

QU President's Decision No. (46) of 2021
Regarding:

"Terms and Procedures of Approving Proposals of Textbooks' Authorship, Publication and Update

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

The University President,

Having regard to:

- Law No. (34), 2004 on regulating Qatar University;
- Academic bylaws approved by the Board of Regents on 16/06/2005;
- The President's Decision No. (4) of 2020 on regulating Textbooks;
- Bylaws of QU Press approved by the Board of Regents on March 18, 2020;
- The recommendation of the Executive Management Committee (EMC) issued in its session on 27/04/2021;
- And in consideration of the public interest;

Has decided the following:

Article (1)

In the provisions' implementation of this decision, the following terms have the meanings ascribed to them:

- a. **University:** Qatar University (QU)
- b. **President:** President of Qatar University
- c. **Dean:** Dean of the College
- d. **Textbook:** the textbook authored by one or several faculty members to be used in teaching an offered course in the University.

Chapter One

Terms of approval of Textbooks', proposals, writing, , Publication and Update

Article (2)

Approval of the college's proposal to release a textbook requires that the author of the suggested textbook fulfills the following conditions:

1. Holding the rank of at least assistant professor
2. Records of published refereed articles, on topics related to the textbook, and published in journals approved by the College

3. Taught the content of the course (to be authored) for at least three semesters at Qatar University.

Article (3)

Approval of the College's proposal to publish a textbook requires that the textbook (to be authored) fulfills the following conditions:

1. Provide a content of the textbook meeting the following characteristics:
 - a. Covering at least 80% of the course content;
 - b. Quality, integration, gradual approach and coherence of the knowledge provided in the textbook.
 - c. The provided material of knowledge must fit the timeline of the course and help in achieving the objectives of the course and the learning outcomes.
 - d. Suitability for Qatar University's active learning context and downloadability on an online platform.
2. Considering QU authorship, and Qu intellectual property policies.

Article (4)

Approval of the College's proposal of textbook update, requires that the author of the proposed update shall meet the requirements set out in article (2) of this decision, and that the updated textbook shall meet the requirements set out in article (3) of this decision.

Approval of the previously mentioned update proposal requires also checking that the textbooks available in the Textbook Section has been used for at least three academic years for the University's Core Curriculum Courses , and for two academic years for the specialized courses, unless there is a need to change the textbook of the course or to update it (For example: if both publishing and printing are suspended, or there are substantial changes in the course description or in the content of the main topics relating to the course).

Chapter Two

Procedures of Textbooks' proposals, writing, Publication and Update Approval

Article (5)

The Department's Curriculum Committee may submit a recommendation to the Department Head concerning the proposal of authoring or updating a textbook. The proposal should explain in details the need and reasons as follows:

1. Lack of a high quality specialized book,
2. The available textbooks are out-of-date and not updated with the latest vibrant knowledge and teaching methods,
3. Special nature of the course,

4. Language of the course,
5. The content of the course is related to advanced knowledge or knowledge related to the Qatari community or environment.

Article (6)

If the head of the department approves the request, he/she should submit the request of authoring or updating the textbook, along with his recommendations, to the dean of the college.

Article (7)

If the dean approves the request, the competent department shall assign one or more faculty members, who meets the requirements of Article 2 of this decision, to write or update the textbook taking into account the regulations of authorship and publications applicable at Qatar University.

Article (8)

After completing the textbook authoring or update, the manuscript of the textbook is to be presented to the Department Curriculum Committee to ensure that the textbook is fitting the content of the course and the approved description.

Article (9)

After reviewing the recommendations of the Department's Curriculum Committee, the head of the department shall submit a report containing his recommendations and those of the Department's Curriculum Committee along with the manuscript of the book to the Dean for approval.

Article (10)

Request for approval must include:

1. An e-copy of the final manuscript of the proposed new or updated textbook,
2. Recommendations of the Department's Curriculum Committee
3. Recommendations of the Department Head,
4. Updated names, and biographies of five (5) external reviewers meeting the following conditions:
 - a. Holding the rank of "Professor",
 - b. Teaching courses in the specialization pertaining to the book
 - c. Geographical diversity of reviewers
 - d. There is no conflict of interest for any of the reviewers with both the College and Qatar University.

Article (11)

The Dean submits the report and the final manuscript of the book to the College's Curriculum Committee for reviewing and making recommendations which should:

1. Make sure that the new or updated book covers at least 80% of the curriculum for the respective course.
2. Ensure the validity and appropriateness of the book to be taught in terms of language, fluency, and adherence to the scholarly approach adopted in the field.
3. Ensure that the book is suitable for Qatar University's active learning context and it is downloadable on an online platform.
4. Ensure that the authorship and publication's regulations of Qatar University are observed,
5. Ensure that the proposed external reviewers meet the conditions mentioned in the previous article.

Article (12)

After reviewing the recommendations of the College Curriculum Committee, the dean selects three of the five reviewers (whose names, and biographies are included within the proposal), and assigns each of them to submit his/her report within a maximum of 30 days from the date of his/her assignment. The report should include the following elements:

1. Demonstrating the scientific, literary or artistic value of the book.
2. Reviewing the book's use of updated and diverse scholarly references related to its subject matter and the relevant course,
3. Reviewing the accuracy and integrity of the language used in writing the book, and adherence to the methodological approach adopted in the field.
4. Ensure that the authorship regulations are observed by the author,
5. Making recommendations to avoid any deficiencies in the book.
6. Making one of the following three recommendations and submitting it to the Dean:
 - a. Approval of the textbook manuscript without any amendment,
 - b. Approval of the textbook manuscript after making amendments to avoid any defects highlighted by the reviewers,
 - c. Disapproval of the textbook manuscript; the reasons for the rejection should be mentioned therewith.

The dean may not approve the book manuscript unless at least two of the reviewers recommend its approval.

Article (13)

The dean conducts the final review of the new or updated textbook proposal, after reviewing the recommendations of the reviewers within 10 working days of receiving the last external reviewer's report. The dean may, prior to the deadline, require the totally or partially completion of the amendments proposed by the reviewers, or he/she may require further details or clarifications from the College's Curriculum Committee or from the Head of the Department.

Article (14)

If the dean refuses to approve the request of releasing the new or updated textbook, the head of the concerned department shall be informed in writing of the decision and its rationale.

Article (15)

If the dean approves the request for the release of the new or updated textbook, he/she shall take a decision in this respect enclosing the approved textbook manuscript.

Article (16)

After the dean's approval of the textbook, the author must publish the book at QU Press, after meeting its conditions and requirements, or after meeting the requirements of any other publisher approved by both the dean and the Vice President for Academic Affairs. The author shall comply with QU's policies and regulations regarding intellectual property.

Article (17)

All competent authorities shall implement this Decision, in their areas of responsibility, and it shall be enforced from the date of its issuance

Dr. Hassan Rashid Al-Derham

President of Qatar University