

Frequently Asked Questions

The Recruitment Phase

1. How did you get my CV?

Your CV has been shortlisted for a possible faculty position in King Saud University as per recommendation of your future College. There is a selection committee that downloads CVs generated from various job search engines. If in case you are not interested upon initial invitation, you can decline respectfully.

2. How was my salary package calculated?

It is calculated based on **years of teaching experience, research experience, number of publications and patents/awards**. The institute or university where the Master's and PhD degree were obtained also have bearing in the calculation of preliminary offer.

3. The faculty position offered to me, how was it assigned?

The position offered is based on your existing academic position. If your CV is more in the industrial rather than academic side, then you have to highlight your academic/teaching experience.

4. If I accept the preliminary offer, is it final?

Yes and will stand as it is. That will also serve as your official contract until you reach the kingdom. The offer given to you will be the same offer you will get for the official signing which will be done here in KSU. Signing of contracts is done with both parties present (you and the KSU representative).

5. What happens next after I accept the offer?

Once the offer is accepted the process of issuing the visa is commenced and you will be notified through e-mail that it has been issued to your local Saudi Cultural Attaché. A scanned PDF copy of your visa is also attached to this e-mail. You have to proceed to the Saudi Cultural Attaché for the next step.

The Issuance of Visa

1. I have a family, can I take them with me?

It depends on the preliminary offer given to you, but family visas are automatically issued for faculty members

2. What are the documents that need attestation?

Important documents such as transcript of records, diplomas, certificates and experience certificates need to be attested. Further instructions on attestation will be provided by your local Saudi Cultural Attaché.

3. How long is the visa process before it is released to me?

Visa process can take as long as 2-3 months and as short as 1 week, depending on visa availability and length to obtain important signatures. It can also depend on your date of joining, as visa validity is only 3 months.

4. How long does it take before my passport gets stamped?

It varies on how fast you can attest your documents and other contractual procedures.

5. I got my passport stamped, what next?

You have to ask the Saudi Cultural Attaché to provide you your air tickets. If in case they declined, you can either:

- a) E-mail us at audus@ksu.edu.sa and we will book for you a ticket
- b) Buy your ticket and it will be reimbursed once you arrive here

6. *I have my flight details, what next?*

You have to inform us by e-mail: audus@ksu.edu.sa as soon as you get your flight details so we can arrange your pick-up service and accommodations accordingly.

The 1st days at KSU

1. *It is my 1st day at KSU, what will I do first?*

You have to make a courtesy call to your college dean and department chair to confirm your arrival. You also have to report to the administration and commence another round of administrative procedures such as obtaining your employee ID, bank account, etc...

2. *What subjects will I teach?*

Regardless of your academic rank, you will teach general and specific subjects according to your specialty. This is best discussed during your courtesy call with your college dean and department chair.

3. *What are the working hours?*

Working hours are from 8:00am-3pm, Saturdays-Wednesdays.

4. *Am I restricted to teaching only or I can also do research?*

You are encouraged to submit promising research proposals for possible funding. Fortunately, KSU boasts with a lot of grant giving bodies that fund studies on a frequent and regular basis.