

ACADEMIC ALTERING THE RANK OF A CANDIDATE_027

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Source / Authority

This policy and accompanying procedures were developed by the Office of the Vice President and Chief Academic Officer and endorsed by the University President.

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

Purpose

The purpose of this policy is to establish guidelines for altering the rank of a candidate to a ranked position.

Who Should Know This Policy

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

Policy Description

Recruitment of high-quality academics is the cornerstone of achieving academic excellence at QU. The recruitment of highly qualified faculty is a competitive process and requires prompt action from all involved in the recruitment process. A typical hiring procedure requires that an academic unit defines its needs, seeks approval from the VPCAO and post an advertisement specifying the desired rank. In unusual cases, such as a commencement of a new program, the unit may ask for an open rank position.

In a typical hiring procedure, the academic unit should select from among the candidates that meet the qualifications for the advertised rank. As much as possible, this procedure should be enforced. However, it is unavoidable that an academic unit may be interested in a candidate that would require additional consideration regarding the hiring rank. In such cases, the initial consideration for altering the rank should be prompted by the academic unit or the VPCAO in response to a candidate's request. This document presents guidelines for altering the ranks.

Definition

- A candidate for this policy is a faculty member that is offered a ranked position (assistant, associate or full professor) in Qatar University
- Academic Unit: An academic department or and academic program or a research center that will hire the faculty member
- Home institution: An institution of higher education that affirmed the academic rank at the candidate
- Ranked position: Assistant or Associate or Full Professor

Policy Statements

1. Academic units or candidates may request consideration to alter the academic rank from that in the advertised position.
2. The selection committee should forward its justification for altering the rank to the Department Chair who will consult with the department/program promotion committee. The Chair must submit his/her recommendation to the Dean/Unit Administrator along with the department/program promotion committee's recommendation.
3. The Dean/Unit Administrator must thoroughly evaluate the academic unit's request to consider offering a higher or lower rank to a candidate.
4. The Dean/Unit Administrator requests the college promotion committee's input and forwards the recommendations to the VPCAO.
5. Upon the VPCAO's request, the Academic Promotion Committee (APC) is responsible for evaluating recommendations to alter a candidate's academic rank.
6. A maximum period of one week should be allotted for each administrative stage.

Procedures

To offer a higher rank than the advertised rank

- The academic unit must send a justification to the VPCAO that includes the recommendation of the department's/program's promotion committee, the Department Chair/Program Coordinator, the College promotion committee and the College Dean/Unit Administrator.
- The candidate must demonstrate that he/she has acquired the desired rank from his/her home institution.
- The scholarly record must demonstrate that the faculty member meets the rank requirements at Qatar University. This includes among others the length of service as well as the intensity of scholarly output.

To offer a higher rank without previous attainment

- The academic unit must submit a justification for the request to offer a different rank than that in the job posting to a candidate who did not attain the desired rank at his/her home institution. The merit of the justification should be primarily based on the scholarly achievement of the candidate. This may include scholarly output equal or higher than that of a faculty cohort in the relevant college from among the requested rank, or an achievement of recognized breakthrough that will benefit the people of Qatar. Additionally, the College Dean/Unit Administrator may provide other justification that may be acceptable by the VPCAO. The promotion bodies within the academic units must sign on the submitted request.
- It is imperative that a substantial higher scholarly record than the minimum requirement for the requested rank as per QU policies should be demonstrated in the candidate record.
- The Academic Promotion Committee must evaluate the scholarly output of the candidate. The APC will conduct the record review and draft a report that matches those received from qualified external reviewers. The APC may use any tool to examine the records of the candidate. The APC will deliberate and provide a collective recommendation that will be sent to the VPCAO.
- In no circumstance will an increase of more than one jump in rank be considered.

To offer a lower rank

- In the event that the qualified pool of candidates is in a higher rank than that of the advertised rank, the academic unit must re-advertise the position at a higher rank or an open rank.
- In no circumstance will a candidate who has attained a given academic rank at a previous institution and demonstrated a scholarly record comparable to that of a faculty cohort from among the same rank in the academic unit, be offered a lower rank.
- For unusual cases which may require offering a lower rank (i.e. not meeting the length of service)
 - a. The Academic Promotion Committee must evaluate the scholarly output of the candidate. The APC must conduct a thorough review and draft a report that matches those received from qualified external reviewers. The APC may use any tool to examine the records of the

candidate. The APC will deliberate and provide a collective recommendation that will be sent to the VPCAO.

- b. Candidates who are demoted to more than one academic rank should not be recommended for hiring.