

# ACADEMIC\_Academic Appointment of Qataris on Scholarship Policy\_056

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	<b>Approved by Board Executive Committee:</b>

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## Purpose

The purpose of this policy is to develop procedures and criteria for academic appointment of Qatari faculty members on a scholarship in order to provide more opportunities and build capacities.

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## Source / Authority

The Office of the Vice President for Academic Affairs has developed this policy and procedures, and is responsible for the supervision, administration and implementation of the policy.

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## Who should know this policy?

- President
- Vice President
- Legal Advisor
- Deans
- Director / Departmental Head
- Faculty members
- Accounting/ Finance Personnel
- Human Resources
- Graduate Students
- All Employees

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## Policy Description

Qatar University is always keen to provide equal opportunities and clear career ladder for all faculty members. This policy sets clear criteria for the recruitment of Qatari faculty members on scholarship in order to provide various opportunities to help in building capacities of Qatari academic staff at Qatar University.

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## Policy Statements

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1. Qataris on Scholarships shall be appointed on the teaching and research tracks in colleges upon meeting the criteria of each academic rank.
2. Candidate is appointed as Teaching/Research Assistant (Grade G) upon meeting the following conditions:
  - a. A bachelor's degree as a full-time student from one of the approved universities by Qatar University.
  - b. Earn a GPA not less than 3.00 out of 4.00.
  - c. Pass the Department/Research Center personal interview and get recommended by the Department/Research Center and College.
  - d. Approval of the QU HR Committee for Qatari Academic Recruitment
  - e. IELTS score 5.5 for graduates of Arabic taught programs and 6.5 for graduates of English taught programs
3. Candidate shall be appointed as Teaching/Research Assistant (Grade F) upon meeting the following conditions:
  - a. A Master degree as a full-time student from one of the approved universities by Qatar University.
  - b. Pass the Department/Research Center personal interview and get recommended by the Department/Research Center and College.
  - c. Appointing MA graduates working as a full-time employee in any local university including Qatar University requires the following:
    - i. Get unconditional acceptance for studying PhD in one of the approved universities by Qatar University.
    - ii. Publish one or more journal article in a peer-reviewed journal for Teaching Assistants
    - iii. Publish three journal articles in a peer-reviewed journal for Research Assistants
  - d. Approval of the QU HR Committee for Qatari Academic Recruitment
  - e. IELTS score 5.5 for graduates of Arabic taught programs and 6.5 for graduates of English taught programs
4. For securing graduate studies full admission, the HR Committee for Qatari Academic Recruitment may send students to study English abroad.
5. Qataris with PhD from a local university are appointed as Assistant Professor (Grade D) upon meeting the following conditions:
  - a. Earn PhD degree as a full-time student from one of the approved universities by Qatar University.
  - b. Publish at least three journal articles not extracted from his/her MA or PhD dissertation, in a peer-reviewed journal
  - c. Join a post-doctorate program abroad during the first year of hiring in one of the approved universities by Qatar University for at least one academic year, and no more than two academic years.
6. Teaching/Research Assistant on a scholarship is promoted from Grade G to Grade F upon meeting the following conditions:
  - a. Earn MA degree from one of the approved universities by Qatar University.

- b. Approval of the HR Committee for Qatari Academic Recruitment
7. Teaching Assistant on a scholarship is promoted from Teaching Assistant (Grade F) to Lecturer (Grade E) upon meeting the following conditions:
  - a. Get PhD Unconditional acceptance from one of the approved universities by Qatar University.
  - b. Approval of the HR Committee for Qatari Academic Recruitment
  - c. Presence and actual start of study abroad
8. Lecturer on a scholarship is promoted from Lecturer (Grade E) to Assistant Professor (Grade D) with no change in the financial benefits upon meeting the following conditions:
  - a. Earn PhD degree
  - b. Approval of the HR Committee for Qatari Academic Recruitment
9. In case of incompleteness of scholarship and study abroad, the candidate's grade is modified to fit his/her latest qualifications
10. Student on a scholarship is entitled to an annual increment based on his/her performance reports, and the recommendations of his department
11. Upon the approval of HR Committee for Qatari Academic Recruitment, student on a scholarship is entitled for 10% basic salary increase according to the ceiling of every academic grade.
12. Upon the approval of the HR Committee for Qatari Academic Recruitment the salary percentage may increase to a maximum of 15% according to the following criteria:
  - a. The period spent to earn the degree successfully
  - b. The international reputation of the University and the Graduate study program that he/she is enrolled in
  - c. Publishing journal articles during the study period in peer-reviewed journals
  - d. The academic activities in which he/she participated during the period of study, such as conference proceedings or posters, attending workshops related to the field of study, and/or professional development
  - e. Strategic importance of the field of study to Qatar University
13. The salary of the Teaching/Research Assistant on a scholarship is determined based on the following criteria:
  - a. The need and strategic importance of the field of study to the department/center or college
  - b. The number of Qataris on a scholarship in the department/center or college
  - c. Practical and academic experience, and academic excellence
14. If the student on a scholarship did not complete his/her study, he/she may request to be transferred to the university regular track faculty based on the following conditions:
  - a. Earn MA degree
  - b. Vacant position available in his/her department
  - c. Approval of the HR Committee for Qatari Academic Recruitment
  - d. In all cases, the student on a scholarship shall be subject to penalties for not completing his/her scholarship successfully based on the Scholarship Policy. The University President may exempt the student from some or all penalties.
15. Students may transfer from the Scholarship program to Administrative Cadre upon meeting the following conditions:
  - a. Approval of the HR Committee for Qatari Academic Recruitment
  - b. Approval of the HR Committee for Administrative Recruitment
  - c. Existence of a vacancy in the structure of the targeted administrative department

- d. In all cases, the student on a scholarship shall be subject to penalties for not completing his/her scholarship successfully based on the Scholarship Policy. The University President may exempt the student from some or all penalties.
16. Administrative staff are not eligible to apply for academic scholarship

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## **Procedures**

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1. The applicant apply with the required documents to the head of the academic department.
2. The Department Head or the Research Center Director shall evaluate the application according to the employment plan and the approved national capacity building plan and submit his recommendations to the Dean of the College.
3. The Department Head or the Research Center Director may form a committee within the department or center to assist him in taking the appropriate action and in a way that does not contradict with the university policies and procedures.
4. The Dean of the College shall evaluate the application and may form a specialized committee to assist him in making the appropriate decision. If approved, he shall submit the application with his recommendations and required documents to the appropriate Vice President.
5. The appropriate Vice President shall evaluate the request and make the appropriate decision. If approved, he shall submit the application with his recommendations to the HR Committee for Qatari Academic Recruitment.
6. The HR Committee for Qatari Academic Recruitment shall evaluate the request and submit it with recommendations to the University President to make the appropriate decision.
7. The applicant, and all relevant entities/departments, shall be notified of the President final decision to take the needed action.