**QU HEALTH ACADEMIC PROMOTION VERIFICATION CHECKLIST “Associate Professor”**

**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.**

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| **Applicant Full name** |  |
| **Rank Applying for** | Please select the appropriate rank |

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| **The documentation in the promotion application must include:** | | |
| The Applicant’s **M.Sc. and PhD theses** (soft) including the names of the advisors | Yes | No |
| An **official letter** confirming **the appointment dates** in the attained ranks at QU (**compulsory**) and prior to joining QU (*if less than 5 years at QU*), stating the exact period (from……..to….…..) at each rank. | Yes | No |
| Soft copy of each peer-reviewed publication, **with evidence** of meeting QU health Academic Promotion Guidelines criteria including peer reviewing process which **must be attached**. | Yes | No |
| **Contribution in Collaborative Research** forms | Yes | No |
| **Papers** **iThenticate** **similarity reports** (must be prepared for **all included** peer-reviewed articles **by the Head of Department**). | Yes | No |

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| **I confirm that the content of the Checklist is correct** | | | | | |
| **Applicant** | Name | Signature |  | Date | Click to enter a date. |
| **Head of Department** | Name | Signature |  | Date | Click to enter a date. |
| **Dean of College** | Name | Signature |  | Date | Click to enter a date. |

| **VERIFICATION CHECKLIST** | | | |
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| **1** | Is the applicant a **full-time** faculty member? | Yes | No |
| **2** | Has the applicant been a QU faculty for **AT LEAST one year?** | Yes | No |
| **3** | Has the applicant been in **Assistant Professor** academic rank for **AT LEAST FIVE** years? | Yes | No |
| **4** | For applicants with **LESS than FIVE years** but **at least FOUR years**’ experience in **Assistant Professor** rank, has the applicant submitted **DOUBLE** the papers’ and all other requirements (in terms of **number** and **quality**)? | Yes | No |
| **5** | Has there been a decision of **contract non-renewal** for the applicant? | Yes | No |
| **6** | Does the previous year’s overall annual performance of the applicant “**meet expectation**”? | Yes | No |
| **7** | If the applicant is **reapplying** for promotion, did he/she wait for **at least ONE year after** the last decision of non-promotion? | Yes | No |
| **8** | If the applicant is **reapplying** for promotion, did he/she make substantial addition compared to the previous application with **MORE THAN 50%** of the submitted peer-reviewed publications **NOT** used in the previous application? | Yes | No |
| **9** | Has the applicant submitted **at least FIVE** high quality peer-reviewedpublications **after obtaining PhD and assistant professor rank?** | Yes | No |
| **10** | Has the applicant submitted **more than TWO** peer-reviewed articles **accepted for publication**? [[1]](#footnote-1) | Yes | No |
| **11** | Is **Qatar University the sole affiliation [[2]](#footnote-2)** (no secondary affiliation) in **at least 50%** of the submitted publications? | Yes | No |
| **12** | Is there **data extraction from PhD dissertation or MSc thesis** in any of the publications submitted for promotion? | Yes | No |
| **13** | Were any of the submitted peer-reviewed articles published **BEFORE** the previous promotion? [[3]](#footnote-3) | Yes | No |
| **14** | Is the applicant the **SENIOR** author in **at least THREE** peer-reviewed publications? [[4]](#footnote-4) | Yes | No |
| **15** | Has the applicant submitted **at least** **TWO** publications, with him/her being **senior** author, which are published in **Q1/Q2** journals with the remaining being published in **Q3/Q4** journals? [[5]](#footnote-5) | Yes | No |
| **16** | Are the submitted peer-reviewed articles published in **at least TWO** different journals? [[6]](#footnote-6) | Yes | No |
| **17** | Has the applicant submitted **more than ONE** publication which is a scholarly book/book chapter or literature review paper? **[[7]](#footnote-7)** | Yes | No |
| **18** | Has the applicant submitted **more than TWO** publications in exclusively **OPEN-ACCESS journals**? [[8]](#footnote-8) | Yes | No |
| **If yes, all additional open-access papers (more than two) are published in a high impact, high quality, reputable Q1 journals** | Yes | No |
| **19** | For publications in **OPEN-ACCESS** journals, were publication fees paid **prior to** the peer-review decision? [[9]](#footnote-9) | Yes | No |
| **20** | Has the applicant secured **at least ONE** competitive **MEDIUM** size research grant (**up to $75k**) successfully awarded **as LEAD or PI?** | Yes | No |
| **21** | **Scopus H-index** (8 – 10 expected) | Choose an item. | |

| **22** | | **Evaluation of the FIVE submitted peer-reviewed publications**  (please tick the publication number which meets the criteria) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Publication number**(Sequence must be the same as in the research portfolio & application form) | | | | **1** | **2** | **3** | **4** | **5** |
|  | **A** | | The peer-reviewed article was published or accepted for publication **AFTER** the applicant was officially awarded their PhD **or its equivalent** degree **and obtained assistant professor rank.** |  |  |  |  |  |
|  | **B** | | The paper is extracted from the applicant’s MSc Thesis or PhD dissertation |  |  |  |  |  |
|  | **C** | | The publication is an original refereed article (ORA) |  |  |  |  |  |
|  | **D** | | Impact Factor  The peer reviewed article is published in a journal with an **impact factor of at least ONE [[10]](#footnote-10)** | **IF** | **IF** | **IF** | **IF** | **IF** |
|  | **E** | | The peer-reviewed article is published in a journal which is abstracted in ‘**Scopus**’ or ‘**Web of Science**’ |  |  |  |  |  |
|  | **F** | | Overall **iThenticate similarity** index\*\*\* (must be conducted by the Head of Department) | % | % | % | % | % |
| Highest similarity from one single source | % | % | % | % | % |
|  | **G** | | The peer reviewed article is **published** |  |  |  |  |  |
|  | **H** | | The peer review article is **accepted for publication** (or in the press) |  |  |  |  |  |
|  | **I** | | The peer-reviewed article is published while the applicant is working at Qatar University, with QU as the **sole affiliation** in the publication. |  |  |  |  |  |
|  | **J** | | The applicant is the **SENIOR** author in the publication [[11]](#footnote-11) |  |  |  |  |  |
|  | **K** | | The peer-reviewed article is published in **Q1 or Q2** journal, with the applicant being **senior** author. |  |  |  |  |  |
|  | **L** | | The peer-reviewed article is published in **Q3 or Q4** journal. |  |  |  |  |  |
| Acceptance rate:  For Q3 & Q4 Journals, the acceptance rate expected is not to exceed 30%. | % | % | % | % | % |
|  | **M** | | If the publication is co-authored, the applicant has submitted the [**contribution in collaborative research form**](https://www.qu.edu.qa/static_file/qu/offices%20and%20departments/VPAA/documents/New%20Contribution%20in%20Collaborative%20Research%20Form%20-%20Nov%202020%20(Eng).docx). |  |  |  |  |  |
|  | **N** | | If the publication is co-authored, the **percentage contribution** of the applicant in the publication | % | % | % | % | % |
| (number of authors) |  |  |  |  |  |
|  | **O** | | If the publication is co-authored, and if the applicant is the **SENIOR** author, his/her contribution weighs the **HIGHEST** amongst all authors |  |  |  |  |  |
|  | **P** | | The publication is a scholarly **book/book chapter** or a **literature review paper** (including systematic reviews without meta-analysis/synthesis) |  |  |  |  |  |
|  | **Q** | | The publication is in an exclusively **OPEN-ACCESS** journal [[12]](#footnote-12) |  |  |  |  |  |
|  | **R** | | For publications in **OPEN-ACESS** journals, the publication fee was **prior to** the peer-review decision? |  |  |  |  |  |

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| **External reviewers**  (To be completed by the Department AND verified by the College) | | | |
| **1** | **Has the College submitted a list of 12 external referees at the rank of Professor with geographical diversity?** | Yes | No |
| **2** | **Please confirm that each referee:** |  |  |
| 1. **Possesses a PhD** | Yes | No |
| 1. **Is very familiar with the applicant's research area** | Yes | No |
| 1. **Has no conflicts of interest** | Yes | No |
| 1. **Has biography and institutional contact information** | Yes | No |
| 1. **In case of applicant papers written in different languages, did the college doublecheck that the proposed external referees are bilingual (publishing in both languages)** | Yes | No |

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| **Comments** | | |
| **1** | **Applicant** |  |
| **2** | **Head of Department** |  |
| **3** | **Dean** |  |

1. **A maximum of TWO** peer-reviewed articles must have been Accepted for publication. The rest must be fully published. [↑](#footnote-ref-1)
2. Or the **primary** affiliation if the peer-reviewed article(s) were published during the first 6 months after joining QU. [↑](#footnote-ref-2)
3. Papers **must not** have been used for previous promotion and the acceptance and publication of all papers **must be AFTER the previous promotion.** [↑](#footnote-ref-3)
4. Senior author is defined as **FIRST** author or **CORRESPONDING** author with highest contribution. For more information, please refer to [QU Health promotion policy](https://www.qu.edu.qa/static_file/qu/offices%20and%20departments/VPAA/documents/Promotion/QU%20Health%20Promotion%20Guidelines%20_Fall%202022.pdf). [↑](#footnote-ref-4)
5. For papers published in **Q3/Q4** journals, the acceptance rate expected is **not to exceed 30%.** [↑](#footnote-ref-5)
6. **No more than** **THREE** publications in the same journal. In case of a high impact, high quality specialized and limited volume of journals in the field, an adjudication process by the promotion committees will be conducted to advise on the acceptability of additional publications. **No less than TWO** different journals will be accepted. [↑](#footnote-ref-6)
7. These include systematic reviews **without** meta-analysis/synthesis. [↑](#footnote-ref-7)
8. In case of a high impact, high quality, reputable Q1 journals, *additional* Open Access publications are allowed. [↑](#footnote-ref-8)
9. According to QU Health policy, fees for publication must be paid **after** peer review and acceptance. In case of a high impact, high quality, reputable Q1 journals, additional Open Access publications are allowed. Hybrid journals are acceptable. [↑](#footnote-ref-9)
10. According to QU Health promotion policy, **ALL FIVE** submitted peer-reviewed articles must be published in a journal with an impact factor of **at least ONE**. Impact factor is based on Clarivate Journal Impact Factor”. [↑](#footnote-ref-10)
11. Senior author is defined as **FIRST** author or **CORRESPONDING** author. The applicant must be the **SENIOR** author in **at least THREE** of the submitted publications. For more information, please refer to [QU Health promotion policy](https://www.qu.edu.qa/static_file/qu/offices%20and%20departments/VPAA/documents/Promotion/QU%20Health%20Promotion%20Guidelines%20_Fall%202022.pdf). [↑](#footnote-ref-11)
12. **No more than TWO** publications can be in exclusively **OPEN ACESS** journals that charge publication fees (fees for publication after peer review and acceptance).

    (\*\*\*): Guidelines for iThenticate report for Promotion File:,1.       Use the iThenticate software to check the similarity of the paper.2.       Exclude the similarity with the same article/abstract because these are already published and the software will show similarities with the same published article/abstract.3.       Exclude the working papers of the same article (WP series),4.       Exclude all the articles that cited the candidate’s paper and are published after the publication date of the paper,5.       Exclude the references [↑](#footnote-ref-12)