



QATAR UNIVERSITY COLLEGE OF LAW

Academic Promotion Guidelines

Effective Spring 2015

College Approved Copy	September 20, 2014
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Introduction

The Faculty Promotion Policy (the Policy) is consistent with the university policy on promotion (attached). Its objective, however, is to delineate the areas when the law discipline and scholarship might be different from other fields of specializations. As with the university policy, the college policy emphasizes the three core academic promotion evaluation areas, which are Teaching and learning; Research, and scholarly; and Service.

General Research Criteria

The purpose of this policy is to improve the level, quantity and quality of research that is carried out at the college. To this end, the research outputs that are to be submitted for promotion purposes must be of very high standard. They must be original work, in-depth and published in internationally diverse outlets.

The Policy adopted criteria for assessing the candidate's research by a simplified method of number of articles published

PROMOTION TO ASSOCIATE PROFESSOR

A: Research

For Promotion to Associate Professor, the candidate must fulfil the following requirements:

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;
2. The candidate must submit a minimum of four refereed (not edited) publications that are not extracted from his/her Masters or Ph.D. thesis, to be considered for promotion and external peer review evaluation;
3. At least two of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion);
4. Papers should be of good quality published in peer-reviewed journals and included in the list of journal approved by the college;
5. At least two submitted must have been published, with two other articles were accepted for publication. The papers must not have been used for any previous promotion;
6. The applicant must be the sole or the senior author of at least three of the submitted publications for promotion. In the case of being a senior author, the applicant should show that his/her contribution is higher than other contributors by providing the attestation of relative percentage of contribution compared to all other contributors; the standard author contribution form should be filled by applicant and should be signed by all co-authors, with each indicating his/her level of contribution. The co-author(s) shall issue a signed statement confirming the applicant as senior author and has contributed, more than 50 percent of the work. The corresponding author is not automatically or necessarily the senior author.
7. College of Law defines senior author to mean:
 - ✓ First author or;
 - ✓ First faculty following student (or research assistants, post-docs);
 - ✓ The last author.

8. 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.
9. A chapter in edited book published by a reputable publisher will count as an article; Only one can be counted towards promotion research requirement.
10. Book reviews and conference papers will not count as articles. In addition, textbooks written for teaching purposes are important but do not count towards promotion.
11. The candidate must have achieved a minimum of ‘Expected’ in the ‘Research’ component of the annual evaluation at QU College of Law during the promotion period or at least during the immediately preceding year of his application.
12. Candidates are encouraged to publish in diverse journals. Beyond the four articles, it is desirable that the candidate published other work including chapters in edited books and authored or co-authored research monographs.

B: Teaching and learning

For Promotion to Associate Professor, the candidate must demonstrate the following requirements for:

- The candidate must demonstrate high levels of teaching.
- The candidate must have achieved a minimum of ‘Expected’ in the ‘Teaching’ part of the annual evaluation at QU College of Law during the promotion period or at least during the immediately preceding year of his/her application.
- The evidence high levels of teaching should be included in the promotion application. These evidence includes (but not limited to) student evaluation of teaching, peer observation reports, participation in teaching methods and strategies. It is also important that the applicant shows evidence of the use of technology in teaching as for example in the use of PowerPoint, blackboard, etc. Any other evidence of extra attention to students in the form joint work advising, suggestions of opportunities for students, writing of references, etc will be an advantage;
- Evidence of Innovative teaching methods such as the inclusion of practical demonstration, invitation of outside experts and practitioners to give talks and guest lectures, encouragement of student engagement and active participation;
- Evidence of commitment to teaching and learning, including willingness to take extra teaching load when necessary, willingness to share ideas on teaching and teaching-related activities, including assessments, with colleagues is of considerable importance;
- Evidence of professional development, including participation in OFID seminars and programs on teaching and related matters is important. Service on teaching and curriculum related committees is also important evidence of commitment to teaching;
- Evidence of seamless link between an applicant’s research and teaching is highly encouraged, but not required.

C: Community Service

For Promotion to Associate Professor, the candidate must demonstrate the following requirements for:

- The candidate for promotion must demonstrate commitment to service at the college, university and the community at large.
- The candidate must have achieved a minimum of 'Expected' in the 'Service' part of the annual evaluation at QU College of Law during the promotion period or at least during the immediately preceding year of his application.
- Evidence of ownership and active contribution to college programs, events and university programs and events;
- Evidence of initiatives or ideas that benefitted the college, students or colleagues will be an advantage;
- The portfolio for promotion must also show evidence of membership of committees or agencies at the national or international levels, giving of seminars or training to groups other than QU students. Consultancy to organizations, firms or departments are all important community service;
- Evidence of collegiality, team work, respect and support for faculty and staff will also be taken into account.

D: Grants

- It is desirable but not a condition that the candidate for promotion has demonstrated the ability to apply for and win research grants . These include, but not limited to, University grant, QNRF grants in the form of JSREP, UREP AND NPRP. Supervision of post-doctoral (e.g. QNRF Postdoctoral Research Award "PDRA") and postgraduate research, as well as support for student research (e.g. QNRF UREP) would be an advantage.

E: Miscellaneous

- The miscellaneous material can relate to the work of the candidate that does not fall neatly into any of the categories of research, teaching and service. It may include for example, notes or letters of commendation for work done by colleagues, students and other people. It may also include statement of reasons why a particular criteria was not fully satisfied.

PROMOTION TO FULL PROFESSOR

As this is the highest stage of academic achievement, the candidate must demonstrate a very high level of work in terms of quality and quantity.

A: Research

For Promotion to Full Professor, the candidate must fulfil the following requirements:

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 the rank of Associate Professor;
2. The candidate must submit a minimum of six refereed (not edited) publications that are not extracted from his/her Masters or Ph.D. thesis, to be considered for promotion and external peer review evaluation;
3. At least two of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion);

4. Papers should be of good quality published in peer-reviewed journals and included in the list of journal approved by the college;
5. At least four of the submitted publications must have been published, with two other articles were accepted for publication. The papers must not have been used for any previous promotion;
6. The applicant must be the sole or the senior author of at least four of the submitted publications for promotion. In the case of being a senior author, the applicant should show that his/her contribution is higher than other contributors by providing the attestation of relative percentage of contribution compared to all other contributors; the standard author contribution form should be filled by applicant and should be signed by all co-authors, with each indicating his/her level of contribution The co-author(s) shall issue a signed statement confirming the applicant as senior author and has contributed, more than 50 percent of the work. The corresponding author is not automatically or necessarily the senior author.
7. College of Law defines senior author to mean:
 - ✓ First author or;
 - ✓ First faculty following student (or research assistants, post-docs);
 - ✓ The last author.
8. 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.
9. A chapter in edited book published by a reputable publisher will count as an article; Only one can be counted towards promotion research requirement.
10. Book reviews and conference papers will not count as articles. In addition, textbooks written for teaching purposes are important but do not count towards promotion.
11. The candidate must have achieved a minimum of ‘Expected’ in the ‘Research’ component of the annual evaluation at QU College of Law during the promotion period or at least during the immediately preceding year of his application.
12. Candidates are encouraged to publish in diverse journals. Beyond the six articles, it is desirable that the candidate published other work including chapters in edited books and authored or co-authored research monographs;

B: Teaching

For Promotion to Associate Professor, the candidate must demonstrate the following requirements for:

- The candidate must demonstrate high levels of teaching.
- The candidate must have achieved a minimum of ‘Expected’ in the ‘Teaching’ part of the annual evaluation at QU College of Law during the promotion period or at least during the immediately preceding year of his application.
- The evidence high levels of teaching should be included in the promotion application. These evidence includes (but not limited to) student evaluation of teaching, peer observation reports, participation in teaching methods and strategies. It is also important that the applicant shows evidence of the use of technology in teaching as for example in the use of PowerPoint, blackboard, etc. Any other evidence of extra attention to students in the form joint work advising, suggestions of opportunities for students, writing of references, etc will be an advantage;

- Evidence of Innovative teaching methods such as the inclusion of practical demonstration, invitation of outside experts and practitioners to give talks and guest lectures, encouragement of student engagement and active participation;
- Evidence of commitment to teaching and learning, including willingness to take extra teaching load when necessary, willingness to share ideas on teaching and teaching-related activities, including assessments, with colleagues is of considerable importance;
- Evidence of professional development, including participation in OFID seminars and programs on teaching and related matters is important. Service on teaching and curriculum related committees is also important evidence of commitment to teaching;
- Evidence of seamless link between an applicant's research and teaching is highly encouraged, but not required.

C: Community Service

For Promotion to Associate Professor, the candidate must demonstrate the following requirements for:

- The candidate for promotion must demonstrate commitment to service at the college, university and the community at large.
- The candidate must have achieved a minimum of 'Expected' in the 'Service' part of the annual evaluation at QU College of Law during the promotion period or at least during the immediately preceding year of his application.
- Evidence of ownership and active contribution to college programs, events and university programs and events;
- Evidence of initiatives or ideas that benefitted the college, students or colleagues will be an advantage;
- The portfolio for promotion must also show evidence of membership of committees or agencies at the national or international levels, giving of seminars or training to groups other than QU students. Consultancy to organizations, firms or departments are all important community service;
- Evidence of collegiality, team work, respect and support for faculty and staff will also be taken into account.

D: Grants

- It is desirable but not a condition that the candidate for promotion has demonstrated the ability to apply for and win research grants. These include, but not limited to, University grant, QNRF grants in the form of JSREP, UREP AND NPRP. Supervision of post-doctoral (e.g. QNRF Postdoctoral Research Award "PDRA") and postgraduate research, as well as support for student research (e.g. QNRF UREP) would be an advantage.

E: Miscellaneous

- The miscellaneous material can relate to the work of the candidate that does not fall neatly into any of the categories of research, teaching and service. It may include for

example, notes or letters of commendation for work done by colleagues, students and other people. It may also include statement of reasons why a particular criteria was not fully satisfied.

Promotion of Clinical Faculty Members

- All of the above rules for promotion shall apply to the promotion of clinical faculty members.
- Although teaching and service are the most important items for the promotion of clinical faculty members, interest in research as evidenced by publications, conference presentations and grant applications will be desirable.

Procedural Rules

- The promotion application portfolio must be divided into four clear parts; research, teaching, service and miscellaneous. The four parts must show clearly how each criterion is met by the candidate.
- The Associate Deans are available for consultation during the preparation of the portfolio. When the portfolio is all done, it must be submitted to the Dean.
- Dean will form a promotion committee of at least three members at an academic rank higher than the applicant's;
- The main task of the promotion committee is to evaluate the applicant's promotion file based on the University baseline expectations and requirements specified by the College of Law promotion policy;
- The Dean will then forward application for promotion to the College Promotions Committee. The committee will meet and examine the portfolio and forward their recommendation to the Dean;
- The dean will make a recommendation to VPCAO, including the assessment of teaching, research, and service contributions of the applicant;
- If disagreement occurs between the College dean and the College promotion committee, the dean will meet with the committee to try to resolve the differences. Any disagreements with the college committee's recommendations should be explained in the recommendation letter of the Dean;
- The candidate will be informed of the College's decision by the end of October (for the Fall) March (for the Spring). The College Promotion Committee or the Dean reserves the right to ask for further information or material regarding the application.
- QU promotion process and deadlines will apply.

Confidentiality

- All proceedings of the Promotions Committee shall be confidential;
- All communications regarding a particular application shall be confidential;
- Individual committee members are prohibited from discussing promotion applications with individual or group of faculty members, unless expressly and specifically authorized by the Dean on the advice of the Promotions Committee;

- Faculty members are to refrain from enquiring about pending promotion applications or the reasons for an unfavorable decision from individual committee members.

Approved Oct, 2014