

Policy Title	Professional Development
Policy Number	3.5 Training and Development
Purpose	The policy aims to continue developing employees' competencies and skills to enable higher levels of performance for achieving business objectives.

Basic Policy

Professional Development is a specialized program, course, or educational activity inside or outside Saudi Arabia. It is for receiving a completion or an attendance certificate, not an academic degree. It is intended to continue developing the employees' skills and expertise to enhance and fulfill the interest and needs of Alfaisal University.

Policy details

- Each year, the Deans/Heads of Departments can nominate up to 50% of their employees - depending on their evaluation and needs - for professional development. The selected nominated employees are limited to attend only one training every two (2) years.
- The Deans/Heads of Departments should provide professional development plans by the beginning of each academic year as per the Training and Development policy and processes.
- The selection for training is only for full-time faculty and administration employees with grade four (4) and above who had completed at least two (2) years of employment at Alfaisal University.
- The employee must work one academic year after the training date; if the employee decided to resign or end the contract, the employee shall bear all expenses.
- The training should not exceed five (5) days as Training Leave, excluding the travel days.

Table 1. Travel Days

Countries	Middle East, Gulf	Europe, America, Far East, Australia	Inside Saudi Arabia
Travel Days	Up to 2 travel days, depends on flights.	Up to 4 travel days, depends on flights.	Up to 1 day, depends on flights.

- If an employee resigned or decided not to renew the contract, then no professional development will be granted.
- If the employee failed to submit the Letter/Certificate of Attendance within one month of attending, the days will be deducted from the annual leave and expenses will be borne by the employee unless a reasonable excuse is given.
- If the employee was not able to attend a professional development program after registration, he/she will not be selected for the upcoming two years of training programs. Moreover, the employee should reimburse all the training expenses.
- Professional Development is not a contractual benefit or an automatic entitlement.

Financial Remunerations

Table 2. Financial Rates

Category	Assistant Professor Associate Professor Professor	Instructors Lecturers Senior Lecturer	Administrative employees
Amount	Up to 15,000 including training fees, per-diem and Tickets	Up to 10,000 including training fees, per diem and Tickets	Up to 10,000 including training fees, per diem and Tickets



Procedure

1. The Dean/Head of the Department shall recommend the training request of the employee depending on the needs and the Employee's appraisal.
2. An employee must apply for the Professional Development by uploading all required supporting documents at least one (1) month prior to the event date on the HR Portal (Business Travel Authorization & Expenses).
3. The request will be reviewed by the Human Resources Department for approval.
4. The final approval for Professional Development will be granted by VP Finance & Administration.
5. The employee is required to sign the Training agreement Consent Form.
6. The approved training applications will be forwarded to Finance Department for the financial process.

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Date

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19 oct 2021

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Date