



# APP

**KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES  
ADMINISTRATIVE POLICY AND PROCEDURE**

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**NUMBER** : 033-P-V01-19  
**TITLE** : KSAU-HS New Faculty Research Orientation  
**ORIGINATING DEPT.** : University Research Board  
**ORIGINAL DATE** : 18 JUN. 2019  
**REVISED DATE** :

**1. STATEMENT OF PURPOSE**

The purpose of this APP is to:

- 1.1 Legislate an obligatory new faculty research orientation for both, full-time and joint appointment faculty throughout KSAU-HS.
- 1.2 Set a frame for research orientation essential requirements in KSAU-HS.

**2. APPLICABILITY**

This Policy is applicable to all KSAU-HS new full-time and joint appointment faculty in all Colleges in all regions.

**3. RELATED REFERENCE(S)**

- 3.1 KSAU-HS Faculty Research Mentoring APP, Ref. number 030-P-V01-19.
- 3.2 Research Enhancement in KSAU-HS APP, Ref. Number 034-P-V01-19.

#### **4. DEFINITIONS**

- 4.1** KSAU-HS: is an acronym for King Saud Bin Abdulaziz University for Health Sciences.
- 4.2** Research Orientation: is a group of activities organized for newly appointed faculty to familiarize them exclusively with research essentials in KSAU-HS.

#### **5. POLICY**

- 5.1** KSAU-HS must have a Research Orientation activities to be conducted consistently in all its campuses in different regions for newly appointed full-time and joint appointment faculty.
- 5.2** The New Faculty Research Orientation should fulfill the purpose of familiarizing all full-time and joint appointment faculty members with all research essentials in KSAU-HS.
- 5.3** The New Faculty Research Orientation in KSAU-HS objective should introduce and familiarize new faculty with the following:
  - 5.3.1** KSAU-HS faculty Research Mentoring.
  - 5.3.2** The University Research Profile.
  - 5.3.3** KSAU-HS Research Affiliation Statement.
  - 5.3.4** The Saudi Digital Library.
  - 5.3.5** The Web of Science and Scopus citation databases.
  - 5.3.6** Faculty and Students Research Enhancement.
  - 5.3.7** Faculty research opportunities, rights, obligations and responsibilities.
  - 5.3.8** Research policies, procedures, rules and regulations in KSAU-HS.
  - 5.3.9** Available research facilities and opportunities.
- 5.4** The activities of the New Faculty Research Orientation must include the following:
  - 5.4.1** Oral introductory presentation addressing all the topics stated in item 5.3 of this policy.
  - 5.4.2** Dissemination of documented research-related information such as handbooks, policies and procedures, rules and regulations, and IT User Manuals.
  - 5.4.3** On hand training to access and use the University Research Profile system.
  - 5.4.4** On hand training to access and use digital libraries and selected citation databases.
  - 5.4.5** Completing / signing any applicable agreements, consents or forms related to research / publications in the University.
- 5.5** The New Faculty Research Orientation activities must be held at least once during the first semester of the academic year.

- 5.6 The New Faculty Research Orientation activities can be delivered in more than one day.
- 5.7 New faculty attendance is mandatory.

## 6. PROCEDURE

- 6.1 The Office of Research will initiate the arrangements for the New Faculty Research Orientation at the beginning of every academic year which include:
  - 6.1.1 Request newly appointed full-time and joint appointment faculty lists from Colleges in all regions.
  - 6.1.2 Prepare the Orientation Agenda, the introductory oral presentation and related material for distribution.
  - 6.1.3 Coordinate with the Information Technology Services to provide University Research Profile system training.
  - 6.1.4 Coordinate with Colleges to nominate a Senior Librarian/other to provide training for the Saudi Digital Library and selected Citation Databases (Web of Science and SCOPUS).
- 6.2 Upon the request of new faculty lists by the Office of Research, each College will perform the following:
  - 6.2.1 Ensure that all new full-time and joint appointment faculty have created their user accounts on the University Research Profile system
  - 6.2.2 Forward the list described in item 6.1.1 timely.
  - 6.2.3 Nominate a Senior Librarian/other who is qualified to provide the training described in item 6.1.4.
  - 6.2.4 Ensure and supervise respective new faculty attendance of the research orientation when announced.
- 6.3 When approached by the Office of Research, the Information Technology Services will perform the following:
  - 6.3.1 Prepare an on hand training agenda for the University Research Profile.
  - 6.3.2 Prepare User's Manual and any other handouts for distribution.
  - 6.3.3 Book venue/s and complete technical arrangements.
  - 6.3.4 Submit the training session booking information to the Office of Research to be included in the main orientation agenda.
- 6.4 The Office of Research will select and coordinate with one or more nominated Senior Librarian/other to provide the training described in item 6.1.4.

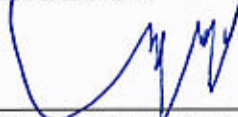
- 6.5 The activities of the orientation can be delivered in person or online to different University campuses depending on available resources for each activity.
- 6.6 The Office of Research will prepare the final New Faculty Research Orientation Agenda and announce the event.

## **7. RESPONSIBILITY**

- 7.1 The Research Office in KSAU-HS undertakes the appropriate course of action to implement this policy.
- 7.2 Colleges are responsible for the implementation of procedures stated in item 6.2 of this policy.
- 7.3 Information Technology Services are responsible for the implementation of procedures stated in item 6.3 of this policy.

## 8. APPROVAL

PREPARED BY:



**ABEER H. M. AYYAF**

Head, Selection, Registration and Admissions  
King Saud bin Abdulaziz University for Health Sciences

3.9.2019

DATE

REVIEWED BY:



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DATE



**PROF. ABDULMALIK ALKATHERI**

Assistant Vice President, Development and Quality Management Affairs  
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DATE

RECOMMENDED BY:



**PROF. YOUSSEF AL-EISSA**

Vice President, Educational Affairs  
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25.9.2019

DATE



**PROF. MOHAMED AL-MOAMARY**

Vice President, Development and Quality Management  
King Saud bin Abdulaziz University for Health Sciences

25/9/19

DATE

**APPROVED BY:**



**H.E. DR. BANDAR AL KAWY**  
President

King Saud bin Abdulaziz University for Health Sciences

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**EFFECTIVE DATE**