

QATAR UNIVERSITY

Research Centers

Promotion Guidelines for Research- Faculty Track

Effective Spring 2015

VP for Research Approved	October 28, 2015
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VPCAO Approved	October 28, 2015
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Promotion Guidelines and Procedure

The purpose of the promotion policy is to:

- Promote Regular research track faculty members whose performance demonstrates particular merit in research, service, teaching (if applicable) and leadership in the university and professional activities to the community; and,
- Provide Research track faculty with clear guidelines and procedures for promotion.
- Delineate the roles and responsibilities of the parties involved in the promotion process

Assessment of the candidate for promotion:

The candidate will be evaluated for eligibility for promotion based on performance in the following areas:

- Research, scholarly and creative activities; and,
- Service.
- Teaching (if applicable)

Requirements for Promotion to the Rank of:

Associate Research Professor	Full Research Professor
<p>To apply for promotion, a regular research track faculty member must hold a regular research track faculty appointment, and must have spent at least one year at Qatar University, and must have spent no fewer than five years in their current rank.</p> <p>Exceptions to the scheduled minimum requirements can only be granted by the President, based on the recommendation of the Vice President for Research or the VPCAO. In addition, prior to initiating the promotion application, the candidate must compile an appropriate record of scholarship. The candidate must also ensure that there is sufficient documentation of this record in order to justify the promotion.</p>	
<p>The applicant shall have achieved no less than an overall score of “meet expectation” in the annual performance evaluation in the year immediately preceding the year of his/her application.</p>	
<p>The <i>minimum</i> requirement is eight (8) high quality original publications published post-Ph.D. that are not extracted from his/her Masters or Ph.D. thesis.</p> <p>At least six (6) must have been published, and two (2) may be accepted for publication.</p>	<p>The <i>minimum</i> requirement is twelve (12) quality original publications (post- Associate Professor level) that are not extracted from his/her Masters or Ph.D. thesis.</p> <p>At least eight (8) must have been published, and four (4) may be accepted for publication.</p>

The applicant must be the sole or senior author of at least four (4) of the publications submitted for promotion.	The applicant must be the sole or senior author of at least eight (8) of the publications submitted for promotion.
At least four (4) of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion);	
In all cases of co-authored publications, the applicant for promotion must submit the “Contribution in Collaborative Research Form” (http://www.qu.edu.qa/offices/vpcao/faculty_promotion.php) signed by the applicant and all the co-authors approving his/her seniority.	
The senior author is generally defined as the person who leads a study and makes a major contribution to the work. The Senior Author typically takes overall responsibility for its content. Research Centers defines senior author to mean: <ul style="list-style-type: none"> • First author or • First author after a junior team member (such as student, research assistant, or post doc); • The last author. 	

Research Quality:

- Papers should be of good quality published in peer-reviewed journals approved by the Research Centers that, at minimum, meet one of the following criteria:
 - Impact factor of at least 1.
 - Listed in SCOPUS (<http://www.elsevier.com/online-tools/scopus/content-overview>) or ISI Web of Science (<http://ip-science.thomsonreuters.com/mjl/>), or any other pertinent journal index

The above are only meant to represent minimum criteria and general guidelines. Research Track Faculty are expected to exercise due diligence and due care in ensuring that they are publishing in quality outlets.
- Publications in predator journals that usually charge acceptance fees are not acceptable for promotion.
- The applicant should provide as much evidence as possible on the quality of the journals.
- Although scholarly books, book chapter(s), and literature review papers are evidence of research activities, only one of these can be considered for promotion. to the rank of Associate Prof. and two for the rank of Full Prof.
- Peer-reviewed review articles or book chapters are usually solicited from scholars with an established record.
- For papers published in journals/books where the applicant is member of the editorial board or editor, evidence of the undergone peer reviewing process of the publication submitted for promotion, should be provided.
- Conference proceedings and presentations do not count for promotion.

Procedure for academic promotion:

The promotion process must draw upon sufficient expertise to make a competent assessment of the completion of the applicant' promotion portfolio and that it meet the university and relevant research center promotion standards baseline. Thus:

- Each Research Center's director will form a standing promotion committee of at least three members at an academic rank higher than the applicant's;
- If a center does not have sufficient senior level research track faculty, relevant college promotion committee will serve both purposes; or qualified faculty from the College or colleges can be asked to serve on the center promotion committee;
- The main task of the center promotion committee is to make sure that the candidate meets all the requirements by QU policies before it is submitted to the university promotion committee. The center's Promotion Committee must ensure that all criteria are met and supporting documents are complete.
- Once the center promotion committee makes a recommendation, the center director will recommend the case to VP for Research. The center director's recommendation must include an assessment of research productivity, service, and teaching (if applicable) contributions of the applicant. The assessment of the quality of the research is done by the external referees. If the center's Director recommendation dissents from that of the center Promotion Committee's recommendation, a meeting must be conducted to try to resolve the differences. Any disagreements with the center committee's recommendations should be explained in the recommendation letter of the center director.
- For university wide research centers, the VP-research will establish a standing promotion committee consisting of at least three research faculty members at the rank of "Professor" to evaluate all promotion cases to assure fairness and consistent application of the promotion policies;
- For college based research centers, the college promotion committee (consisting of at least three faculty members at the rank of "Professor" will evaluate all promotion cases to assure fairness and consistent application of the promotion policies;
- The Dean/VP-research (for university wide research centers) will make a recommendation to include an assessment of research productivity teaching (if applicable), and service contributions of the applicant. The recommendation with all supporting documents will be submitted to the Vice President and Chief Academic Officer.
- Upon receiving the promotion application, the VPCAO will send application and relevant documents to the university wide academic promotion committee for evaluation, and recommendations.

Please refer to QU promotion process and deadlines at
http://www.qu.edu.qa/offices/vpcao/faculty_promotion.php.

Guidelines for assessment:

To assess, (i) research, scholarly and creative activities, and (ii) service, and (iii) teaching and learning (if applicable) the Research Centers will use the following guidelines:

- ❖ **Research, scholarly and creative activities:** In addition to the quality the criteria specified in the “Quality of Research” section above, factors that will be considered in assessing the quality of research, scholarly, and creative activities include: quality of outlet quality, research and thesis supervision, and funding.
- ❖ **Service:** The following are examples of factors that will be employed in assessing the quality of professional service for promotion:

Dimension	Assessment	
	To Associate Professor	To Professor
Leadership	Chair of committee at the college level, or department level.	Chair of a committee at the college or university level.
Initiative	Enhancing existing? and/or introducing new ones.	Enhancing existing courses or programs and/or introducing new ones.
Community service	Community service, volunteering, and engagement activities. Service to the profession such as acting as reviewer for publications and grants	Community service, volunteering, and engagement activities.
Professional membership	Membership in professional organizations.	Membership in and/or leadership of professional organizations.

- ❖ **Teaching (if applicable):** The following are examples of factors that will be employed in assessing the quality of teaching for promotion:

Dimension	Assessment	
	To Associate Professor	To Professor
Annual appraisal	The candidate’s overall average on annual performance appraisal during the promotion period should be at least expected.	The candidate’s overall average on annual performance appraisal during the promotion period should be at least expected.
Student and peer evaluations	The candidate is expected to score 70% on average for student evaluation during the promotion period.	The candidate is expected to score 75% on average for student evaluation during the promotion period.
Course portfolio	Course portfolio must include	Course portfolio must

	a syllabus, learning outcomes, different assessment tools, pedagogical, sample of student's work, sample of faculty work, copies if the exams, projects, cases used in the course, teaching philosophy, reflection statement. Applicant must submit a minimum of two course portfolios (lower level and upper level where applicable).	include a syllabus, learning outcomes, different assessment tools, pedagogical, sample of student's work, sample of faculty work, copies if the exams, projects, cases used in the course, teaching philosophy, reflection statement. Applicant must submit a minimum of three course portfolios (lower level, upper level, and graduate level where applicable).
Diversity in teaching	Candidate must have taught different levels of courses, including lower level and upper level if applicable.	Candidate must have taught different levels of courses, including lower level, upper level, and graduate level if applicable.