Faculty Search and Hire at KAUST
Faculty Affairs

Contents

Faculty Search and Hire Process

This document describes the current stages and practices for Faculty SEARCH AND HIRE at KAUST.

Faculty Search and Hire is a joint project between the Division, Faculty Affairs, Human Resources, Office of Research and the President's office at KAUST. It consists of the following steps:

1. Creating a divisional faculty hiring plan
2. Advertising and Forming search committees
3. Fast Track Process
4. Receiving applications and collecting references
5. Shortlisting and interviewing (campus and virtual visits)
6. Senior Leadership Panel (SLP) and Recommendation to Promotion and Appointment Committee (PAC)
7. Approval (PAC & President) and Issuance of Offer
8. Status of Offer (approved or rejected)
9. Support after Acceptance of offer – Before and after Onboarding

An online version of this will be available on the Faculty Affairs website and will be updated regularly. The web version will contain direct links.

1. Creating Divisional Faculty Hiring Plan

Academic Divisions recruit faculty against an annual strategic hiring plan prepared by the Dean, endorsed by the Provost & the VPR and approved by the President and it usually reflects the research and education needs of the academic programs of each Division.

2. Advertising and Forming Search Committees

Advertising

All academic positions must be advertised on the [KAUST Faculty Position website](). Advertisements for faculty recruitment are generated by the Graduate Program Coordinators or designated administrators in Divisions in coordination with program chairs through [Interfolio]().

Interfolio is an online applicant tracking system that allows search committees to collect applications, view material and manage searches securely online. KAUST has partnered with Interfolio which provides Single Sign-On where KAUST credentials can be used to Log in.

After a review and an approval process by the Dean of an academic position advertisement, an administrator usually the Assistant Dean or the Graduate Program Coordinator will be notified

by email that it is ready to be posted on the KAUST Job Board. At the time of posting on the job board, the advertisement is also forwarded automatically to Times Higher Ed (THE) UniJobs. Because we have annual subscriptions with THE, posting on these sites is free of charge.

Separately, KAUST HR also holds a contract with Job Elephant. Divisions may use Job Elephant for posting job advertisements; however, posting on Job Elephant is not free of charge. For further information on Job Elephant, please contact HR (StaffingServices@kaust.edu.sa).

Advertisements must be posted by the Division for a minimum of one month and no longer than one year. This ensures that advertisements do not become stale or neglected on the job board. Academic positions can be re-advertised after one year if they are not filled. Advertisements will remain on the website until the closing date or until the position is closed by the Division.

The Division or program is responsible to ensure that the position is advertised in international disciplinary journals and contacting corresponding divisions and departments at peer universities.

To ensure a proactive outreach so our advertisements reach a bigger number of candidates, Deans, program chairs, search committee chairs and members and faculty members should use their networks to identify potential candidates, organizations, and email lists and invite people to apply.

It is good practice to:

- Review databases of grant and award holders where there are likely to be pools of applicants.
- Contact a broad range of professional associations (public interest organizations, consultants working in relevant areas, research organizations in the private and public sectors) that extends beyond academic associations.
- Encourage all faculty to make recruitment part of their activities at professional meetings.
- Contact prominent members of communities in the faculty members' field and ask them to identify candidates.
- Keep a list of individuals or organizations that might stock a Division's "pipeline" of future candidates.

Search Committee

Searches are institutional activities and should be led by a Search Committee, with the Chair of the committee being the Dean or a senior faculty member appointed by the Dean and the Members being Faculty members in disciplines relevant to the position advertised appointed by the Search Committee Chair.

An adaptation of the Checklist of Best Practices from a guidebook on "Diversifying the Faculty", published by the Association of American Colleges and Universities, is appended to this document (Appendix 1).

The Search Committee's job is more than simply to evaluate proposals. It should actively work to identify and solicit nominations to produce a diverse, highly qualified pool of candidates. As appropriate, the Committee should inform the Dean when they have candidates they feel should be invited for an interview. The list need not wait until the end of the search to be presented to the Dean.

3. Fast Track Process

Every now and then, and usually for positions at the Professor rank, opportunities might present themselves for a senior scholar of unusual scholarly achievements and preeminence in a particular field of knowledge. Regular search requirements and PAC requirements may be waived by the Provost following a detailed letter from the Dean of the hiring Division to fast track the process.

4. Receiving Applications And Collecting References

Material submitted for academic positions at KAUST should include CV, research statement, teaching statement, reference names, and samples of scholarly work. Such material is confidential and should not be shared any more broadly than is appropriate for the search process.

The shortlisted candidate will be invited for a campus visit, virtual or in-person. It is a good practice for the search committee to start seeking external reference letters at this stage.

References

Reference letters from external reviewers provide essential insight into the faculty candidate's potential and accomplishments. Names are to be selected from both the list of reviewers provided by the faculty candidate and a list developed by the Dean. The Dean will develop his/her list of reviewers and if needed, he/she may collaborate with experts in the candidate's field. **But ONLY the Dean will contact the letter writers.**

The goal of obtaining independent reviewers is to ensure minimal or no conflict of interest in the assessment of the candidate's potential and accomplishments, as well as to ensure that global experts are able to provide candid assessments of the research accomplishments. While a few reviewers may have established collaborations with the candidate, former advisors (either PhD or post doc) must be avoided except in cases of Assistant Professors. The vast majority of reviewers must be free of potential conflicts of interest that could lead to any appearance of bias in the

assessment that is provided. Reviewers must be acknowledged experts in the field and predominantly from academia. Reviewers must be of a rank at least at the level of the proposed appointment, although it is expected that most will be professors.

Number of letters: A minimum number of letters is required for a complete appointment dossier. The table below illustrates the minimum number and source of letters for each rank.

	Candidate's List	Dean's List
Assistant Professor or equivalent	3	N/A
Associate Professor or equivalent	3	3
Professor or equivalent	3	3

Under unusual circumstances, the Dean may petition the Provost for an exception to the number of required letters.
KAUST guarantees strict confidentiality of reference letters.

5. Campus Visits (Virtual or in-person) by Short-listed Candidates

Once a visit is scheduled, the visit schedule and the candidate's CV and supporting materials should be shared with the Faculty Affairs Office facultyaffairs@kaust.edu.sa

The candidate is expected to give two talks while he/she visits KAUST:
- The technical talk should be advertised widely, including all Faculty members, Deans, the VPR and the Provost.
- The 'Senior Leadership Talk' should be presented to the President, Deans, VPR, Provost and PAC members. See details in the section 6: Senior Leadership Panel and Recommendation to Promotion and Appointment Committee.

The Dean should obtain an equipment needs list and discuss any specific family issues, such as spousal employment needs, during a candidate's visit whether virtual or in-person to the campus.

The format used for candidate visits varies widely across the University, as dictated by differing expectations in various disciplines. The following list represents some aspects that should be considered. See details of recruitment supports and a sample itinerary (Appendix 2).

It is good practice to:

- Have a designated administrative staff member who assists in the coordination of all visits within the Division/Center and ensures that detailed itineraries are produced and distributed by email at least a few days in advance of the visit to all those involved.
- In the case of a physical visit, and in advance of the visit, each candidate should be asked if they require any accommodation during the visit and about any dietary requirements they may have.
- Wherever possible, ensure that the candidate is met by a divisional representative at the airport, whether it is a faculty member or a staff member.

- Expose a candidate to measures of quality of life and cost of living during their visit (e.g., visit a supermarket). Demonstrate how safe the campus is by taking candidates on walks/drives.

6. Senior Leadership Panel (SLP) and Recommendation to Promotion and Appointment Committee (PAC)

Before the SLP talk is scheduled, the candidate's PAC dossier must be complete and all reference letters should be included along with the internal assessment by the search committee chair or the program chair, the faculty members' feedback in the program and the center director if any affiliation to the center is part of the appointment. All appointment dossiers must contain the documents listed in the table below.

	Documents	Submitted/Prepared by
	Appointment Checklist	Faculty Affairs
	Appointment Coversheet	Division
	Recommendation Letter from Dean	Division
	Recommendation Letter from Program Chair	Division
	Recommendation Letter from Center Director (if applicable)	Division
	Program Faculty Feedback	Division
	An up-to-date CV including a full list of publications	Candidate
	A research statement (limited to 5 pages)	Candidate
	A teaching statement	Candidate
	Names and details of possible Referees	Candidate
	Selected publications (Up to five)	Candidate
	All evaluation letters	Division
	A short biography for each reviewer – candidate submits biographies for their suggested referees, while the division prepares biographies for Dean's choice referees	Division
	Citation Analysis	Faculty Affairs

The Dean of the Division should submit the complete dossier with his/her recommendation to the Provost via the office of Faculty Affairs prior to the SLP talk. All appointment dossiers must be uploaded to the designated shared drive for each Division. Faculty Affairs will receive the dossier and review the Dossier.

Once the dossier is reviewed, and after consulting with the Dean of the division, the Provost can:
- Decide to schedule a joint SLP/PAC meeting for outstanding candidates.
  OR
- Decide to follow a two-step process starting with an SLP talk with the potential to be followed by a PAC meeting.

Based on the decision, the Office of Faculty Affairs will get back to the Division with available slots for the SLP/PAC team members ,and the Division will contact the Faculty candidate to pick the appropriate slot.

Once confirmed, Faculty Affairs will organize the logistics of the meetings (ZOOM link, Room number) while the Division will communicate the details to the candidate.

If it was decided to be a two-step process starting with an SLP, the Division would be responsible for scheduling the SLP and if it did go to PAC, the office of Faculty Affairs will schedule the PAC.

7. <u>Promotions and Appointments Committee (PAC) and Issuance of Offer</u>

Once the PAC members advise on the appointment case and the President decides positively, the office of Faculty Affairs will work with the Dean on issuing a draft offer letter using the appropriate template.

The Dean will usually inform the candidate of the decision and submit the candidate's required research needs to the Provost & VPR for negotiation and endorsement.

Once all details of the offer are endorsed by the Dean, Provost and the VPR, the office of Faculty Affairs will send the draft offer to HR for final check and endorsement.

The final offer is then sent with a "Faculty Appointment Form" via DocuSign to the President, Provost, Hiring Dean, and CHRO with a copy of the CV for approval and signature. Once everyone signs the form, the hiring Dean, copying Kathy Farrel in HR, will send the offer letter along with a "Conflict of Interest" form to the successful candidate to be filled out, signed and sent back.

As soon as the candidate accepts an offer and sends back the signed letter of offer, the Dean must inform Faculty Affairs to start the onboarding process with HR. Faculty Affairs will send a welcome email as per Appendix 3 with the appropriate people and units copied.

Appendix 1 - Checklist for Best Practices in Proactive Recruitment[1]

Before the Search
Good:

- Clearly articulate department/faculty rationale for support of faculty diversity by making explicit the connections between faculty diversity and educational quality.
- Create a search committee that is enthusiastic and genuinely committed to faculty diversity.
- Develop and distribute a departmental statement outlining meaningful steps to be taken to achieve greater diversity among the student body and faculty, drawing on your department's response to *Stepping Up*.

Better:

In addition to the above:

- Create a diverse search committee, comprised of faculty, administrative staff, and students from both minority and non-minority backgrounds, that brings multiple perspectives and fresh ideas to bear.
- In and align commitment to diversity efforts in the institutional and departmental strategic plans and/or mission statements.
- Create open lines of communication with potential faculty already in your department or school, such as adjunct or part-time professors, graduate students, and research associates.

Best:

In addition to all of the above:

- Secure all resources needed to conduct a comprehensive search – for example, to place job announcements in publications serving a diverse audience.
- Review the commitment to equity and diversity as outlined in *Stepping Up* and the response by your faculty/department.
- Develop long-term recruitment strategies that establish and cultivate an ongoing relationship with local and national organizations representing diversity groups, as well as with students and faculty at colleges and universities that educate diverse graduate students.
- Incorporate new research findings and data about minority groups into the everyday practices of your department or faculty and use this as a basis to convene information forums, roundtables, retreats and opportunities to present new and emerging research and successful practices.

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[1] Adapted from Turner (2002).

During the Search
Good:

- Make sure that the search committee understands its charge from the onset, clearly emphasizing that faculty diversity is a goal.
- Using the PowerPoint presentation *Faculty Recruitment – The Search Committee* review with search committee members' information on evaluation bias, and some suggestions for avoiding discrimination.
- Critically analyze the job description and advertisement, making sure that they are geared towards inclusiveness
- Mail/email position announcements to diverse groups and organizations, using the many resources provided on this website.
- Quickly reimburse any of the candidate's expenses related to the interview, including hotel, food, and travel expenses.
- During the campus visit, make sure that all interactions with the candidate are honest, genuine, and gracious.
- Offer to make available a person of similar background, interests, ethnicity, or gender to give their perspectives on the campus and local community climate.

Better:

In addition to the above:

- Wrote a position description that attracts a diverse group of applicants, making sure that it includes the equity statement.
- Make personal contact by letter or phone to faculty of colour, visiting scholars, and/or individuals who have made diversity-related presentations on campus.
- Establish a bank of CV's and contacts for promising graduate students.
- Use listservs, online bulletin boards, and other forms of technology to announce positions and recruit potential candidates.

Best:

In addition to the above:

- Educate the search committee and provide opportunities for discussion on diversity and equity issues, hiring myths, stereotypes and biases (particularly those outlined in *Faculty Recruitment – The Search Committee)*
- Use personal and professional networks, contacts, and recommendations to seek leads to potential minority candidates.
- Initiate recruitment trips to universities which prepare a significant number of minority Ph.D. graduates.
- Incorporate recruitment networking into professional conference attendance by all departmental faculty.
- Establish a pool of potential candidates through the Visiting Scholars program.

- Advise the candidate of any incentives that might be negotiable (e.g. salary package, startup funding, reduced work-loads, grant opportunities, partner/spousal employment, tuition waivers).
- Cover the cost of an additional campus/area visit to explore housing.

After the Search
Good:

- Honour all start-up conditions mentioned in the final letter of agreement.
- Do not overload the new hire with excessive service demands, such as committee memberships, advising, etc.

Better:

In addition to the above:

- Follow-up with the new hire regularly to help with transitions and to answer any concerns that might develop in the first few days/weeks/months.
- Provide mentoring and professional development opportunities.

Best:

In addition to all of the above:

- Continue efforts to diversify the faculty and other departmental diversity initiatives.
- Provide the new hire with clearly stated standards and procedures regarding evaluation and performance.
- Evaluate the effectiveness of the search process in order to avoid future missteps; acknowledge the successes and failures and share that information with future search committees.
- Sponsor campus and community-wide gatherings to highlight the research, teaching, and service contributions of diverse faculty members.

Appendix 2 – Sample of Division Visit Schedule

FLIGHT DETAILS	Arrival: 7 December 2019 Flight No: Arrival time: 1		ACCOMMODATION	KAUST Inn II

KAUST BESE DIVISION CONTACT			

Saturday 7th December 2019		
12.40	Once you reach the terminal look for KAUST meeting point sign located before the passport control counters. A KAUST Government Affairs Representative will be waiting next to the sign, if you are unable to find him, he may be assisting another arrival, please call the Airport emergency number **+966 (0) 544700777** Meet and greet Government Affairs Representative: **+966 (0) 544700231**	Jeddah Airport South Terminal
13.10	KAUST taxi driver will have your name on a placard. Hanco taxi. Contact number: +966 (012) 8085647 and +966 (012) 8085604.	Jeddah Airport South Terminal
14.10	Arrival at KAUST Inn II. Welcome pack will be waiting for you at reception. Brunch will be delivered to your room. Rest and Free time. Dinner at your leisure: Habor Sports Center restaurant (you can use the food vouchers in your welcome pack)	KAUST Inn II
Sunday 8th December 2019		
07.00 - 08.45	Breakfast is served at Cozy restaurant	Cozy Restaurant, 3rd Floor, KAUST Inn II
08.50	X will meet you at KAUST Inn II reception	KAUST Inn II / Building 2
All day	Private meeting room / office has been reserved for your personal use.	Building 2, Level 4, Room 4241
09.00 - 09.30	Seminar set up with IT/AV	Building 2, Level 5, Room 5220
09.30 - 10.30	**Seminar:** The Secrets of Ancient and Extreme Microbes: Understanding Basic Concepts and their Biotechnological Potential *Refreshments will be served* *Seminar will be video recorded for private interview purposes only*	Building 2, Level 5, Room 5220

Time	Activity	Location
11.00 - 12.00	**Chalk Talk:** Prof. Samir Hamdan, Associate Dean BESE Division. Prof. Michael Lee Berumen, Red Sea Research Center Director, Marine Science. Prof. Manuel Ignacio Aranda Lastra, Associate Professor, Marine Science. Prof. Daniele G. Daffonchio, Professor Marine Science. Prof. Arnab Pain, Professor of Bioscience.	Building 2, Level 5, Room 5220
12.15 - 12.30	Brief meeting with Prof. Samir Hamdan, Associate Dean BESE Division.	Building 2, Level 5, Room 5220
12.45 - 13.45	Lunch with invited Faculty	Campus diner 'Seaview table' reserved
14.00 - 14.30	Meeting with Prof. Michael Lee Berumen, Red Sea Research Center Director, Marine Science. BESE Division	Building 2, Level 3, Room 3221
14.45 - 15.15	Meeting with Prof. Manuel Ignacio Aranda Lastra, Associate Professor, Marine Science. BESE Division	Building 2, Level 2, Room 2216
15.30 - 16.00	Meeting with Prof. Arnab Pain, Professor of Bioscience, BESE Division	Building 2, Level 4, Room 4236
19.30	Dinner with invited Faculty Prof. Daniele Daffonchio will meet you at KAUST Inn II reception and escort you to dinner.	KAUST Inn II / Vera Pizza, Harbor Walk
Monday 9th December, 2019		
07.00 - 09.30	Breakfast	Cozy Restaurant, 3rd Floor, KAUST Inn II
All Day	Private meeting room / office has been reserved for your personal use.	Building 2, Level 4, Room 4241
09.40	X will meet you at KAUST Inn II reception	KAUST Inn II / Building 2
09.45 - 10.15	Panel meeting set-up	Office of the VPR, Building 16
10.15 - 11.15	**Senior Leadership Panel meeting**: President, Dr Tony Chan, Vice President for Research, Prof. Donal Bradley, Vice President Academic Affairs, Prof. Yves Gnanou, Prof. Samir Hamdan, Assoc. Dean, Biological and Environmental Sciences and Engineering (BESE) Division, Prof. Ravi Samtaney, Dean, PSE Faculty, Division of Physical Sciences & Eng. **Note:** Prof. Mootaz Elnozahy, Dean, CEMSE Faculty, Computer, Elec, Math Sciences & Eng. will not be attending due to last minute overseas travel.	Office of the VPR, Building 16
12.00 - 13.00	Lunch with Post Docs / Research scientists	Campus diner 'Seaview' table

13.20	Meet in your office	Building 2, Level 4, Room 4241
13.30 - 14.30	**CORE Lab Tours** 13.30: Bioscience 14.00: Coastal Marine Resources CMOR	Building 2, Level 2, Desertside Building 26
15.30 - 16.00	Meeting with Prof. Meeting with Prof. Daniele G. Daffonchio, Professor of Bioscience, Bioscience, BESE Division.	Building 2, Level 3, Room 3236
19.30	You will be met and escorted to dinner with invited Faculty	Steak Severn, Racket Club

Tuesday 10th December, 2019		
07.00 - 08.30	Breakfast	Cozy Restaurant, 3rd Floor, KAUST Inn II
All Day	Private meeting room / office has been reserved for your personal use.	Building 2, Level 4, Room 4241
08.35	Tijan will meet you at KAUST Inn II reception	KAUST Inn II / Building 2
09.00 - 09.30	Meeting with Dr Kevin E. Cullen, VP, Innovation and Economic, Office of the VP.	Building 16, Level 3, Room 3614
09.50	Prototype Housing visit	Location TBC
10.15 - 10.45	Visit Elementary School with Celeste Cook, School coordinator	Elementary School, Gardens Area
10.45 - 11.00	Visit Secondary School with School Principal, David J. Tigchelaar	Secondary School, Gardens Area
12.00 - 13.00	Lunch with invited Faculty	Campus diner 'Seaview' table
13.15 -	Private meeting room / office 'open' for meetings	Building 2, Level 4, Room 4241
17.00 - 17.30	De-brief	
19.30	You will be met and escorted to dinner with invited Faculty	PURE, Island Recreation Center

Wednesday 11th December, 2019		
02.30	Taxi pick-up from KAUST Inn II reception for your transfer to Jeddah South Terminal. Hanco Contact number: +966 (012) 8085647 and +966 (012) 8085604.	KAUST Inn II / Jeddah South Terminal

FLIGHT DETAILS	**Departure: 11 December 2019** **Flight No:** **Departure Time: 05.30** **Jeddah South Terminal**

BESE DIVISION VISIT SCHEDULE
Prof.
7 - 11 December 2019

جامعة الملك عبدالله
للعلوم والتقنية
King Abdullah University of
Science and Technology

Monday 19th October, 2020		
09.45 - 10.00	Practice / Set-up with IT assistance	https://kaust.zoom.us/j/
10.00 - 10.05	**Introduction**: Prof. Samir Hamdan, Interim Dean, Biological and Environmental Sciences and Engineering Division (BESE)	
10.05 - 11.00	**Seminar:** Structure and dynamics of biological complexes by cryo-electron microscopy	https://kaust.zoom.us/j/
11.15 - 12.15	**Chalk Talk:** (Chair) Prof. Samir Hamdan, Interim Dean, BESE Division. Prof. Stefan T. Arold, Professor, Bioscience. Prof. Lukasz Jaremko, Assistant Professor of Bioscience. Prof. Andrea Falqui, Associate Professor of Bioscience. Prof. Salim Al-Babili, Professor, Plant Science. (All BESE Division)	https://kaust.zoom.us/j/

Tuesday 20th October, 2020		
13.00 - 13.30	Meeting with Prof. Andrea Falqui, Associate Professor of Bioscience.	https://kaust.zoom.us/j/
16.30 - 17.00	Meeting with Prof. Stefan T. Arold, Professor, Bioscience.	https://kaust.zoom.us/j/

Wednesday 21st October, 2020		
13.00 - 13.30	Meeting with Prof. Lukasz Jaremko, Assistant Professor of Bioscience.	https://kaust.zoom.us/j/9
15.45 - 16.16	Meeting with Prof. Salim Al-Babili, Professor of Plant Science	https://kaust.zoom.us/j/

Thursday 22nd October, 2020		
09.45 - 10.00	Practice / Set-up with IT assistance	https://kaust.zoom.us/j/
10.00 - 11.00	**Senior Leadership Panel meeting:** President, Dr Tony Chan. Vice President for Research, Prof. Donal Bradley. Vice President Academic Affairs, Prof. Yves Gnanou. Prof. Samir Hamdan, Dean, Biological and Environmental Sciences and Engineering (BESE) Division. Prof. Ravi Samtaney, Dean, PSE Faculty, Division of Physical Sciences & Eng. Prof. Omar Knio, Dean, CEMSE Faculty, Computer, Elec, Math Sciences & Eng.	https://kaust.zoom.us/j/
16.00 - 16.30	De-brief with Prof. Prof. Samir Hamdan, Interim Dean, BESE Division.	https://kaust.zoom.us/j/

Coordinator:	Mob: +966 54	Desk: +966 (0)12 808
Events Coordinator:		Desk: +966 (0)12 808
Assistant Dean:	Mob: +966 54	Desk: +966 (0)12 808

Sunday, November 8

Local Time	Details	Location
15:45 – 16:00	**Preparation for Senior Management Seminar** With the help of	Video Conference **https://kaust.zoom.us/**
16:00 – 17:30	<u>**Senior Management Seminar**</u> President: Vice President for Research: Provost: PSE Dean: BESE Dean: CEMSE Dean:	

Monday, November 9

Local Time	Details	Location
16:00 – 16:30	**Meeting with Reem Bajouda** HR advisor	Video Conference **https://kaust.zoom.us/**
16:30 – 17:00	**Meeting with Shirley Cadiz** Benefits advisor	Video Conference **https://kaust.zoom.us**

Tuesday, November 10

Local Time	Details	Location
16:00 – 16:30	**Meeting with Mohammad Y. Majzoub** Manager Research Inf Strategy & Planning	Video Conference **https://kaust.zoom.us/j**

Appendix 3 - Sample of Onboarding Email sent by Faculty Affairs to Faculty upon Accepting Offer

King Abdullah University of Science and Technology

Greetings Professor Ahmed,

Welcome to KAUST. We are pleased that you have joined our community and are writing to provide you with useful information related to key aspects of your transition.

Personal and Family Relocation
First, you have been assigned a Relocation Coordinator, James Goehlert, (to support your personal and family relocation. James may have already contacted you to discuss this process in detail. If not, he will do so shortly and will continue to support you through the visa process, the moving process, your housing assignment, and school enrollment, if applicable. If you have any questions about the relocation, please don't hesitate to contact James for answers.

Academic Onboarding
Second, the academic aspects of your onboarding process, including space assignment, large equipment requests, teaching assignments, student recruitment, computing and IT support and material for the university's web site are handled by a team, including people in your Division and Academic Affairs.

Academic Onboarding Contacts
- Aigars Ekers, Assistant Dean, CEMSE, aigars.ekers@kaust.edu.sa
- Hamimah Supian, Senior Business Manager, CEMSE, hamimah.supian@kaust.edu.sa
- Sumaya Khattab, Business Administrator, CEMSE, sumaya.khattab@kaust.edu.sa
- Heath Hignight, Center Manager, ANPERC, heath.hignight@kaust.edu.sa
- Suzan Abu-Shakra, Faculty Affairs Manager, suzan.abu-shakra@kaust.edu.sa

Web Profile form – to complete and return

An information request form for the KAUST website is attached to this letter. Please complete this form and return it to Suzan Abu-Shakra (suzan.abu-shakra@kaust.edu.sa) at your earliest convenience.

Space Allocation & Equipment Requests

Space allocation and equipment requests are handled by your Division. The timing of such requests is based on the nature of the equipment required, and a Division representative will contact you as needed to ensure a smooth process.

Student and Postdoc Recruitment

Finally, you will hear from Greg Murphy, Associate Director, Admissions & Enrollment (gregory.murphy@kaust.edu.sa) regarding the recruitment of MSc and PhD students to KAUST, as well as the Visiting Student process.

For help with postdoc recruitment, please contact James Goehlert (james.goehlert@kaust.edu.sa), who will work in coordination with your division. We should note that recruitment of postdocs to Saudi Arabia may take longer than you are used to in your previous institution.

Regards,

P.S. We have also attached a PDF with additional contacts that may be of interest.

Office of Faculty Affairs | KAUST Homepage
King Abdullah University of Science and Technology, 4700 KAUST, Thuwal, Jeddah 23955-6900 Kingdom of Saudi Arabia

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