

Regulations and Procedures for Implementing the Rolling Contracts Policy for Faculty Members at Qatar University

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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1. Purpose and Scope of Application of the Regulations and Procedures

1. The purpose of these Regulations and procedures is to implement the Rolling Contracts Policy for Faculty Members at Qatar University, ensuring academic stability and stimulating excellence in research performance, teaching, and community service.
2. These Regulations and procedures apply to full-time faculty members at the University holding the rank of Associate Professor / Associate Research Professor / Associate Clinical Professor and above.

2. 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 | The President of Qatar University |
| Vice President | The Executive Vice President for Academic Affairs |
| Rolling Contract | An employment contract with a duration of four years, renewed annually for the same period. |
| Competent Committee | The committee formed by the Executive Vice President for Academic Affairs to study the files of candidates for rolling contracts granting, or to conduct a comprehensive review of the granted rolling contracts. |

3. Provisions of the Regulations and Procedures

Article (1)

Following the completion of each annual faculty contract renewal cycle, the Office of the Vice President shall issue a circular to all academic units requesting the submission of nominations for rolling contracts, from among faculty members who satisfy the eligibility conditions for the grant of rolling contracts, in accordance with the provisions set forth in the approved policy.

Each college affiliated with the Health and Medical Sciences Sector, and each research entity affiliated with the Research and Innovation Sector, shall submit nominations for rolling contracts to the Vice President of the relevant Sector for review. Upon approval, the nominations shall be forwarded to the Office of the Executive Vice President for Academic Affairs.

Article (2)

When nominating a faculty member for a rolling contract, the following documents must be attached:

1. Updated curriculum vitae.
2. A summary of relevant academic, research, and community activities.
3. Copies of annual evaluations for the previous three years, with a rating not less than "Meets Expectations" in any of them.

Article (3)

The Vice President shall form a competent committee, comprising members from the Academic

Affairs Sector, the Research and Innovation Sector, and the Health and Medical Sciences Sector. The committee shall study the files of candidates for rolling contracts granting and conduct a periodic comprehensive review of previously granted rolling contracts, in accordance with the conditions and provisions stated in the approved policy. The committee shall develop clear evaluation criteria and a matrix, which shall be reviewed and approved by the Vice President.

Article (4)

The committee shall submit its recommendations to the Vice President, which must necessarily include a statement on the extent to which each candidate meets the conditions stated in both the approved policy and regulations and procedures, and a statement ranking the eligible candidates in a preferential order.

Article (5)

The Vice President shall review the list of eligible candidates and may select a final list from among the eligible candidates to be submitted to the President for approval.

Article (6)

After the President approves the final list of eligible candidates, the Office of the Vice President shall send the approved list to the Human Resources Department to take the necessary procedures for contracting with the concerned faculty members.

Article (7)

Rolling contracts shall be concluded according to the approved form at the University, and an

original copy shall be kept in the faculty member's file.

Article (8)

The Office of the Assistant Vice President for Faculty Affairs shall renew the Rolling contract of a faculty member annually, after verifying the fulfillment of the following:

1. The faculty members shall maintain their performance level during the concerned renewal year.
2. Their employment record shall be free of any disciplinary penalties since being granted the rolling contract.

Article (9)

The Competent Committee shall conduct a comprehensive review of the performance of the faculty member holding a rolling contract, according to the following procedures:

1. Verifying that the concerned faculty member fulfills the following:
2. Maintaining their performance level during the three years under review.
3. Achieving a "Meets Expectations" performance rating in the areas of teaching, research, and community service during the same period.
4. Keeping their employment record clear of any disciplinary penalties during the review period.
5. The committee shall prepare the comprehensive review report and submit it to the Vice President, including an assessment of the aforementioned elements for each concerned faculty member, and a recommendation regarding the continuation or termination of their rolling contract.

Article (10)

The Vice President shall review the report of the Competent Committee and may select the final

list from among the faculty members recommended for continuation or termination of their rolling contract, to be reported to the President for approval.

Article (11)

After the President approves the final list, the Office of the Vice President shall send the approved list to the Human Resources Department to take the necessary procedures.

Article (12)

If the President decides to terminate a faculty member's rolling contract, the Human Resources Department shall notify the concerned faculty member of the termination of their rolling contract.

Article (13)

A faculty member whose rolling contract has been terminated may not be nominated for another rolling contract subsequently.

Article (14)

These Regulations and procedures shall be applied starting from the Fall 2025 semester, and any previous provisions or instructions contradicting them shall be canceled.