**Office of the Vice President for Academic Affairs**

**Qatar University Academic Promotion**

**Verification Checklist of the College of Arts and Science (SASC)**

**This checklist serves as a guideline to ensure that the promotion file meets the criteria specified in the promotion policy. QU Academic Promotion Policy and College Academic Promotion Guidelines remain the official and authoritative documents.**

**Applicant Name: ………………………………………………………………………………………………………………………**

**Rank Applied for: ……………………………………………………………………………………………………………………**

| **No.** | **U** | **Item** | **Please tick (√)** |
| --- | --- | --- | --- |
| **C** | **Yes** | **No** |
| **1** | **U** | **Is the Applicant a full-time faculty member?** |  |  |
| **2** | **U** | **Has the Applicant spent at least 1 year at QU?** |  |  |
| **3** | **U** | **Has the Applicant been in the academic rank for at least 5 years?** |  |  |
| **4** | **U** | **Is there a decision of non-renewal of the contract of the faculty member?** |  |  |
| **5** | **U** | **Was the overall annual performance of the Applicant in the previous year: “Meet expectation”?** |  |  |
| **6** | **C** | **Did the applicant score “Meet Expectations” on category 1 (“Teaching”) and category 2 (“Service”) in the year preceding consideration for promotion, and not score “Below Expectations” more than once during the 4 years preceding consideration for promotion?** |  |  |
| **7** | **C** | **Has the Applicant given a public lecture after his promotion application is forwarded by the Department to the College Promotion Committee?**  |  |  |
| **8** | **U** | **Has the Applicant submitted:****- no less than 5 published or accepted publications? (Normal track)****- no less than 10 published or accepted publications? (For Research track faculty or Applicants with at least 4 years of experience but less than 5 years at the current rank** |  |  |
| **9** | **U** | **Is Qatar University the only affiliation in at least 50% of the submitted publications?** |  |  |
| **10** | **U** | **Are there any publications with double affiliation that were published more than 6 months after the Applicant’s appointment at QU or that mention QU NOT as the first affiliation?** |  |  |
| **11** | **U** | **Has the Applicant submitted any research papers extracted from his/her PhD or Master’s dissertations?** |  |  |
| **12** | **U** | **Is there any paper published/accepted for publication BEFORE the previous promotion or was used before having granted the rank of assistant Professor?** |  |  |
| **13** | **U** | **If the Applicant is reapplying for promotion, did he/she wait for at least 1 year after the last decision of non-promotion?** |  |  |
| **14** | **U** | **If the Applicant is reapplying for promotion, did he/she make significant addition compared to the previous application with more than 50% of the submitted publications?** |  |  |
| **15** | **U** | **Are there any papers published in open-access journals that charge fees BEFORE the peer review process?** |  |  |
| **16** | **U** | **For papers published in journals/books where the applicant is a member of the****editorial board or editor, has the Applicant submitted evidence of the peer-review process?** |  |  |
| **17** | **U** | **Has the Applicant’s Head of Department run the similarity reports to ascertain the authenticity of the submitted publications?** |  |  |
| **18** | **U** | **For Applicants with at least 4 years of experience but less than 5 years at the current rank,****has****the Applicant submitted double the papers’ requirements while fulfilling the quality conditions of QU’s Promotion Regulations (10 publications)?** |  |  |
| **19** | **U** | **Has the Applicant published in at least:** **- 2 different refereed journals for Normal track?****- 4 different refereed journals for Research track faculty or Applicants with at least 4 years of experience but less than 5 years at the current rank** |  |  |
| **20** | **U** | **Has the Applicant submitted more than:****- 1 book, book chapter, or other creative work as per the College’s Promotion Guidelines, for Normal track?****- 2 books, book chapters, or other creative work as per the College’s Promotion Guidelines for Research track faculty or Applicants with at least 4 years of experience but less than 5 years at the current rank?** |  |  |
| **21** | **U** | **Does the Applicant have more than:****- 2 accepted publications, (for Normal track?)****- 4 accepted publications, (Research track faculty or Applicants with at least 4 years of experience but less than 5 years at the current rank)?** |  |  |
| **22** | **U/C** | **Has the Applicant submitted papers in which s/he is the sole or senior author, in at least:****- 70% of the submitted papers, 2 of which are published in Q1 journals (based on the impact factor (based on ISI Web of Science) within the subject,****discipline, or sub-disciplinary category): For Normal track?****- 70% of the submitted papers, 4 of which are published in Q1 journals (based on the impact factor (based on ISI Web of Science) within the subject,****discipline, or sub-disciplinary category): For Research Asso. Prof., or faculty with less than 5 years and 4 years of experience)?****QU/CAS Definition of Senior Author:****Having the highest contribution AND****1. The First Author; OR****2. The Corresponding Author** |  |  |
| **23** | **U** | **In cases of co-authored publications, has the Applicant submitted signed “Contribution in Collaborative Research Form”?** |  |  |
| **24** | **C** | **Are all impact factor scores and journals ranking (when applicable) measured based on the stated year of publication?** |  |  |
| **25** | **C** | **Did the applicant submit Table 3-i?** |   |  |
| **26** | **C** | **Did the applicant score in at least two criteria for scholarly services shown in (Table 3-i)** |  |  |
| **Has the applicant obtained a Minimum required points (for year 1) of 7 points in (Table 3-i) scholarly activities?** |  |  |
| **27** | **C** | **Did the applicant submit Table 3-ii?** |  |  |
| **28** | **C** | **Has the applicant obtained a Minimum required points (for year 1) of 35 points in (Table 3-ii) publications?** |  |  |
| **Did the applicants achieve the minimum required scores for category 3 (Scholarship: for both “scholarly services” and “publication”) as shown in** **Tables 3-i) and 3-ii)?** |  |  |
| **29** | **C** | **For Research track faculty or Applicants with at least 4 years of experience but less than 5 years at the current rank, has the applicant satisfied at least one of the criteria requirements outlined under the “Grants” category in scholarly services?** |  |  |
|  |  **SHOULD BE FILLED by The DEPARTMENT AND VERIFIED by THE COLLEGE** |
| **30** | **U** | **Has the College submitted a list of 12 external referees at the rank of Professor with geographical diversity?** |  |  |
| **Please confirm that each referee:*** 1. **Possesses a PhD**
 |  |  |
| * 1. **Is very familiar with the candidate's research area**
 |  |  |
| * 1. **Has no conflicts of interest**
 |  |  |
| * 1. **Has biography and institutional contact information**
 |  |  |
| **في حالة وجود منشورات بأكثر من لغة، يمتلك كل المحكمين المقترحين الكفاءة اللغوية المطلوبة لتحكيم كل الأبحاث (مع تقديم الدليل).****In case of publications written in different languages, has the college verified that the proposed external referees have reading fluency in all languages of publications? (Please provide evidence!)** |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Publications** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **Peer-reviewed Research article** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Peer-reviewed book/book chapter/literature review paper (Max. 1 for Asso. Prof; 2 for Research Asso. Prof., or faculty with less than 5 years and 4 years of experience)*****Book (or book chapter) by a regional book publisher judged as a scholarly book in accordance with the standards of the academic unit, with ISBN, Peer- reviewed, with at least 6 years history of ongoing publishing***  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Published or accepted for publication after obtaining the PhD and Assistant Professor rank**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Published**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Accepted for publication** **(Max. 2 for Asso. Prof; 4 for Research Asso. Prof., or faculty with less than 5 years and 4 years of experience)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mention QU as the sole affiliation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Applicant is editor/member of editorial board (with submitted evidence of review)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Accepted/published post previous promotion/rank of Assistant Professor** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Published in Q1 journals (based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Applicant is sole or senior author according to the College’s Guidelines** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1st author** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Corresponding author** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Open-access journals**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **For OA journals, was the publication fee paid after to peer-review decision?** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Overall similarity (done by HOD)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Highest similarity from one source** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **In case of co-authored publication, has the applicant submitted the “Contribution in Collaborative Research Form”** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **In case of co-authored publication****% of contribution in the paper** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Applicant is member of editorial board (with submitted evidence of review)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Link of the CAS guidelines for promotion:**

[https://www.qu.edu.qa/static\_file/qu/offices%20and%20departments/VPAA/documents/Promotion/CAS%20(SASC)%20Promotion%20Guidelines\_Fall%202022.pdf](https://www.qu.edu.qa/static_file/qu/offices%20and%20departments/VPAA/documents/Promotion/CAS%20%28SASC%29%20Promotion%20Guidelines_Fall%202022.pdf)

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| --- |
|  |
| **COMMENTS** |
| **Applicant:** |  |
| **Head of Department:** |  |
| **Dean:** |  |

**I confirm that the content of the Checklist is correct.**

### -The candidate:

### Name and Signature………………………………………………………………. Date: DD/MM/YYYY

### -The Department Head / Director of Research Center:

### Name and Signature………………………………………………………………. Date: DD/MM/YYYY

**-The Dean of College**

### Name and Signature……………………………………………………………. Date: DD/MM/YYYY