

Faculty Recruitment Job Description

Professor / Associate Professor / Assistant Professor

Arab Open University - Saudi Arabia

Position Type	Full-Time Academic Faculty
Academic Rank	Professor / Associate Professor / Assistant Professor
Organizational Unit	Academic Department / College
Reports To	Head of Department / Vice Dean / Dean, as applicable
Work Location	University branch / academic delivery location as assigned

Position Summary

Arab Open University is seeking highly qualified and academically accomplished faculty members at the Professor, Associate Professor, and Assistant Professor levels. Successful candidates are expected to contribute effectively to the University's academic mission through high-quality teaching, research and scholarly activity, student advising and supervision, curriculum development, academic quality assurance, institutional service, and professional and community engagement.

Candidates should demonstrate a strong commitment to academic excellence, student success, research productivity, innovation, and effective teaching within a multicultural, blended, and technology-enabled higher-education environment.

Key Responsibilities

A. Teaching, Learning and Assessment

- Deliver high-quality undergraduate and/or postgraduate teaching in the relevant academic discipline in accordance with approved curricula, schedules, and teaching requirements.
- Implement approved course specifications, learning outcomes, teaching and learning strategies, and assessment methods.
- Use face-to-face, blended, online, and technology-supported approaches effectively, including the University learning management system and relevant educational technologies.
- Apply fair, valid, transparent, and academically rigorous assessment practices; grade student work accurately and provide timely, constructive feedback.
- Participate in assessment moderation, verification, review, and grade-quality processes as assigned.
- Contribute to the measurement and evaluation of course and program learning outcomes and to evidence-based improvements in teaching and assessment.

B. Curriculum, Academic Quality and Continuous Improvement

- Contribute to curriculum development, course review, learning-material enhancement, and periodic program evaluation.
- Complete and maintain assigned course documentation and quality evidence in accordance with approved University procedures.
- Contribute to accreditation, reaccreditation, benchmarking, internal review, external review, and academic-audit activities when assigned.

- Analyze student feedback, learning-outcome results, and academic-performance evidence and contribute to continuous improvement actions.
- Support consistent academic delivery, assessment standards, and approved course requirements across sections and delivery locations where applicable.

C. Research and Scholarly Activity

- Maintain an active, ethical, and discipline-appropriate research and scholarly agenda.
- Conduct original research and disseminate scholarly outputs through recognized peer-reviewed journals, conferences, and other appropriate academic channels.
- Participate in research groups, scholarly networks, collaborative research projects, and national or international academic partnerships.
- Contribute to competitive research proposals and external funding opportunities where appropriate.
- Maintain high standards of research ethics, academic integrity, responsible authorship, intellectual property, and data governance.

D. Academic Advising, Mentoring and Student Support

- Provide effective academic advising and student consultation in accordance with approved University procedures.
- Monitor student academic progress, provide appropriate guidance, and support student achievement and progression.
- Supervise assigned student projects, capstones, internships, research activities, and postgraduate research where permitted and formally assigned.
- Mentor students in academic, research, professional, and career development within the scope of the faculty role.

E. University, Professional and Community Service

- Participate effectively in Department, College, and University committees, councils, course teams, and academic initiatives when appointed or assigned.
- Contribute to curriculum, academic-quality, student-success, and institutional development initiatives.
- Participate in professional associations, scholarly networks, outreach, community engagement, knowledge transfer, and relevant industry or professional partnerships.
- Support approved University academic events and institutional initiatives.

F. Professional Development and Performance Enhancement

- Maintain continuing academic and professional development appropriate to the discipline and academic rank.
- Remain current with developments in the discipline, pedagogy, assessment, research methods, quality assurance, and educational technology.
- Participate in regular performance evaluation and use feedback and evidence to enhance academic practice and professional performance.

Minimum Qualifications

- PhD or equivalent terminal qualification in the relevant discipline from a recognized institution, subject to the University's approved appointment regulations.
- Academic specialization appropriate to the Department, academic program, and courses to be assigned.
- Proficiency in the language(s) of instruction required by the academic program.
- Professional registration, licensure, or certification where required by the discipline or applicable regulations.
- Ability to work effectively in a multicultural, multi-location, blended, and technology-supported academic environment.

Rank-Specific Expectations

Assistant Professor

- Demonstrated potential for effective university-level teaching, assessment, student engagement, and academic advising.
- Evidence of scholarly activity and the potential to build a sustained research and publication profile appropriate to the discipline.
- Developing academic independence and the capacity to contribute effectively to collaborative research, curriculum development, quality assurance, and institutional initiatives.
- Commitment to establishing a strong academic and professional profile and to continuous improvement in teaching and research.

Associate Professor

- A sustained record of high-quality university teaching, assessment, student support, and academic achievement.
- A demonstrated and sustained record of peer-reviewed research, scholarly publication, and academic contribution appropriate to the discipline and rank.
- Evidence of academic and research leadership, including substantial contribution to research projects, research groups, scholarly collaborations, or funded initiatives.
- Experience in postgraduate or advanced research supervision, mentoring of students, and development of junior academics or early-career researchers where appropriate.
- Significant contribution to curriculum development, academic quality, accreditation, benchmarking, and continuous improvement.
- Ability to develop national and international research and professional collaborations and contribute to the visibility of the University's research profile.
- Capacity to provide academic leadership in committees, working groups, programs, or institutional initiatives when formally appointed or assigned.

Professor

- A distinguished and sustained record of excellence in university teaching, curriculum development, assessment, student engagement, and academic achievement.
- An internationally recognized and sustained record of high-quality research, peer-reviewed publication, and scholarly contribution appropriate to the discipline and professorial rank.
- Demonstrated leadership in initiating and leading major research projects, research groups, scholarly collaborations, and competitive or externally funded research initiatives where appropriate.
- Extensive experience in postgraduate and/or doctoral supervision, where applicable, together with a strong record of mentoring Associate Professors, Assistant Professors, junior academics, and early-career researchers.
- Proven leadership and significant contribution to curriculum and program development, academic quality assurance, accreditation, benchmarking, and strategic academic improvement.
- A strong national and international academic profile, including active scholarly and professional networks, knowledge exchange, peer review, editorial or professional service, and external academic engagement as appropriate.
- Capacity to provide senior academic leadership in committees, programs, research initiatives, partnerships, and institutional priorities when formally appointed or assigned.

Core Competencies

Academic Excellence	Strong disciplinary knowledge, sound academic judgment, and commitment to maintaining current expertise.
Teaching & Assessment	Effective teaching, assessment, feedback, student engagement, and learning-outcome evaluation.

Research & Scholarship	Research capability, scholarly writing, critical analysis, collaboration, research integrity, and responsible academic practice.
Student Support	Academic advising, mentoring, supervision, communication, and student-development capability.
Quality & Accreditation	Understanding of academic quality assurance, continuous improvement, accreditation requirements, and evidence-based academic practice.
Digital Capability	Effective use of learning management systems, digital learning tools, and technology-supported teaching environments.
Professional Effectiveness	Teamwork, collegiality, communication, organization, time management, professional judgment, problem solving, and accountability.
Values & Conduct	Commitment to academic integrity, ethical conduct, institutional values, community engagement, and student success.

General Provision

The responsibilities above represent the core duties normally associated with the respective academic ranks. Specific teaching loads, research expectations, performance targets, supervisory authority, committee responsibilities, and administrative or leadership assignments are governed by the University's approved policies and formal appointment processes. Academic rank alone does not confer administrative or line-management authority.