

Required documents for R5 and R6 appointments, promotions, and contract extensions

For an appointment (external candidate):

- Appointment request form (Postdoctoral Fellow & Researcher Appointment Form) duly signed by the proponent, divisional senior business manager, and dean*
- Justification letter from the proponent addressed to the committee
- CV including a list of all publications, patents, etc.
- 3- to 5-years research plan
- At least 3 letters of reference
- Short biography of each referee

For a promotion (internal candidate):

- Promotion request form (Staff Movement Action Form) duly signed by the dean*
- Justification letter from the proponent addressed to the committee
- CV including a list of all publications, patents, etc.
- Review of contributions to KAUST (template form to be completed)
- 3- to 5-years research plan
- At least 3 letters of reference (one may be from a KAUST faculty member)
- Short biography of each referee

For a contract extension (internal candidate):

- Contract extension request form (via PeopleDoc) approved by the proponent, divisional senior operations manager, and dean*
- Justification letter from the proponent addressed to the committee
- CV including a list of all publications, patents, etc.

*The forms will be now signed by the Dean after the distributed SERC committee meetings at the division level. Appointment, promotion, and contract extension request forms are provided only to VPR and not to other committee members.