

Academic_Academic Administrative Appointment Policy_026

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Purpose

The aim of this policy is to establish appointment procedures for academic administrative positions and to clarify the qualifications and experience required for each.

Source / Authority

The Office of the Vice President for Academic Affairs has prepared this policy and procedures, and is thus responsible for supervising its administration and implementation.

Who should know this policy?

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



Policy Description

This policy defines the rules concerning appointments in academic administrative positions as well as academic and administrative experience/qualifications required for each position.

Policy Statements

1. This policy applies to the following academic administrative positions:
 - Deans
 - University Program Directors (Foundation Program – Core Curriculum Program - Honors Program)
 - Associate Deans
 - Assistant Deans
 - Heads of Academic Departments
 - Directors of academic program/academic units
 - Coordinators of academic programs (undergraduate and graduate)
 - Course coordinators
2. The University is committed to the diversity of its academic members and to providing equal opportunities for all.
3. Candidacy for academic administrative positions shall be among the full-time academic members.
4. Appointment in academic administrative positions shall be for a fixed renewable period depending on the type of job, the needs of the university and the annual performance of the incumbent.
5. The appointment of academic administrative posts may be terminated before the end of the appointment term if there is a case of miss-management of their university duties and responsibilities or for the best interest of the University.
6. In the case of academic administrative appointments to the rank of Dean or higher, after the expiration of appointment term, the person shall return to his / her academic department, while considering the following:
 - Maintaining the existing basic salary for the academic administrative position.
 - Change the financial grade to match his/her academic rank.
 - Allowances of the financial grade shall be canceled and the allowances of the academic rank shall be in effect in accordance with the applicable allowances of the University.
7. Academic members may be assigned an acting academic administrative position for a term of one semester, renewable for one or more semesters. Holder of the acting position shall obtain all the benefits of the position.
8. One person may hold two academic administrative positions at the same time, if necessary, and may be allocated allowances at the discretion of the appointee, with the appropriate approval.
9. The teaching load is applied to academic administrative positions according to QU teaching load policy.
10. The holders of academic administrative positions shall be evaluated according to the approved policies.
11. The policy of sabbatical leave approved by the university shall be applied to the holders of the academic administrative positions for the rank of Dean and higher.

12. The decision to appoint an academic administrative position shall be issued by the higher authority of the direct supervisor and upon recommendation of the latter, according to the following:
 - a. Appointing deans of colleges and program directors at the university level by a decision of the university president based on the recommendation of the appropriate vice president.
 - b. Appointing associate deans, assistant deans, heads of academic departments, academic program managers/directors and program coordinators by a decision of the appropriate vice president based on the recommendation of the Dean.
 - c. Appointment of the coordinators of academic programs and course coordinators by a decision of the Dean of the College upon the recommendation of the Head of the Academic Department and with the written consent of the appropriate Vice President, while complying with the procedures for appointing the coordinators stipulated below.
13. Administrative academics are at the level of head of department or higher and have direct responsibility for the management of their unit in terms of academic, administrative and financial and are responsible for the implementation of university policies and procedures in the unit as well as the implementation of the strategy of the unit in line with the university strategy and mission in accordance with the powers vested in them.
14. Appointment and renewal period:
 - a. Appointments of deans, associate deans, assistant deans, university program directors, heads of academic departments and academic program directors for a period of three years, renewable based on performance reports and university needs.
 - b. Program coordinators shall be appointed for a period of two years, renewable for one period only, based on the performance reports and the requirements of the University.
 - c. Course coordinators shall be appointed for a period of one year, renewable for one period only, based on the performance reports and the university needs.
15. The administrative academic posts may be renewed if approved by the relevant authority and based on performance:
 - a. Performance indicators and the achievement of the goals of the academic unit.
 - b. Self-assessment of successful leadership in the management of academic unit.
 - c. Assessment of the direct supervisor.
16. The program coordinators shall be appointed according to the following rules:
 - a. An academic program coordinator shall be appointed if the academic department has more than one academic programs, and must be in a different specialization than the head of the department.
 - b. An academic program coordinator is appointed if it is an academic accreditation requirement.
 - c. A coordinator for graduate programs is appointed in general and not a coordinator for each graduate program in the academic department, taking into account number of students enrolled in these programs.
 - d. A coordinator may be appointed if the number of faculty in the department is more than 40 members.

- e. A coordinator for minor is appointed only if the minor is self-contained and not subordinate to a core major.
17. Course coordinators shall be appointed according to the following rules:
- a. One coordinator is appointed for each of the courses in which more than twenty sections are offered in the semester.
 - b. The teaching load of course coordinators is reduced by three credit hours per year (with the approval of the Dean) and there is no management allowance.
18. Advantages of Administrative Academic Appointments:
- a. A reduced teaching load according to the teaching load policy.
 - b. Membership of the College Council in accordance with the University's approved policies and procedures.
 - c. Management allowance according to approved university policies and procedures.

Procedures

General rules for the appointment of deans and directors of university programs:

Procedures, requirements and eligibility for the job:

1. In the event of a vacancy of the post of Dean / Director of the university program, the appropriate Vice President shall nominate a member of the faculty to fill the vacant position provided that the candidate has the following conditions:
 - a. Doctorate degree or equivalent from an accredited university.
 - b. Associate Professor or higher (for non-permanent contract holders).
 - c. Minimum teaching experience at Qatar University after obtaining a doctorate of three years.
 - d. Minimum experience in Academic Management and Management of Committees and Student Affairs of 3 years.
 - e. The annual performance should not be less than "meet expectation" over the previous 3 years.
 - f. Shall not be subject to disciplinary sanction.
 - g. Evidence of leadership, teamwork and effective communication skills.
2. The appropriate vice president shall submit the following documents to the president:
 - a. An application that includes an explanation of the abilities to lead a college / program and academic and managerial experience that helps to successfully manage the unit.
 - b. Updated CV.
 - c. An action plan for the management of college / program.
 - d. Performance reports for the candidate in the previous three years.

General Rules for Appointing Associate Deans:

Procedures, requirements and eligibility for the job:

1. In the event of a vacancy of the post of Associate Dean, the Dean of the College shall nominate a faculty member to fill the vacant position provided that the candidate has the following conditions:
 - a. Doctorate degree or equivalent from an accredited university.
 - b. Associate Professor or higher (for non-permanent contract holders).

- c. Minimum teaching experience at Qatar University after obtaining a doctorate of three years.
 - d. Minimum experience in academic management in institutions of higher education of three years.
 - e. Preferably fluent in Arabic and English, speaking and writing.
 - f. The annual performance should not be less than “meet expectation” over the previous three years.
 - g. Shall not be subject to disciplinary sanction.
 - h. Evidence of leadership, teamwork and effective communication skills.
2. The Dean of the College shall submit the following documents to the appropriate Vice President:
- a. A request that includes an explanation of the candidate’s academic and administrative leadership to assist the college dean to successfully manage the college.
 - b. Updated CV.
 - c. An action plan for the management of the candidate sector.
 - d. Performance report for the candidate during the previous three years.

General Rules for Appointment of Assistant Deans:

Procedures, requirements and eligibility for the job:

1. In the event of a vacant assistant dean position, the Dean of the College shall nominate a faculty member to fill the vacant position provided that the candidate has the following conditions:
 - a. Master's degree or higher from an accredited university.
 - b. Minimum experience of at least three years in the appropriate field of employment.
 - c. Preferably fluent Arabic and English, speaking and writing.
 - d. Its annual performance should not be less than “meet expectation” over the previous three years.
 - e. Experience in IT.
 - f. Shall not be subject to disciplinary sanction.
 - g. Evidence of leadership, teamwork and effective communication skills.
2. The Dean shall submit the following documents to the appropriate vice president:
 - a. A request that includes an explanation of the candidate’s academic and administrative leadership to assist the college dean to successfully manage the college.
 - b. Updated CV.
 - c. An action plan for the management of the candidate sector.
 - d. Performance report for the candidate during the previous three years.

General rules for appointing heads of academic departments and managers (Directors) of academic programs (at the college level):

Procedures, requirements and eligibility for the job:



1. In the event of a vacancy of the head of the academic department / academic program director, the Dean in charge shall nominate a member of the faculty to fill the vacant position provided that the candidate has the following conditions:
 - a. Doctorate or equivalent degree from an accredited university.
 - b. Associate Professor or higher (for non-permanent contract holders).
 - c. Minimum teaching experience at Qatar University after obtaining a doctorate of two years.
 - d. Minimum academic administration of two years.
 - e. Preferably fluent in Arabic and English, speaking and writing.
 - f. Annual performance should not be less than “meet expectation” over the previous two years.
 - g. Shall not be subject to disciplinary sanction.
 - h. Evidence of leadership, teamwork and effective communication skills.
2. The Dean shall submit the following documents to the appropriate vice president:
 - a. A request includes an explanation of the ability to lead a department / program successfully.
 - b. Updated CV.
 - c. An action plan for the management of the academic department/program.
 - d. Performance report for the candidate in the previous two years.

General Rules for Appointment of Academic Program Coordinators:

Procedures, requirements and eligibility for the job:

1. In case of vacancy of the position of coordinator of the academic program, the head of the department will nominate a faculty member to fill the vacant position provided that the candidate has the following conditions:
 - a. Doctorate degree or equivalent from an accredited university.
 - b. Experience at Qatar University as full-time for at least two years.
 - c. Experience in academic administration of not less than two years.
 - d. Preferably fluent in Arabic and English, speaking and writing.
 - e. The annual performance shall not be less than “above expected” during the previous two years.
 - f. Shall not be subject to disciplinary sanction.
2. The Dean shall submit the following documents to the appropriate vice president:
 - a. Updated CV.
 - b. Performance report for the candidate in the previous two years.