



## College of Arts and Sciences

### Application Form 1

for

### Promotion of Faculty Member To 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 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 -----  
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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

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#### 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 current 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					

\* Single author, senior author or co-author

#### VI- Studies, research papers and other publications presented for the last promotion *[Not to be counted for the current promotion]*

##### VI-1-Studies and research papers

No.	Title of Study/Article	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					



\* Single author, senior author or co-author

**VI-2-Books and book chapters [Not to be counted for the current promotion]**

No.	Title of Book	Publisher and Granting body	Date of Publication	Remarks (Textbook written by the applicant, a book edited or translated by the applicant)
1				
2				
3				
4				
5				

**VII- 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 Professor:***

- The applicant must be a regular faculty member, and must have spent at least one year at Qatar University, and must have spent no fewer than five years in the rank of Associate Professor.
- The applicant must submit a minimum of **six** refereed (not edited) publications that are **not** extracted from Masters or Ph.D. thesis or used in previous promotion 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 all the following conditions are met:
  - *Publications include only reputable peer-reviewed journal articles, peer reviewed scholarly books and/or book chapters, peer-reviewed review articles and other creative work (the latter if applicable);*
  - *At least **four** of the submitted materials have already been **published**; submitted publications must not have been used for previous promotion;*
  - *The applicant must be **sole or senior** author of at least **four** 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](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 three of the submitted publications must be journal articles; the applicant should be the sole or senior author for at least two of them.
  - applicants may submit a maximum of three peer reviewed, refereed books, or book chapters to be counted as part of their required publication.
- **Applicants from sciences disciplines** may submit maximum of one refereed review article, refereed book, or book chapter, as long as this is not counted in lieu of a senior author papers
- The applicant should ensure that the submitted publications meet quality standards:
  - All submitted articles (including reviews if any) must be published in international peer-reviewed journals of reputable academic publishers where quality ranking and impact factor will be used to judge the quality;
  - Any submitted scholarly books or book chapters must be peer reviewed and have the mandatory international ISBN number to be considered ;
  - The applicant should provide as much evidence as possible on the quality of the journals;
  - Publications in journals that charge acceptance fees prior to 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.

**VII-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						

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



**VII-2- Other refereed publication: Peer reviewed review articles, books or book chapters \***

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)

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

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

*\*\* 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.*

**VIII. Other activities: [not presented for the last promotion]**

**VIII-1-Funded Research (Grants)**

No	Title of Research	Granting Body	Grant Amount	Project Duration (years)	Role in research*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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

**VIII-2- Other research:**

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**VIII-3- Patents (filed or granted):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**VIII-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				

**VIII-5- Services, Consultations and Creative Technical Work:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**VIII-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			





**VIII-7- Committees on which the applicant has served:**

**VIII-7- 1-Within the University**

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

**VIII-7- 2-External to the University**

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

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

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

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

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**VIII-10- Academic Awards:**

Awards	Date or Receipt	Type of Award	Awarding Body	Remarks

**VIII-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 **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:** \_\_\_\_\_