



College of Arts and Sciences

Application Form 1

for

**Promotion of Faculty Member
To**

Associate Professor

(To be completed by Promotion Applicant)

Name of applicant: ----- **Nationality:** -----

Department: ----- **College:** -----

Subject of specialization: -----

Field of specialty: -----

Employee No:-----

Current Rank: -----

Date of award of the current Rank: -----

Date of appointment at Qatar University: -----

Date of application: -----



I. Academic qualifications (in chronological order of award):

University Degree	Duration of Study for the Degree		Field of Specialty	Date of Award	University and Country
	From	To			

Title of Master's thesis -----

Title of Doctorate Dissertation: -----

II. Academic experience gained before and after appointment at Qatar University.

Academic Title	Date of Award	Awarding University	Period At Title

III. Non-academic work experience

Employer	Position title	Place (country)	Period

IV. Leave taken while working at Qatar University

Type of Leave	Period of Leave		Period of Leave		Period of Leave	
	From	To	From	To	From	To
Sabbatical Leave						
Leave without pay						
Secondment (internal or external)						
Other						

V- Studies and research papers based on or extracted from Master's Thesis or Ph.D. Dissertation *[Not to be counted for the promotion]*

No.	Title of Study/Paper	Title of Periodical	Date of Publication and No. of Volume	Authorship Category	Type of Periodical (Local, Regional or International) and Publisher
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

* Single author, senior author or co-author



VI- Original reputable peer-reviewed journal articles, peer reviewed scholarly books and/or book chapters, or/and other creative work (the latter if applicable) presented for the current promotion application

The minimum requirement to apply for promotion to Associate Professor:

- The applicant must submit a minimum of four refereed publications that are not extracted from his/her Masters or Ph.D. thesis, to be considered for promotion and external peer review evaluation;
- At least two of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion)
- The applicant must ensure that the following conditions are met:
 - *Publications include only reputable peer-reviewed journal articles, peer reviewed scholarly books or/and book chapters, or/and other creative work (the latter if applicable);¹*
 - *At least two out of the four submitted publications have been published;*
 - *The applicant must be the sole or the senior author of at least two of the submitted publications for promotion.*
The senior author is generally defined as the person who leads a study and makes a major contribution to the work. The Senior Author takes overall responsibility for its content. CAS defines senior author to mean:
 - ü *First author or*
 - ü *First faculty following student (or research assistants, post-docs).*
 - ü *The last written name in the list of authors.*
 - *In all cases of multiple authors, the applicant must submit the “Contribution in Collaborative Research Form” (http://www.qu.edu.qa/offices/vpcao/faculty_promotion.php) signed by the applicant and all the co-authors indicating that the weight of the senior author work is the highest amongst all authors..*
 - **For applicants from liberal arts, humanities, and social sciences disciplines:**
 - *at least two of the submitted publications must be journal articles; the applicant should be the sole or senior author for at least one of them.*
 - *Applicants may submit a maximum of two peer reviewed, refereed books, or book chapters to be counted as part of their required publication.*
 - **Applicants from Sciences disciplines** may submit a maximum of one refereed review article or book, or book chapter, as long as this is not counted in lieu of a senior author paper.
- The applicant should ensure that the submitted publications meet quality standards
 - *Any submitted scholarly books or book chapters must be peer reviewed and have the mandatory international ISBN number to be considered;*
 - *Quality of submitted articles is assessed based on the ranking of the publication medium/journal and impact factor;*
 - *Publications in journals that charge acceptance fees prior to the peer-review decision are not acceptable for consideration in promotion applications.*



- The applicant should provide as much evidence as possible on the quality of the journals, book, or book chapter or creative work;
- Conference proceedings and presentations do not count for promotion

VI-1- Refereed Journal original research articles*

No.	Title of Study/Paper	Title of Periodical	Date of Publication and No. of Volume	Authorship Category**	Type of Periodical (Local, Regional or International) and Publisher	Measures of Quality, if applicable (e.g. impact factor)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*For applicants from liberal arts, humanities, and social sciences disciplines, at least two of the submitted publications must be journal articles; the applicant should be the sole or senior author for at least one of them..

** Single author, senior author or co-author. For any collaborative works, a standard author contribution form will be required. In the case of being a senior author, the applicant should show that his/her relative percentage of contribution is higher than that of the other authors, and the form should be signed by all authors.

VI-2- Other refereed publications*: Peer reviewed review articles, books or book chapters

No.	Title of Study/Paper	Title of Periodical/publisher	Date of Publication and No. of Volume	Authorship Category**	Measures of Quality, if applicable (e.g. impact factor)
1					
2					

*Applicants from liberal arts, humanities, and social sciences disciplines may submit a maximum of two peer reviewed refereed books, or book chapters to be counted as part of their required publications.

-Applicants from Sciences disciplines may submit a maximum of one refereed review article, or book, or book chapter, as long as this is not counted in lieu of a senior author paper.

** Single author, senior author or co-author. For any collaborative works, a standard author contribution form will be required. In the case of being a senior author, the applicant should show that his/her relative percentage of contribution is higher than that of the other authors, and the form should be signed by all authors.

VII. Other activities:



VII-1-Funded Research (Grants)

No	Title of Research	Granting Body	Grant Amount	Project Duration (years)	Role in research*
1					
2					
3					
4					
5					

* (Lead PI, co-lead PI, PI)

VII-2- Other research:

VII-3- Patents (filed or granted):

1- _____

2- _____

3- _____

4- _____

VII-4-Conferences, Academic Symposia and Workshops

No.	Activity	Place	Date	Type of Contribution (e.g. Presented an invited or contributed paper, organizer, panel of experts, or mere attendance)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

VII-5- Services, Consultations and Creative Technical Work:



- 1- _____
- 2- _____
- 3- _____
- 4- _____

VII-6- Supervision of Post-graduate Research and Studies:

No.	Title of Thesis	Type of Supervision (main supervisor or co-supervisor)	Date of degree awarded
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

VII-7- Committees on which the applicant has served:

VII-7- 1-Within the University

Committee Name	Standing/Ad hoc	Applicant Role (e.g. chair, member)	Dates	Remarks

VII-7- 2-External to the University

Committee Name	Standing/Ad hoc	Applicant Role (e.g. chair, member)	Dates	Remarks



VII-8- Courses the applicant has taught at current academic rank:

Course Code	Title of Course	Credit-Hours	Contact-Hours	# of Semesters Taught

VII-9- Curriculum Development: (Describe your contributions to the development of any courses that you have been involved with since your last promotion.)

VII-10- Academic Awards:

Awards	Date or Receipt	Type of Award	Awarding Body	Remarks

VII-11- Membership of professional Societies and Associations. Indicate type of membership and period:

Name of Organization	Type of Membership	Period	Positions Held within Organization	National or International



Declaration

I, _____, hereby apply for promotion to the rank of **Associate Professor**. I certify that the information provided above is correct and accurate, to the best of my knowledge, and that the studies and books I submit are not based on, nor extracted from my Master's or Ph.D. research and theses.

Signature _____ **Date:** _____