



QATAR UNIVERSITY COLLEGE OF EDUCATION

Academic Promotion Guidelines

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College Approved Copy

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College of Education Promotion Policy and Procedure

The purpose of the CED promotion policy is:

To provide guidelines and procedures for promoting faculty members whose performance demonstrates particular merit in teaching, research, scholarship, leadership, administration and service to the community.

Assessment of the candidate for promotion:

The candidate eligibility for promotion will be evaluated along the following areas:

- Teaching and learning;
- Research and scholarly activities;
- Service to the community.

Requirements for Promotion to the Rank of:

Associate Professor

Full Professor

To apply for promotion, the candidate must be a regular faculty member, and must have spent at least one year at Qatar University and no fewer than five years in his/her current academic rank.

The minimum requirement is four good quality and original papers. Three of the papers must have been published and the fourth was accepted for publication.	The minimum requirement is six good quality and original papers. Four of the papers at least must have been published with two other articles were accepted for publication. The papers must not have been used for any previous promotion.
The applicant must be the sole or senior author of at least two of the submitted publications.	The applicant must be the sole or senior author of at least four of the submitted publications.

Normally, it is expected that no more than 50% of the submitted articles for promotion are published in the same journal/periodical or other academic outlets. Only one review article, scholarly book or book chapter(s) (**peer reviewed**) is allowed in any submission and can be considered for promotion.

Note: Any submitted scholarly books or book chapters must demonstrates originality, new contribution to knowledge and be peer reviewed and have the mandatory international ISBN number to be considered; also, the applicant should provide as much evidence as possible on the quality of the journals, book, or book chapter or creative work.

At least two of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion);

The senior author is generally defined as the person who leads the study and makes major contributions to the work. The senior author is typically the person who takes the overall responsibility for the content of the published work. Normally, the College of Education defines the senior author as:

- The first named author on the publication;
- The first named faculty member following the names of students, research assistants or post-docs.

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 emphasis should be placed on the quality of the submitted work and the quality of the research outlets as measured by the criteria below.

The applicant’s teaching and service evaluation should be no less than “meet expectation” during the promotion period or at least during the immediately preceding year of his/her application.

Indicators of Research Quality:

The research articles submitted for promotion should be of good quality and published in one of the peer-reviewed journals approved by the CED. As a minimum requirement, it is expected that these articles meet one of the following criterion:

- ✓ Listed in approved journals by CED promotion committee. The approved journals will be reviewed and updated periodically by the College's promotion committee.
- ✓ Has an 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/>).
- ✓ Listed in one of the following search engine indexing and/or abstracts: Educational Abstract, EBSCO, ERIC, Psychological Abstracts, ProQuest or Social Sciences Abstract , Taylor & Francis, Thomson Reuters

The above criteria will be reviewed and updated periodically. It is meant to represent the minimum criteria and general guidelines. Members of faculty are expected to exercise due diligence and utmost care in ensuring that they are publishing in quality academic outlets, taking into consideration the followings:

- The applicant should provide as much evidence as possible on the quality of the journals.
- Although scholarly books, book chapter(s), or literature review papers are evidence of research activities, only one output (**peer reviewed**) can be considered for promotion.
- Any submitted scholarly books or book chapters must demonstrate originality, new contribution to knowledge and be peer reviewed and have the mandatory international ISBN number to be considered;
- The applicant should provide as much evidence as possible on the quality of the journals, book, or book chapter or creative work.
- The submitted scholarly contributions for promotion should be in the applicant discipline micro or macro, have strong relevance to the educational and/or psychological sciences domains.
- 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 applicant's contribution and must enable the integration of a range of perceptions to achieve a balanced judgment. Thus, each department within CED should form a promotion committee of at least three members at an academic rank higher than the applicant's.
- The main task of the department promotion committee is to evaluate the applicant's promotion file based on the University's policy and the baseline expectations as well as the requirements specified by the CED promotion policy.
- Once the department promotion committee concludes its task and makes a recommendation, the department chairperson will evaluate the candidate application emphasizing the quality of

teaching, research, scholarship and service. The department chairperson recommendation must include an assessment of teaching, research, and service contributions of the applicant. If disagreement occurs between department promotion committee and department chairperson, a meeting must take place in order to resolve the differences. Any disagreements with the recommendation made by the department's committee should be explained in the letter of recommendation submitted by the department chairperson.

- The College's 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 will make a recommendation that includes an assessment of teaching, research, and service contributions of the applicant. The recommendation with all supporting documents will be submitted to the Vice President and Chief Academic Officer.
- If disagreement occurs between the College's Dean and the College's promotion committee, the Dean will meet with the committee to try to resolve the differences. Any disagreements with the recommendation made by College's promotion committee should be explained in the Dean's letter.

❖ **Please refer to QU promotion policy and deadlines.**