

# Charter of the KAUST Scientist and Engineer Review Committee (SERC)

## 1. Purpose

The purpose of the Scientist and Engineer Review Committee (SERC) is to provide a forum for the review of the scientific and technical qualifications of all R5 and R6 grade Research Scientist/Engineer candidates at the University. The Committee brings together leadership from the main stakeholders involved in Research to ensure a rigorous and fair evaluation of candidates. The Committee serves in an advisory capacity and reports to the Vice President for Research.

## 2. Membership

To ensure fair representation, the Committee comprises seven voting members, including the Chair:

- a. Vice President for Research (Chair)
- b. Dean, Biological and Environmental Science and Engineering
- c. Dean, Computer, Electrical and Mathematical Science and Engineering
- d. Dean, Physical Science and Engineering
- e. One (1) Center Director selected by the Vice President for Research
- f. Two (2) Full Professors selected by the Vice President for Research

A Dean or selected Center Director may appoint their corresponding Associate Dean or Associate Center Director as their delegate on the Committee. The Chair shall appoint a Committee Secretary from the Office of the Vice President for Research.

## 3. Role, Authority and Responsibilities

The Committee shall review all appointment, promotion and contract extension proposals pertaining to R5 or R6 Research Scientist/Engineer candidates that have been duly submitted. The Committee shall provide the Chair with scientific and technical evaluations of the candidates' dossiers. This evaluation should be guided by the criteria specified in the ***Criteria for R5 and R6 appointments, promotions, and contract extensions*** document. The Committee shall also regularly evaluate and promulgate policies, procedures and guidelines for the appointment, promotion, and contract extension of R5 and R6 Research Scientists/Engineers.

## 4. Meetings, Quorum and Voting

The Committee shall hold meetings as necessary, but normally not more than once per quarter. The attendance of Chair is required, and a total of four committee members (including the Chair) constitutes a quorum. A Committee member who is unable to attend a meeting may share their comments on the proposals with the Committee but will not be eligible to vote. Members of the Committee vote to support or oppose each proposal. The final decision to approve or reject an appointment, promotion or contract extension proposal will be made solely by the Chair after the Committee's recommendations and vote have been taken into consideration. Any decision is subject to the fulfillment of the usual requirements for granting an employment contract at KAUST and a work visa for Saudi Arabia.

## 5. Administration

Minutes of each meeting will be taken, and records will be retained in an orderly manner. In coordination with the Chair, the Committee Secretary shall prepare an agenda for each meeting of the Committee. The agenda, together with the pertinent materials, shall be circulated to all members at least five business days before each meeting, except in the case of an emergency meeting. The meeting minutes shall be confidential and may be made available to non-members only with prior authorization of the Chair.

**6. Recusal**

If a Committee member is directly involved in a contract proposal under review by the Committee, the member shall disclose this involvement to the Committee in advance. In the case of such recusal, the committee member may provide input on that candidate if requested by the Chair but may not vote on the proposal.

**7. Committee Reports**

The Chair will make periodic reports to the President regarding the Committee's activities.

## ADDENDUM

### NEW PROCESS FOR THE APPOINTMENT, PROMOTION, AND CONTRACT EXTENSION OF R5 & R6 RESEARCH SCIENTISTS

The below document acts as an addendum to the Charter of the KAUST Scientist and Engineer Review Committee (SERC). It has been decided and approved by the VPR to establish three distributed SERC committees that will be reviewing the requests on a divisional level. The initial Charter of the KAUST Scientist and Engineer Review Committee (SERC) will still be in place and it is up to the VPR at any time to decide to enforce it again.

#### **1. Purpose**

A distributed SERC committee will be established in each division with the purpose to provide a forum for the review of the scientific and technical qualification of all R5/R6 grade Research Scientist/ Engineer candidates of the division. The committees will serve in an advisory capacity and report to the respective Dean.

#### **2. Committee composition and membership**

Committee chair: Each committee will be chaired by the respective Dean (or his appointed delegate, typically one of the Associate Deans)

Membership: The Dean is responsible for the assignment of the committee members. All committee members should be full professors representing different programs of the division to ensure the rigorous and fair evaluation of the candidates.

Committee secretary: The OPRA program lead will act as the committee secretary, representing the VPRO to the committee meeting. The committee secretary, will schedule, support, and attend the meetings of the three distributed SERC committees.

Centralized committee: With the completion of the distributed divisional committees and the final signatures from the respective Dean for the supported cases, the three deans shall meet to discuss the approved/ rejected applications mainly for calibration purpose among the divisions and to ensure alignment in the evaluation of candidates.

#### **3. Role, Authority and Responsibilities**

The Committee shall review all appointment, promotion and contract extension requests pertaining to R5 or R6 Research Scientist/Engineer candidates that have been duly submitted at the division. The Committee shall provide the Dean with scientific and technical evaluations of the candidates' dossiers. This evaluation should be guided by the criteria specified in the *Criteria for R5 and R6 appointments, promotions, and contract extensions document as well as the Research Functions excel document*.

#### **4. Meetings, Quorum and Voting**

The committee shall hold one meeting per semester in June and December. The attendance of the Chair is required, and a total of three committee members (including the Chair) constitutes a quorum. A committee member who is unable to attend a meeting may share their comments on the submitted dossiers with the Committee but will not be eligible to vote. Members of the committee vote to support or oppose each request. Based on the committee's recommendations and vote, the Dean will decide whether to sign (or not) the promotion form(s). Supported cases then move to the VPR for final approval. Any decision is subject to the fulfillment of the usual requirements for granting an employment contract at KAUST and a work visa for Saudi Arabia.

#### **5. Administration**

Minutes of each meeting will be taken, and records will be retained in an orderly manner. In coordination with the respective division business manager, the committee secretary shall prepare an agenda for each committee meeting. The agenda, together with the pertinent materials, shall be circulated to all members at least five business days before each meeting, except in the case of an emergency meeting. The meeting minutes shall be confidential and may be made available to non-members only with prior authorization of the VPR.

When asked, the Committee shall also regularly evaluate and promulgate policies, procedures and guidelines for the appointment, promotion, and contract extension of R5 and R6 Research Scientists/Engineers.

#### **6. Recusal**

If a committee member is directly involved in a contract request under review by the committee, the member shall disclose this involvement to the committee in advance. In the case of such recusal, the committee member may provide input on that candidate if requested by the Chair but may not vote on the proposal.

#### **7. Committee Reports**

The VPR will make periodic reports to the President regarding the committees' activities.

**Revision date: August 2024**