

Qatar University
College of Arts and Sciences (CAS)



Academic Promotion Guidelines

Sciences and Applied Sciences Cluster (SASC)

Regular Track Faculty

Approved	Fall	2022
Effective	Spring	2024

The purpose of the promotion Guidelines at CAS is to:

1. 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;
2. Provide college-based guidelines and procedures for promotion, consistent with, and complementary to, QU promotion guidelines. For full details of QU Promotion Policy, please visit: <http://www.qu.edu.qa/offices/vpaa/faculty/promotion>

General Guidelines:

1. Faculty whose contract has been terminated or faculty who has been notified of a contract non-renewal decision cannot apply for promotion;
2. Applicants must not have scored “Below Expectations” in the annual appraisal in the year preceding consideration for promotion;
3. At least half of the publications required and thus submitted for promotion must show Qatar University as the sole affiliation. As per QU policy, joint affiliation is only permitted during the first six months after joining Qatar University provided that Qatar University is listed as the first affiliation for the applicant.

Definitions:

- Senior Author: Senior author is generally defined as the principal investigator who leads a study and provides the highest contribution to the research outcome. The Senior Author typically takes overall responsibility for the main content of the research. CAS defines a senior author as:
 - “First Author” as designated on the publication, Or
 - “Corresponding Author” as designated on the publication.
- Promotion Public Lecture: A mandatory lecture is required of all applicants seeking promotion. This lecture should be a focused presentation of the applicant's main research contributions, achievements, and accomplishments.

Requirements for Promotion to the Rank of Associate Professor:

The promotion file for promotion to the rank of Associate Professor consists of three areas – for “**Regular Track Faculty**”:

Category 1: Teaching – (Assessment scale - Meet Expectations /Below Expectations). Based on the faculty’s annual appraisal system. Please refer to Table 1.

Category 2: Service - (Assessment scale - Meet Expectations /Below Expectations). Based on the faculty’s annual appraisal system. Please refer to Table 2.

Category 3: Scholarship

- i) **Scholarly Services** – Please refer to **Table 3-i)** below for assessment score details.
- ii) **Publication** – Please refer to **Table 3-ii)** below for assessment score details.

The minimum requirements to apply for promotion to Associate Professor are given below.

- Applicants must be regular QU faculty members and must have spent at least one year at Qatar University and must have spent no fewer than five years in the rank of Assistant Professor. Faculty members, however, may apply for promotion after four years in the rank of Assistant Professor if they meet the exceptional requirements outlined in QU Policy (see QU policy);
- All QU general promotion policies stated above apply to this college promotion requirement.
- Applicants must score “**Meet Expectations**” on category 1 (“**Teaching**”) and category 2 (“**Service**”) in the year preceding consideration for promotion, and must not have scored “**Below Expectations**” more than once during the 4 years preceding consideration for promotion;
- Applicants must achieve the minimum required scores for category 3 (**Scholarship: for both “scholarly services” and “publication”**) as shown in Tables 3-i) and 3-ii);
- Applicant must score in at least two criteria for scholarly services shown in Table 3-i)
- All impact factor scores and journals ranking (when applicable) are measured based on the stated year of publication;
- Applicants seeking promotion to the rank of Associate Professor must submit a minimum of **five (5)** publications, **three (3)** of which must be published. The publications must adhere to both QU and CAS quality criteria – see below;
- Applicant seeking promotion to an Associate Professor must be the sole or senior author for at least 70% of the submitted publications, two of which should be published in **Q1** journals as outlined in the publication table below;
- Publications must not have been extracted from the applicant’s Master or Ph.D. theses.
- Research faculty seeking promotion to the rank of Associate Professor must provide at least twice the number of publications required of a faculty member applying for promotion to the rank of Associate Professor (i.e. a minimum of ten (10) publications). All other criteria apply under the same requirements including “scholarly services”; however, research track faculty must satisfy at least one of the criteria requirements outlined under the “Grants” category in “scholarly services”;

- A mandatory lecture is required of all applicants seeking promotion to the rank of Associate Professor. This lecture should be a focused presentation of the applicant's main research contributions, achievements, and accomplishments. The date of the lecture shall be determined by the college promotion committee and the committee shall arrange the lecture with the applicant prior to delivery.

Table 1 Category 1: Teaching	
Meet expectation ^a ()	Below Expectation ()

^a70% or higher as based on the QU Annual Appraisal System = Meets expectation

Table 2 Category 2: Service	
Meet expectation ^b ()	Below Expectation ()

^b70% or higher as based on the QU Annual Appraisal System = Meets expectation

Table 3-i) Category 3: Scholarship		
3-i) Scholarly Services		
Criteria	Scoring	
	Criteria	Maximum possible score for this item (in points)
1- QU Merit Award for Outstanding Faculty	20 points	20
2- Research Excellence Award (University level)	15 points	15
3- Research Excellence Award (College level)	12 points	12
4- Research Award (Recognized Internationally)*	10 points	10
5- Research Award (Regional level)*	8 points	8
6- Grants	LPI: 4 points**	8
(A) Highly competitive grants (external/international)	PI: 2.5 points	
(B) University based grants (<i>excluding student grants</i>)	LPI: 2 points	5
	PI: 1 point	
(C) Student grants	LPI: 1 point	2
	PI: 0.5 point	
7- Graduate Supervision or Co-Supervision	Supervisor or co-supervisor: 2 points	5
	Committee member: 1 point	
8- Manuscript (including monographs, journals articles, conference papers...etc.) or Grant Reviewer	Manuscript or Grant Reviewer: 0.5 points	2
9- textbooks, Books, Grant reviewer, or providing consultation services in the field of specialization	1 point	3
10- Editorial board membership (<i>Journals indexed in Scopus or Web of Science</i>)	Editorial board member: 3 points	5
	Guest editor for special edition: 1 point	
11- Other		4
Keynote speaker	2 points for each	
Conference presentation	1 point for each	
Conference organizer	1 point for each	

* As based on the judgment of leading and independent experts and professionals in the field, and must be awarded during the faculty's employment at Qatar University

** LPI is defined as the "Lead Principal Investigator" of the research grant and is responsible for the full supervision and performance of the research grant.

A Phase Transition for the Score in “Scholarly Services” for promotion to the rank of Associate Professor (after policy approval):

- Minimum required points for year 1: **7 points**
- Minimum required points for year 2: **8 points**
- Minimum required points thereafter: **10 points**

Table 3-ii) Publications	
Tier 1 (10 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the top 10 percentile ranking (Q1) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category.
Tier 2 (8 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the ranking (Q1) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category. ❖ Granted International Patent (Maximum one to be counted).
Tier 3 (6 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the ranking (Q2) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category. ❖ Refereed book (or book chapter) by an international publisher with a scholarly reputation* (e.g. a major international publishing house or university academic press) (Maximum one to be counted). <p>* As based on the judgment of leading and independent experts and professionals in the field</p>
Tier 4 (4 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the ranking (Q3) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category; ❖ Refereed book (or book chapter) by a publisher with a scholarly reputation* and a track record of publishing with ISBN, Peer-reviewed, with at least 6 years history of ongoing publishing. (Maximum one to be counted). <p>* As based on the judgment of leading and independent experts and professionals in the field</p>
Tier 5 (3 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the ranking (Q4) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category; ❖ Book (or book chapter) by a regional book publisher judged as a scholarly book in accordance with the standards of the academic unit, with ISBN, Peer-reviewed, with at least 6 years history of ongoing publishing. (Maximum one to be counted). ❖ Filed Patent (regional or International). (Maximum one to be counted).

All scholarship scores and assessments must be based on the major two scholarship activities: “scholarly services” and “publications”

A Phase Transition for the Score in “Publications” for promotion to the rank of Associate Professor (after policy approval):

- Minimum required points for year 1: **35 points**
- Minimum required points for year 2: **45 points**
- Minimum required points thereafter: **50 points**

Requirements for Promotion to the Rank of Full Professor:

The promotion file for promotion to the rank of full professor consists of three areas – for “**Regular Track Faculty**”:

Category 1: Teaching – (Assessment scale - Meet Expectations /Below Expectations). Based on the faculty annual appraisal system. Please refer to Table 4.

Category 2: Service - (Assessment scale - Meet Expectations /Below Expectations). Based on the faculty’s annual appraisal system. Please refer to Table 5.

Category 3: Scholarship

- iii) **Scholarly Services** – Please refer to **Table 6-i)** below for assessment score details.
- iv) **Publication** – Please refer to **Table 6-ii)** below for assessment score details.

The minimum requirements to apply for promotion to Full Professor are given below.

- Applicants must be regular QU faculty members and must have spent at least one year at Qatar University and must have spent no fewer than five years in the rank of Associate Professor. Faculty members, however, may apply for promotion after four years in the rank of Associate Professor if they meet the exceptional requirements outlined in QU Policy (see QU policy);
- All QU general promotion policies stated above apply to this college promotion requirement.
- Applicants must score “**Meet Expectations**” on category 1 (“**Teaching**”) and category 2 (“**Service**”) in the year preceding consideration for promotion, and must not have scored “**Below Expectations**” more than once during the 4 years preceding consideration for promotion;
- Applicants must achieve the minimum required scores for category 3 (**Scholarship: for both “scholarly services” and “publication”**) as shown in Tables 6-i) and 6-ii);
- Applicant must score in at least two criteria for scholarly services shown in Table 6-i)
- All impact factor scores and journals ranking (when applicable) are measured based on the stated year of publication;
- Applicants seeking promotion to the rank of Full Professor must submit a minimum of **seven (7)** publications, **five (5)** of which must be published. The publications must adhere to both QU and CAS quality criteria – see below;
- Applicants seeking promotion to a Full Professor must be the sole or senior author for at least 70% of the submitted publications, three of which should be published in **Q1** journals as outlined in the publication table below;
- Publications must not have been used for previous promotion, and must not be extracted from the applicant’s Master or Ph.D. theses;
- Research faculty seeking promotion to the rank of Full Professor must provide at least twice the number of publications required of a faculty member applying for promotion to the rank of Full Professor (i.e. a minimum of fourteen (14) publications). All other criteria apply under the same requirements including “scholarly services”; however, research track faculty must satisfy at least one of the criteria requirements outlined under the “Grants” category in “scholarly services”;

- A mandatory lecture is required of all applicants seeking promotion to the rank of Full Professor. This lecture should be a focused presentation of the applicant's main research contributions, achievements, and accomplishments. The date of the lecture shall be determined by the college promotion committee and the committee shall arrange the lecture with the applicant prior to delivery.

Table 4 Category 1: Teaching	
Meet expectation ^a ()	Below Expectation ()

^a70% or higher as based on the QU Annual Appraisal System = Meets expectation

Table 5 Category 2: Service	
Meet expectation ^b ()	Below Expectation ()

^b70% or higher as based on the QU Annual Appraisal System = Meets expectation

Table 6-i) Category 3: Scholarship		
3-i) Scholarly Services		
Criteria	Scoring Criteria	Maximum possible score for this item (in points)
1- QU Merit Award for Outstanding Faculty	20 points	20
2- Research Excellence Award (University level)	15 points	15
3- Research Excellence Award (College level)	12 points	12
4- Research Award (Recognized Internationally)*	10 points	10
5- Research Award (Regional level)*	8 points	8
6- Grants (A) Highly competitive grants (external/international)	LPI: 4 points**	8
	PI: 2.5 points	
(B) University based grants (excluding student grants)	LPI: 2 points	5
	PI: 1 point	
(C) Student grants	LPI: 1 point	2
	PI: 0.5 point	
7- Graduate Supervision or Co-Supervision	Supervisor or co-supervisor: 2 points	5
	Committee member: 1 point	
8- Manuscript (including monographs, journals articles, conference papers...etc.) or Grant Reviewer	Manuscript or Grant Reviewer: 0.5 points	2
9- textbooks, Books, Grant reviewer, or providing consultation services in the field of specialization	1 point	3
10- Editorial board membership (Journals indexed in Scopus or Web of Science)	Editorial board member: 3 points	5
	Guest editor for special edition: 1 point	
11- Other	Keynote speaker	4
	Conference presentation	
	Conference organizer	

* As based on the judgment of leading and independent experts and professionals in the field, and must be awarded during the faculty's employment at Qatar University

** LPI is defined as the "Lead Principal Investigator" of the research grant and is responsible for the full supervision and performance of the research grant.

A Phase Transition for the Score in “Scholarly Services” for promotion to the rank of Full Professor (after policy approval):

- Minimum required points for year 1: **10 points**
- Minimum required points for year 2: **12 points**
- Minimum required points thereafter: **15 points**

Table 6-ii) Publications	
Tier 1 (10 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the top 10 percentile ranking (Q1) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category.
Tier 2 (8 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in the ranking (Q1) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category. ❖ Granted International Patent (Maximum one to be counted).
Tier 3 (6 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in ranking (Q2) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category. ❖ Refereed book (or book chapter) by an international publisher with scholarly reputation* (e.g. a major international publishing house or university academic press) (Maximum one to be counted). <p>* As based on the judgment of leading and independent experts and professionals in the field</p>
Tier 4 (4 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in ranking (Q3) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category; ❖ Refereed book (or book chapter) by a publisher with a scholarly reputation* and a track record of publishing with ISBN, Peer-reviewed, with at least 6 years history of ongoing publishing. (Maximum one to be counted). <p>* As based on the judgment of leading and independent experts and professionals in the field</p>
Tier 5 (3 points each)	<ul style="list-style-type: none"> ❖ High-impact Journals in the field that fall in ranking (Q4) based on the impact factor (based on ISI Web of Science) within the subject, discipline, or sub-disciplinary category; ❖ Book (or book chapter) by a regional book publisher judged as a scholarly book in accordance with the standards of the academic unit, with ISBN, Peer-reviewed, with at least 6 years history of ongoing publishing. (Maximum one to be counted). ❖ Filed Patent (regional or International). (Maximum one to be counted).

All scholarship scores and assessments must be based on the major two scholarship activities: “scholarly services” and “publications”

A Phase Transition for the Score in “Publications” for promotion to the rank of Full Professor (after policy approval):

- Minimum required points for year 1: **50 points**
- Minimum required points for year 2: **60 points**
- Minimum required points thereafter: **70 points**