

Faculty Academic Promotion Bylaw

(This is as true as possible translation, and only the Arabic version is the official document)

Article 1

In execution of the provisions of the bylaw, the following terms shall have the meanings assigned to each of them:

a. **The University:**

Qatar University

b. **President:**

President of Qatar University

c. **Vice President:**

Vice President for Academic Affairs

d. **Faculty Member:**

- Professor/Research Professor/Clinical Professor
- Associate Professor/ Research Associate Professor / Clinical Associate Professor
- Assistant Professor/ Research Assistant Professor /Clinical Assistant Professor

e. **Senior Author:**

A researcher who leads a research study and makes the largest contribution to it compared to other co-authors

Part One: Promotion Requirements

Chapter One: General Provisions

Article 2

Provisions contained in this Bylaws regarding promotion requirements constitute the minimum criteria that colleges may not fall below the; but each college can set promotion requirements higher than those stated in this bylaws if they are relevant to quality standards related to the nature of its disciplines. This includes requiring, for promotion, a number of research papers higher than the number mentioned in this bylaw.

Article 3

The Vice President for Academic Affairs approves the provisions contained in the guidelines of each college or research center. the guidelines come into force two semesters after the semester in which it was published on the university's website.

Article 4

Each faculty member must become aware of the promotion provisions contained in this bylaw and in the promotion guidelines of the college or research center to which he belongs, and make his activities in the fields of teaching, research and community service compatible with these provisions.

Article 5

A faculty member, after having been recruited by Qatar University, must not apply for a promotion until he fulfills the conditions and requirements contained in these regulations. Promotion decisions taken in other universities after starting work at the University will not be considered.

An applicant can withdraw his promotion dossier before submitting it for external evaluation.

If a faculty member's contract is not renewed, all promotion procedures will be suspended from the date of the non-renewal decision.

Chapter Two: Promotion Terms

Article 6

Applicant for promotion must fulfill all the following general conditions:

1. Being a full-time faculty member.
2. Have spent no less than one academic year at Qatar University.
3. Was appointed in his current academic rank before no less than five years.
4. There must not be a non-renewal decision of the applicant's contract.
5. Have obtained an annual evaluation grade of no less than "expected" for the year preceding the promotion request.
6. At least half of the published research papers should refer to Qatar University as the sole affiliation of the applicant for promotion. Duality of affiliation is accepted during the first six months of the applicant joining Qatar University for promotion, with reference to Qatar University as the first affiliation body.
7. Research papers submitted for promotion must not have been used in a previous promotion or published prior to the previous promotion.
8. Research papers submitted for promotion should not be extracted from the applicant's Master thesis, or Doctoral dissertation.

Article 7

In addition to the requirements mentioned in Article 7 of this bylaw, research papers submitted for promotion by a faculty member appointed to the research track or working in a research center must fulfill the following three conditions:

1. Number of research papers should be double the required number of research papers from other faculty members applying for promotion in the same academic rank.
2. The required number of research papers in which the applicant was senior author or single author, should be the double of the research papers required from other faculty members applying for promotion at the same academic rank.
3. Number of research papers accepted for publication among the papers submitted for promotion should not exceed the double of research papers accepted by other faculty members applying for promotion at the same academic rank.

Article 8

If a previous promotion request for the same academic rank was rejected by the Vice President for Academic Affairs based on the recommendations of the Academic Promotion Committee, the new promotion file must fulfill the two following conditions:

- a. A minimum period of one academic year has elapsed from the date of rejection of the previous application for promotion.
- b. The promotion file must include new and significant additions compared to the previous promotion file.

Article 9

A faculty member may apply for promotion after the elapse of four years of obtaining the current academic rank. The promotion file must prove that the applicant has published, during the same period, at least the double of the number of research papers required for promotion fulfilling the quality conditions mentioned in the University Promotion Regulations and the college promotion guidelines.

Article 10

Applicant for promotion to the rank of Associate Professor must fulfill all the following special requirements:

1. Should submit for promotion research papers published or accepted for publication in at least two different refereed scientific journals approved by the applicant's college. The promotion application may include a book, a book chapter, or other creative work mentioned in the College Promotion Guidelines. Each college chooses the type of scientific publication acceptable for promotion, provided that it is approved by the Vice President.
2. The research submitted for promotion must have been published or accepted for publication after the applicant earned a PhD or its equivalent.
3. The minimum number of research papers submitted for promotion is five published or accepted for publication.

4. Research papers must fulfill the following two requirements:
 - a. research papers accepted for publication should not exceed two papers.
 - b. Number of research papers in which the applicant was a senior or single author should not be less than three.
5. In addition to the previous criteria, colleges or research centers may use criteria related to the use of the impact factor, H-index, number of citations, classification of international journals (Q1, Q2...) and other quality indicators, based on the college promotion guidelines approved by the Vice President for Academic Affairs.

Article 11

Applicant for promotion to the rank of Professor must fulfill all the following special requirements:

1. Must submit for promotion research papers published or accepted for publication in at least two different refereed scientific journals approved by the applicant's college. The promotion application may include a book, a book chapter, or other creative work specified in the College Promotion Guidelines.
2. The minimum number of published or accepted for publication research papers submitted for promotion is seven.
3. Research papers must fulfill the following two requirements:
 - a. Number of research papers accepted for publication should not exceed two papers.
 - b. the minimum number of research papers in which the applicant was a senior or single author is four.
4. In addition to the aforementioned criteria, colleges or research centers may use criteria related to the use of the impact factor, H-index, number of citations, classification of international journals (Q1, Q2...) and other quality indicators, based on the College Promotion Guidelines approved by the Vice President for Academic Affairs.

Chapter Two: Department Commitments

Article 12

Departments must set a Promotion Committee. The committee is composed of three or five members with the highest academic ranks, appointed by the head of the department, and considering as much as possible, the candidates for promotion disciplines. Members of the committee must have at least the same academic rank of the rank that the candidate seeks for promotion. If the department does not have enough faculty members with the required rank, faculty members from nearby disciplines who belong to other departments are appointed.

Article 13

The committee evaluates the applicant's files based on the University Promotion Regulations and the College Promotion Guide, if available.

The Department Promotion Committee may, before issuing its recommendations, request from the head of the department any additional information or evidence that may prove or clarify some issues related to the promotion file.

The committee must write down its recommendations using the approved form and send it to the head of the concerned department.

The form must include:

1. Recommending promotion to the academic rank to which the candidate has applied, or not to be promoted.
2. Number of votes.
3. Arguments for the committee's recommendation.
4. Signature of all members of the committee if the recommendation is issued unanimously.
5. The justifications for the opposition of some members of the committee to the committee's recommendation signed by the members who opposed the recommendation if the recommendation is issued by a majority vote.

Article 14

Head of the department, on review of the promotion file and the respective recommendations of the Department Promotion Committee, may request from the Chair of the Promotion Committee additional information or clarification.

Head of the department may recommend promoting or not promoting the faculty member provided that he argues his decision and signs it on the approved form.

If both the head of the department and the Department Promotion Committee, recommends not to promote the applicant, the promotion procedures stop, and the applicant is informed of the department's recommendation.

If the head of the department does not approve the recommendation of the Department's Promotion Committee, he convenes a meeting with the Committee to settle the differences. The head of the department must also notify the dean of the college in writing the reasons of any disagreement with the Department Committee recommendations.

Chapter Three: College Commitments

Article 15

The Dean of the College appoints the College Promotion Committee. This committee is composed of at least three faculty members with the rank of professor affiliated with the College, with keenness to represent the college departments. If the college does not have enough faculty members at the rank of professor, it is permissible to seek assistance of faculty members from another college related to its academic tracks to complete the number.

The College Promotion Committee reviews the files referred to it by the dean of the college.

Article 16

The promotion committee evaluates the file of each applicant in accordance with the provisions of the University Promotion Regulations, and the Promotion Guidelines of the college or of the research center, if any.

The College Promotion Committee may consult, before issuing its recommendations, with the head of the department, through the dean of the college, on any additional information or evidence that can prove or clarify some issues related to the promotion file.

The committee must write down its recommendations in the approved form and hand it to the dean of the college.

The form must include:

1. Recommending for/ or against promotion
2. Number of votes favoring the recommendation and the votes that opposing it. Number of abstentions.
3. Reason for the committee's recommendation.
4. Signature of all members of the committee if the recommendation is issued unanimously by the members of the committee.
5. The justifications for the opposition of some members of the committee to the committee's recommendation signed by the members who oppose the recommendation if the recommendation is issued by a majority vote.

Article 17

The Dean, when he reviews the promotion file and all recommendations issued in this regard, may request, from the head of the department and the College Promotion Committee, additional or explanatory information.

The Dean may recommend for the promotion or against the promotion of the applicant, provided that he gives the reasons for his decision and signs it on the approved form.

If both the Dean and the College Promotion Committee recommend not to promote the applicant, promotion procedures stop, and the applicant will be informed of the college's recommendation.

If the Dean disagrees with the recommendations of the College Promotion Committee, he convenes a meeting with the Committee to settle the differences. The Dean must also clarify, in his written recommendation to the Vice President for Academic Affairs, the justifications for any disagreement with the College Promotion Committee recommendations.

Chapter Four: University Commitments

Article 18

The University Promotion Committee is composed of faculty members at the rank of professor appointed by the President after reviewing the recommendation of the Vice President for Academic Affairs.

The Academic Promotion Committee is staffed by a faculty member from each college except for the College of Arts and Sciences, which has two representatives (a representative for Humanities and a representative for natural Sciences). Members of the Academic Promotion Committee shall not be members of the Department Promotion Committees or the College Promotion Committees.

The Vice President for Academic Affairs reviews the membership of the University Promotion Committee every year. Deans are also asked to suggest appointments of new members.

Article 19

The University Promotion Committee has the following duties:

1. Develop and use a database that includes external referees accredited by colleges and research centers in all disciplines, review and update this database at the beginning of each academic year in cooperation with colleges and research centers.
2. Review the academic promotion files and submit final recommendations to the Vice President for Academic Affairs.
3. Prepare and submit an annual report on academic promotion to the Vice President for Academic Affairs.
4. Carry out any other work requested by the Vice President for Academic Affairs.

Article 20

The Committee receives the promotion file for each candidate and makes recommendations in this regard, after reviewing the file and making sure that the contents of the file do not violate both the University Promotion Regulations and the College Promotion Guidelines. The committee may, before issuing its recommendations, request, through the Vice President, further clarifications or information from the dean of the college.

The Committee sends academic promotion files to three external referees.

The Committee issues its recommendations based on the recommendations of the external referees to whom the promotion files of the candidates were sent.

Article 21

Two of the three referees must recommend the promotion of the candidate. Should there be discrepancies in parts of the referee's written report on the quality of the applicant's promotion file and his evaluation of the promotion, or if it becomes clear to the Committee that the referee's report is superficial, the Committee excludes that referee from the referees' database, and sends

the applicant's research papers to another referee listed in the database of referees within the field of discipline of the applicant.

Article 22

Each member of the Committee shall refrain from participating in the Committee's sessions, in any discussion or vote on a recommendation relating to the promotion file of a faculty member belonging to the same college of the Committee member.

Article 23

Head of the committee, after obtaining the recommendations of the external referees, and after reviewing the applicant's file, shall submit the file with the committee's recommendations to the Vice President for Academic Affairs. Committee recommendations shall include:

1. Recommending promotion or non-promotion.
2. Number of votes that supported the recommendation, votes that opposed it, and abstentions.
3. Reason for the committee recommendation, and reasons for the votes against the recommendation if the recommendation was not issued unanimously by the committee members.
4. External referees reports.

Article 24

In exceptional cases, the Vice President for Academic Affairs may exempt the applicant's file for promotion, from external review based on the recommendations of the dean of the college and the promotion committees of the department, college and university, considering one of the following factors:

1. Research production should not be less than three times the number of research papers required for promotion to the academic rank. The research production should also fulfill the quality requirement mentioned in the University Promotion bylaws and the College Promotion Guidelines.
2. Standards related to the use of the impact factor, H-index, number of citations, classification of international journals (Q1, Q2, ...) and other quality indicators, based on the College Promotion Guidelines approved by the Vice President for Academic Affairs.

Article 25

The Vice President for Academic Affairs makes a final review of promotion dossiers. He may request more information or clarifications from the dean of the college, or from the University Promotion Committee.

If the Vice President rejects the recommendations of the University Promotion Committee, he must hold a meeting with the Committee to settle the differences.

After consulting with the University Promotion Committee, the Vice President forwards his recommendations to the President for final approval.

If the Vice President recommends rejection of the promotion request, he must provide a written reason for that. After the President's decision to reject the promotion request, the vice president must inform the applicant, head of the department, dean of the college and the University Promotion Committee in that respect.

Article 26

The President may, upon the recommendation of the Vice President, withdraw the academic promotion decision and its effect on the faculty member if it is proven that the academic promotion was based on documents or research that include violations related to professional conduct, regardless of the date of the violation.

Part Two: Procedures

Chapter One: Procedures of Academic Promotion

Article 27

The applicant's promotion file must include the following information:

1. The promotion application form approved by the University, filled out and signed by the applicant.
2. Applicant's annual performance appraisal
3. An updated CV from the electronic system to document the activities and evaluation of the faculty members.
4. Electronic copies of the research papers submitted for promotion, the master's thesis and the doctoral thesis. The academic promotion file must include electronic copies of all the research production of the faculty member completed since his appointment to his current academic rank if the faculty member requests the exemption from external review.
5. Recommendations:
 - a. Department Promotion Committee recommendation.
 - b. Head of the department to which the applicant belongs recommendation.
 - c. College Promotion Committee recommendation.
 - d. Dean's recommendation.
 - e. Evaluation reports from external referees, if the candidate is not exempted from presenting the promotion file to external review.
 - f. Recommendation of the University Promotion Committee.

Article 28

Applications are submitted to the department to which the applicant belongs for promotion, and the department sends the applications to the college, which in turn sends them to the Vice President. These requests are to be considered and recommendations be made in this regard at the department level, at the college level, and then by the Vice President.

Article 29

Applications for academic promotion at the University are submitted in two sessions held during the Fall and Spring semesters of each academic year.

The Vice President annually issues a circular specifying the timeline for promotion procedures.

Article 30

Work of the Promotion Committees must be conducted to keep the confidentiality of all the committees' work, which includes the following:

1. Content of the promotion dossier.
2. Procedures that the promotion file went through.
3. Committee deliberations and discussions.
4. Voting of the committee members so that the applicant cannot determine in which direction each member voted, nor can he attribute any comment or reasoning related to his file to a particular member. This may only be disclosed to the administrative authorities entitled to access that file.

Article 31

If any promotion committee, when examining the research submitted for promotion, finds a suspicion of violating the provisions of QU's professional conduct, it must stop working on the promotion file concerned with that suspicion and notifies the Vice President on that case. The committee should wait for the VP's decision to impose a disciplinary penalty on the applicant, or to resume work on the promotion dossier. The VP's decision notice may bring about the following:

- a. If the Vice President decides, based on the recommendations of the Professional Conduct Committee, to impose to the applicant a disciplinary sanction, the Committee shall recommend non-promotion unless the candidate provides it with evidence of his appeal against the Vice President's decision. If a complaint is submitted to the Committee, it must stop considering the candidate's file for promotion until the President issues a decision regarding the appeal.
- b. If the Vice President or the President decides that the applicant hasn't violated the provisions of professional conduct approved by the University, the Promotion Committee must continue to consider the applicant's promotion dossier. Delay in meeting the deadlines mentioned in the annual circular of the Vice President shall not stop the applicant's promotion.

Article 32

When reviewing and voting promotion dossiers, the following must be considered:

1. Head of the committee may not vote unless the votes for and against the promotion are equal. The head's vote is considered as a casting vote.

2. A member of any promotion committee shall not vote on any promotion file unless he has attended all the discussions related to it, and the committee's session during which the vote on the related recommendation was taken.
3. Every member of any promotion committee who has with an applicant a conflict-of-interest suspicion must disclose this to the rest of the committee members before considering the relevant applicant's promotion file. The Committee member must also abstain from participating in any discussion or vote on a recommendation relating to that file.
4. When there is a conflict-of-interest suspicion related to the head of the department, the dean of the college will refer the promotion file to another head of department related to the discipline, from inside or outside the college, for evaluation.
5. When there is a suspicion of conflict of interest related to the Dean of the College, the Vice President shall refer the promotion file to another Dean for evaluation.

Article 33

The University Promotion Committee shall use the evaluation of three chosen external referees among the referees whose names appear in the committee's database within the discipline of the applicant, considering the following:

1. There is no conflict-of-interest suspicion with the applicant (for example: kinship, joint projects, joint research, previous work in the same department, college or research center, supervision or membership of the supervisory committee for the master's or doctoral thesis of the applicant for promotion).
2. There should be geographical diversity in the refereeing, i.e., that the referees belong to different universities with good academic reputation and located in different countries.

The University Promotion Committee reviews the referees' reports and submits its recommendation along with the applicant's file and the referees' reports to the Vice President for academic affairs.

Article 34

The Vice President issues his recommendation and sends it to the President for approval.

Article 35

If the promotion is approved, the promotion shall take effect from the date of the meeting of the University Promotion Committee in which it was decided that the applicant's promotion file meets the conditions for promotion, and in which it was decided to send the research papers submitted for promotion to external referees.

Chapter Two: appeal Procedures

Article 36

Three levels of appeal are available, according to the authority that issued the recommendation not to promote or that issued a rejection of the promotion request.

Article 37

1. If a non- promotion recommendation is issued at the department level (by both the Department Promotion Committee and the head of the department), the applicants may appeal against the department's recommendation. the applicant must submit an appeal request to the Dean of the college within a period not exceeding 10 working days from the date of notifying him in writing of the non- promotion recommendation and its reasons.
2. The letter of appeal should mention the reasons of the appeal. The applicant must, also, provide strong evidence that the recommendation not to continue the promotion procedures is based on a misunderstanding of the content of documents contained in the applicant's promotion dossier; or is based on violation of the provisions of either, QU academic promotion bylaws, or the approved College Promotion Guidelines. The applicant should in addition provide evidence that the above-mentioned violations blocked the applicant's promotion.
3. Dean of the college shall notify both the head of the department and the applicant of his final reasoned decision within 10 working days of receiving the appeal letter. The dean may request a response, before making his decision, to all or some of what is mentioned in the appeal letter, from both the Department Promotion Committee and the head of department.

Article 38

1. If a non- promotion recommendation is issued by the Dean, the applicant may appeal against the Dean's recommendation. The applicant must submit an appeal request to the Vice President for academic affairs within a period not exceeding 10 working days from the date of notifying him in writing of the non -promotion recommendation
2. The appeal letter must include the reasons for the appeal. The applicant must also provide strong evidence showing that the non- promotion recommendation is based on a misunderstanding of the content of documents enclosed in the applicant's dossier; or that the provisions of the University Promotion bylaws or of the college promotion guidelines have been violated in a way that blocked the applicant's promotion.
3. The Vice President for Academic Affairs shall notify both the dean of the college and the applicant of his final decision within 15 working days from the date of receiving the letter of appeal. He may request an answer, before making his decision, to all or some of what is mentioned in the appeal letter from both the dean of the college and the college promotion committee. The decision of the Vice President is final, and the applicant is not allowed to appeal against it.

Article 39

If the Vice President issues a decision rejecting the application for promotion, the applicant may appeal against the decision. The appeal letter must be submitted to the President within a period not exceeding 10 working days from the date of notifying him of the rejection. The appeal letter must include:

1. Reasons for appeal.
2. Strong evidence showing that the promotion rejection decision is based on misunderstanding of the content of documents enclosed in the applicant's dossier; or that the provisions of the University Promotion bylaws or of the college promotion guidelines have been violated in a way that blocked the applicant's promotion.

Article 40

The President shall notify the Vice President, the dean, and the applicant of his final decision within a period not exceeding 20 working days from the date of receiving the appeal letter. He may request a response, before making his decision, from the Vice President.

The decision of the President is final, and the applicant is not allowed to appeal against it.