

Academic Policy – Promotion for Teaching Assistants, Research Assistants, Lecturers, Associate Researchers, and Postdoctoral Researchers - 057

Document Information:

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

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Legislative Instrument Number	VPAA-PL-057-V1
Legislative Instrument Title	Promotion Policy for Teaching Assistants, Research Assistants, Lecturers, Associate Researchers, and Postdoctoral Researchers
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1. Objective/Purpose

The objective of this policy is to define the criteria for the academic promotion of Teaching Assistants, Research Assistants, Lecturers, Associate Researchers, and Postdoctoral Researchers within the University's colleges and research centers. The policy aims to provide development opportunities and foster professional growth.

2. Source/Authority

This policy and its accompanying procedures and specific criteria were formulated and drafted by the Office of the Vice President for Academic Affairs. It was approved by a decision of the University President and has been ratified.

The Office of the Vice President for Academic Affairs is the entity legally entrusted and responsible for the supervision, administration, and implementation of the frameworks of this policy and all its accompanying procedures.

3. Who should be aware of this policy?

- University President
- Vice Presidents
- General Counsel
- Deans of Colleges
- Directors/Heads of Departments
- Faculty Members



- Post Graduate Students
- All Employees

4. Policy Description

Qatar University is always committed to providing equal opportunities and a clear career path for all faculty members. This policy outlines clear guidelines and standards for faculty members at the level of Teaching Assistant, Research Assistant, Lecturer, Associate Researcher, and Postdoctoral Fellow in colleges and research centers for promotion purposes. This policy supersedes any previous policy related to the same subject.

5. 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
Board	The Board of Regents of Qatar University.
Promotion Committee	The University Promotion Committee

6. Policy Provisions



Article (1)

General Provisions

1.1. The provisions of this policy constitute the minimum requirements for the promotion of university affiliates in the ranks of Teaching Assistant, Research Assistant, Lecturer, Associate Researcher, and Postdoctoral Researcher.

1.2 All Teaching/Research Assistants, Lecturers, Associate Researchers, and Postdoctoral Fellows must meet the conditions and requirements stated in this policy before applying for promotion. Promotion decisions made at other universities after commencing employment at the University are not recognized.

1.3. All procedures related to a promotion application shall be suspended upon the issuance of a non-renewal decision for the applicant's employment contract, effective from the date of said decision.

1.4. All procedures concerning promotion applications and grievances are subject to the provisions of the Academic Promotion Bylaws as administered by the University's Academic Promotions Committee, with the exception of provisions related to the external review of research submitted for promotion.

Article (2)

General Conditions for Applicants

2.1. Applicants for promotion must meet all of the following general conditions:

2.1.1. Be a full-time employee of the University.

2.1.2. Completed a period of no less than five years of full-time service at the University in their current rank, calculated from the date of appointment or the date of the President's approval of the previous promotion.



2.1.3. Not subjected to any disciplinary penalty for a violation of the professional code of conduct during their service at the University within the three years preceding the promotion request, with the exception of violations not subject to a statute of limitations.

2.1.4. Have an overall rating in the annual performance report of no less than "Expected" for the five years of service preceding the promotion request.

2.1.5. Have a teaching or research evaluation in the annual performance report of no less than "Expected" for the five years of service preceding the promotion request.

2.1.6. Promotion is permissible only to the academic rank immediately superior to the rank currently held by the applicant.

2.1.7. For programs taught in English, the Committee reserves the right to require an applicant to provide proof of passing the IELTS test or its equivalent from other internationally accredited tests, to ascertain their English language proficiency upon their first promotion request at the university, based on justifiable grounds.

Article (3)

General Conditions for Research Submitted for Promotion

3.1. All research submitted for promotion must satisfy the following conditions:

3.1.1. Be published or accepted for publication in a journal from the list of approved journals for promotion by the respective college or research center.

3.1.2. Meet the quality standards adopted in the promotion guidelines for the respective college or research center.

3.1.3. Declare Qatar University as the sole affiliation in all research outputs submitted for promotion.

3.1.4. Not have been used in any previous promotion.

3.1.5. Not have been published or accepted for publication prior to the previous promotion.



3.1.6. Research submitted for promotion must not be extracted from the applicant's Master's or Doctoral thesis.

3.2. A single contribution as a co-inventor in a patent registered at Qatar University within the last five years may substitute for one research paper for a single promotion. In such cases, no research extracted from the same registered patent will be accepted for that promotion.

Article (4)

Promotion to Teaching Assistant/Research Assistant (Rank F)

4.1. The applicant must hold a Master's degree in their specialization from a university recognized and accredited by the State.

4.2. An applicant for promotion to Teaching Assistant must fulfill one of the following research requirements:

4.2.1. Two papers as a co-author; or

4.2.2. One paper as the lead or sole author.

4.3. An applicant for promotion to Research Assistant must fulfill one of the following research requirements:

4.3.1. Three papers as a co-author; or

4.3.2. Two papers as the lead or sole author.

Article (5)

Promotion to Lecturer, Associate Researcher, or Postdoctoral Researcher (Rank E)

5.1. The applicant must hold a Doctoral degree in their specialization from a university recognized and accredited by the State.

5.2. An applicant for promotion to Lecturer is required to have published two research papers, being the lead or sole author of at least one paper.



5.3. An applicant for promotion to Associate Researcher or Postdoctoral Researcher is required to have published four research papers, being the lead or sole author of at least two papers.

Article (6)

Promotion to Assistant Professor/Assistant Research Professor (Rank D)

6.1. The applicant must hold a Doctoral degree in their specialization from a university recognized and accredited by the State.

6.2. Promotion to the rank of Assistant Professor or Assistant Research Professor is subject to the availability of an approved and vacant position in the relevant rank and specialization.

6.3. An applicant for promotion to Assistant Professor is required to have published three research papers, being the lead or sole author of at least two papers.

6.4. An applicant for promotion to Assistant Research Professor is required to have published five research papers, being the lead or sole author of at least three papers.