Qatar University
Health Sector Colleges and Research Centers
(QU Health)

(College of Pharmacy, College of Medicine, College of Health Sciences.
College of Dental Medicine, College of Nursing, and Biomedical Research
Center)

Academic Promotion Guidelines

Teaching Assistants, Research Assistants, Lecturers, Research Associates, and Postdoctoral Researchers

Approved   Spring 2025
Effective   Fall 2025

These guidelines define the criteria and procedures for the promotion of Teaching Assistants (TA), Research Assistants (RA), Lecturers, Research Associates, and Postdoctoral Researchers within the QU Health Sector Colleges and the Biomedical Research Center to higher academic ranks in their respective tracks. They align with related QU's policy 057 approved 12/09/2024 and add specific requirements expected from applicants within the QU Health Sector.

No promotion decisions from other universities will be considered if granted after the applicant is employed at QU.

The provisions outlined in these guidelines establish the minimum requirements for the above-mentioned academic tracks and ranks to apply for promotion effective Fall 2025.

1. General Guidance

- The applicant must meet ALL the required eligibility criteria outlined below before applying for promotion.
- The applicant cannot apply for promotion if a decision has been taken to **terminate or not renew his/her contract.**
- If the applicant's contract is terminated or not renewed, all promotion procedures will be suspended from that date.
- Promotion is permitted only to the next academic rank from the one currently held.
- The promotion committee reserves the right to request proof of passing the IELTS or an equivalent internationally recognized English proficiency test upon submitting the first promotion request.
- All promotion procedures and appeals follow the Academic Promotion Regulations under the University-Level Academic Promotion Committee (APC), except for the review of submitted publications, which is evaluated by external reviewers.

2. Eligibility Criteria for Promotion

The applicant for promotion must meet the following eligibility criteria:

- Hold a regular **Full-time** appointment.
- Have completed a **minimum of five consecutive years** of full-time service at the current rank at Qatar University.
- Have no disciplinary record related to violations of the Code of Professional Conduct **within the three years** preceding the promotion request, except for violations that do not expire over time.

- Have achieved at least a **"Meet Expectation"** rating in the annual performance review under the Faculty Performance Review and Development System during the five years preceding the promotion application.
- Have achieved at least a **"Meet Expectation"** rating in the teaching evaluation (for those on teaching track) and research evaluation (for research track) within the Faculty Performance Review and Development System during the five years preceding the promotion application.
- IELTS or equivalent (internationally recognized) might be requested by the APC for the 1st application for promotion in programs taught in English.

3. General Research and Scholarship Requirements for Promotion

- All submitted research papers **must be** published or accepted in journals indexed in Web of Science, with journal impact factor (Clarivate JIF) higher than **1.0**. Impact factors considered are those at the year of acceptance.
- Qatar University **must be** the **sole affiliation** in **all publications** submitted for promotion.
- Papers accepted or published or used in previous promotions are not eligible.
- All submitted publications must have been accepted or published after the applicant's appointment at or promotion to the current rank.
- Papers derived from a Master or PhD thesis are not accepted.
- A maximum of **two publications** is allowed **in open-access journals.** When applicable, additional open-access papers are allowed, but they must be accepted or published in **Q1 journals [Web of Science (JIF/JCI) or Scopus].**
- A single contribution as co-inventor in a patent registered at Qatar University during the last five years may replace one research paper in a single promotion cycle. Other research papers extracted from the same registered patent will not be accepted for promotion.
- No more than **THREE** publications can be considered from the same journal.
- For co-authored publications, the applicant must submit a "Contribution in Collaborative Research" Form.

4. Specific Requirements by Grade/Rank

4.1. Promotion of Teaching/Research Assistant (Grade F)

- Applicants for grade F must hold a master's degree in a related field from an accredited university that is recognized by the State of Qatar.
- Any journal quartile is accepted for promotion as long as the criteria in section 3 are met.
- Teaching Assistant applicants must fulfill one of the following publication requirements:
    o **Two** research papers as a co-author (at least one paper published) OR
    o **One** published research paper as a Senior* or Single author.
- Research Assistant applicants must fulfill one of the following research requirements:
    o **Four** research papers as a co-author (at least two papers published) OR
    o **Two** research papers (at least one paper published) as a Senior* or Single author.

4.2. Promotion to Lecturer/Research Associate or Postdoctoral Researcher (Grade E)

- Applicants for grade E must hold a PhD degree in a relevant field from an accredited university that is recognized by the state of Qatar.
- Any journal quartile is accepted for promotion as long as the criteria in section 3 are met.
- Applicants seeking promotion to Lecturer must publish at least **Three** research papers, with at least **two published and one** as a Senior* or Single author.
- Applicants seeking promotion to Research Associate or Postdoctoral Researcher must publish at least **Six** research papers, with at least **two** as a Senior* or Single author and four at least published.

4.3. Promotion to Assistant Professor/ Research Assistant Professor (Grade D)

- Applicants for grade D must hold a PhD degree in a relevant field from an accredited university that is recognized by the State of Qatar.
- Promotion to Assistant Professor or Research Assistant Professor requires an approved job vacancy at the requested rank and specialization.
- Applicants seeking promotion to Assistant Professor must submit at least **four** research papers of which at least **two** as a Senior* or Single author. At least 3 research papers are published. Applicants must have published at **least one paper** in Q1 or Q2 journals. Quartile status considered is that at the year of acceptance **[Web of Science (JIF/JCI) or Scopus]**.
- Applicants seeking promotion to Research Assistant Professor must submit at least **eight** research papers, of which at least **Four** as a Senior* or Single author. At least 5 papers are published. At least **two** papers must have been published in Q1 or Q2 journals. Quartile status considered is that at the year of acceptance.
- For papers published in **Q3/Q4** journals, the acceptance rate for the journal is not to exceed **30%**.
- The applicants must have a Scopus H-index of at **least 5** for promotion to Assistant Professor and **at least 10** for promotion to Research Assistant Professor.

Summary of Required Criteria for Research and Scholarship by Grade/Rank

Parameters	Teaching Assistant (TA)/ Research Assistant (RA) (Grade F) Publications	Lecturer (Lec)/Research Associate (RAS)- Postdoctoral Researcher (PDR) (Grade E) Publications	Assistant Professor (AP) /Research Assistant Professor (RAP) (Grade D) Publications
Min # paper Published or accepted	**TA:** - 2 papers as co-author, with at least one published OR - 1 paper as senior **RA:** - 4 papers as co-author, with at least two published OR - 2 papers as senior, with at least one published	**Lec.:** 3 papers with at least 2 published and 1 as senior. **RA-PDR.:** 6 papers with at least 4 published and 2 as senior	**AP:** 4 papers with at least 3 published and 2 as senior. **RAP:** 8 papers with at least 5 published and 4 as senior
Affiliation	QU sole affiliation	QU sole affiliation	QU sole affiliation
IF (Clarivate JIF)	Above 1	Above 1	Above 1
Quartile	Any	Any	Q1/Q2 [Web of Science (JIF/JCI) or Scopus] Min. 1 for AP Min. 2 for RAP
Acceptance rate	N/A	N/A	For Q3/Q4 papers: (max. acceptance 30%)
Indexed	Web of Science	Web of Science	Web of Science
# Journals	Max 3 per same journal	Max 3 per same journal	Max 3 per same journal
Open Access**	Max of 2	Max of 2	Max of 2
Scopus H Index	N/A	N/A	At least **5** for Assistant Professor and at least **10** for Research Assistant Professor

* Senior Author: First author OR Corresponding author, with the highest contribution.
** Additional open-access papers must be accepted or published in **Q1 journals**.