**College of Engineering**

**Department Search and Screen Committee**

**Checklist and Form (V2)**

|  |  |
| --- | --- |
| **Position Title (as per structure)**: | |
| **Position Reports to:** | **Department/Center Name:** |
| **IRC No. (i-recruitment):** | **Any Other Advertising Platform if used**: |
| **Closing Date:** | |

**Main Guiding Principles of Recruitment**

The following are the main guiding principles of recruitment in Qatar University:

* Recruit and hire the most highly qualified candidates who have the potential to further the vision, mission, and goals of the University.
* Recruit and hire faculty who will bring diversity to the University in terms of experience, qualifications, universities, and schools of thought.
* Ensure an equitable and inclusive hiring process from the initial stages to completion

**Submission Requirements**:

All required documents mentioned in the checklist must be attached to the form. The head of Department/Director should forward applications with complete documents to the Office of Associate Dean for Academic Affairs (E-mail: [dean4acdm\_eng@qu.edu.qa](mailto:dean4acdm_eng@qu.edu.qa) )

**Part I: Checklist**

|  |  |  |
| --- | --- | --- |
| **Completed and Provided** | **Item** | **Date** |
|  | Criteria for shortlisting and evaluation of the applicants for the position |  |
|  | Shortlisted candidates |  |
|  | Criteria for ranking |  |
|  | Letter from Head of Department/Director of Center, including the recommendation |  |
|  | Faculty/TA Load Analysis for the last 3 years |  |
|  | Approved Position in the program structure (provide copy of PAF for new positions) (Full Time Faculty Only) |  |
| *For 3 Top-Ranked Candidates* | | |
|  | Cover Letter from candidate |  |
|  | C.V. |  |
|  | [Interview form](https://qucloud-my.sharepoint.com/:b:/g/personal/im15494_qu_edu_qa/Ea5HSH1kQcJMvvZMA582LV8Bk6IzjB9NSfaoa9g99f5BZA?e=pxqePB) (it should sign with the committee chair) |  |
|  | Copy of Terminal Degree and Transcripts   * TA Hiring (G and F Ranks): Provide copies of BSc and MSc degrees. * Lecturers/Assistant, Associate, and Full Professor Ranks: Provide copies of MSc and PhD degrees. |  |
|  | [Credential Form](https://qucloud-my.sharepoint.com/:b:/g/personal/im15494_qu_edu_qa/EdCHeDwFsk5HhL_KJXt3zuYBPh0JWJ7xnnbcYwSR3khR8w?e=yHITNC) Signed by HoD |  |
|  | Proof of Academic Rank (most recent) |  |
|  | Experience Certificate |  |
|  | Two Reference Letters |  |
|  | [Two Reference Check Form](https://qucloud-my.sharepoint.com/:w:/g/personal/im15494_qu_edu_qa/EYgYsuQCqT1FsKRJmwqqepUB_mnIFKUGTegrdRKNS3uH-A?e=izSHQH): This should be in addition to the two reference/recommendation letters for two more referees. |  |
|  | Passport Copy |  |
|  | QID (*If the Residence is Qatar*( |  |
|  | Video conference interview with the candidate |  |
|  | **Teaching**. Evidence of online lectures of a course related to the position. The online lecture should be conducted in the presence of the instructor of the course |  |
|  | **Teaching.** Student Feedback on the online lecture |  |
|  | **Research** presentation related to the position |  |
|  | Analysis of **strengths and weaknesses of the 3 top-ranked candidates** |  |

**Part II: Screening and Shortlisting**

|  |  |
| --- | --- |
| **Number of applications received** |  |
| **Number of applications NOT selected** |  |
| **Brief Reason for Rejection:**  (e.g.:  Not matching the criteria; Unclear/inaccurate information; Unexplained gaps in the employment; Mismatched job titles and responsibilities) | 1-  2-  3- |
| **Number of Applications Shortlisted** |  |

**Part III: Department Search and Screen Committee Ranking and Evaluation of Candidates**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Committee**  **Member Name** | **Standing/**  **Ad hoc Member** | **Strengths of the 3 top-ranked candidates** | **Weaknesses of the 3 top-ranked candidates** | **Candidates Ranking** | **Candidates’ Names** | **Candidates**  **Scores** | **Justification** |
| **Member 1** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |
|  | | | | | | | | |
| **Member 2** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |
|  | | | | | | | | |
| **Member 3** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |
|  | | | | | | | | |
| **Member 4** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |

**The Department Search and Screen Committee Recommendation:**

**Committee Chair Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Submission to Department Head / Director of Center:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part IV: Head of Department/Director of Center**

**The Department Head’s / Director's Recommendation:**

**Approve**  **Reject**

**Justification (in case of rejection):**

**Head of Department Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **of Submission to Associate Dean for Academic Affairs:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_