

## 5. BOOKWRITING GRANTS

The University expects and encourages its faculty to actively engage in research and related scholarly work besides their normal teaching and service activities. The University is interested in maintaining highly qualified faculty, and is aware that being active in research is professionally in the best interest of the individual faculty member. At the same time, it improves the faculty morale as well as the standard and reputation of the University. Under the general umbrella of scholarly activities, the University includes authoring research papers, attending conferences, and writing scholarly books. In particular, the University strongly encourages and supports the authoring, translation and editing of books, an activity which also serves the scientific and academic community. Book-writing activities involve one of the following:

1. authoring a scholarly monograph or a textbook OR A RESEARCH ORIENTED BOOK which is directed towards an audience of peers or students (graduate or undergraduate), or towards the more general public;
2. preparing a book where several articles are written by various authors are compiled and presented in a book form, with introductory essay(s) reflecting the philosophy of the book writer (INCLUDING THE PROCEEDINGS OF THE PRESTIGIOUS INTERNATIONAL AND NATIONAL CONFERENCES);
3. translating relevant books or textbooks into Arabic.

With regard to publishing completed manuscripts, the University gives priority to books by KFUPM faculty members which can be used as textbooks at KFUPM, especially in courses where suitable alternatives are not available. The University also encourages the translation of selected titles into Arabic.

The University financial support includes, but is not limited to, a reduced teaching load during the regular semesters in accordance with University teaching load policy, necessary equipment, and out-of-pocket expenses such as travel, wages paid for typing and editing work, and miscellaneous costs (**See BR-2, Appendix-E**).

The following steps are intended to assist those involved in University-supported book writing projects: faculty requesting University financial support, the faculty's department chairmen, the URC, and the SC.

### 5.1 SUBMISSION OF A BOOK-WRITING PROPOSAL

Faculty seeking University financial support for a book-writing endeavor should prepare and submit to his department chairman the following documents:

- a. a cover letter requesting University financial support;
- b. a supplementary document, specifically indicating the underlying philosophy of the book, the targeted audience, and key features that distinguish the book from others in the same field;
- c. a tentative table of contents, including contents of appendices;
- d. at least two sample chapters;
- e. a completed copy of "BOOK WRITING PROPOSAL", (**BR-1, Appendix E**)

- f. a completed copy of "BOOK WRITING PROPOSED BUDGET", (**BR-2, Appendix E**); in the case of one of the authors not being from KFUPM, the budget may also include provision for at most one trip by the external author;
- g. an updated c.v. of the prospective author(s);
- h. a list of possible reviewers (**See RG-4, Appendix C**).

If the author has already found a publisher and has signed a contract, the contract must also be submitted together with (a), (b), and (g) of the above items, along with **BR-1 AND BR-2**. The faculty member's department chairman reviews this request, assesses the merits of the project as it relates to his department, and completes his section of **BR-1, Appendix E**. The department chairman then forwards the above-mentioned documents to the chairman of the URC, together with a list of at least six suggested internal and external reviewers, who should be experts in the field of the proposal and of international professional standing (using **RG-4, Appendix C**).

Upon receipt of the above documents from the faculty member's department Chairman, the Chairman of the URC sends a written acknowledgment to the department chairman with a copy to the faculty member.

## **5.2 EVALUATION A OF BOOK-WRITING PROPOSAL**

The Chairman of the URC compiles a list of at least six reviewers of international professional standing, normally selected from the lists provided by the proponent and the department chairman. He then sends the proposal, accompanied by all the above documents and material as well as a "BOOK WRITING PROPOSAL EVALUATION", (**BR-3, Appendix E**), to six reviewers from the above list, seeking their evaluation of the proposal.

Upon receipt of at least three reviews, the URC decides whether to recommend the acceptance of the proposal as is, reject it without recourse, or send it back to the faculty member for revision. In its study, among other factors, the URC considers the opinions of the referees and the suitability of the budget and time estimates. It may distinguish between projects on the basis of their originality, length, and clarity and the care with which the subject matter is presented. In the case of a book translation, the proposal evaluation should emphasize accuracy and style. The faculty member will be provided with a full explanation and documentation supporting the URC's recommendations. In the case where the faculty member is advised to revise his proposal, the URC will specify the required modifications and/or seek replies to its enquiries.

If the proposal has already been reviewed and accepted by a PRESTIGIOUS publishing company, the URC will waive the review phase of the proposal evaluation.

Should the URC recommend University support of the project, it will submit the recommendations to the SC for its approval and authorization.

## **5.3 APPROVAL OF A BOOK-WRITING PROPOSAL**

The Vice Rector for Graduate Studies & Scientific Research (VRGR), as chairman of the SC, prepares and signs the "BOOK-WRITING AGREEMENT", (**BR-4,**

**Appendix E).** Two copies will be sent to the faculty member for him to sign and return one to the office of the VRGR. Upon signing the document, the faculty member agrees to complete the book-writing project and in it to acknowledge the University's support.

Upon receiving the signed copy of the "BOOK-WRITING AGREEMENT" from the faculty member, the office of the VRGR sends a copy of this document to:

- a. the Chairman of the URC for depositing in the project file;
- b. the chairman of the faculty member's department to be deposited in the faculty member's file(s).

The faculty member is required to submit to the chairman of the URC a "BOOK-WRITING SIX-MONTHLY PROGRESS REPORT", (**BR-5, Appendix E**), at six monthly intervals during the term of the project.

NOTE THAT THE BOOK WHICH IS ALREADY ACCEPTED BY THE PUBLISHER IS NOT SUBJECT TO THE ABOVE PROCEDURE.

#### **5.4 COMPLETION OF THE BOOK-WRITING PROJECT**

Upon completing the project, the faculty member provides his chairman with a copy of the finished book (or the final manuscript) and asks him, in writing, to forward the book and his request to conclude the book-writing project, to the URC. Submission of the final manuscript (or the finished book) should be done no later than 2 months after the completion of the book-writing project.

The Chairman of the department forwards the completed book and the faculty member's request to the Chairman of the URC, sending a copy of the letter to the faculty member. The Chairman of the URC then sends an acknowledgment to the department chairman and a copy to the faculty member.

The Chairman of the URC sends a copy of the book and a "BOOK EVALUATION" form, (**BR-6, Appendix E**), to at least six reviewers, with preference given to those who evaluated the original book-writing proposal. These reviewers must all satisfy the criteria of reviewers of the book-writing proposal, viz., they must be experts of international professional standing in the field of the proposal.

Upon receiving at least three reviewers' reports, the URC deliberates on these reports and makes a recommendation as to whether the project has been successfully concluded, or is deficient and requires additional work. Should the URC recommend that the project has been successfully concluded, the chairman of the URC will seek the approval of the SC.

If the completed book has been reviewed by the publisher, and the book is in press, the URC will waive this phase of the evaluation process.

The VRGS&R, in his capacity as Chairman of the SC, ratifies the URC's recommendation and informs the faculty member of his approval to conclude the book-writing project, with copies to the Chairman of the URC and the faculty's department chairman.

Should the URC decide that the project is deficient, the Chairman of the URC will inform the faculty member, in writing, as to the URC's decision and request him to respond to the reviewers' reports and/or to any other matters of concern to the URC.

Following the faculty member's response to the URC's request, the Chairman of the URC will refer the matter back to the URC for re-examination, and possible approval and conclusion of the project.

Should the faculty member fail to respond satisfactorily to the URC's requirements, the URC would recommend termination of the book writing project to the SC, whereupon the VRGR, as Chairman of the SC, will inform the faculty in writing about the termination of the project for reason of deficiency or inadequacy, with copies to the Chairman of the URC, and the Chairman of the faculty member's department.

## **5.5 PUBLICATION OF THE COMPLETED BOOK**

Should the faculty member wish KFUPM to publish his book, he requests the University to do so. He does this by sending a request to this effect to the Chairman of the URC.

The URC makes a recommendation on this matter based on the reviews of the completed project (i.e., the completed book review reports of **BR-6, Appendix E**), and any other information available to it regarding the completed book. If the book in question has not gone through the reviewing process, i.e., has not been supported by the University at the book-writing stage, before a recommendation is made, the book will first be reviewed by at least three qualified (as above) reviewers who will be sent a book evaluation form (**BR-6, Appendix E**) and a suitably modified version of the letter in **BR-6, Appendix E**.

The URC's recommendation is forwarded to the SC which is responsible for book publishing. If the SC's decision regarding the author's publication request is positive, the faculty member is sent and asked to sign and return a book publication agreement, (**BR-7, Appendix E**). If it is negative, the author is informed that the University is not interested in publishing his book.

Publication of a book can be achieved in one of two ways, depending on whether the book is intended for teaching or otherwise. These are explained below.

- i. If the book is intended for teaching, the University may, upon the recommendation of the Academic Textbooks Committee, choose to publish the book and compensate the author(s) as per Section 5.7 of these guidelines, or give the author(s) permission to publish the book on his/their own. If two years pass after the completion of the book and the University has not published the book, the author(s) has/have the right to publish it outside the University.
- ii. If the book is not intended for teaching, then it is up to the author(s) to decide whether or not he/they wishes/wish the University to publish it. If two years

pass and the book is not published, then the University has the right to publish the book and compensate the author(s) as per Section 5.7 of these guidelines.

The decision on adoption of books by KFUPM faculty (whether published at the KFUPM press or elsewhere) as textbooks for use at the University is made by the Academic Textbooks Committee. If a particular book recommended to this committee for use as a textbook is supported by the University (at the book-writing and/or book-publishing stage), the Academic Textbooks Committee may draw on the information already available to the URC about this book, namely reviews by scholars in the field.

The decision of the Academic Textbooks Committee is guided by such criteria as the needs of the University and the quality of the book.

## **5.6. BOOK TRANSLATION**

The University encourages and supports translation of books into Arabic. The procedures and regulations for getting the support to translate a book are similar to those for bookwriting. The forms required for this purpose are shown in **BT-1 to BT-3, Appendix E.**

## **5.7 FINANCIAL INCENTIVES**

Faculty members authoring, editing or translating books which are published by KFUPM PRESS may be considered for an additional financial award.

The detailed maximum possible financial awards of the University FOR THE BOOKS PUBLISHED BY KFUPM are summarized in the following table:

<b>CATEGORY</b>	<b>Book Published by University</b>	
	<b>With 20% Royalty</b>	<b>Without Royalty</b>
<b>AUTHORING</b>	25,000 SR	50,000 SR
<b>TRANSLATION</b>	15,000 SR	30,000 SR
<b>EDITING</b>	10,000 SR	20,000 SR