



# Qatar University College of Engineering (CENG)



## **Academic Promotion Guidelines**

**Approved Fall 2022**  
**Effective Fall 2023**



The College of Engineering (CENG) at Qatar University encourages its faculty to seek promotion to recognize and reward their achievements in teaching, scholarship, and university and community service. The revised guidelines pertain to promotion from the rank of Assistant Professor to Associate Professor and from Associate Professor to Professor.

In addition to the baseline academic promotion requirements set by the University Academic Promotion Regulations ( النحة الترفقيات الأكاديمية ) approved by the university board of regent in 29th March 2021, the College of Engineering has developed its Specific Academic Promotion Guidelines, listed below.

Individuals who have additional questions regarding the promotion process should consult with their Head of Department (HoD) or the Associate Dean for Academic Affairs.

## I. TEACHING

Teaching is not limited only to give lectures but also includes diverse activities inside and outside of the classroom. The components of teaching may include instruction and project/thesis supervision, curriculum development and course management, scholarly activities in teaching, pedagogical activities outside the course/classroom, and student advising. The College of Engineering considers the quality of teaching to be of a paramount importance among factors determining promotion.

### A. *Promotion to Associate Professor*

The applicant must demonstrate competence in quality, productivity, and professional development in teaching and learning through the following proven achievements.

- A-1. Active participation in teaching/learning.
- A-2. Delivery of effective instruction.
- A-3. Diversity of teaching (undergraduate/ graduate, if applicable).
- A-4. Completed supervision/co-supervision of graduate students.
- A-5. Supervision of student's research papers, reports, academic activities, and fieldwork.
- A-6. Conducting innovative teaching and associated assessment methods to evaluate learning outcomes.

Evidence should include but not be limited to the last four semesters' student evaluation results of taught courses, peer evaluation, and teaching appraisal for the last two appraisal cycles (when applicable). The applicant's teaching evaluation should be "meet expectation" during the promotion period or at least during the faculty appraisal cycle immediately preceding his/her application.

### B. *Promotion to Full Professor*

In addition to the competencies listed for the promotion to Associate Professor, the applicant should demonstrate higher professional competence and gain recognition in teaching and learning through the following proven achievements.



- B-1. Participated actively and successfully in developing/reviewing programs and teaching/learning processes.
- B-2. Gained recognition in the profession through scholarly activities in teaching and learning and/or receiving teaching awards.
- B-3. Demonstrate successful supervision of graduate students. Clear evidence of supervision must be provided (e.g. graduated MS/PhD student or publications with the graduate students).
- B-4. Mentored of junior faculty members by supporting their teaching or joint supervision of graduate students.

Evaluation is mainly based on annual appraisal results and recognition letters and certificates. The applicant's teaching evaluation should be "meet expectation" during the last four semesters preceding year of his/her application.

## II. RESEARCH & SCHOLARSHIP

Research and scholarship (creative activity), as demonstrated by the publications mentioned below, are considered as essential factor in academic promotion. The most important elements are the quality of publications and a clearly focused research program.

### A. *Promotion to Associate Professor*

- A-1. The applicant must be a regular full-time faculty member, and must have spent at least one year at Qatar University and no fewer than five years in his/her current academic rank. In some exceptional cases, the applicant can apply for a promotion after spending FOUR years of his/her current academic rank, if he/she published during the same period at least Double number of publications' requirements for the promotion based on the quality criteria in the University Academic Promotion Regulations and College Promotion Guidelines.
- A-2. The minimum requirement is **FIVE** quality original refereed papers published after Ph.D. and are not extracted from his/her Master's or Ph.D. thesis; **at least Three must have been published. The fourth and fifth may be accepted for publication.** For research faculty, the minimum requirement is **TEN** papers and at least **SIX of them must be published.** The research publications submitted for promotion must not have been used in a previous promotion, or published or accepted before the previous promotion.
- A-3. At least **THREE** of the publications considered toward the promotion must show Qatar University as the sole affiliation of the applicant for promotion. For research faculty, at least **FIVE** of the publications considered toward the promotion must show Qatar University as the sole affiliation of the applicant for promotion. Duality of affiliation is accepted during the first six months of the applicant joining Qatar University for promotion, with reference to Qatar University as the first affiliation body.
- A-4. All papers must have been published in ISI Web of Science indexed journals. The applicant should provide as much evidence as possible on the quality of the journals. **In addition, the submitted papers must be at least published in two different journals.**
- A-5. In addition, only **Two journal papers** that charges publication fees (payment is strictly a



condition for publication for all published papers) may be considered in the total number of publications, provided the journal has the Quartile Rank is **Q1** according to Journal Citation Ranking (JCR) **during the submission year or in the year of publication.**

- A-6. Publications in predator (or potential predator) journals/publishers are not acceptable for the promotion. Applicants are expected to exercise due diligence and due care in ensuring that they are publishing in high-quality outlets.
- A-7. Although scholarly books, creative works (including granted patents, book chapter published by well reputed publisher, co-funder of startup related to the applicant field of expertise and made significant impact to the university, Lead PI of industrial fund (in cash) worth of over QR 1,000,000 (in the last five years), or literature review papers) are evidence of research activities, **only one for academic faculty and two for research faculty may be considered**, to meet the total number of journal papers.
- A-8. The applicant must be the **sole or senior author of at least THREE journal publications if a regular academic faculty, and SIX journal publications if a research faculty** of the submitted journal publications for promotion.
- A-9. Other publications may be considered as evidence of vitality in scholarly work, but may not be counted toward the minimum required number of publications.
- A-10. With reference to co-authored publications, a Senior Author is defined as:
- The first author who leads a research study and makes the largest contribution to it compared to other co-authors;
  - The first author after junior team members studying/working in the same institution of the applicant (student, research assistant, or postdoc under applicant's direct supervision) at submission time, or that had studied/worked for a duration of at least 3 months ending within one year before submission time.
- In all cases of co-authored publications, the applicant for promotion must submit the "Contribution in Collaborative Research Form".
- A-11. Success in attracting research fund for projects as lead PI, PI or Co-PI, and generating high quality journal publications/patents from such projects during the tenure of the applicant in the Assistant Professor level is considered an important element in the promotion evaluation. Evidence for receiving research grants, the investigator's role (LPI, PI, co=PI) and the start date and duration of the grant must be provided.

The applicants for promotion should collect and provide sufficient evidence and documentation to support all the measures listed in the above criteria.

## ***B. Promotion to Full Professor***

- B-1 Applicant must be a regular full-time faculty member, and must have spent at least one year at Qatar University and no fewer than five years in his/her current academic rank. In some exceptional cases, the applicant can apply for a promotion after spending FOUR years of his/her current academic rank, if he/she published during the same period at least Double number of publications' requirements for the promotion based on the quality criteria in the



University Academic Promotion Regulations and College Promotion Guidelines.

- B-2 The minimum requirement is **SEVEN** qualities original refereed papers published after the Ph.D., and not extracted from his/her Master's or Ph.D. thesis or used in previous promotion; **at least five must have been published. The sixth and seventh may be accepted for publication.** For research faculty, the minimum requirement is **FOURTEEN** papers and at least **TEN** of them must be published. The research publications submitted for promotion must not have been used in a previous promotion, or published or accepted before the previous promotion.
- B-3 At least **FOUR** of the publications considered toward the promotion must show Qatar University as the sole affiliation of the applicant for promotion; For research faculty, at least **SEVEN** of the publications considered toward the promotion must show Qatar University as the sole affiliation of the applicant for promotion. Duality of affiliation is accepted during the first six months of the applicant joining Qatar University for promotion, with reference to Qatar University as the first affiliation body.
- B-4 Papers that are considered toward the promotion evaluation must be published in ISI Web of Science (ISI) indexed journals. The applicant should provide the evidence on the quality of the journals. **In addition, the submitted papers must be published in at least THREE different journals.**
- B-5 The college can consider only **TWO journal papers** that charges publication fees (payment is strictly a condition for publication for all published papers) provided that its Quartile Rank is **Q1** according to Journal Citation Ranking (JCR) **during the submission year or in the year of publication.**
- B-6 Publications in predator (or potential predatory) journals/publishers are not acceptable for promotion. Applicants are expected to exercise due diligence and due care in ensuring that they are publishing in high-quality outlets.
- B-7 Although scholarly books, creative works (including granted patents, Book or Book Chapter published by well reputed publisher, Co-funder of startup related to the applicant field of expertise and made significant impact to the university, Lead PI of industrial fund (in cash) worth of over QR 1,000,000 (in the last five years), or literature review papers) are evidence of research activities, **only ONE for academic faculty and TWO for research faculty may be considered**, to meet the total number of journal papers.
- B-8 The applicant must be the **sole or senior author of at least FOUR journal publications, if a regular academic faculty, and EIGHT journal publications, if a research faculty**, of the submitted publications.
- B-9 Other publications will be considered as evidence of vitality in scholarly work, but will not be counted toward the minimum required number of publications.
- B-10 With reference to co-authored publications, a Senior Author is defined as:
- a) The first author who leads a research study and makes the largest contribution to it compared to other co-authors;
  - b) The first author after junior team members studying/working in the same institution of the applicant (student, research assistant, or postdoc author under applicant's direct



supervision) at submission time, or that had studied/worked for a duration of at least 3 months ending within one year before submission time

In all cases of co-authored publications, the applicant for promotion must submit the “Contribution in Collaborative Research Form”.

B-11 Success in attracting research fund for projects as lead PI, PI or Co-PI, and generating high quality journal publications/patents from such projects during the tenure of the applicant in the Associate Professor level is considered an important element in the promotion evaluation. Evidence for receiving research grants, the investigator’s role (LPI, PI, co=PI) and the start date and duration of the grant must be provided.

B-12 Mentoring of junior faculty members, researchers and supervision of graduate students.

B-13 Serving as internal/external examiner of graduate theses.

The Applicant should collect and provide evidence and documentation to support all the measures listed in the above criteria.

### III. UNIVERSITY AND COMMUNITY SERVICE

Service to the University is evidenced by membership in committees and participation in activities at the department, college, and university levels. Such committees may either be official or ad hoc in nature. Service to the University may also be made through efficient discharge of a particular formal task, such as timetabling officer, department board secretary, or other extracurricular activities. Contribution to the training of junior staff is considered important to the university.

Service to the community may constitute a wide range of activities and responsibilities including technology transfer, editing and refereeing, presentation of public lectures, seminars, workshops, sponsorship of cultural or scientific activities, and directorship of teams and events. Service to the community can also relate to active participation by the applicant in the national and international professional organizations.

It is the responsibility of the applicant to bring such activities to the attention of the Head of Department before or during the appraisal period. Service as a senior academic administrator should receive its due recognition.

#### A. *Promotion to Associate Professor*

For the evaluation of the University and Community Service activities, the Applicant should provide documented evidence of participation in service activities such as: departmental/college/university committees, outreach committees, organization of workshops, conferences, community engagement, etc. Evaluation is mainly based on annual appraisal results and acknowledgment letters/certificates. The applicant’s service evaluation should be no less than “meet expectation” during the promotion period or at least during the immediately preceding appraisal cycle of his/her application.



### ***B. Promotion to Full Professor***

In addition to the competencies listed for the promotion to Associate Professor, the applicant should demonstrate professional competence and gain recognition in service through the following proven achievements:

- B-1 Serve in an administrative position and/or chair a committee during the tenure as Associate Professor.
- B-2 Popularize, disseminate, simplify knowledge through public lectures, short- courses, media interviews, non-peer-refereed publications, etc.

Evaluation is mainly based on annual appraisal results, acknowledgement letters/certificates, and a list of publications of scholarly contributions in academically related service.

The applicant's service evaluation should be "meet expectation" during the promotion period or at least during the immediately preceding appraisal cycle of his/her application.

## **IV. PROCEDURES FOR ACADEMIC PROMOTION**

The promotion will draw upon sufficient expertise to make a competent and equitable assessment of the applicant's contribution and application portfolio. The process adopted will ensure full compliance with the university and college-approved academic promotion policy and guidelines. College of Engineering follows the university academic promotion process and timelines outlined in the revised and approved academic promotion policy.

### ***A. Personal Statement***

Each applicant must provide a statement (with a maximum length of 2 pages) of his/her strength and achievements in research, teaching, and services to support his/her application.

For the **promotion to the rank of Full Professor**, academic, scientific or field "leadership" needs to be explicitly highlighted. The applicant must have sufficient evidence (besides journal papers) that makes him/her he/she is an authority in his or her field of expertise and well known among his/her peers. Examples: invitations as an external examiner to a program, a keynote speaker for a well-established conference, a point of reference in a scientific/education-related organization.