



**Title:** Faculty Promotion Procedures

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**Review:** The procedures are subject to periodic reviews as per amendments of University Policies and/or the HEC Regulations

## 1. Purpose

The purpose of this document is to describe the procedures to be followed during the promotion process for academic staff at Gulf University.

## 2. Scope

The document applies to all academic staff members at Gulf University.

## 3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
HOD	Head of Academic Department
UPC	University Promotion Committee

## 4. Definitions

**Full Time Faculty:** An academic staff member at GU that holds an academic position with a full-time term contract.

**Scholarly Innovation:** This is a creative process where new or improved ideas are developed through research in a novel way such that the outcomes shall enhance the education and research practices at the university with reflection on the discipline and community.

## 5. Preamble

- 5.1 Gulf University shall view promotion of faculty members as recognition of their continued and distinguished performance and accomplishments in scholarly activities (i.e. research, scholarly and creative work), teaching, and service areas (administrative service to the University, professional service to their disciplines, and the provision of professional expertise with local and international recognition).
- 5.2 Gulf University shall consider faculty promotion to be based on two major principles:
  - academic credentials and university experience, where normal minimums of credentials and time-in-rank are necessary for promotion,
  - academic performance and service, where the record of actual performance and accomplishments by the faculty member are in academic and service areas.
- 5.3 Applicants have the opportunity to appeal against decision on their “Status of Completion of Requirements”.

## **6. Promotion Committees**

### **6.1 College's Promotion Committee (Ad hoc):**

- 6.1.1 The relevant dean shall compose an ad hoc committee (as need arises) of at least 3 faculty members including the Chair of the College's Research Committee.
- 6.1.2 The Chair and the members of the committee shall be Associate Professors (with senior Assistant Professors if enough Associate Professors are unavailable).
- 6.1.3 The Chair of the committee shall be the one with the highest rank.
- 6.1.4 The Chair and the members of the College's Promotion Committee must not be members of the University Promotion Committees.

### **6.2 University Promotion Committee (UPC):**

- 6.2.1 The University Council shall compose the committee of at least 3 members (including the Chair of the Committee) for 2 academic years renewable.
- 6.2.2 The Chair and the members of the committee shall be Professors (with senior Associate Professors if enough Professors are unavailable).
- 6.2.3 The Chair of the committee shall be the one with the highest rank.

## **7. Criteria for Eligibility for Promotion**

The applicant to be eligible for promotion must fulfill the criteria detailed in the following areas:

- Area 1 - Terms of Service,
- Area 2 - Teaching and Educational Activities,
- Area 3 - Scientific Research and Scholarly Activities,
- Area 4 - Services and Community Engagement.

Points shall be allocated only for activities which are not submitted previously for successful promotion purposes.

### **7.1 Area 1 - Terms of Service:**

- 7.1.1 The faculty member, who has completed five full years at an academic rank is eligible to apply for promotion to the next rank. However, the faculty member may apply for promotion six months prior to the date of completion of the specified five-year period.
- 7.1.2 The applicant shall not be promoted till the completion of the specified period.
- 7.1.3 The date of promotion for the applicant is determined as from the due date in case of early application for promotion. In the case of application at or after the due date, the promotion shall be considered from the date of application.
- 7.1.4 Lecturer applicants, who apply for promotion to Assistant Professor must fulfill the following criteria:
  - a. Attained a PhD degree or an equivalent from a recognized Higher Education Institution.
  - b. Complete 2 years of service as lecturer (i.e holding a master's degree).

- c. Work at Gulf University for a period of not less than 2 years prior to the date of application for promotion.
- 7.1.5 Assistant professor applicants, who apply for promotion to Associate Professor must fulfill the following criteria:
  - a. Hold a PhD degree or an equivalent from a recognized Higher Education Institution.
  - b. Complete 5 years of service as Assistant Professor.
  - c. Work at Gulf University for a period of not less than two years prior to the date of application for promotion.
- 7.1.6 Associate Professor applicants, who apply for promotion to Professor must fulfill the following criteria:
  - d. Hold a PhD degree or an equivalent from a recognized Higher Education Institution.
  - e. Complete 5 years of service as Associate Professor.
  - f. Work at Gulf University for a period of not less than two years prior to the date of application for promotion.

**7.2 Area 2 - Teaching and Educational Activities:**

- 7.2.1 The applicant to be eligible for application for promotion must have a minimum of continuous 2 years of teaching at GU prior to the date of application for promotion.
- 7.2.2 The applicant with the rank of assistant professor must score a minimum of 30 points in Area 2, out of which 20 points for the performance evaluation, (refer to 7.2.4) and 10 points for the students' evaluations, (refer to 7.2.5).
- 7.2.3 The applicant with the rank of associate professor must score a minimum of 40 points in Area 2, out of which 30 points for the performance evaluation, (refer to 7.2.4) and 10 points for the students' evaluations, (refer to 7.2.5).
- 7.2.4 The performance evaluation is calculated on the basis of (60) points as shown in the following Table:

Table (1): Performance Evaluation

Domain	Maximum Points
Professional Commitment	20
Planning for Teaching	20
Effective Teaching and Communication	20
Total	60

- 7.2.5 The student's evaluation is calculated as an average on the basis of (25) points for the courses taught by the applicant at GU during the period of the current academic rank.

### 7.3 Area 3 - Scientific Research and Scholarly Activities:

- 7.3.1 Published and accepted for publication articles in peer refereed journals, and conferences are considered for promotion. However, these should be with no more than (5) years prior to the date of application for promotion.
- 7.3.2 Journals and Conferences are those approved and adopted for recognition annually by the University Council, as listed in “Principles of Recognition of Refereed Journals and Conferences for Faculty Promotion, and Research Support at Gulf University” document issued by the University Research Council.
- 7.3.3 Citation and H-Index from Scopus database only are considered. The citation shall be averaged over 5 years period while the current H-index for the applicant shall be considered. These are indicative parameters for the qualitative status of the applicant.
- 7.3.4 Weighted points for Area 3 are calculated as shown in the following Tables:

#### a. *Papers published and accepted for publication in Journals and Conferences:*

Table (2): Points for publishing Journal Articles

Category and Weight of Journal (WJ)	Weighted Points = (WJ)(WA)		
	Weight of 1 <sup>st</sup> Author WA= 3	Weight of Co-Author WA= 2.5	Weight of Single Author WA= 2
A WJ = 6	18	15	12
B WJ = 4	12	10	8
C WJ = 2	6	5	4

Table (3): Points for publishing Conference Articles

Category and Weight of Conference (WCO)	Weighted Points = (WCO)(WA)		
	Weight of 1 <sup>st</sup> Author WA= 1.5	Weight of Co-Author WA= 1	Weight of Single Author WA= 0.5
A WCO = 3	4.5	3	1.5
B WCO = 2	3	2	1
C WCO = 1	1.5	1	0.5

#### b. *Books:*

Table (4): Points for Published Books

Category	Points		
	Single Author	1 <sup>st</sup> Author	Co-Author
Textbook or	12	10	8

Book in the Specialization			
Chapter(s) in Published Books or in Series of Books in the Specialization	3	2	1

**c. Innovative Accomplishments:**

Innovative accomplishments include, but not limited to the following:

- Awards and Prizes,
- Recognition of distinction,
- Grants received,
- Supervision of postgraduate students with winning awards for their work,
- Registered patents.

Points for the innovative accomplishments of the applicant are calculated as an average for the period of service at GU with the current academic rank.

Table (5): Points for Innovative Accomplishments

Category of Activity	Activity Level / Points		
	First (International)	Second (Reginal)	Third (Local)
Innovative Accomplishment	15	12	9

**d. Other Scholarly Activities:**

Table (6): Points for accomplished other Scholarly Activities

Category of Activity	Activity Level / Points		
	First (International)	Second (Reginal)	Third (Local)
Reviewing of: Paper, Thesis, or Scientific Award	3	2	1
Keynote Speaker	6	4	2
Editor-in-Chief or Member of Editorial Board of a Peer Refereed Journal	5	3	2
Any other activity (as per judgment of the College's Promotion Committee)	3	2	1
Translated Book(s)	Sole Translator 3	1 <sup>st</sup> Translator 2	Co-Translator 1

- 7.3.5 The eligibility criteria for promotion to Assistant Professor are:
- a minimum of one scientific research paper published in a refereed journal must be submitted with the application form.
- 7.3.6 The criteria for promotion to Associate Professor are:
- A minimum of 5 scientific research papers must be submitted with the application form.
  - At least 4 of the submitted papers must be published in peer refereed journals. The other paper(s) must be published or accepted for publication in peer refereed journals or refereed conferences.
  - At least 2 of the published or accepted for publication papers must be single authored by the applicant. Exceptions to this rule in certain fields are determined by the University Council upon recommendations from the College Council.
  - A minimum score in area (3) is (70) points, out of which (60) points for the published and accepted for publication papers (refer to 7.3.4 a), and (10) points for other scholarly activities (refer to 7.3.4 b, 7.3.4 c, and 7.3.4 d).
- 7.3.7 The criteria for promotion to Professor are:
- A minimum of 7 scientific research papers must be submitted with the application form.
  - At least 5 of the submitted papers must be published in peer refereed journals. The other papers must be published or accepted for publication in refereed journals or refereed conferences.
  - At least 2 of the published or accepted for publication papers must be single authored by the applicant. Exceptions to this rule in certain fields are determined by the University Council upon recommendations from the College Council.
  - The minimum score in area (3) is (100) points, out of which (80) points for the published and accepted for publication papers (refer to 7.3.4 a), and (20) points for other scholarly activities (refer to 7.3.4 b, 7.3.4 c, and 7.3.4 d).
- 7.3.8 At least (70%) of the submitted research papers must be within the specialization of the applicant. The remaining (30%) of the submitted research papers being interdisciplinary research.
- 7.3.9 Research papers included in previous promotion are not considered for the new promotion application.
- 7.3.10 If the applicant is the editor-in-chief of a peer refereed journal or a member of its editorial board, all his/her papers published in that journal are considered for promotion provided that s/he has the same number of papers published in other peer refereed journals. In the absence of publications in other peer refereed journals, 50% of the published papers

are considered for promotion, and the other 50% of the papers are considered within other scholarly activities (as per judgment of the College’s Promotion Committee).

7.3.11 If the scholarly activities of the applicant cover more than one area as stated in this document, the applicant receives only one assessment, scoring the highest points.

**7.4 Area 4 - University Services and Community Engagement:**

7.4.1 Applicant performance in committees, institutional and scholarly activities, social, cultural and any other activities related to university services are considered for promotion.

7.4.2 These activities (at the 3 levels as shown in Table 7) are evaluated by the College Promotion Committee.

Table (7): University Service Levels and Relevance Importance  
H-High, M-Medium , L-Low

Applicant Title	Relevance Importance (RW)		
	University Service Levels		
	Department	College	University
Faculty Member	RI= H	RI=M	RI=L
Head of Department	H	M	L
Dean	L	H	M
President / VP / COO (if academic)	L	M	H

7.4.3 A maximum of (3) points is assigned for each individual activity, and the maximum points for each domain of the activities are as shown in Table (8).

Table (8): Points for University Service Activities

Domain of Activities	Maximum Allocated Points
Committees	18
Administrative Activities	12
Scientific and Professional Activities	9
Cultural and Social Activities	9
Other Activities	6
Total Points	54

7.4.4 The applicant with the rank of assistant professor must score a minimum of (12) points for the University Service Activities (from Table 8).

7.4.5 The applicant with the rank of associate professor must score a minimum of (18) points for the University Service activities (from Table 8).

7.4.6 The applicant activities in community engagement are based on (8) categories, each of (2) points with a maximum of (16) points, as shown in



Table (9). The applicant may provide information on any other activity related to community engagement for consideration.

Table (9): Points for Community Engagement Activities

No.	Activity	Maximum Allocated Points
1	Presenting public lectures in the field of specialization to serve the community.	2
2	Participating in the activities of professional, cultural, or social associations.	2
3	Membership of technical or specialized committees at the State/Community levels	2
4	Providing scientific and academic consultations of a social service nature.	2
5	Media activities related to the specialization.	2
6	Participating in community conferences, scientific meetings, seminars, and panel discussions.	2
7	Serving the community with a social, human, or cultural dimensions.	2
8	Participating in other professional activities that serve the community.	2
Total Points		16

- 7.4.7 The minimum scored points for the community engagement activities (from Table 9) are (6) points.
- 7.4.8 The minimum scored points in (Area 4 - University Services and Community Engagement) for the applicant with the rank of assistant professor are (18) points, out of which (12) points for the University Services (refer to 7.4.4) and (6) points for Community Engagement (refer to 7.4.7).
- 7.4.9 The minimum scored points in (Area 4 - University Services and Community Engagement) for the applicant with the rank of associate professor are (24) points, out of which (18) points for the University Services (refer to 7.4.5) and (6) points for Community Engagement (refer to 7.4.7).

### 7.5 Summary of Calculation:

The promotion point system shown in Articles (7.2, 7.3, and 7.4), which includes teaching, research and scholarly activities, and university and community service, is summarized in the following table:\

Table (10): Summary of Calculations

Area of Activities	Minimum Points for promotion from Assistant Professor to Associate Professor	Minimum Points for Promotion from Associate Professor to Professor
Area 2		
Teaching Performance	20	30
Students Evaluation	10	10
Area 3		
Research	60	80
Scholarly Activities	10	20
Area 4		
University Service	12	18
Community Services	6	6
Minimum Accumulated Points	118	164

## 8. Criteria for Selection of External Evaluators

The following criteria shall apply for selecting External Evaluators:

The candidates shall:

- a. be from the specialization of the applicant.
- b. have the rank of Associate Professor and Professor.
- c. not have any conflict of interest with the applicant (such as being a co-author with the applicant or participating in other joint scholarly work with the applicant.)
- d. be from different higher education institutions in different geographic locations (Bahrain, GCC and Middle East, and International).

## 9. Procedure Details

- 9.1 Applicant shall submit the promotion application form to the relevant College's Promotion Committee, (Form GU-PR23FP-F01).
- 9.2 The relevant Head of Department shall complete the applicant evaluation (Form GU-PR23FP-F02), as per Article (7.2-Area 2: Teaching and Educational Activities) of this document. Also, the HOD shall obtain a copy of students' evaluation and statistics for the applicant from the Quality Assurance and Development Center at the University and shall submit these documents to College's Promotion Committee.
- 9.3 The College Promotion Committee shall ascertain first that the applicant has met the Eligibility Criteria (Article 7.1 Area 1: Terms of Service). If not, the Committee shall return the application form to the applicant.
- 9.4 In case the applicant has met the Terms of Service, the College's Promotion Committee shall determine the score points for Areas 2 to 4 (Articles 7.2 to 7.4) and send recommendations to the College Council (Form GU-PR23FP-F03).

- 9.5 The College Council shall review the extent to which the applicant has met the relevant Criteria of eligibility, take a decision on approval, or decline the application.
- 9.6 The approved application shall be forwarded to the University Promotion Committee.
- 9.7 The declined application shall be returned to the College Promotion Committee, who shall inform the applicant and retain the documents.
- 9.8 The UPC shall review the application received from the relevant College Council for the extent to which the applicant has met the relevant Criteria of eligibility, and the final confirmation of the applicant's completion status.
- 9.9 In case of a disagreement between the UPC and the relevant College Council regarding the final confirmation of the applicant's completion status, the UPC shall refer the matter to the University Council for a final decision. The decision in this regard is final.
- 9.10 The UPC shall consider the scholarly accomplishments, Article 7.3.3a - *Papers published and accepted for publication in Journals and Conferences – of this document only*, for external evaluation. However, the UPC shall consider a maximum of (7) papers from the Assistant Professor and (9) papers from the Associate Professor to be sent to the external evaluators.
- 9.11 The UPC, upon receiving the application form for promotion from Lecturer to Assistant Professor from the relevant College Council, shall review and confirm the applicant's completion status, shall recommend to the University Council the promotion of the applicant as from the due date.
- 9.12 The UPC shall select 3 external evaluators for the promotion to Associate Professor, and 4 external evaluators for the promotion to Professor.
- 9.13 The UPC shall send the papers with "Paper Evaluation Form", (Form GU-PR23FP-F04) and "Evaluation Summary Form" (Form GU-PR23FP-F05) to the external evaluators.
- 9.14 The UPC shall, as it deems necessary, send the applicant's papers to Deans of Colleges within the specialization of the applicant for external evaluation.
- 9.15 The UPC shall inform the external evaluators to reply within a period of no more (45) days from the date of receiving the documents. If this period is exceeded without reply from any evaluator, the UPC shall inform the concerned evaluator to drop the evaluation, shall send the documents to another evaluator as selected by Committee in accordance with Article (8) of this document.

## **10. Papers Evaluation Results and Promotion Decision**

- 10.1 The UPC, upon receiving the completed Evaluation Summary Forms (Form GU-PR23FP-F04) from the External Evaluators, shall consider the reply from the Evaluators, shall develop the Final Results Table.
- 10.2 The UPC shall recommend to the University Council the promotion of the applicant as from the due date, who met the following criteria:
  - i. For promotion to Associate Professor:*

- At least 2 promotion confirmations out of the 3 external evaluators.

**ii. For promotion to Professor:**

- At least 3 promotion confirmations out of the 4 external evaluators.
- 10.3 The University Council shall approve the recommendations of the UPC on promotion of the applicant, followed by issuing the University Resolution by The President of University.
- 10.4 The UPC shall ask the applicant whose application did not partially meet the criteria of external evaluation (Article 10.2) to submit a replacement paper for the failed one (within 3 months).
- 10.5 The applicant whose application did not meet the requirements of promotion (as stated by the relevant College Council or the Promotion Committees), shall not be entitled to apply again for promotion before three months from the date of the appeal decision, or three months after the date of non-compliance (with no appeal).

## **11. Appeal**

- 11.1 The applicant for promotion may appeal against the decision of the College's Promotion Committee on his/her meeting of "Terms of Service", to the relevant Dean.
- 11.2 The Dean shall review the case, shall ask for further information from the College Committee, as necessary, and shall either approve or decline the appeal within one week of receiving the appeal. The decision in this regard is final.
- 11.3 Applicant for promotion may appeal against decision of the College Council on his/her completion status to the President of the University.
- 11.4 The President of the University shall review the case, shall ask for further information from the relevant Dean, as necessary, and shall either approve or decline the appeal within one week of receiving the appeal. The decision in this regard is final.
- 11.5 Applicants cannot appeal against decisions of the External Evaluators or the University Council.

## **12. Review, Amend and Approval Authority**

The University Promotion Committee, or another committee, upon assignment by the University Council, shall review and/or amend this document as per amendments of the University Policies and/or the HEC Regulations. The revised document shall be approved by the University Council.

## **13. Responsibilities**

### **Academic Staff are responsible for:**

- following this document appropriately

### **HODs are responsible for:**

- appropriate implementation of this document

### **Deans are responsible for:**

- appropriate implementation of this document

**University and College Promotion Committees are responsible for:**

- appropriate implementation of this document

**Vice President for Academic Affairs is responsible for:**

- ensuring appropriate implementation of this document.

**University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

#### **14. Related Policies**

- Faculty Promotion Policy

#### **15. Related Procedures**

- No Related Procedures

#### **16. Related References and Standards**

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Academic Regulations