**Office of the Vice President for Research & Graduate Studies**

**Verification Checklist of the Research Center: …………………………..**

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

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

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

| **NO** | **U** | **Item** | **Please tick** |
| --- | --- | --- | --- |
| **C** | **Yes** | **No** |
|  | **U** | **Is the Applicant a full-time Researcher?** |  |  |
|  | **U** | **Has the Applicant spent at least 1 year at QU?** |  |  |
|  | **U** | **Has the Applicant been in the academic/research rank for at least 5 years?** |  |  |
|  | **U** | **Is there a decision not to renew the researcher's contract?** |  |  |
|  | **U** | **Was the overall annual performance of the Applicant in the previous year: “Meet expectation”?** |  |  |
|  | **U** | **Has the Applicant submitted no less than 10 published or accepted publications?**  |  |  |
|  | **U** | **Is Qatar University the only affiliation in at least 50% of the submitted publications?** |  |  |
|  | **U** | **Have any publications with double affiliation been published more than six months after the Applicant’s appointment at QU?** |  |  |
|  | **U** | **Is QU not mentioned as the first affiliation in papers submitted more than six months after the Applicant’s appointment at QU?**  |  |  |
|  | **U** | **Has the Applicant submitted any research papers extracted from his/her PhD or Master’s dissertations?** |  |  |
|  | **U** | **Has any paper been published/accepted for publication BEFORE the previous promotion/appointment to Research Assistant Professor?** |  |  |
|  | **U** | **If the Applicant is reapplying for promotion, did he/she wait for at least 1 year after the last non-promotion decision?** |  |  |
|  | **U** | **If the Applicant is reapplying for promotion, did he/she make a substantial addition compared to the previous application, which had more than 50% of the submitted publications?** |  |  |
|  | **U** | **Are any submitted papers published in open-access journals that charge fees BEFORE peer review?** |  |  |
|  | **U** | **Has the Applicant submitted evidence of the peer-review process for papers published in journals/books where the applicant is an editorial board or editor member?** |  |  |
|  | **U** | **Has the Applicant’s center director run the similarity reports to ascertain the authenticity of the submitted publications?** |  |  |
|  | **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 the QU’s Promotion Regulations (20 publications)?** |  |  |
|  | **U** | **Has the Applicant published in at least:** **- 4 different refereed journals, including applicants with at least 4 years of experience but less than 5 years at the current rank** |  |  |
|  | **U** | **Has the Applicant submitted more than ONE book, book chapter, review paper, or other creative work as per the Center’s Promotion Guidelines?** |  |  |
|  | **U** | **Does the Applicant have more than 2 accepted publications?** |  |  |
|  | **U/C** | **Has the Applicant submitted papers in which s/he is the sole or senior author in at least 60% of the submitted papers,****Research Centers under VPRGS define Senior Authorship as:****1. The First Author; OR****2. The First author after a junior team member (such as a student, research assistant, or postdoc); OR****3. The last author** |  |  |
|  | **U** | **In cases of co-authored publications, has the Applicant submitted a signed “Contribution in Collaborative Research Form”?** |  |  |
|  | **C** | **Is the applicant the LPI in at least ONE competitive research grant (internal or external) during the current rank at QU or before joining QU?** |  |  |
|  | **C** | **Are all impact factor scores and journal ranking (when applicable) measured based on the stated year of publication?** |  |  |
|  |
| **Publications** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **Peer-reviewed Research article** |  |  |  |  |  |  |  |  |  |  |
| **Peer-reviewed book/ chapter/literature review paper (Max. 1 for Research Associate Prof.)****A book (or book chapter) published by a regional publisher is judged as a scholarly book per the standards of the academic unit. It must have an ISBN and be peer-reviewed.**  |  |  |  |  |  |  |  |  |  |  |
| **Published or submitted for publication after obtaining the PhD degree and Assistant Professor rank**  |  |  |  |  |  |  |  |  |  |  |
| **Published** |  |  |  |  |  |  |  |  |  |  |
| **Accepted for publication:** **(Max. 2 for Research Associate Prof.)** |  |  |  |  |  |  |  |  |  |  |
| **Mention QU as the sole affiliation.** |  |  |  |  |  |  |  |  |  |  |
| **The applicant is an editor/member of the editorial board (with submitted evidence of review)** |  |  |  |  |  |  |  |  |  |  |
| **Published in Q1 journals based on ISI Web of Science)** |  |  |  |  |  |  |  |  |  |  |
| **Published in Q2 journals based on ISI Web of Science)** |  |  |  |  |  |  |  |  |  |  |
| **Applicant is the sole or senior author according to the promotion guidelines for research-track faculty.** |  |  |  |  |  |  |  |  |  |  |
| **1st author** |  |  |  |  |  |  |  |  |  |  |
| **Last author** |  |  |  |  |  |  |  |  |  |  |
| **Open-access journals**  |  |  |  |  |  |  |  |  |  |  |
| **For OA journals, are the publication fees paid after the peer-review decision?** |  |  |  |  |  |  |  |  |  |  |
| **Overall similarity (conducted by the director)** |  |  |  |  |  |  |  |  |  |  |
| **Highest similarity from one source** |  |  |  |  |  |  |  |  |  |  |
| **In the case of co-authored publication, has the applicant submitted the “Contribution in Collaborative Research Form.”** |  |  |  |  |  |  |  |  |  |  |
| **In the case of co-authored publication % of contribution to the paper** |  |  |  |  |  |  |  |  |  |  |
| **The applicant is a member of the editorial board/ editor (with submitted evidence of review)** |  |  |  |  |  |  |  |  |  |  |
|  | **EXTERNAL REVIEWERS:** **(To be completed by the research center and verified by the VPRGS Promotion Committee)** |
|  | **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. **Holds a PhD**
 |  |  |
|  | 1. **Is familiar with the candidate's research area**
 |  |  |
|  | 1. **Has no conflicts of interest**
 |  |  |
|  | 1. **Has a biography and an institutional contact information attached**
 |  |  |
|  | 1. **Regarding the applicant’s papers written in different languages, did the college doublecheck that the proposed external referees are bilingual and publish in both languages?**
 |  |  |

**U: University Policy**

**C: Center Policy**

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| --- |
|  |
| **COMMENTS** |
| **Applicant:** |  |
| **Research Center Director:** |  |
| **VPRGS:** |  |

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

**-The Applicant:**

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

**-The Director of the Research Center:**

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

**-The VPRGS**

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