

# ACADEMIC\_ Promotion Policy for Teaching / Research Assistants and lecturers\_019

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## Purpose

The purpose of this policy is to provide basis for academic promotion for academic support on the levels of teaching assistants and lecturers (Grade G to D) in order to clearly define growth opportunities and encourage career development.

## Source / Authority

The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

## Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



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## Policy Description

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Qatar University is always keen to provide equal opportunities and clear academic promotion for academic staff. This policy draws clear criteria for promotion from financial grades G through D.

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## Policy Statements

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1. Full-time teaching /research assistants at colleges and research centers under colleges may be promoted if they meet the promotion criteria.
2. Full-time Teaching and Research Assistants may be promoted from grade G to grade F, if the following criteria are met:
  - a. The applicant holds a Master degree in a field related to the job from reputable and accredited university.
  - b. Applicant's GPA in the Master degree is no less than 3.0 or equivalent;
  - c. Has been working full time for the last three years, two of which after earning the master degree.
  - d. Must have scored "meet expectation" or better in the Annual Performance Review and Development System in the last three years, and scored "exceed expectation" in one of the three years;
  - e. Scored a minimum of 5.5 in IELTS for programs taught in Arabic and 6.5 for programs taught in English and proficiency in Arabic as needed by the discipline.
  - f. Have clean, disciplinary record in the last 3 years;
  - g. The applicant has published at least one research paper in referred journals for teaching assistants and 2 referred papers in referred journals for research assistants.
3. Full time Teaching and Research Assistants, working at QU, may be promoted from teaching/research assistants (grade F) to lecturers (Grade E), if the following criteria are met:
  - a. The applicant holds a master/Ph.D. degree in a field related to the job from reputable and accredited university.
  - b. Applicant's GPA in the Master or Ph.D. degree is no less than 3.0 or equivalent;
  - c. Has been working full time at Qatar University for five years, of which the last 3 years at Grade F.
  - d. Change in the nature of the work needed for the applicant to become that of a lecturer (i.e. instructor of records in undergraduate courses rather than teaching labs).
  - e. Department need for the teaching load.
  - f. Must have scored "meet expectation" or better in the Annual Performance Review and Development System in the last five years, and "exceed expectation" in one of years;
  - g. Scored a minimum of 5.5 in IELTS for programs taught in Arabic and 6.5 for programs taught in English and proficiency in Arabic as needed by the discipline.
  - h. Have clean, disciplinary record in the last 5 years;
  - i. The applicant has published at least two research papers in referred journals for teaching assistants and four research papers in referred journals for research assistants.
4. Promotions should not impact the total FTE for the program and/or department/center. In other words, there will be no replacement position for the promoted individual.



5. Full time lecturers and Post-doc fellows, working at QU, may be promoted to assistant professor or research assistant professor (Grade D), if the following criteria are met:
  - a. The applicant holds a Ph.D. degree in a field related to the job from reputable and accredited university.
  - b. Has been working full time as Lecturer during the last five years (of which three years at QU).
  - c. Availability of vacant assistant professor/research assistant professor position.
  - d. Must have scored “meet expectation” or better in the Annual Performance Review and Development System in the last five years, and “exceed expectation” in one of years;
  - e. Scored a minimum of 5.5 in IELTS for programs taught in Arabic and 6.5 for programs taught in English and proficiency in Arabic as needed by the discipline.
  - f. Have clean, disciplinary record in the last 5 years;
  - g. The applicant has published at least three research papers in referred journals for lecturers and six research papers in referred journals for post-doc.
6. All promotion applications shall be submitted in line with the academic promotion cycles.
7. Approved promotions shall be effective from the date of the president’s approval.

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## Procedure

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1. Eligible candidate submits a request, including required supporting evidence, by October 1 or March 15 to department head/research center director:
  - A. Candidate letter requesting promotion.
  - B. Updated Curriculum Vitae.
  - C. Copy of all academic degrees (including transcripts).
  - D. Internal Recommendations:
    - i. HoD/research center director and department/center promotion committee (if applicable) recommendations.
    - ii. College Promotion Committee Recommendation.
    - iii. College Dean recommendation.
  - E. Copies of publications.
  - F. Performance appraisal reports for the last five years;
  - G. Letter from Human Resources showing evidence of clean disciplinary record.
2. Head/director of department/research center evaluates the application and supporting material. In case of approval, HoD/director submits the application with his/her recommendations to college Dean by November 1 or April 15. In case of declining the application, he/she informs the applicant, in writing, including rationale for rejecting the application;
3. College Dean evaluates the application and supporting material, and HoD/director recommendation. College dean will utilize the college promotion committee to review the file and make appropriate recommendation based on this policy. In case of approval, the Dean submits the application with his recommendation to VPAA by December 1 or May 15. In case of declining the application, he/she informs the applicant, in writing, including rationale for rejecting the application;
4. VPAA evaluates the application and supporting material. In case of approval, the VPAA will seek president approval for the promotion. Once president approves the promotion, VPAA informs all pertinent parties. In case of declining the application, the VPAA informs the College Dean, in writing, mentioning the rationale for rejecting the application;



5. The decision of the president is final and is not subject to appeal.

**Appeals:**

**Appeal Department/research center Decision:**

1. In case of rejecting the application by the HoD/research center director, the applicant can file a written appeal within 10 working days of being informed of the denial to the college Dean, mentioning his/her rationale of appeal with reference to the supporting documents, including evidence that evaluation judgments were not sound or policies and procedures were not followed;
2. College dean reviews the appeal (he/she may solicit feedback from the HoD/research center director) and within 10 working days of receiving the appeal, will render a decision; if accepted, he/she will submit the candidate's application to the VPAA.
3. If the Dean rejects the appeal, he/she should inform the candidate of the decision. Dean decision will be final and will not be subject to any appeal.

**Appeal College Decision:**

1. In case of rejecting the application by the college dean, the applicant can file a written appeal within 10 working days of being informed of the denial to the VPAA, mentioning his/her rationale of appeal with reference to the supporting documents including evidence that evaluation judgments were not sound or policies and procedures were not followed;
2. VPAA reviews the appeal and within 10 working days of receiving the appeal, will render a decision; if accepted, he/she will submit the candidate's application to for president approval.
3. If the VPAA refuses the appeal, he/she should inform the candidate of the decision. VPAA's decision will be final and will not be subject to any appeal.

