

## Guidelines on how a dossier of academic application for promotion and documents should be organized and saved to USB Flash Memory

1. All faculty members who are in the process of applying for their academic promotion are required to submit their academic promotion dossier and any supporting documents in electronic format using USB Flash Drive;
2. Department and colleges should upload any approved/signed forms, lists, and reports to the same USB Flash Drive submitted by the candidate for academic promotion.
3. **Only** dossiers, forms and any supporting documents in electronic format will be accepted;
4. **Only** Academic Promotion Form#1 and Form#2 must be submitted in hard copy (scanned copy should be also uploaded on the USB Flash Drive)
5. **It is the applicant responsibility to fully and carefully** prepare his/her academic promotion dossier, application forms and any supporting documents, to organize them as indicated below and save them to **USB flash drive** and to submit them to the Head of Department as per usual academic promotion schedule published and referenced in the Faculty Handbook [Deadlines: Fall cycle: 1<sup>st</sup> Oct and for Spring cycle: 15<sup>th</sup> March].
6. **Departments and colleges' administrations** are ready to assist faculty members in the process if needed.

Below is a guideline on how academic promotion dossier, forms and other documents should be organized and saved to USB Flash Drive.

The USB flash memory should contain numbered and labeled folders and items as detailed below:

**Section A: Applicant Digital Dossier:** Files and folders in the section is organized by the applicant:

1. **Folder#1: Forms and related documents:** All forms should be downloaded from:  
[http://www.qu.edu.qa/offices/vpaa/faculty\\_promotion.php](http://www.qu.edu.qa/offices/vpaa/faculty_promotion.php)

This folder should contain the following items:

- **Item#1-1:** CV [PDF]
- **Item#1-2:** Application Form#1 [Word and PDF]
- **Item#1-3:** An official letter, from previous institutions, indicating the appointment dates in the attained ranks prior to joining QU [required only if the applicant has less than 5 years experience at QU at the present rank]
- **Item#1-4:** An official letter from QU- HR indicating the appointment dates and work experience period at QU

**2. Folder#2: Scholarship:** [*Papers and Contribution in Collaborative Research Forms*], arranged using the same order as in the application Form#1:

This folder should contain sub-folders: following items [one sub-folder per each paper to be submitted for external review]:

**Sub-folder#2-1: for Paper#1**

- **Item#2-1-1:** Paper#1- with the Title of the paper [PDF]
- **Item#2-1-2:** Paper#1- 1<sup>st</sup> page of the journal (cover page)/ book where the paper#1 is published [PDF]
- **Item#2-1-3:** Paper#1-Evidence that the journal/book is peer-reviewed [PDF]
- **Item#2-1-4:** Paper#1- Evidence that the paper has undergone peer reviewing process [applicable only if the applicant is member of the journal editorial board of the journal/book]
- **Item#2-1-5:** Paper#1: Contribution in Collaborative Research Form [for co-authored papers]
- **Item#2-1-6:** Evidence that paper meets college quality requirements

**Note:** Please add other sub-folders as needed and per number of submitted papers

**3. Folder#3: PhD and MSc**

If only the hard version is available but not the digital version, then the applicant should submit the [PhD-MSc] hard versions and the scanned 1<sup>st</sup> pages including the title and table of contents of the [PhD-MSc]

- Item#3-1: M.Sc. thesis
- Item#3-2: PhD dissertation

**4. Folder#4: Teaching**

This folder should contain sub-folders [one sub-folder per course portfolio submitted for promotion and items:

**Sub-folder#4-1: Teaching portfolio#1:**

- **Item#4-1-1:**
- **Item#4-1-2:**
- **Item#4-1-3:**

**Note:** please add other sub-folders as needed following the same example and arrangement above.

**Sub-folder#4-....: Other documents:**

- **Item#4-....-1:**
- **Item#4-....-2:**
- **Item#4-....-3:**

**5. Folder#5: Community service:**

This folder should contain:

**-Sub-folder#5-1: Service to QU:**

- **Item#5-1-1:**
- **Item#5-1-2:**
- **Item#5-1-3:**

**-Sub-folder#5-2: Service to the profession:**

- **Item#5-2-1:**
- **Item#5-2-2:**
- **Item#5-2-3:**

**-Sub-folder#5-3: Service to community at large:**

- **Item#5-3-1:**
- **Item#5-3-2:**
- **Item#5-3-3:**

**Section B: Other Digital FORMS submitted by the College DEAN to the VP-AA:**

Forms and supporting documents in this section will be added by relevant parties at the department/college level to the Flash Drive.

The college Dean should submit to the VP-AA the following digital documents:

- **College Item#1:** Signed Form#2 [Word and PDF]
- **College Item#2-:** Signed List of the proposed external referees [Word and PDF]
- **College Item#3-:** Bios of the proposed external referees [Word]
- **College Item#4-:** Completed and Signed Checklist [PDF]
- **ALL digital documents submitted by the applicant (Section A)**