

Qatar University

Research Centers under VPRGS



Promotion Guidelines for Research-Track Faculty

Approved Fall 2022
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Promotion Guidelines and Procedure

The purpose of the promotion policy is to:

- Set clear criteria that determine how management recommends, implements, and approves research-track faculty promotions at QU.
- Provide guidelines for research-track faculty promotion at QU job rankings D and C whose performance demonstrates particular merit in research, service, teaching (if applicable), and leadership in the university and professional activities to the community.
- 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
- Service.
- Teaching (if applicable).

Requirements for promotion to the rank of:

Research Associate Professor	Research Professor
<p>To apply for promotion, a research-track faculty member must hold a research-track faculty appointment, have spent at least one year at Qatar University, and have spent no fewer than five years in their current rank.</p> <p>The researcher may apply for promotion after the lapse of four years at the current academic rank if the applicant:</p> <ul style="list-style-type: none"> • Has published during the same period not less than double the number of research papers required for promotion according to the same quality indicators. • His/her annual appraisal and performance during years of assessment for promotion should at least have met expectations. 	

Research Associate Professor	Research Professor
<p>The minimum requirement is ten (10) high-quality original publications published post-Ph.D. that were not used in a previous promotion or published or accepted for publication before the previous promotion to the rank of Assistant Professor (if applicable), and are not extracted from the Master's thesis or the Ph.D. dissertation of the applicant. At least eight (8) must have been published, and two (2) may be accepted for publication.</p>	<p>The minimum requirement is fourteen (14) high-quality original publications (post-Associate Professor rank) that are not extracted from the Master's thesis or the Ph.D. dissertation of the applicant. At least ten (10) must have been published, and four (4) may be accepted for publication.</p>
Not more than 3 papers (published/accepted) in the same journal	Not more than 3 papers (published/accepted) in the same journal
The applicant must be the sole or senior author of at least six (6) publications submitted for promotion.	The applicant must be the sole or senior author of at least ten (10) publications submitted for promotion.
The applicant must be the LPI in one or more competitive research grants (internal or external) during the current rank at QU or prior to joining QU.	The applicant must be the LPI in at least two competitive research grants (internal or external) during the current rank at QU or prior to joining QU.
<p>At least five (5) of the submitted publications for promotion must show Qatar University as the only affiliation for the author (applicant for promotion) as per QU guidelines.</p> <p>Dual affiliation in other submitted publications for promotion is accepted only during the first six months of the applicant joining QU, considering that QU would be the primary/first affiliation in those publications.</p>	<p>At least seven (7) of the submitted publications for promotion must show Qatar University as the only affiliation for the author (applicant for promotion) as per QU guidelines.</p> <p>Dual affiliation in other submitted publications for promotion is accepted only during the first six months of the applicant joining QU, considering that QU would be the primary/first affiliation in those publications.</p>
<p>In all cases of co-authored publications, the applicant for promotion must submit the "Contribution in Collaborative Research Form" signed by the applicant only.</p>	

Research Associate Professor	Research Professor
<p>Research Centers defines senior author to mean:</p> <p>A researcher who leads a research study and makes the highest contribution to it compared to other co-authors and to be</p> <ul style="list-style-type: none"> • The First author or • The First author after a junior team member (such as a student, research assistant, or post-doc) or • The last author 	
<p>In exceptional cases, the Vice President for Academic Affairs may exempt the applicant's file for promotion from external review based on the recommendations of the center's director and the promotion committees of the center, and university, considering one of the following conditions are met:</p> <p>1)) Research productivity must not be less than three times the number of research papers required for regular promotion to the academic rank. In addition, the research production should also fulfill the quality requirement mentioned in the University Promotion bylaws and the Center Promotion Guidelines.</p> <p>2)) Defined standards related to the impact factor, H-index, number of citations, classification of international journals (Q1, Q2, ...), and other quality indicators based on the center's Promotion Guidelines approved by the Vice President for Academic Affairs.</p>	

Research Quality:

Papers should be of good quality and published in peer-reviewed journals approved by the Research Centers that meet at least the following criteria:

- Impact factor of at least **1**.
- Only Q1 & Q2 Journals are accepted for promotion (according to Scopus or Web of Science).
- Listed in SCOPUS (<http://www.elsevier.com/online-tools/scopus/content-overview>) or ISI Web of Science (<http://ip-science.thomsonreuters.com/mjl/>),

For Arabic Publications:

For publications of papers in Arabic-based journals or books to be considered for promotion, the following criteria should be met:

- The Journal is regularly issued, and that 4 years have passed since the journal was published.
- The journal should be indexed
- The journal should have a clear written review policy
- The book should have an International Standard Book Number (ISBN)

*The above is only meant to represent **minimum criteria** and general guidelines. Research Track Faculty are expected to exercise due diligence and care to ensure that they publish in quality outlets.*

- Publications in open-access journals that charge fees after completion of the peer review and acceptance of the paper **are allowed**.
- The applicant should provide as much evidence as possible on the quality of the journals.
- The open-access journals should be **classified as Q1** according to Scopus or Web of Science.

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 Research Professor and **two** for the rank of Full Research Prof. These publications must be peer-reviewed and published by a reputable publisher.

- For papers published in journals/books where the applicant **is a member of the editorial board or editor, evidence of the peer-reviewing process** of the publication submitted for promotion should be provided.
- Conference proceedings and presentations do not count for promotion.

Procedure for academic promotion¹:

The promotion process must draw upon sufficient expertise to assess the completion of the applicant's promotion portfolio and that it meets the university and relevant research center promotion standards baseline. Thus:

1. Each Research Center's director will form a standing promotion committee of at least **three members** at an academic rank higher than that of the applicant.
2. If a center does not have sufficient senior-level research track faculty, qualified faculty from other research centers or colleges can be asked to serve on the center promotion committee.
3. The main task of the center promotion committee is to make sure that the candidate meets all the requirements of QU policies before it is submitted to the QU academic promotion committee. The promotion committee must ensure that all criteria are met and supporting documents are complete.
4. Once the center promotion committee makes a recommendation, the center director will recommend the case to VP for Research & Graduate Studies [VPRGS]. The center director's recommendation must include an assessment of the applicant's research productivity, service, and teaching (if applicable) contributions. The assessment of the quality of the research is done by 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 central committee's recommendations should be explained in the recommendation letter of the center director.
5. For university-wide research centers, the VPRGS will establish a standing promotion committee consisting of at least three faculty members at the rank of "Professor" to evaluate all promotion cases to assure fairness and consistent application of the promotion policies.
6. The VPRGS shall 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 for Academic Affairs [VPAA].
7. Upon receiving the promotion application, the VPAA will send the application and relevant documents to the university-wide academic promotion committee with her/his recommendation for further evaluation and recommendations.

¹ Please refer to QU promotion process and deadlines at <http://www.qu.edu.qa/offices/vpaa/faculty/promotion>

Guidelines for assessment:

To assess (i) research, scholarly and creative activities, (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 of the criteria specified under the above “Research Quality ” section, other factors will also be considered in assessing the quality of research, scholarly, and creative activities. For example: thesis supervision and funding.
- Service:** The following are examples of factors that will be utilized in assessing the quality of professional promotion service:

Dimension	Assessment	
	To Associate Professor	To Professor
Leadership	Member of a committee at any level	Chair of a committee at any level.
Initiative	-Enhancing existing courses and/or introducing new ones. -Initiating collaboration with the industry with measurable impact.	Enhancing existing courses or programs and/or introducing new ones. -Initiating collaboration with the industry with measurable impact.
Community service	Community service, volunteering, and engagement activities.	Community service, volunteering, and engagement activities.
Professional membership	Membership in professional organizations, reviewer for publications, promotion, grants, and member of the editorial board of reputable journals,	Membership in professional organizations, reviewer for publications, promotion, grants, and member of the editorial board of reputable journals,

- **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
Student and peer Evaluations “if applicable”	The candidate is expected to score at least 70% on average for student evaluation during the promotion period.	The candidate is expected to score at least 70% on average for student evaluation during the promotion period.
Course portfolio	Course portfolio must include <ul style="list-style-type: none"> - a syllabus, - learning outcomes, - different assessment tools, - pedagogical, - sample of student’s work, - sample of faculty work, - copies of the exams, projects, - cases used in the course, - teaching philosophy, - reflection statement. Applicant must submit a minimum of ONE course portfolio	Course portfolio must include <ul style="list-style-type: none"> - a syllabus, - learning outcomes, - different assessment tools, - pedagogical, - sample of student’s work, - sample of faculty work, - copies of the exams, projects, - cases used in the course, - teaching philosophy, - reflection statement. Applicant must submit a minimum of TWO course portfolios
Diversity in teaching, if applicable	Candidate must have taught different courses, including lower and upper levels.	Candidate must have taught different levels of courses, including lower level, upper level, and graduate level.
Thesis supervision	Candidate should at least serve as a supervisor/co-supervisor for one MSc or PhD student.	Candidate should serve as supervisor of at least 1 PhD student or two MSc students.