



جامعة قطر
QATAR UNIVERSITY

الصحة
HEALTH

QU Health
Adjunct Appointments
Guideline

Version number	1.0
Effective date	August 2020
Approved by QU Health Deans' Forum	May 2020
Approved by Qatar University Office of General Legal Counsel	January 2021
Date for review	August 2023

Implementation guidance description

Qatar University has approved a policy for adjunct appointments (ACADEMIC_Adjunct Appointments Policy_007). This guideline describes how the policy is to be implemented within QU Health, in terms of the rules and regulations of appointing adjunct faculty including their qualifications, rights, responsibilities and appraisal.

Adjunct status is considered a courtesy appointment made by QU Health to recognize support given by an individual through either teaching, research or fostering partnerships between the QU Health and industry, the profession or the wider community. Adjunct titles may be conferred on persons recognized as experts in their relevant fields who are not necessarily required to have an academic career background. These persons are expected to have a significant and sustained input to the university.

Guidance statements

1. Ranks

Adjunct faculty will be appointed to the following ranks

1.1. Adjunct clinical lecturer, adjunct clinical assistant professor, adjunct clinical associate professor, adjunct clinical professor. These individuals are licensed clinicians practising clinically at their primary site of employment. It is anticipated that they contribute to a significant degree in the clinical education and training of undergraduate and graduate students. The majority of adjunct appointments are likely to fall into this category.

1.2. Adjunct research associate, adjunct research assistant professor, adjunct research associate professor, adjunct research professor. These individuals have major research roles at their primary site of employment. It is anticipated that they will contribute to a significant degree in the supervision of undergraduate and graduate research students, and other forms of research collaboration.

1.3. Adjunct lecturer, adjunct assistant professor, adjunct associate professor, adjunct professor. These titles are reserved for individuals whose roles may align to other key areas such as administration.

The title awarded will be based upon the rank and the academic program, department or college to which the individual will be affiliated.

2. Criteria

The criteria for the different ranks describe the educational qualifications and experience (clinical, teaching, research, engagement), noting that the overall profile is significant (see 'General description'). Criteria are neither exhaustive nor prescriptive and intended as indicators of the type of achievements expected. Individuals should be appointed to the appropriate rank according to the stated criteria.

It is anticipated that the majority of individuals will be appointed to the ranks of lecturer or assistant professor.

2.1. Adjunct clinical ranks

Adjunct clinical lecturer

Educational qualifications

- Relevant Master's degree (including MBBS, MD, PharmD etc.) or equivalent professional degree.

Clinical experience

- Holds a specialist position (or equivalent) for at least one year.
- At least three years of experience in clinical practice as a licensed practitioner.

Adjunct clinical assistant professor

This rank is for individuals who have established **institutional or national reputations** in their respective fields and whose contributions to their profession are deemed **excellent**.

Educational qualifications

- Doctor of Philosophy, Doctor of Science or equivalent as recognised by Qatar University, or
- Relevant Master's degree (including MBBS, MD, PharmD etc.) with evidence of completion of an approved, structured residency/ specialist training and Board certification (e.g. American or Canadian Board, Australian Board, European Board, UK MRCP or MRCS, Arab Board etc. in respective clinical specialties) or equivalent.

Clinical experience

- Holds a consultant position (or equivalent).
- At least six years of experience in clinical practice as a licensed practitioner.

Teaching experience

- At least three years of teaching experience at the undergraduate and/or graduate level.

Research experience

- Published at least three full peer-reviewed papers* listed in Scopus, the Medline section of PubMed or Web of Science.

*For all publications, excludes published conference proceedings, abstracts and letters

Adjunct clinical associate professor

This rank is for individuals who have established **regional or international reputations** in their respective fields and whose contributions to their profession are deemed **excellent**.

Educational qualifications

- As for clinical assistant professor

Clinical experience

- Holds a consultant position (or equivalent).
- At least six years of experience as a consultant (or equivalent) in clinical practice.

Teaching experience

- At least six years of teaching experience at the undergraduate and/or graduate level.

Research experience

- Published at least six full peer-reviewed papers* as listed in Scopus, the Medline section of PubMed or Web of Science.
- Evidence of significant scholarly achievements at the national level (e.g. invited keynote presentations etc.).

Adjunct clinical professor

This rank is for individuals who have established **international reputations** in their respective fields and whose contributions to their profession are deemed **outstanding**.

Educational qualifications

- As for clinical assistant professor.

Clinical experience

- Holds a consultant position (or equivalent).
- At least ten years of experience as a consultant (or equivalent) in clinical practice.

Teaching experience

- At least ten years of teaching experience at the undergraduate and/or graduate level.
- Significant contribution to leadership in teaching.

Research experience

- Published at least twelve full peer-reviewed papers* as listed in Scopus, the Medline section of PubMed or Web of Science.
- Evidence of significant scholarly achievements at the international level (e.g. invited keynote presentations etc.).

2.2. Adjunct research ranks

Adjunct research associate

Educational qualifications

- Relevant Master's degree.

Research experience

- Holds a specialist research position (or equivalent) for at least one year.
- At least three years of experience in research practice.

Adjunct research assistant professor

This rank is for individuals who have established **institutional or national reputations** in their respective fields and whose contributions to their profession are deemed **excellent**.

Educational qualifications

- Doctor of Philosophy, Doctor of Science or equivalent as recognised by Qatar University.

Research experience

- Holds a senior research position.
- At least six years of experience in research practice.
- Published at least six full peer-reviewed papers* as listed in Scopus, the Medline section of PubMed or Web of Science; four papers should be as senior/ corresponding author.
- Evidence of significant scholarly achievements at the national level (e.g. invited keynote presentations etc.).

Adjunct research associate professor

This rank is for individuals who have established **regional or international reputations** in their respective fields and whose contributions to their profession are deemed **excellent**.

Educational qualifications

- As for research assistant professor.

Research experience

- Holds a senior research position.
- At least six years of experience in a senior research position.
- Published at least twelve full peer-reviewed papers* as corresponding author, listed in Scopus, the Medline section of PubMed or Web of Science; eight papers should be as senior/ corresponding author.
- Evidence of significant scholarly achievements at the national level (e.g. invited keynote presentations etc.).
- Lead principal investigator on successful research submissions to national or university grant awarding bodies (totaling >QR500,000).

Adjunct research professor

This rank is for individuals who have established **international reputations in** their respective fields and whose contributions to their profession are deemed **outstanding**.

Educational qualifications

- As for research assistant professor.

Research experience

- Holds a senior research position.
- At least ten years of experience in a senior research position.
- Published at least twenty-four full peer-reviewed papers* as senior/corresponding author, listed in Scopus, the Medline section of PubMed or Web of Science; fifteen papers should be as senior/ corresponding author.
- Evidence of significant scholarly achievements at the international level (e.g. invited keynote presentations etc.).
- Lead principal investigator on successful research submissions to national or university grant awarding bodies (totaling >QR1 million).

2.3. Adjunct ranks

Adjunct lecturer

Educational qualifications

- Relevant Master's degree (including MBBS, MD, PharmD etc.) or equivalent professional degree.

Professional experience

- Holds a specialist position (or equivalent) for at least one year.
- At least three years of experience in professional practice.

Adjunct assistant professor

This rank is for individuals who have **established institutional or national reputations** in their respective fields and whose contributions to their profession are deemed **excellent**.

Educational qualifications

- Doctor of Philosophy, Doctor of Science or equivalent as recognised by Qatar University, or
- Relevant Master's degree (including MBBS, MD, PharmD etc.) with evidence of completion of an approved, structured residency/ specialist training and Board certification (e.g. American or Canadian Board, Australian Board, European Board, UK MRCP or MRCS, Arab Board etc. in respective clinical specialties) or equivalent.

Professional experience

- Holds a consultant position (or equivalent).
- At least six years of experience in professional practice.

Teaching experience

- At least three years of teaching experience at the undergraduate and/or graduate level.

Research experience

- Published at least three full peer-reviewed papers* as listed in Scopus, the Medline section of PubMed or Web of Science.

Adjunct associate professor

This rank is for individuals who have established **regional or international reputations** in their respective fields and whose contributions to their profession are deemed **excellent**.

Educational qualifications

- As for assistant professor.

Professional experience

- Holds a consultant position (or equivalent).
- At least six years of experience as a consultant (or equivalent) in professional practice.

Teaching experience

- At least six years of teaching experience at the undergraduate and/or graduate level.

Research experience

- Published at least six full peer-reviewed papers* as listed in Scopus, the Medline section of PubMed or Web of Science.
- Evidence of significant scholarly achievements at the national level (e.g. invited keynote presentations etc.).

Adjunct professor

This rank is for individuals who have established **international reputations** in their respective fields and whose contributions to their profession are deemed **outstanding**.

Educational qualifications

- As for assistant professor.

Professional experience

- Holds a consultant position (or equivalent).
- At least ten years of experience as a consultant (or equivalent) in professional practice.

Teaching experience

- At least ten years of teaching experience at the undergraduate and/or graduate level.
- Significant contribution to leadership in teaching.

Research experience

- Published at least twelve full peer-reviewed papers* as listed in Scopus, the Medline section of PubMed or Web of Science.
- Evidence of significant scholarly achievements at the international level (e.g. invited keynote presentations etc.).

3. Expectations

Depending on the nature of the appointment (i.e. clinical, research etc.), adjunct faculty are expected to have a significant and sustained contribution to: participating in instruction of students (e.g. lectures, supervising practice, developing course syllabi, developing and administering student assessments, and reporting grades); supervising student internship training; supervising student research projects; and collaborating with QU Health faculty on research projects.

4. Rights and privileges

Adjunct faculty have the following rights and privileges: access to university instructional and research resources in compliance with university regulations; access and use of university facilities; participation in university events; and access to university IT facilities.

5. Employment relationship

The conferring of the adjunct title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

6. Duration

An adjunct position is conferred for up to three years and may be renewed based on the recommendation of the college and primary employer. Those seeking renewal should complete a renewal application form. During the renewal, there is opportunity to apply for a higher rank.

7. Performance appraisal

Adjunct faculty are subject to performance appraisal according to the rules and regulations in operation at QU Health, and is mandatory prior to any renewal.

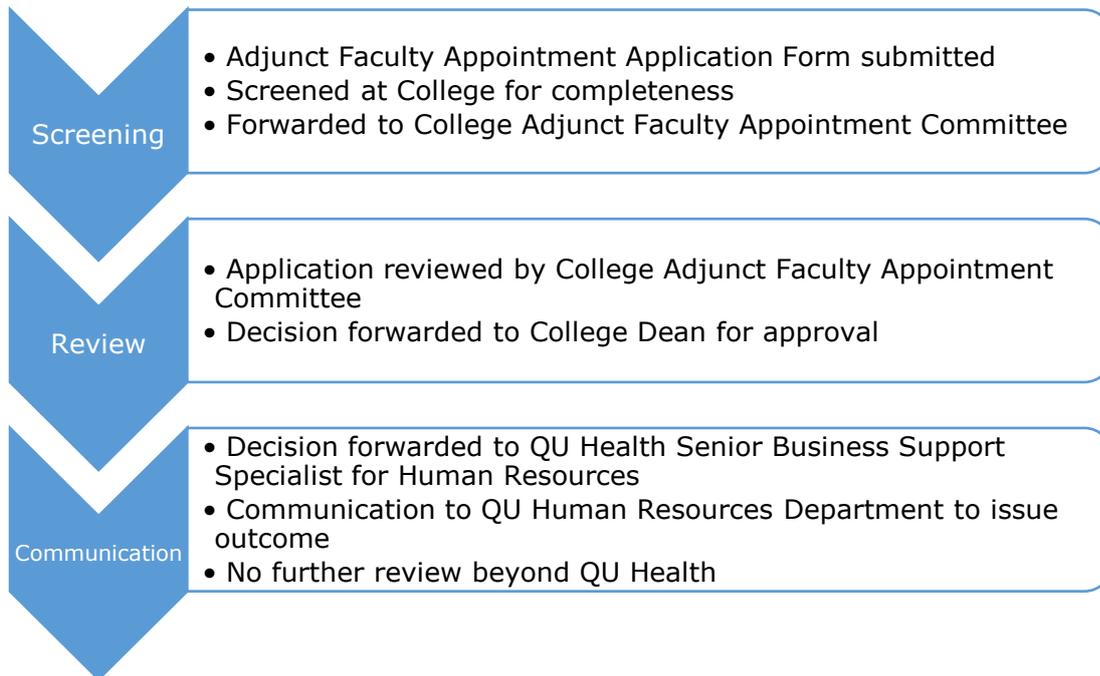
Procedures

The following documents should be submitted by the applicant:

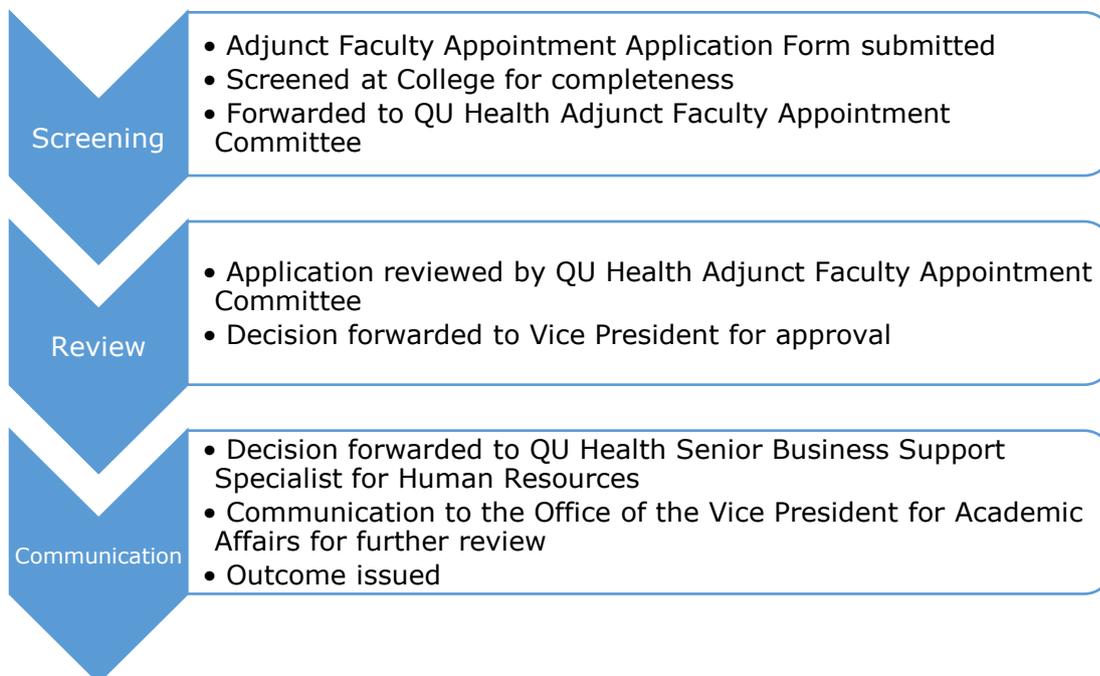
- i. An adjunct faculty appointment application form (Appendix 1).
- ii. Approval of the primary employer indicating: support for the application; confirmation of current position and rank; and confirmation that all educational and professional qualifications have been verified (Appendix 1).

The following flowcharts describe the application and review process.

Applications up to the rank of adjunct clinical Associate Professor, adjunct research associate professor and adjunct professor



Applications for the rank of adjunct clinical associate professor, adjunct research associate professor and adjunct professor and above



Those seeking renewal should complete the Adjunct Faculty Appointment Renewal Application Form (Appendix 2). Each Adjunct Faculty Appointment Committee will operate within standardized Terms of Reference (Appendix 3).

Appendix 1

ADJUNCT FACULTY APPOINTMENT APPLICATION FORM

Section 1

Personal information	
Name (as is appears on passport or Qatar ID)	
Qatar residency permit ID number	
Office address	
Office telephone	
Mobile telephone	
Institution	
Department	
Email	
Citizenship	
Birth date	

Section 2

College and position			
College applying to (✓)	<input type="checkbox"/> College of Dental Medicine <input type="checkbox"/> College of Health Sciences <input type="checkbox"/> College of Medicine <input type="checkbox"/> College of Pharmacy		
Rank applying for (✓)	Clinical ranks	Research ranks	Adjunct ranks
	<input type="checkbox"/> Adjunct clinical lecturer <input type="checkbox"/> Adjunct clinical assistant professor <input type="checkbox"/> Adjunct clinical associate professor <input type="checkbox"/> Adjunct clinical professor	<input type="checkbox"/> Adjunct research associate <input type="checkbox"/> Adjunct research assistant professor <input type="checkbox"/> Adjunct research associate professor <input type="checkbox"/> Adjunct research professor	<input type="checkbox"/> Adjunct lecturer <input type="checkbox"/> Adjunct assistant professor <input type="checkbox"/> Adjunct associate professor <input type="checkbox"/> Adjunct professor
Reasons for applying for an Adjunct position <i>(max 200 words)</i>			
Expected contribution to the College <i>(max 200 words)</i>			

Section 3

Note that a current CV can be submitted in place of Section 3, 4 and 5. **All applicants must complete the shaded sections.** A link to a list of publications on PubMed (or similar) can be provided.

Qualifications				
Academic qualifications	Degree	Institution, name and location (country, city)	Dates attended	Year Awarded
Board certification, licensure (if relevant)	Name of licensing body	Country of issue	Specialty	Date of certification
Specialty certification (if relevant)	Name of licensing body	Country of issue	Specialty	Date of certification

Section 4

Current and previous positions			
Current position	Institution	Rank (specialty)	Year of appointment
Previous positions	Institution	Rank (specialty)	Years
Other current adjunct/ adjunct/ visiting positions	Institution	Rank (specialty)	Year of appointment
Other previous adjunct/ adjunct/ visiting positions	Institution	Rank (specialty)	Years

Section 5a – for those applying for adjunct clinical ranks

Adjunct clinical ranks	
Number of years of clinical experience	
Number of years of teaching experience at the undergraduate and/or graduate level	
Brief description of teaching experience, including institution(s) (max 200 words)	
Number of full peer-reviewed papers, as listed in Scopus, the Medline section of PubMed or Web of Science (excluding published conference proceedings, abstracts and letters)	
List of full peer-reviewed papers, as listed in Scopus, the Medline section of PubMed or Web of Science (Vancouver style, Authors. Article title. Journal title year;volume:pages. Pubmed reference)	
List of other key scholarly activities (e.g. keynote presentations at national or international level)	
Other relevant information (max 200 words)	

Section 5b – for those applying for adjunct research ranks

Adjunct research ranks	
Number of years of research experience	
Brief description of research experience, including institution(s) (max 200 words)	
Number of peer-reviewed papers, as listed in Scopus, the Medline section of PubMed or Web of Science (excluding published conference proceedings, abstracts and letters)	
List of publications, as listed in Scopus, the Medline section of PubMed or Web of Science (Vancouver style, Authors. Article title. Journal title year;volume:pages. Pubmed reference) Indicate *if senior/ corresponding author	
Total research income as lead principal investigator	
List of research grants (Project title. Awarding body. Year of award. Amount of Award. Role)	
Other relevant information (max 200 words)	

Section 5c – for those applying for adjunct ranks

Adjunct ranks	
Number of years of professional experience	
Number of years of teaching experience at the undergraduate and/or graduate level	
Brief description of teaching experience, including institution(s) (max 200 words)	
Number of years of research experience	
Brief description of research experience, including institution(s) (max 200 words)	
Number of peer-reviewed papers, as listed in Scopus, the Medline section of PubMed or Web of Science (excluding published conference proceedings, abstracts and letters)	
List of publications, as listed in Scopus, the Medline section of PubMed or Web of Science (Vancouver style, Authors. Article title. Journal title year;volume:pages. Pubmed reference)	
Other relevant information (max 200 words)	

Section 6

Signatures and approvals	
Signed by applicant	
Date	
The application must also be approved by the Head of Department (or other in a senior position if applicant is Head of Department) on the primary employer indicating <ul style="list-style-type: none">i. Support for the applicationii. Confirmation of current position and rankiii. Confirmation that all educational and professional qualifications have been verified	
Name of Head of Department (or other)	
Position	
Signature	
Date	

For committee use only

Outcome	
Outcome	
Signature of Committee Chair	
Date	
Signature of Dean/ Vice President	
Date	

Appendix 2

ADJUNCT FACULTY APPOINTMENT RENEWAL APPLICATION FORM

Note that those seeking reappointment at a higher rank should also complete the Adjunct Faculty Appointment Application Form (Appendix 1) along with this renewal application form.

Section 1

Personal information	
Name (as is appears on passport or Qatar ID)	
Qatar residency permit ID number	
Office address	
Office telephone	
Mobile telephone	
Institution	
Department	
Email	
Citizenship	
Birth date	

Section 2

College and position			
College (✓)	<input type="checkbox"/> College of Dental Medicine <input type="checkbox"/> College of Health Sciences <input type="checkbox"/> College of Medicine <input type="checkbox"/> College of Pharmacy		
Current rank (✓)	Clinical ranks	Research ranks	Adjunct ranks
	<input type="checkbox"/> Adjunct clinical lecturer <input type="checkbox"/> Adjunct clinical assistant professor <input type="checkbox"/> Adjunct clinical associate professor <input type="checkbox"/> Adjunct clinical professor	<input type="checkbox"/> Adjunct research associate <input type="checkbox"/> Adjunct research assistant professor <input type="checkbox"/> Adjunct research associate professor <input type="checkbox"/> Adjunct research professor	<input type="checkbox"/> Adjunct lecturer <input type="checkbox"/> Adjunct assistant professor <input type="checkbox"/> Adjunct associate professor <input type="checkbox"/> Adjunct professor
Date appointed at Qatar University			
Brief description of activities as Adjunct faculty? (max 200 words)			
Brief description of value (completed by Qatar University linked faculty)* (max 200 words)			

* Qatar University faculty with whom the Adjunct faculty has had significant interaction

Signatures	
Signed by applicant	
Date	
Signed by Qatar University faculty	
Date	

For committee use only

Outcome	
Outcome	
Signature of Committee Chair	
Date	
Signature of Dean/ Vice President	
Date	

Appendix 3



جامعة قطر
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**College Adjunct Faculty Appointments
Committee**

**QU Health Adjunct Faculty Appointments
Committee**

Terms of Reference

Document Version: 1.0

May 2020

1. Introduction

- 1.1. The purpose of the Adjunct Appointments Committees at QU Health and member colleges is to review and make decisions on; applications submitted for adjunct positions; applications to renew Adjunct positions; applications for promotion of Adjunct positions.
- 1.2. A committee in each college is responsible for applications up to the rank of Associate Professor.
- 1.3. A QU Health level Committee is responsible for those of Associate Professor and Professor.
- 1.4. These terms of reference should be read in conjunction with QU Health Adjunct Appointments Implementation Guidance Version 1.0.

2. Membership

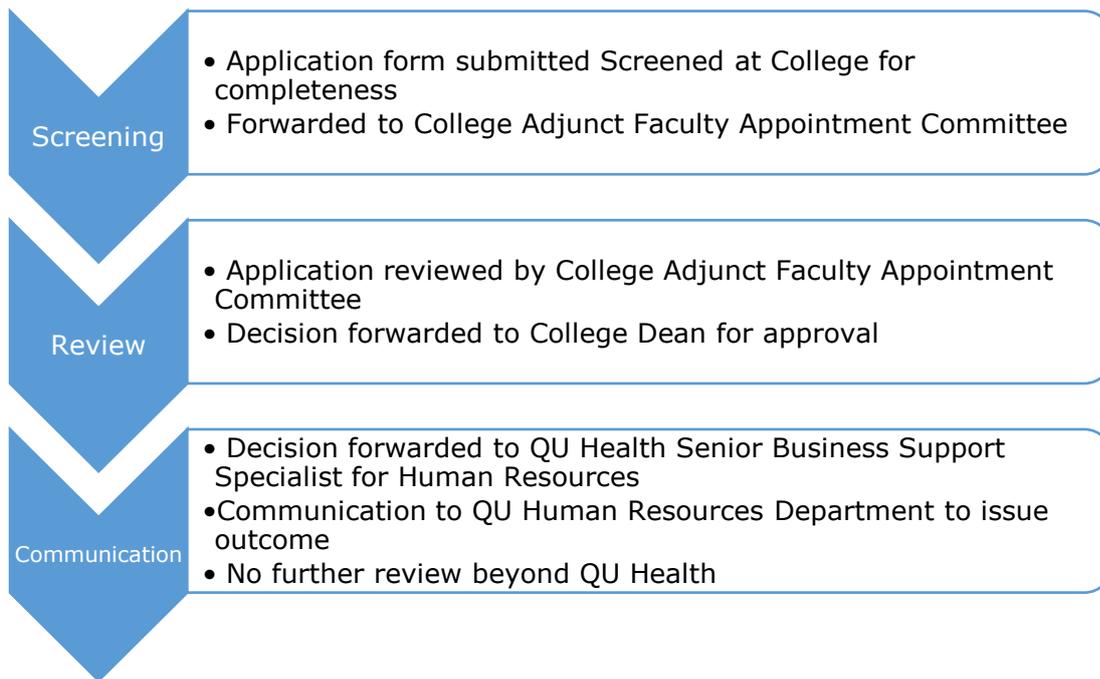
- 2.1. College committees will be chaired by the college lead for clinical training. The committee should contain at least three other members of associate professor or professor rank. These could include Heads of Department or other relevant individuals.
- 2.2. The QU Health committee will be chaired by one of the college leads for clinical training, in rotation. Other members will be the QU Health Director of Research and the QU Health Manager of Academic Quality Affairs.

3. Frequency of meetings

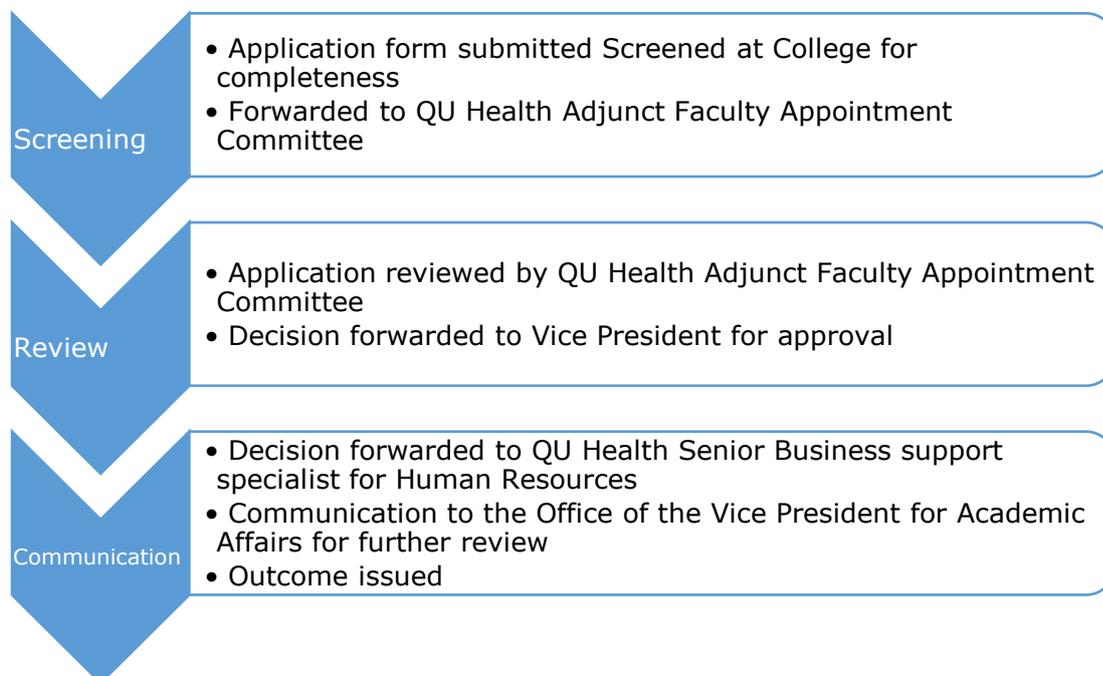
- 3.1. The college committees will meet once each month, with the schedule of meetings being published at the start of the academic year.
- 3.2. The QU Health committee will meet every second month, with the schedule of meetings being published at the start of the academic year.

4. Process

- 4.1. An agenda for each meeting will be circulated to committee members one week prior to the meeting.
- 4.2. A draft minute of each meeting will be circulated to committee members within one week of the meeting and will be approved at the next meeting.
- 4.3. Applications up to the rank of Adjunct Clinical Associate Professor, Adjunct Research Associate Professor and Adjunct Professor will be reviewed and processed by each college committee as follows,



4.4. Applications for the rank of Adjunct Clinical Associate Professor, Adjunct Research Associate Professor and Adjunct Professor and above will be reviewed and processed by the QU Health committee as follows,



5. Conflicts of interest

5.1. Committee members should declare any conflicts of interest at the start of any meeting and take no further part in discussions relating to that particular applicant.