

GUIDELINES FOR EMPLOYMENT OF POST DOCTORATE FACULTY

- The Post Doctoral fellow will be referred to in this document as the Fellow.
- The Host in this document is defined as the Research Center, Research Group, Chair Professor, and University Distinguished Professor (or PI of approved NSTIP project).

The Process:

1. The concerned Host will be required to find prospective applicants either through advertisement or contacting candidates through other means; e.g. conferences.
2. The applications will be sent to the Deanship of Faculty Affairs for registration and forwarding them to the Host.
3. The Host has to evaluate these applications in coordination with the mother department which is the concerned academic department.
4. The Host has to coordinate with the concerned mother department in all matters related to the Fellow.
5. No administrative duties will be assigned to the Fellow.

Eligibility:

The following people will be eligible for the post-doc position:

1. One Fellow slot will be given to any KFUPM faculty member who receives the Distinguished Professor Award within two years from receiving the award.
2. One Fellow slot will be given to any KFUPM faculty member who receives the Annual Distinguished Research Award within two years from receiving the award.
3. One Fellow slot will be given to each Research Group of the University, provided that the group is approved by the Research Committee.
4. Two Fellow slots will be given to each Centre of Excellence at KFUPM.

Fellow's Qualifications:

1. A Fellow candidate should preferably be single or newly married with no kids.
2. Fellow must be a fresh PhD graduate from a reputable university or have a maximum of 2 years experience as a Post Doctorate.
3. The recommended candidates shall be employed on foreign contract basis for an initial period of one year which is renewable for maximum of another year.
4. Fellow must have adequate English communication skills.
5. The area of specialization of the Fellow must be related to the Host.

Fellow's Duties:

1. Participate in the research activities of the Host and be able to produce scholarly work, e.g. conference publications, journal publications, patents.

2. Teach a course per semester (with no committee or other administrative work).
3. Follow all regulations and procedures of the University as per contract.

Fellow's Evaluation:

Fellow will be evaluated annually using the attached forms.

Package:

As per contract.