

## **General Terms**

### **Article One**

The terms listed below, when used in the present charter, designate the following meanings:

1. Ministry: the Ministry of Higher Education
2. Minister: the Minister of Higher Education
3. Regulations: the private universities regulations
4. The University: Prince Mohammad Bin Fahd University
5. The Board of Trustees: the Board of Trustees of Prince Mohammad Bin Fahd University
6. the University Council: the University Council at Prince Mohammad Bin Fahd University
7. The Rector: Prince Mohammad Bin Fahd University Rector
8. The Scientific Council: the Prince Mohammad Bin Fahd University Scientific Council
9. College Council: the College Council at Prince Mohammad Bin Fahd University
10. The College: a college of Prince Mohammad Bin Fahd University
11. The Charter: Prince Mohammad Bin Fahd University Charter.

### **Article Two**

The University is a source of education and knowledge; its operations are based on the Islamic Law (Sharia'a). Its educational philosophy is to provide higher education opportunities, sustain scientific research and promote writing, translation and publishing; it strives to serve the community in its respective areas of specialty, in line with the educational policies in the Kingdom.

### **Article Three**

Names of colleges, research centers, deanships and support units are based on recommendations from the University Council. They are issued by a decree from the Board of Trustees for approval by the Ministry.

### **Article Four**

Each college consists of a number of departments. These are established based on recommendations from the College Council, with a decree from the University Board and approval of the Ministry. Departments suggested should not duplicate any other existing ones.

### **Article Five**

Each college and support deanship has appropriate authority in academic, financial and administrative affairs; this is granted to the college by the University Council within its defined line of authority in determining the roles of college councils, deans and vice deans, and departments and directors.

### **Article Six**

The University is managed by:

- The Board of Trustees

- The University Council
- The Rector
- The Colleges' Councils

## **The Board of Trustees**

### **Article Seven**

The Board of Trustees is established with a decree from the Minister for a three-year term, and consists of the following:

1. The Rector.
2. Five faculty members from PMU or from other higher education institutions. These members have the minimum status of associate professors and are selected by the Minister.
3. A representative from the Ministry of Higher Education.
4. Twelve members selected by the "Educational Services Company" in the Eastern Province. These members cannot have the status of neither PMU founders nor PMU employees. At least two members in this category are, or were faculty members in a higher education institution.

The number of members in the Board of Trustees can be increased when needed, with a decree from the Minister. The Board selects one of its members as chair, and another as deputy chair. The Rector cannot occupy any of the two positions.

### **Article Eight**

The Board of Trustees meets at least twice in an academic year. Meetings take place with the quota of two third of the members. Resolutions are ratified with this quota, and they become effective on the date of their ratification, unless they relate to the appointment of a rector or a vice rector, or a dean or a vice dean. Resolutions pertaining to the university system or to academic affairs are transmitted to the Minister; they become effective if no objection is received from the Minister within a month from their transmission. If the Minister disapproves any of these resolutions, the Board is to reconsider them and, in case it maintains its decision, the matter is referred to the Ministry of Higher Education.

### **Article Nine**

In compliance with the regulations, the Board of Trustees represents the legal authority; it supports the university and offers guidance to it. The Board of Trustees also oversees the general management. It has the authority to build, equip and maintain university premises, to make necessary purchases, to employ and terminate services and to determine the salaries of the Rector and all university employees; it formulates rules and regulations needed to operate and run the University. The Board of Trustees also resolves all conflicts arising internally.

The Board of Trustees undertakes the following functions:

- Formulate the management policies.
- Define the objectives based on the university mission.
- Provide convenient conditions to help the Rector in prior planning to face the changes instead of only reacting to them.
- Ensure that the university possesses the necessary resources to operate efficiently.
- Be the communication channel between the University and other institutions or individuals that offer financial support to it.

- Appoint the Rector.
- Work on realizing the University vision, mission and objectives, in cooperation with the Rector.
- Complete an annual review of the Rector's performance.
- Assume the organizational responsibilities, protect the university against risks, formulate the policies needed and develop the priorities.
- Adopt the internal policies and regulations that pertain to all University constituents, including faculty members.
- Determine the number of students admitted each semester in compliance with the institutional capacity.
- Determine the tuition fees and other educational expenses.
- Adopt the annual budgets.
- Approve strategic plans.
- Approve the degree programs proposed by the university.
- Verify the faculty qualifications and the quality of the academic programs.
- Work on improving the image of the university in the community.
- Connect the university with the surrounding communities.
- Carry out periodical review of its own performance and that of its members.

### **The University Council**

#### **Article Ten**

The University Council consists of:

1. The University Rector as Chair.
2. University vice rectors or those in equivalent positions, the oldest of whom acts for the Rector in his absence, or when his post becomes vacant.
3. Deans of Colleges and Support Deanships.
4. Representative of the Higher Education Council.
5. Three faculty members designated by the Chair of the Board of Trustees for a two-year term, renewable upon recommendation of the University Rector and upon approval of the Board of Trustees.
6. The Council designates one of its members as a Secretary.

#### **Article Eleven**

In compliance with the regulations and the present charter, and in compliance with the decisions of the Board of Trustees, the University Council shall manage the administrative, financial, educational and scientific research issues. It implements the general university policy and is entitled to:

1. Suggest the establishment, merging, closing or amendment on the names of colleges, divisions and research centers.
2. Suggest academic specializations.
3. Award degrees for the university graduates.
4. Determine the details of the Academic Calendar within the general guidelines of beginning and ending dates of the semesters, as well as the vacations dates.
5. Approve the curricula and syllabi suggested by the colleges' councils, after approval of the Ministry.
6. Approve the internal college regulations without incurring any benefits or financial commitments.
7. Discuss the annual college reports.

8. Approve the extracurricular activities plan of the colleges.
9. Decide on the appointment and promotion of faculty members, based on the recommendations made by the Scientific Council.
10. Establish the rules regulating visiting and transferring students.
11. Deliberate on topics referred by the Chair of the Board of Trustees or by the University Rector, or any issues put forward by any member of the University Council.

The University Council is entitled to establish permanent or temporary committees that can be constituted of its own members or others, to study any assigned issues.

#### Article Twelve

The University Council is called by its Chair to meet at least once a month. Meetings start with the quota of two third of the members. Decisions are ratified with the majority of the votes and they become effective as long as they are not opposed by the Chair of the Board of Trustees within fifteen days following his notification. If the Chair of the Board of Trustees disapproves the decision, it is re-examined by the Board, and if the latter maintains the decision, the matter is then passed on to the Board of Trustees.

#### Article Thirteen

The decisions of the University Council are adopted with the majority of the votes. When votes are equal, the Chair's vote prevails. These decisions become effective as long as they are not objected by the Chair of the Board of Trustees within fifteen days following his notification.

### **The Rector**

#### Article Fourteen

The University Rector is a Saudi individual nominated for this position by the Board of Trustees and approved by the Minister. The Rector is appointed by a resolution from the Board of Trustees for a four-year renewable term. The Rector is released from his duties with a decree from the Chair of the Board of Trustees, with the approval of the Board's members.

#### Article Fifteen

The Rector is accountable to the Board of Trustees as described in the present charter. He manages the academic, administrative and financial affairs of the University; he supervises the application of this charter, of the resolutions of the Board of Trustees as well as the decisions of the University Council. The Rector also oversees the implementation of the University regulations and represents it at other organizations. The Rector is entitled to delegate some of his duties.

#### Article Sixteen

The Rector presents a report to the Board of Trustees covering the University various activities within that year, as part of the general annual report approved by the University Council.

## **The Scientific Council**

### **Article Seventeen**

A Scientific Council is established in the University to supervise the academic affairs related to faculty members and to oversee research and publishing activities of the university. The Scientific Council has the authority to:

1. Recommend the appointment of faculty members in the colleges.
2. Recommend the promotion of faculty members in the colleges, according to the regulations pertaining to the status of Saudi faculty or other equivalent positions.
3. Recommend faculty exchange activities and academic assignments, and grant sabbatical leaves. The Council has also the authority to terminate faculty services according to the University regulations.
4. Suggest regulations pertaining to faculty promotion in the colleges.
5. Establish committees to test the academic output of the faculty members.
6. Assess the academic degree presented by Saudi faculty members.
7. Recommend the exchange of college lecturers, teaching assistants and instructors.
8. Decide on the degree to be earned in exchange programs and determine the institution and the period of study. Individuals delegated on such programs are not entitled to change any of the terms without the approval of the Scientific Council.
9. Suggest the establishment of new departments within the colleges.
10. Encourage scientific research, writing, translation and publishing, and for this purpose:
  - Formulate rules that would encourage scientific research.
  - Suggest the establishment of scientific research centers.
  - Facilitate the coordination between the scientific research centers and prepare a general plan for these centers.
  - Organize the relations with external scientific research centers.
  - Determine and grant incentives and appreciation awards for scientific activities.
  - Publish research, scientific papers and writings.
  - Recommend scientific periodicals to be published.
  - Recommend scientific conferences and nominate the participating faculty members.
  - Recommend the establishment of scientific associations and coordinate this task according to the regulations governing such associations in Saudi universities (resolution 10/15/1420 of the Higher Education Council).
  - Approve textbooks and reviewed scientific papers.
11. Consider matters referred to it by the colleges.

### **Article Eighteen**

The Scientific Council consists of the following members:

1. The Vice Rector for academic affairs as chairman, and if for any reason this was not possible, the position can be filled by a faculty member ranked at least as associate professor.
2. From each college, one faculty member ranked at least as associate professor. These members are nominated by the College Council, approved by the Rector and appointed with a decree from the University Council. If for any reason an

associate member could not be appointed, other faculty members with the rank of assistant professors can be nominated.

Additional members (scientists and researchers) can be appointed with a decree from the University Council, but their number cannot exceed half of the total number of members. All members are appointed for a two-year, one-time renewable term. The Scientific Council is entitled to form permanent or temporary special committees that can include members in that council as well as non-members.

#### **Article Nineteen**

The Scientific Council is called by its Chair to meet at least once a month. Meetings can otherwise be scheduled when needed, or as officially requested by two third of the members, or by the Rector. The Rector chairs the meetings when he is present and is entitled to add any items on the agendas. Meetings only start with the quota of two third of the members. A Council Secretary is appointed for a two-year renewable term, with a decision from the Rector based on a nomination from the Chair.

#### **Article Twenty**

The decisions of the Scientific Council are ratified with the majority of the votes. When votes are equal, the Chair's vote prevails. These decisions become effective only with an endorsement from the Rector. Matters of disagreement between the Scientific Council and the Rector are referred to the University Council whose decisions in that regard are final.

### **College Management**

#### **Article Twenty One**

A college is managed by:

- The College Council;
- The Dean.

### **The College Council**

#### **Article Twenty Two**

The College Council consists of the following members:

- The Dean as chair;
- The departments chairs.

Based on a recommendation from the College Council and the support of the Rector, the University Council can also include a maximum of three additional members from PMU or other institutions' faculty. These are nominated for a two-year renewable term.

#### **Article Twenty Three**

In compliance with the regulations and the present charter, and in compliance with the decisions of the Board of Trustees and the University Council, the College Council manages all college affairs and is entitled to:

1. Suggest to appoint, exchange, delegate and promote faculty members and lecturers.
2. Suggest or amend syllabi, in coordination with the departments.

3. Suggest academic programs, textbooks and references of the college.
4. Promote and coordinate scientific research, and work on publishing the research papers.
5. Suggest the dates and organize the process of examinations.
6. Suggest the college regulations.
7. Suggest the training and exchange programs needed.
8. Suggest the extracurricular activities plan of the college.
9. Settle matters related to students majors and refer all other matters to the University Council.
10. Consider and pronounce on all matters referred to it by the University Council or the Rector.

#### **Article Twenty Four**

The College Council is called by its Chair to meet at least once a month. Meetings only start with the quota of two third of the members. The decisions of the College Council are ratified with the majority of the votes. When votes are equal, the Chair's vote prevails. These decisions become effective only when they are not objected by the Rector within fifteen days after his notification. The Rector refers the matters back to the University Council along with his remarks for reconsideration. When the Council maintains its decision, matters are passed on to the University Council. The University Council considers these issues in its next ordinary or extraordinary session. The University Council can endorse, amend or cancel the decision, and its judgment on that is final.

The College Council is entitled to form permanent or temporary committees that consists of its members and can include other individuals.

#### **The Deans**

#### **Article Twenty Five**

Deans are distinguished Saudi faculty members known for their academic and administrative qualifications. They are approved by the Minister of Higher Education and appointed for a two-year renewable term, by the Chair of the Board of Trustees, based on a recommendation from the Rector.

#### **Article Twenty Six**

The Dean manages academic, administrative and financial affairs of the college, in line with this charter. He presents at the end of each semester, a report to the Rector covering all college activities.

#### **Article Twenty Seven**

Deans of support deanships are distinguished Saudi faculty members known for their academic and administrative qualifications. They are appointed for a two-year renewable term, by the Chair of the Board of Trustees, based on a recommendation from the Rector.

## **The College Departments**

### **Article Twenty Eight**

Each of the college departments has a Department Council that consists of its faculty members. These departments have academic and administrative authorities as described in the present charter.

### **Article Twenty Nine**

The Department Council is called by its Chair to meet at least once a month. Meetings only start with the quota of two third of the members. The decisions of the Department Council are ratified with the majority of the votes. When votes are equal, the Chair's vote prevails. These decisions become effective only when they are not objected by the College Dean within fifteen days after his notification. The Dean refers the matters back to the College Council for reconsideration. When the Council maintains its decision, matters are passed on to the College Council that has the authority to resolve the matter.

### **Article Thirty**

The Department Council makes suggestions to the College Council regarding syllabi, programs, textbooks and references. It also recommends the appointment and promotion of faculty members and lecturers, and assesses scientific research projects. The Department Council has the responsibility to supply faculty members, lecturers, teaching assistants and instructors with conference and training material. It manages and coordinates departmental activities.

Each department is responsible for teaching all course materials related to the majors offered. The department Council is entitled to form permanent or temporary committees from its members.

### **Article Thirty One**

The Department Chair is selected from the faculty members for his academic and administrative qualifications. He is appointed for a two-year renewable term, with a decision from the Rector, based on the nomination made by the College Dean. He manages academic, administrative and financial operations and presents an annual report to the Dean, covering all departmental activities within the academic year.

## **The Faculty Members**

### **Article Thirty Two**

Faculty members are:

1. Professors;
2. Associate Professors;
3. Assistant Professors.

### **Article Thirty Three**

Lecturers, teaching assistants and research assistants are appointed in the colleges by a decision from the Rector based on the recommendation of the College Council. They are prepared to become faculty members through appropriate training and practice

that are supervised by faculty members. Language instructors, employees and technicians can also be hired in the colleges.

#### **Article Thirty Four**

Non Saudi faculty members, lecturers, teaching assistant, research assistants, language instructors, employees and technicians can be appointed with a decision from the Rector.

#### **Article Thirty Five**

Instructors are appointed by the Rector to undergo training and practice under the supervision of faculty members.

#### **Article Thirty Six**

In order to be appointed as a teaching assistant, a candidate should meet the following criteria:

1. Hold a university degree with a minimum overall grade ("Very Good")
2. Pass the interview.

#### **Article Thirty Seven**

In order to be appointed as a lecturer, a candidate should meet the following criteria:

1. Hold a masters or equivalent degree.
2. Pass the interview.

#### **Article Thirty Eight**

In order to be appointed as assistant professor, a candidate should hold a PhD or equivalent degree from an accredited university. He/she should have earned the academic title or its equivalent from an accredited university, institute or other academic body.

#### **Article Thirty Nine**

Assistant professors are promoted to the rank of associate professors, and associate professors to the rank of professors according to the relevant regulations.

### **Duties of the Faculty Members**

#### **Article Forty**

Faculty members, lecturers and teaching assistants are responsible for the smooth progression of the learning and teaching. They should contribute to the advancement of Higher Education through studies and research, testing activities and community services.

### **Closing Terms**

#### **Article Forty One**

The Ministry has the right to interpret the present charter.

#### **Article Forty Two**

This charter becomes efficient on the date of its ratification.