقية بـ (**الطرف الأول**) أو (**صاحب العمل**).

2. السيد/ة : ****** **** ****** ، **سعودي/ة** الجنسية، وتحمل هوية رقم (**1000000000**) صادرة من ******،** وعنوانه ******** بريد الكتروني ******@*****.com**، رقم جوال **05000000** وتعمل لدى كلية بيت البترجي بمهنة **أستاذ مساعد** منذ تاريخ **00/00/2000**

ويشار إليها فيما بعد لأغراض هذه الاتفاقية بـ (**الطرف الثاني**) أو (**الموظف**).

تمهيد

لما كان الطرف الثاني قد تقدم بطلب لمعادلة شهاداته وخبراته للحصول على اللقب الأكاديمي (أستاذ مساعد) من الجهات المختصة، وأرفق الشهادات العلمية والعملية رغبتاً منه في الحصول اللقب الأكاديمي، وحيث وافق الطرف الأول على تقديم الطلب للجهات المختصة بناءً على ما قدمه الطرف الثاني من مستندات، اتفق الطرفان وهما بكامل الأهلية والأوصاف المعتبرة شرعاً ونظاماً على إبرام هذه الاتفاقية وفقاً للمواد التالية:

المادة (1)

يعتبر التمهيد السابق علاوة على المقدمة أعلاه جزء لا يتجزأ من هذه الاتفاقية.

المادة (2)

أتفق الطرفان على أن يقوم الطرف الأول بمخاطبة الجهات المختصة والمؤهلة وتقديم الأوراق الخاصة بالطرف الثاني للمعادلة ومنح الطرف الثاني اللقب الأكاديمي متى ما وافق الطرف الأول على ذلك وعند استيفاء الطرف الثاني لكافة الشروط والمتطلبات الخاصة بالجهة المختصة.

المادة (3)

يقوم الطرف الأول بسداد الرسوم المتعلقة بطلب منح اللقب الخاصة بالطرف الثاني في مقابل التزام الطرف الثاني بكافة بنود الاتفاقية وعلى أن يعمل لدى الطرف الأول لمدة خمسة (5) سنوات من تاريخ حصول الموظف على اللقب العلمي من الجهة المختصة – حسب التقويم الميلادي.

المادة (4)

يلتزم الطرف الثاني بالإضافة إلى الالتزامات المنصوص عليها في نظام العمل السعودي وعقد العمل ولائحة تنظيم العمل لدى الطرف الأول بما يلي:

1. أن يقوم بتمديد أو بتجديد عقد العمل المبرم بين الطرفين عند رغبة الطرف الأول له بالتمديد أو التجديد خلال فترة الخمسة سنوات المنصوص عليها في المادة (3) من هذه الاتفاقية.
2. ألا يفسخ عقد العمل خلال فترة الخمسة سنوات المنصوص عليها في المادة (3) من هذه الاتفاقية.
3. أن يقوم بكافة الأعمال المطلوبة منه حسب عقد العمل واللقب الأكاديمي بعد الاعتماد دون امتناع أو طلب أجر إضافي لذلك.
4. أن يقوم بتعويض الطرف الأول عن كافة الرسوم والتكاليف التي تكبدها في مقابل حصول الطرف الثاني على اللقب الأكاديمي والمقدرة ب 17,250 ريال سعودي في حال انتهت علاقة العمل برغبة الطرف الثاني (سواء كان السبب مشروع أو غير مشروع) خلال فترة الخمسة سنوات المنصوص عليها في المادة (3) من هذه الاتفاقية بالإضافة لأي تعويضات أخرى منصوص عليها في عقد العمل أو اتفاقيات أخرى.
5. أن يقوم بتعويض الطرف الأول عن كافة الرسوم والتكاليف التي تكبدها في مقابل حصول الطرف الثاني على اللقب الأكاديمي في حال لم يتم منح اللقب أو سحب اللقب الأكاديمي من الطرف الثاني لأي سبب من الأسباب من قبل الجهات المختصة خلال الخمسة سنوات المنصوص عليها في المادة (3).

المادة (5)

لا يحق للطرف الثاني مطالبة الطرف الأول بأي تعويض مالي أو غير مالي خاص بهذه الاتفاقية وموضوعها، ويعد توقيع الطرف الثاني على الاتفاقية بمثابة إخلاء مسؤولية للطرف الأول.

التواقيع

الطرف الأول:	**الطرف الثاني:**
السادة / شركة كلية بيت البترجي للعلوم الطبية والتكنولوجيا، ويمثلها الدكتور/ أسامة بن عدنان كنساره، بصفته: المشرف العام	د/
التوقيع:	**التوقيع:**
التاريخ:	**التاريخ:**

ختم

الموضوع: اتفاقية منح لقب اكاديمي – لغير السعوديين

التاريخ:

المحترمين السادة/ **شركة كلية بيت البترجي الطبية للعلوم والتكنولوجيا**

تحية طيبة

أتقدم أنا (اسم الموظف) ، (الجنسية) ، رقم إقامة ، (عنوان)(بريد الكتروني) (رقم جوال) بطلب معادلة الشهادات والخبرات للحصول على اللقب الأكاديمي (أستاذ مساعد) من الجهات المختصة وأوافق على تحمل التكاليف المقدرة ب (17,250) ريال سعودي على أن تخصم من راتبي على ( ) دفعات.

كما وألتزم بتقديم كافة الأوراق والشهادات المطلوبة وأن أقوم باستيفاء كافة المتطلبات الخاصة بالجهات المختصة، وأن أقوم بكافة الأعمال المطلوبة مني حسب عقد العمل واللقب الأكاديمي بعد الاعتماد دون امتناع أو طلب أجر إضافي لذلك.

كما وأخلي مسؤولية الكلية من أي التزام تجاه طلبي هذا بالحصول على اللقب الأكاديمي، ولا يحق لي مطالبة الكلية بأي تعويض أو المطالبة باسترجاع للمبالغ المدفوعة في جميع الأحوال.

مع الشكر والتقدير

اسم

توقيع

Batteriee Medical College

Medical Education
and Lifestyle

BMC

كليـــات البتـــرجي الطبـــية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY والعلـــــوم والتكنولوجـيا

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Audit Trail

DigiSigner Document ID: bfd0c2b7-0e78-45b7-9891-428a8661d0c0

Signer

Signature

Email: nada.alghamdi@bmc.edu.sa
IP Address: 87.101.143.26



Email: ghaze.alnasairi@bmc.edu.sa
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Email: ceo.office1@bmc.edu.sa
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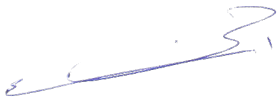

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