

Health Practitioners Faculty Bylaws

First: Definitions

Article One:

University: King Saud bin Abdulaziz University for Health Sciences and all of its branches.

Hospital: The Medical City or Hospital pertaining to the Health Affairs of National Guard Ministry in the city where the faculty member works.

Academic Year: Two main semesters and one summer semester if offered

Faculty Members: Including Professors, Associate Professors, Assistant Professors, and Lecturers sent on scholarship by the University and other Faculty Health Practitioners.

Health Practitioners: Including Physicians, Dentists, Pharmacists, Nurses and Health Specialists.

Second: Faculty Members on Scholarship

Article Two: (Before Return from Scholarship)

1. The Scholarship Office in the university will forward the credentials of the returning scholarship faculty to the concerned College Dean four months before his/her return to do the following:
 - A. Submit all of the candidate's credentials to the Scientific Council to obtain their approval for appointment of the candidate as a faculty member.
 - B. If the candidate is a Health Practitioner, the Dean will forward his/her credentials to the Section Head in the hospital and inform the Executive Officer in the Region accordingly. The Section Head must submit the candidate's credentials to the Credentialing Committee in the Health Affairs of the National Guard Ministry for review and assignment as a health practitioner in the hospital.
 - C. Inform the faculty member of the decisions of the Scientific Council and the Credentialing Committee.
2. As for Health Practitioners other than doctors and pharmacists, their credentials will be forwarded to the concerned departments for approval.
3. A faculty member must fulfil the classification and registration requirements at the Saudi Commission for Health Specialties.

Article Three: (After Return from the Scholarship)

When a faculty member returns from his/her scholarship, he/she must fill out the Work Resumption Form and submit it to the concerned College Dean or his delegate, who in turn will forward it to the concerned departments in the university.

Third: Administrative Affiliation

Article Four:

1. Faculty Member at College of Medicine

The Dean of the College of Medicine or his delegate will direct the clinically practicing faculty member to the concerned section in the hospital and inform the Executive Officer of the Medical Services in the region of this assignment. The faculty member will report administratively and clinically to the Head of the concerned section in the hospital, who will coordinate with the Dean of the College or his delegate concerning any administrative decisions in the section pertaining to the faculty member.

2. Faculty Members at Colleges of Dentistry and Pharmacy:

A. Administratively and clinically the faculty member reports to the Head of his Section in the College.

B. When a faculty member is entrusted with clinical tasks in the hospital, he/she will report clinically and administratively to the concerned Head Section in the hospital and in coordination with the Dean of the College or his delegate and the Executive Officer will be informed of this assignment. The Dean of the College or his delegate are informed of any administrative decisions concerning the faculty member, which might be taken by the Head of his Section in the hospital.

3. Faculty Members at the rest of the Colleges:

A. A health practitioner faculty member reports administratively to the Head of his Section in the College.

B. As for the days of clinical work, a faculty member will report administratively and clinically to the Head of the concerned section in the hospital in coordination with the College and the Executive Officer should be informed of this arrangement. The Dean of the College or his designated delegate will be informed of any

administrative decisions concerning the faculty member by the Head of his section in the hospital.

Article Five:

A faculty member will avail his rights and must fulfill his commitments as per the rules of Faculty Members and any other university and hospital rules for clinical practice.

Fourth: Duties of a Faculty Member – Academic Duty

Article Six:

1. A faculty member must carry out the academic duties assigned to him as per the academic load that matches his academic profession.
2. A faculty member must be present when needed during clinical, written and practical exams for the students.

Article Seven:

The Dean of the College or his designated delegate will decide the main academic duties of the health practitioner faculty members at least four months before the end of the academic year. The lists of these duties will be forwarded to the Section Heads in the hospital where the faculty members are doing their clinical practice. These duties will be carried out during the academic year (First and Second Semester and Summer Semester if approved).

Article Eight:

If a faculty member is assigned permanent or temporary educational and administrative duties (i.e. Course Coordination) in the university or college and in agreement with the concerned faculty member himself, the Dean of the College or his designated delegate and the concerned section in the hospital will reduce the clinical load of the faculty member if necessary as stated in Article six.

Article Nine:

Should there be a conflict between the academic duties of the faculty member and his/her clinical duties, this faculty member will coordinate with the Dean of the College or his designated delegate and the Head of the Section to find a suitable solution. If the three parties fail to reach an acceptable solution, the Dean of the College will forward the matter to the President of the University or his designated delegate to reach a final decision.

Fifth: Duties of a Faculty Member – Clinical Load

Article Ten:

1. Faculty Member at College of Medicine

When a faculty member is assigned academic and administrative duties in the college or university, his clinical load will be at least 50% of the average clinical and administrative loads of his counterparts in the unit where he works.

2. Faculty member at the College of Dentistry

When a faculty member is assigned academic and administrative duties, his clinical load will be at least 50% of the clinical and administrative loads of his counterparts in the unit where he works. Since patient services are provided in the college, the Dean of the College can consider supervision of the students when serving patients in the clinic as clinical loads for the faculty members.

3. Faculty Member at College of Pharmacy

When a faculty member is assigned academic and administrative duties in the college or university, his clinical load when assigned work in the hospital will be at least 50% of the average clinical and administrative loads of his counterparts in the unit where he works.

Article Eleven:

The minimum clinical load of a faculty member must not be reduced below the load stated earlier in comparison to the average clinical and administrative loads of his/her counterparts who work in the same unit without the approval of the College Council.

Article Twelve:

The Section Head in the hospital can assign to the faculty member whatever clinical, supervisory or educational work he deems suitable as long as it does not exceed the work load he is supposed to do at the hospital and does not conflict with his academic and administrative duties at the university as per Article Ten.

Article Thirteen:

Reduction of a faculty member's academic and clinical load will be carried out during the time he/she is assigned administrative and academic work only.

Article Fourteen:

The Section Head at the hospital will do an annual professional appraisal for the health practitioner faculty member and forward it to the Section Head at the

college or his designated delegate so that it can be added to the annual appraisal of the faculty member by the college.

Sixth: Holidays

Article Fifteen:

The Executive Bylaws of the faculty holidays and their counterparts will be applicable to faculty members.

Article Sixteen:

A faculty member's TRA approved by his Section Head at the hospital, the College and the Dean of the College will be forwarded to the Human Resources of the university. The faculty member's holiday must comply with the Executive Bylaws of the faculty holidays and their counterparts.

Article Seventeen:

As for work during summer holidays, Eid Al-Feter Holiday, Eid Al-Adha Holiday and the National Day, a faculty member will coordinate with his Unit Head at the hospital and Section Head at the college. He/she will be compensated as per the holiday bylaws of the faculty members.

Article Eighteen:

When requesting a sabbatical leave, the Executive Bylaws of the Saudi faculty affairs will be applicable.

Seventh: Rights of a Faculty Member

Article Nineteen:

A faculty member is allowed to work in the Business Centers of the Health Affairs of National Guard Ministry as per the system applicable to his colleagues in the same section.

Article Twenty:

A faculty member working in his field of specialization will be paid over time if he is requested to work extra hours by his Section Head in the hospital as per the system applicable to his colleagues in the same section.

Eighth: General Rules

Article twenty One:

These bylaws supersede any rules or measures that may contradict them.

Article twenty Two:

The competent authorities can introduce executive bylaws and procedure rules that will not contradict the provisions of these bylaws.