**Vice President for Academic Affairs Office**

**Academic Promotion**

**Promotion Criteria Checklist:** **Promotion to Teaching Assistant/ Research Assistant (From Grade G to Grade F)**

**This checklist is a guideline to ensure that the promotion file meets the criteria specified in the promotion policy. QU Academic Promotion Policy and College Academic Promotion Guidelines remain the official and authoritative documents.**

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| **Part I: Applicant’s Information (To be completed by the applicant)** |

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| **Name:** | **Job ID:** | **Current Position:** |
| **Dept/Center:** | **Date of Appointment:** | **Date of Promotion to Current Rank:** |
| **Date Prepared:** |  |  |

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| **Part II: Checklist of Promotion Criteria (To be completed by the department head/ research center director)** |

**Full-time Teaching and Research Assistants may be promoted from grade G to grade F if the following criteria are met:**

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| **Criteria** | **Criteria Details** | **Please tick (√)** | |
| **Yes** | **No** |
| 1. Academic Qualification | The applicant holds a Master's degree in a field related to the job from a university recognized and accredited in the country. |  |  |
| 1. Minimum Service Period | The applicant has completed at least five years of full-time work at Qatar University (QU) in the current grade, starting from the date of appointment or the president’s approval of the previous promotion. |  |  |
| 1. Performance Reviews | 1. Scored 'Meets Expectation' or better in the Annual Performance Review and Development System for the last five years. 2. For Teaching Assistant: Scored 'Meets Expectation' or better in teaching for the last five years. 3. For Research Assistant: Scored 'Meets Expectation' or better in research for the last five years. |  |  |
| 1. English Proficiency | Proof of passing IELTS or an equivalent Internationally recognized test may be required especially if not presented before at the time of appointment or at the time of a previous promotion at Qatar University. |  |  |
| 1. Disciplinary Record | The applicant has a clean disciplinary record for the last three years, excluding violations that do not have a statute of limitations. |  |  |
| 1. Originality of Publications | Submitted publications must not be extracted from the applicant’s Master’s thesis or doctoral dissertation. |  |  |
| 1. Prior Use of Publications | Submitted publications must not have been used in any previous promotion.  Herein, overall Authenticate Similarity \* must be done by the HoD/ Research Center Director. |  |  |
| 1. Timing of Publications | Submitted publications for the promotion must have been published or accepted after the promotion to the current rank. |  |  |
| 1. Open Access Publications | * Only one fully open-access journal paper (with publication fees) may be counted. * The journal must have a Q1 ranking according to JCR at the time of submission or publication. |  |  |
| 1. Additional Scholarly Contributions | A granted patent or a peer-reviewed book chapter (published by a well-reputed publisher) may be counted towards the total required journal publications; however, the applicant is allowed to include only one of them, and papers extracted from it cannot be counted towards promotion. |  |  |
| 1. Publication Requirements by Position | Teaching Assistant (Grade F):   * At least two research publications as co-author(at least one published), OR one published research paper as sole/senior author \*\*.. * All submitted papers must have QU listed as the sole affiliation. * All publications must be in Scopus or Web of Science-indexed journals. * Engineering education publications are accepted. |  |  |
| **Criteria** | **Criteria Details** | **Please tick (√)** | |
| **Yes** | **Yes** |
| k) Publication Requirements by Position | Research Assistant (Grade F):   * At least three research publications as co-author (at least two papers published), OR two as sole/senior author \*\* (at least one paper published). * All submitted papers must have QU listed as the sole affiliation. * All publications must be in Scopus or Web of Science-indexed journals with JCR Impact Factor. * Journals must be peer-reviewed and specialized in a relevant field to the applicant’s research center. |  |  |

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|  | **Publications** | **1** | **2** | **3** |
| l) Publications | Paper published or accepted for publication, after the date of PhD degree? |  |  |  |
| Peer-Reviewed Original research article (ORA) |  |  |  |
| Peer-Reviewed Book/ Book chapter/ review article / Patent (Max 1) |  |  |  |
| The paper is published while the applicant is working at Qatar University and identifies that the applicant is affiliated with only Qatar University |  |  |  |
| Engineering education research paper? |  |  |  |
| Open access papers (Max 1 in Q1) |  |  |  |
| Quartile of the Journal (Q1,…, Q4) |  |  |  |
| Impact Factor?? ISI Web of Science indexed journals |  |  |  |
| Overall Ithenticate Similarity (Must be done by the HoD)\* |  |  |  |
| Highest similarity from one single source (Must be done by the HoD)\* |  |  |  |
| Published (P) or Accepted (P) (Accepted Max 1 paper if more than 1 paper requested) |  |  |  |
| Year of Publication |  |  |  |
| Senior Author\*\* |  |  |  |
| Number of authors |  |  |  |
| In case of co-authored publication % of contribution in the paper |  |  |  |
| If the applicant is the senior author (highest contribution’s weight) |  |  |  |
| Is the paper extracted from the applicant’s Master or Ph.D. thesis |  |  |  |
| For OA journals, was the publication fee paid prior to peer-review decision? |  |  |  |

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| **\* Guidelines for the iThenticate report for Promotion File:** | \*\* **Senior author**: Concerning co-authored publications, a Senior Author is defined as: |
| 1. Use the iThenticate software to check the similarity of the paper. 2. Exclude the similarity with the same article/abstract because these are already published, and the software will show similarities with the same published article/abstract. 3. Exclude the working papers of the same article (WP series) 4. Exclude all the articles that cited the applicant’s paper and were published after the publication date of the paper. 5. Exclude the references | 1. The first author who leads a research study and makes the most significant contribution to it compared to other co-authors; 2. The first author, after junior team members studying/working in the same institution as the applicant (student, research assistant, or postdoc author under applicant’s direct supervision) at submission time, or who had studied/worked for at least 3 months ending within one year before submission time 3. In all cases of co-authored publications, the applicant for promotion must submit the “Contribution in Collaborative Research Form”. |

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| **Part III: Applicant** |

I confirm that I have submitted all the required documents relevant to the criteria in Part II, and that the information provided is correct.

**Applicant Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part IV: The Department Head/ Research Center Director** |

I confirm that the application has been thoroughly reviewed and that all promotion criteria have been verified.

**The Department Head’s / Director's Recommendation:**  **Approve**  **Reject**

**Justification:**

**Department Head/ Director Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part V: College Dean** |

I confirm that the application has been thoroughly reviewed and that all promotion criteria have been verified.

**The Dean’s Recommendation:**  **Approve**  **Reject**

**Justification:**

**Dean Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_