**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 7 published or accepted publications? (Normal track)****- no less than 14 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 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 to Associate 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 (14 publications)?** |  |  |
| **19** | **U** | **Has the Applicant published in at least:** **- 3 different refereed journals for Normal track?****- 6 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, 3 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, 6 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)?****CAS Definition of Senior Author:****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** | **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?** |  |  |
| **25** | **C** | **Are all impact factor scores and journals ranking (when applicable) measured based on the stated year of publication?** |  |  |
| **26** | **C** | **Did the applicant submit Table 6-i?** |  |  |
| **27** | **C** | **Did the applicant score in at least two criteria for scholarly services shown in (Table 6-i)** |  |  |
| **28** | **C** | **Has the applicant obtained a Minimum required points (for year 1) of 10 points in (Table 6-i) scholarly activities?** |  |  |
| **29** | **C** | **Did the applicant submit Table 6-ii?** |  |  |
| **30** | **C** | **Has the applicant obtained a Minimum required points (for year 1) of 50 points in (Table 6-ii) publications?** |  |  |
| **31** | **C** | **Did the applicants achieve the minimum required scores for category 3 (Scholarship: for both “scholarly services” and “publication”) as shown in** **Tables 6-i) and 6-ii)?** |  |  |
| **SHOULD BE FILLED by The DEPARTMENT AND VERIFIED by THE COLLEGE** |
| **32** | **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**
 |  |  |
| 1. **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!)**
 |  |  |

**U: UNIV. POLICY**

**C: COLLEGE. POLICY**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Prof; 2 for Research Prof.)*****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 Associate Professor rank**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Published** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Accepted for publication:** **(Max. 2 for Prof; 4 for Research 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 Associate 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 sole or senior author according to the College’s Guidelines** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1st author** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Corresponding author** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Open-access journals**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **For OA journals, the publication fees are paid after 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