



**QATAR UNIVERSITY
COLLEGE OF PHARMACY (CPH)**

CPH Promotion Guidelines
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COLLEGE OF PHARMACY

Promotion Guidelines and Procedures

This document is to supplement and not to contradict with

QU FACULTY HANDBOOK: Academic Bylaws, Faculty Senate Bylaws,
And the QU Academic Policies and Procedures

http://www.qu.edu.qa/offices/vpcao/documents/publications/faculty_handbook/html/
and,

Academic Promotions Committee Terms of Reference and Operational Guidelines.

http://www.qu.edu.qa/offices/vpcao/faculty_promotion.php

The purpose of the promotion policy at CPH is to:

- promote faculty members whose performance demonstrates particular merit in teaching, research, administration, service and leadership in the university and professional activities to the community; and,
- provide CPH guidelines and procedures for promotion.

Assessment of the candidate for promotion:

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

- Teaching;
- Scholarship;
- Community Service; and
- Clinical Service (for Cross-Appointment Faculty only)

Requirements for Promotion to the Rank of Associate Professor or Clinical Associate Professor:

Clinical/Associate Professor: The candidate must show high-quality performance in all three areas of teaching, scholarly endeavors and service. The candidate must have demonstrated high level performance that is most likely to be sustained. A satisfactory or adequate record as a clinical/assistant professor is not sufficient; there must be very clear indication, based on hard evidence and outside peer evaluations, that the candidate has in fact attained high levels of accomplishment.

- Must be a regular faculty member, and must have spent at least one year at Qatar University, and must have spent no fewer than five years in their current rank

- The **minimum** requirement to apply for promotion to clinical/ associate professor is four quality refereed original papers at least three of which are already published (the fourth can be accepted and not yet published);
- Three of the papers shall be published in international peer-reviewed journals where one of them at least listed in Science Citation Index (SCI - Thomson Reuters) Database.
- At least two of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion);
- If the faculty member's terminal degree is outside his/her teaching field he/she should have established a research record in Pharmacy related disciplines;
- The emphasis is on quality of the articles and quality of the outlets as measured by indicators such as ranking, impact factor, indexing and acceptance rate. At least one of the four papers should be of significant intellectual contribution as evidenced by the ranking, the impact factor, or the indexing of the journal. The remaining papers should be of acceptable quality published in journals. CPH will recognize journals listed in the following databases and the following criteria:
 - Listed either in Science Citation Index (SCI - Thomson Reuters)
<http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jlresults.cgi?PC=K> or

Science Citation Index Expanded (SCIE - Thomson Reuters)
<http://science.thomsonreuters.com/cgi-bin/jrnlst/jlresults.cgi?PC=D>;
 - With an acceptance rate of 30% or better. In cases of high impact, high quality specialized low volume journal that do not meet this requirement, an adjudication process by the committee will be conducted to advise on the acceptability of the journal.
 - Impact factor of at least 1;

The above are only meant to represent minimum criteria and general guidelines. Authors are expected to exercise due diligence and due care in ensuring that they are publishing in quality outlets.

- The applicant must be the senior author in at least two of the submitted publications;
- Senior author is defined as:
 - The first; or
 - Last 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.

- Of the four minimum publications, no more than one would be in open-access journals that charge publication fees; any applicant who chooses to submit more than one paper will have it subjected to an adjudication process by the committee and will be advised of the paper's acceptability on a case by case basis.
- The applicant should provide sufficient evidence on the quality of the journals;
- One granted patent, review article or scholarly book and or chapter(s) in books are evidence of research activities, It will be counted for promotion to Associate rank only providing that the review or the book is refereed and the book publisher is among the world leading; and,
- Conference proceedings and presentations do not count for promotion.
- 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.

Requirements for Promotion to the Rank of Professor or Clinical Professor:

Clinical/Professor: This rank is reserved for candidates who have established reputations in their respective fields and whose contributions to their profession, as well as work in support of the University's mission, are deemed excellent. There should be evidence of significant development and achievement in teaching, scholarship and service since being appointed to the rank of clinical/associate professor. The candidate must have clear evidence as documented by outside peer evaluations as well as other materials.

- Must be a regular faculty member, and must have spent at least one year at Qatar University, and must have spent no fewer than five years in their current rank
- The ***minimum*** requirement to apply for promotion to the rank of professor is six quality original papers at least five of which are already published (the sixth can be accepted and not yet published);
- Papers must not have been used for previous promotion and their publication date must be post-previous promotion. The emphasis is on quality of the articles and quality of the outlets as measured by variables such as acceptance rate and impact factor;
- At least two of the publications must show Qatar University as the primary affiliation for the author (applicant for promotion);
- If the faculty member's terminal degree is outside his/her teaching field he/she should have established a research record in the Pharmacy related disciplines;
- The candidate must be the senior author in at least four of the submitted publications;
- Senior author is defined as:
 - The first; or
 - Last 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.

- Five of the articles must be published in international peer-reviewed journals where two of them at least listed in Science Citation Index (SCI - Thomson Reuters) Database.
- Articles should be published in journals approved by the College of Pharmacy as per the following criteria:
 - Listed either in Science Citation Index (SCI - Thomson Reuters) <http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jlresults.cgi?PC=K> or

Science Citation Index Expanded (SCIE - Thomson Reuters) <http://science.thomsonreuters.com/cgi-bin/jrnlst/jlresults.cgi?PC=D>;
 - With an acceptance rate of 30% or better. In cases of high impact, high quality specialized low volume journal that do not meet this requirement, an adjudication process by the committee will be conducted to advise on the acceptability of the journal.
 - Impact factor of at least 1;

The above are only meant to represent minimum criteria and general guidelines. Authors are expected to exercise due diligence and due care in ensuring that they are publishing in quality outlets.

- The applicant should provide sufficient evidence on the quality of the journals;
- Of the six minimum publications, no more than one would be in open-access journals that charge publication fees; any applicant who chooses to submit more than one paper will have it subjected to an adjudication process by the committee and will be advised of the paper's acceptability on a case by case basis.
- One granted patent is counted towards promotion.
- Conference proceedings and presentations, reviews, books or book chapters do not count for promotion.
- 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.

Procedures 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:

- The Dean will form a promotion committee of five members chaired by the Associate Dean of Research and Graduate Studies, at or above the rank to which the candidate seeks academic promotion.
- The main task of the college promotion committee is to evaluate the applicant's promotion file based on the University baseline expectations and requirements specified by the CPH promotion policy;
- Once the college promotion committee concludes its task and makes a recommendation, the chairperson will evaluate the candidate application, after consulting with the section head, emphasizing the quality of teaching, research, and service. The chairperson recommendation must include an assessment of teaching, research, and service contributions of the applicant.
- The dean will make a recommendation to include an 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.
- For Promotion application timelines, please refer to QU promotion process and deadlines.

Guidelines for assessment:

- ❖ Teaching: The following aspects will be employed in assessing the quality of teaching for promotion:

Dimension	Assessment	
	To Associate Professor	To Professor
Student evaluation of faculty	The candidate overall average on faculty appraisal during the promotion period should be expected or above expected.	The candidate overall average on faculty appraisal during the promotion period should be expected or above expected.
Peer evaluation	The candidate is expected to score 70 on average during the promotion period.	The candidate is expected to score 70 on average during the promotion period.
Course portfolio	Course portfolio must include a syllabus, learning outcomes, different assessment tools, pedagogical, sample of student's work, sample of faculty work, copies of the exams, projects, cases used in the course, teaching philosophy, reflection statement. Must submit a minimum of three course portfolios (lower level and upper level).	Course portfolio must include a syllabus, learning outcomes, different assessment tools, pedagogical, sample of student's work, sample of faculty work, copies of the exams, projects, cases used in the course, teaching philosophy, reflection statement. Must submit a minimum of three course portfolios (lower level, upper level, and

		graduate level).
Diversity in teaching	Candidate must have taught different levels of courses, including lower level and upper level. Although graduate teaching will not be mandatory, though it is expected and encouraged.	Candidate must have taught different levels of courses, including lower level, upper level, and graduate courses.

- ❖ **Scholarship:** The following aspects will be employed in assessing the scholarship quality of candidates.

Dimension	Assessment	
	To Associate Professor	To Professor
Outlet Quality	Ranking, impact factor, indexing and acceptance rate.	
Supervision/Refereeing	Supervision of graduation projects is expected.	Expected to supervise graduate projects inside or outside of Qatar University or serve as external reviewer for promotion; Serve on board membership of journals. Other equivalent academic activities will be considered
Funded research	Applicants are expected to have at least one funded research.	Applicants are expected to have a minimum of two funded proposals whether internally or externally.

- ❖ **Service Contributions:** The following aspects will be employed in assessing the quality of professional service for promotion:

Dimension	Assessment	
	To Associate Professor	To Professor
Leadership	Chair of committee at the college level, or department level or be an active member of at least three committees	Chair of a committee at the college or university level.
Initiative	Proposing new courses, champion a MoU or workshops.	Proposing new programs or concentrations.
Community service	Serving on boards of	Serving on boards of

	professional organizations.	regional and international professional organizations.
Professional membership	Member in professional organizations.	Leadership in professional organizations.

❖ Assessment of Competencies in Clinical Services:

Dimension	Assessment	
	To Associate Professor	To Professor
Leadership	Chair of committee at the college level, or department level.	Chair of a committee at the college or university level.
Initiative	Demonstrates the ability to offer rotation sites for PharmD, SPEP, and other visiting students, training of clinical site staff pharmacists, educational in-services to other health professionals, promotion of patient advocacy initiatives	Distinguish ability in offering rotation sites for PharmD, SPEP, and other visiting students, training of clinical sites staff pharmacists, educational inservices to other health professionals, promotion of patient advocacy initiatives
Community service	Serving on hospital committees, and or professional organization	Serving on boards of regional and international professional organizations.
Professional membership	Member in professional organizations.	Leadership in professional organizations.
Clinical Practice	Demonstrates ability in development and establishment of a clinical pharmacy service, development of collaborative practice agreements, development of clinical protocols or institution based guidelines, documentation of interventions	Leadership and innovative ability in development and establishment of a clinical pharmacy service, development of collaborative practice agreements, development of clinical protocols or institution based guidelines, documentation of interventions