



كلية الهندسة
College of Engineering
QATAR UNIVERSITY جامعة قطر

QATAR UNIVERSITY COLLEGE OF ENGINEERING

Academic Promotion Guidelines

Effective Fall 2018

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College of Engineering (CENG) ACADEMIC PROMOTION CRITERIA

The College of Engineering (CENG) at Qatar University encourages its faculty for seeking promotion to recognize and reward their achievements in teaching, scholarship, and university and community service. The revised criteria pertain to promotion from the rank of Assistant Professor to Associate Professor and from Associate Professor to Professor.

In addition to the baseline academic promotion requirements set by the University Academic Promotion Policy (PL-ACADEMIC-006), the College of Engineering has developed its Specific Academic Promotion Criteria, listed below.

As per Qatar University policy, confidentiality will be observed throughout the promotion evaluation process. Individuals who have additional questions regarding the promotion process should consult with their Head of Department (HoD) or the Associate Dean for Academic Affairs.

I- TEACHING

Teaching is not limited to lecturing but covers diverse activities in and out of the classroom. The components of teaching include instruction and project/thesis supervision, curriculum development and teaching management, scholarly activities in teaching, teaching outside the course/classroom and student advising. The College of Engineering considers the quality of teaching to be of paramount importance among factors determining promotion.

A. Promotion to Associate Professor

The applicant should demonstrate competence in quality, productivity and professional development in teaching and learning through the following proven achievements.

A-1. Participate actively in teaching/learning

A-2. Deliver effective instruction

A-3. Diversity of teaching (undergraduate/ graduate if applicable)

A-4. Supervision/Co-Supervision of Graduate Students

A-5. Supervision of student's research papers, reports, academic activities, and fieldwork

A-6. Conducting innovative teaching and associated assessment methods to evaluate learning outcomes

Evidence should include but not limited to the last three semesters' student evaluation results of all taught courses, peer evaluation, and teaching appraisal for the last two years of teaching (when applicable). The applicant's teaching evaluation should be no less than "meet expectation" during the promotion period or at least during the immediately preceding year of his/her application.

B. Promotion to Full Professor

In addition to the competencies listed for the promotion to Associate Professor, the applicant should demonstrate professional competence and gain recognition in teaching and learning through the following proven achievements.

B-1. Participate actively and successfully in developing/reviewing programs and teaching/learning processes.

B-2. Gain recognition in the profession through scholarly activities in teaching and learning and/or receiving teaching awards.

B-3. Number of current and successfully supervised graduate students. Clear evidence of supervision must be provided.

B-4. Mentoring of junior faculty members

Evaluation is mainly based on annual appraisal results and recognition letters and certificates. The applicant's teaching evaluation should be no less than "meet expectation" during the promotion period or at least during the immediately preceding year of his/her application.

II. RESEARCH & SCHOLARSHIP

Research and scholarship (creative activity), as demonstrated by publications of various types, are considered to be an essential factor in academic promotion. The most important elements are the quality of publications and a clearly focused research program. The type and quantity of publications required for promotion to various levels depend upon the nature of the applicant's specialization, in conformity with international practice.

A. Promotion to Associate Professor

A-1. 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;

A-2. The minimum requirement is four quality original refereed papers published after the PhD and are not extracted from his/her Masters or Ph.D. thesis; at least three must have been published. The fourth may be accepted for publication;

A-3. At least two of the publications considered toward the promotion must show Qatar University as the primary affiliation for the author (applicant for promotion);

A-4. Papers that are considered toward the promotion evaluation must be published in ISI Web of Science (ISI) indexed journals. The applicant should provide as much evidence as possible on the quality of the journals.

A-5. The college can consider only **one journal paper** that charges publication fees (payment is strictly condition for publication after acceptance) provided its Quartile Rank is **Q1** according to Journal Citation Ranking (JCR) in the year of publication.

A-6. Publications in predator (or potential predatory) journals/publishers are not acceptable for promotion. Applicants are encouraged to check BEALL's List at

(<https://beallslist.weebly.com/>) before submitting their application. Applicants are expected to exercise due diligence and due care in ensuring that they are publishing in high quality outlets.

A-7. Although Scholarly Books, Creative Works (including granted patents), or Literature Review Papers are evidence of research activities, only one can be considered for promotion.

A-8. Other publications may be considered as an evidence of vitality in scholarly work, but may not be counted toward the minimum required number of publications.

A-9. The applicant must be the sole or senior author of at least two of the submitted publications.

A-10. With reference to co-authored publications, a Senior Author is defined as:

a. The first author;

b. The first author after junior team members (student, research assistant or postdoc author);

In all cases of co-authored publications, the applicant for promotion must submit the “Contribution in Collaborative Research Form” signed by the applicant and all the co-authors approving his/her seniority.

A-11. The success in getting funding for research projects as lead PI or co-lead PI and generating publications from such projects is an important element in the promotion evaluation process. Evidence for receiving a research grant, the investigation type (LPI, PI, co=PI) and the start and end dates must be provided.

The CENG strongly encourages candidates to collect and provide evidence and documentations to support all the measures listed in the above criteria.

B. Promotion to Full Professor

B-1. 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;

B-2. The minimum requirement is six qualities original refereed papers published after the PhD, and not extracted from his/her Masters or Ph.D. thesis or used in previous promotion; at least five must have been published. The sixth may be accepted for publication;

B-3. At least two of the publications considered toward the promotion must show Qatar University as the primary affiliation for the author (applicant for promotion);

B-4. Papers that are considered toward the promotion evaluation must be published in ISI Web of Science (ISI) indexed journals.

B-5. The college can consider only **one journal paper** that charges publication fees (payment is strictly condition for publication after acceptance) provided its Quartile Rank is **Q1** according to Journal Citation Ranking (JCR) in the year of publication.

B-6. Publications in predator (or potential predatory) journals/publishers are not acceptable for promotion. Applicants are encouraged to check BEALL's List at (<https://beallslst.weebly.com/>) before submitting their application. Applicants are expected to exercise due diligence and due care in ensuring that they are publishing in high quality outlets.

B-7. Although Scholarly Books, Creative Works (including granted patents), or Literature Review Papers are evidence of research activities, only one can be considered for promotion.

B-8. Other publications will be considered as an evidence of vitality in scholarly work, but will not be counted toward the minimum required number of publications.

B-9. The applicant must be the sole or senior author of at least four of the submitted publications.

B-10. With reference to co-authored publications a Senior Author is defined as:

- a. The first author;
- b. The first author after junior team members (student, research assistant or postdoc);

In all cases of co-authored publications, the applicant for promotion must submit the "Contribution in Collaborative Research Form"¹ signed by the applicant and all the co-authors approving his/her seniority.

B-11. The success in getting funding for research projects as lead PI or co-lead PI and generating publications from such projects is an important element in the promotion evaluation process. Evidence for receiving a research grant, the investigation type (LPI, PI, co=PI) and the start and end dates must be provided.

B-12. Mentoring of junior researchers and supervision of graduate students.

B-13. Internal/external examiner of graduate theses.

The CENG strongly encourages candidates to collect and provide evidence and documentations to support all the measures listed in the above criteria.

II. UNIVERSITY AND COMMUNITY SERVICE

Service to the University is normally evidenced by membership in committees and participation in activities at the department, college and University levels. Such committees may either be official or ad hoc in nature. Service to the University may also be made through efficient discharge of a particular formal task, such as timetabling officer, department board secretary or other extracurricular activities. Contribution to the training of junior staff is considered important to the University. Service to the community may constitute a wide range of activities and responsibilities including technology transfer, editing and refereeing, presentation of public lectures, seminars, workshops, sponsorship of cultural or scientific activities, and directorship of sports teams and events. It is the responsibility of the applicant to bring such activities to the

attention of the Head of Department before or at the appraisal period. Service as a senior academic administrator should receive its due recognition.

A. Promotion to Associate Professor

For the evaluation of the University and Community Service activities, it is essential to provide documented evidence.

A-1. Participation in service activities such as: departmental/college/university committees, outreach committees, organization of workshops, conferences, community engagement, etc.

Evaluation is mainly based on annual appraisal results and acknowledgement letters/certificates.

The applicant's 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.

B. Promotion to Full Professor

In addition to the competencies listed for the promotion to Associate Professor, the applicant should demonstrate professional competence and gain recognition in service through the following proven achievements.

B-1. Serve in an administrative position and/or chair a committee.

B-2. Popularize, disseminate, simplify knowledge through public lectures, short- courses, media talks, media interviews, non-peer-refereed publications, etc.

Evaluation is mainly based on annual appraisal results, acknowledgement letters/certificates, and list of publications of scholarly contributions in academically related service.

The applicant's 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.

III. PROCEDURES FOR ACADEMIC PROMOTION

The promotion will draw upon sufficient expertise to make a competent and equitable assessment of the applicant's contribution and application portfolio. Process adopted will ensure full compliance with the university and college approved academic promotion policy.

College of Engineering follows the university academic promotion process and timelines outlined in the revised and approved academic promotion policy.