

Academic Support Faculty Promotion Policy

Document Information:

This is a translation of the Official Arabic version. In case of any Discrepancies, the Arabic version shall prevail.

Legislative Instrument Type	Policy
Legislative Instrument Number	VPAA-PL-58
Legislative Instrument Title	Academic Support Faculty Promotion Policy
Category	Academic Policy
Competent Authority	Vice President for Academic Affairs
EMC Review Date	March 25, 2025
Effective Date	Fall Semester 2025
Related Legislative Instruments	– Faculty Affairs Bylaws – Professional Conduct Guidelines for Faculty Members
Board of Regents Approval Date	April 14, 2025



1. Purpose

The purpose of this policy is to establish promotion criteria to the academic ranks € and (F) for Academic Support Faculty Members, in order to provide opportunities for promotion and encourage their professional development.

2. Scope

This policy applies to the promotion of Academic Support Faculty Members to the ranks (F) and (E).

3. Definitions

In the application of the provisions of this policy, the following words and phrases shall have the meanings assigned to them below, unless the context requires otherwise.

Term	Definition
University	Qatar University
President	President of Qatar University
The Competent VP	Vice President for Academic Affairs
Promotion Committee	A committee formed by the Vice President for Academic Affairs, including representatives from different University sectors. It evaluates promotion applications to academic ranks € and (F) for Academic Support Faculty Members.

Academic Support Faculty Members	Includes Academic Advisors, Library Specialists, and Learning Support Specialists and Equivalent Positions
Professional Development Certificate	A certificate obtained after completion of a comprehensive set of training courses and professional development workshops.

4. Policy Provisions

General Provisions

Article (1)

The following general provisions apply to the promotion of the categories covered by this policy:

1. An applicant for promotion may only be promoted to the grade immediately following the grade they currently occupy.
2. With the exception of academic degree certificates, it is not permitted to use research papers, research posters, professional development certificates, or conference attendances that were used for appointment to the current job grade or for a previous promotion at the University.
3. All procedures related to the review of a promotion application shall be suspended if the contract with the applicant is not renewed, effective from the date of the issuance of the non-renewal decision.

Article (2)

A promotion cycle is conducted once every academic year during the fall semester, announced by the Office of the Vice President for Academic Affairs at the beginning of each academic year, specifying the timeline.



Article (3)

Appointments to the grades mentioned in this policy are subject to the provisions stipulated in the Bylaws of Faculty Affairs and the related regulations and procedures at the University.

Promotion Conditions

Article (4)

To be eligible for promotion, the applicant must meet the following conditions:

1. To have worked at the University on a full-time basis, in their current grade, for a period of no less than five years at the time of submitting the application.
2. Their rating in the annual performance appraisal must not be less than "Expected" in the three years preceding the promotion application.
3. Not subject to any disciplinary penalty within the three years preceding the promotion application, with the exception of violations for which the statute of limitations does not expire within this period.
4. Must hold an approved Professional Development Certificate from the Dean of the relevant college or director concerned, with clearly defined criteria and specific output.
5. The academic degree certificates intended to be used for promotion purposes must be approved by the competent authority at the University.
6. Provide evidence of obtaining no less than 100 promotion points, taking into account that the professional development points are distributed over no less than three academic years, in accordance with the point calculation method shown in Article (5).
7. It is permissible to apply for promotion after working full-time at the University in the same grade for a period of no less than four years, should the applicant obtain 150 promotion



points, taking into account that the professional development points are distributed over no less than three academic years, in accordance with the point calculation method shown in Article (5).

Method of Calculating Promotion Points

Article (5)

Promotion points are calculated for the applicant who has worked at the University on a full-time basis in their current grade for a period of no less than five years. This is based on the total points obtained by the applicant after fulfilling at least three of the criteria listed in Table (1) and Table (2), and in accordance with the following:

1. A minimum of 60 points must be accumulated from professional development certificates.
2. Regarding a case study, work paper, research paper, and research poster, the points for the work itself are only counted once, even if it is later published in a peer-reviewed journal.

Article (6)

Promotion points are calculated for the applicants who have worked at the University on a full-time basis in their current grade for a period of no less than four years. This is based on the total points obtained by the applicant after fulfilling at least three of the criteria listed in Table (1) and Table (2), and in accordance with the following:

1. A minimum of 90 points must be accumulated from professional development certificates.
2. Regarding a case study, work paper, research paper, and research poster, the points for the work itself are only counted once, even if it is later published in a peer-reviewed journal.

5. Appendices

Table 1: Criteria and Points for Promotion from Rank G to F

#	Criterion	Points
1	Obtaining a Master's degree.	20
2	Obtaining a professional development certificate in the applicant's field of work.	15
3	Publishing a case study, work paper, or research paper related to the applicant's field of work in a peer-reviewed professional or academic journal as a principal or sole researcher.	15
4	Publishing a case study, work paper, or research paper related to the applicant's field of work in a peer-reviewed professional or academic journal as a co-researcher.	10
5	Presenting a case study, work paper, research paper, or research poster related to the applicant's field of work at a peer-reviewed conference as a principal or sole researcher.	10
6	Presenting a case study, work paper, research paper, or research poster related to the applicant's field of work at a peer-reviewed conference as a co-researcher.	5

7	Attending a conference or scientific event related to the applicant's field of work without presenting a case study, work paper, research paper, or research poster, and submitting a reflection paper on the conference or event, approved by the Dean of the College or the Director under whose supervision the applicant works.	5
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Table 2: Criteria and Points for Promotion from Rank F to E

#	Criterion	Points
1	Obtaining a Doctorate degree.	30
2	Obtaining a professional development certificate in the applicant's field of work.	15
3	Publishing a case study, work paper, or research paper related to the applicant's field of work in a peer-reviewed professional or academic journal as a principal or sole researcher.	15
4	Publishing a case study, work paper, or research paper related to the applicant's field of work in a peer-reviewed professional or academic journal as a co-researcher.	10
5	Presenting a case study, work paper, research paper, or research poster related to the applicant's field of work at a peer-reviewed conference as a principal	10

	or sole researcher.	
6	Presenting a case study, work paper, research paper, or research poster related to the applicant's field of work at a peer-reviewed conference as a co-researcher.	5
7	Attending a conference or scientific event related to the applicant's field of work without presenting a case study, work paper, research paper, or research poster, and submitting a reflection paper on the conference or event, approved by the Dean of the College or the Director under whose supervision the applicant works.	5