



Qatar University  
College of Business and Economics (CBE)



# Academic Promotion Guidelines

**Approved**    **Fall 2022**  
**Effective**    **Fall 2023**



## **Purpose:**

The purpose of this document is to provide CBE academics with college-specific guidelines and requirements that complement Qatar University's Academic Promotion Bylaws.

## **General Conditions:**

An applicant for promotion must satisfy all of the following general conditions:

1. Full-time regular academic;
2. Must have spent at least one academic year of employment at Qatar University;
3. Must have spent at least five years in their current rank. However, a faculty member may apply for promotion after four years in the current academic rank if the number of their publications during the four-year period is not fewer than double the number required for the promotion and the quality of these publications meets the quality criteria outlined in QU academic promotion bylaws and CBE academic promotion guidelines;
4. A decision not to renew their contract has not been issued;
5. Must have obtained an annual evaluation of no less than "meet expectation" during the year preceding the year of their application;
6. At least three publications submitted for promotion to the rank of Associate Professor or four publications submitted to the rank of Full Professor show Qatar University as the sole affiliation of the applicant for promotion. Double affiliation is accepted for promotion during the first six months after the applicant's joining date to Qatar University, provided that Qatar University is presented as the first affiliation for the applicant.
7. The publications submitted for promotion must not have been used in a previous promotion and must have been submitted for publication after the date of the meeting minutes of the university promotion committee in which it is indicated that the candidate's promotion file has fulfilled the conditions for applying for promotion.
8. The publications submitted for promotion should not have been extracted from the master's thesis or doctoral dissertation of the applicant.

## **Senior Author Status**

The senior author for a co-authored publication is generally defined as a person who leads the study and makes a major contribution to the work compared to the other co-authors. For a co-author to be a senior author in a co-authored publication, the following conditions must be satisfied:

1. The applicant must have included in the promotion file "Contribution in Collaborative Research Form" consistent with the university promotion policy confirming the applicant's responsibility for the approval of the co-author(s) of the submitted percentage(s).
2. The applicant's name appears in the publication either first or immediately following the name of a junior co-author(s) (such as a student, research assistant, or postdoc).



## Requirements for Promotion to the Rank of Associate Professor

In addition to the general conditions for the promotion, an applicant for the rank of Associate Professor must satisfy all of the following requirements:

1. To submit, for the purpose of promotion, refereed research papers that have been published or accepted for publication in refereed scientific journals (**at least two different journals**). The promotion request may include a book or a chapter of a book, and the publisher is at least indexed in Scopus;
2. That the research papers submitted for promotion have been published or accepted for publication after the applicant has obtained a doctorate or its equivalent;
3. The number of publications submitted for promotion should be at least **five**<sup>1</sup> that have been published or accepted for publication; and,
4. These publications must satisfy the following conditions:
  - a. The number of accepted publications should not exceed **two (2)**;
  - b. The number of publications in which the applicant is a senior or sole author should be at least **three (3)**;
  - c. The total number of points for the five publications designated in item 3 above should not be less than **ten (10) points**; and,
  - d. The total number of points for the publications in which the applicant is a senior or sole author from the set designated in item 3 above shall not be less than **five (5) points**.

## Requirements for Promotion to the Rank of Professor

In addition to the general conditions for the promotion, an applicant for promotion to the rank of Professor must satisfy all of the following requirements:

1. To submit, for the purpose of promotion, refereed research papers that have been published or accepted for publication in refereed scientific journals (at least three different journals). The promotion request may include a book or a chapter of a book, and the publisher is at least indexed in Scopus;
2. The number of publications submitted for promotion should be at least **seven**<sup>2</sup> that have been published or accepted for publication; and,
3. These publications must satisfy the following conditions:
  - a. The number of accepted publications should not exceed **two (2)**;
  - b. The number of publications in which the applicant is a senior or sole author should be at least **four (4)**;
  - c. The total number of points for the seven publications designated in item 2 above should not be less than **fifteen (15) points**; and,
  - d. The total number of points for the publications in which the applicant is a senior or sole author from the set designated in item 2 above shall not be less than **seven (7) points**.

<sup>1</sup> The applicant should indicate the five publications to be used for computing the total points in 4c and 4d above.

<sup>2</sup> The applicant should indicate the seven publications to be used for computing the total points in 3c and 3d above.

## Requirements for Promotion of a Research Faculty

In addition to the general conditions for the promotion, the publications submitted for promotion by an applicant on the research track must satisfy the following requirements:

1. That their number should be double the number of publications required of a faculty member applying for promotion to the same academic rank;
2. The number of publications in which the applicant is a senior or sole author should be double the number of such publications required of a faculty member applying for promotion to the same academic rank; and,
3. The number of accepted publications should not exceed twice the number of such publications of faculty members applying for promotion to the same academic rank.

## Conditions for re-applying in case the promotion request has been rejected

If a previous promotion application for the same academic rank was rejected by the Vice President for Academic Affairs based on recommendations of the University Academic Promotion Committee. In that case, the application might be resubmitted subject to the following conditions:

1. After two consecutive promotion cycles from the date of rejection, provided that the dossier includes new additions that are significant compared to the previous promotion dossier; and,
2. The peer review score in the year immediately preceding the year of re-submission should be at least 5.5 out of 7.

## Procedure for academic promotion

As per articles 12 to 17 in QU Academic Promotion Bylaws.

## Guidelines for assessment

To assess (i) teaching and learning, (ii) research and innovation, and (iii) professionalism and service, the CBE will use the following guidelines:

**(i) Teaching and Learning:** The following are examples of factors that will be employed in assessing the quality of teaching and learning for promotion:

Dimension	Assessment	
	To Associate Professor	To Professor
Annual appraisal	The candidate must have obtained an annual evaluation of no less than “meet expectation” during the year preceding the year of their application.	
Student and peer evaluations (if requested by the Head of Department)	The candidate is expected to score 70% on average for student evaluation during the promotion period and at least 5 out of 7 on peer evaluation.	The candidate is expected to score 75% on average for student evaluation during the promotion period and at least 5.5 out of 7 on peer evaluation.
Case Studies	Faculty members are highly encouraged to develop and use case studies and integrate them into their teaching and course syllabi.	



Dimension	Assessment	
	To Associate Professor	To Professor
Supervision of Graduate Students	It is preferable that an applicant has supervision of graduate students when graduate programs in the field of specialization of the applicant exist and the department needs such supervision.	
Teaching and Learning Portfolio	<p>Must include:</p> <ol style="list-style-type: none"> <li>1. Challenges faced in the courses taught.</li> <li>2. Improvements and actions made to the courses taught.</li> <li>3. Analysis of student grades.</li> <li>4. Suggestions for future improvements.</li> <li>5. Innovation in teaching and utilizing excellent themes in teaching (learner-centric, experiential, research-informed, entrepreneurial, and digitally enriched) that ensures the effective participation of students in the educational process and the achievement of the course learning outcomes.</li> <li>6. Diversity in teaching: The candidate must have taught different levels of courses, including lower level and upper level, (and graduate level for promotion to professor) if applicable.</li> <li>7. Impact: This includes (but is not limited to): case studies that document the impact of intellectual contributions on stakeholders and society; inclusion of academic work in the syllabi of other professors' courses; textbooks, teaching manuals, etc., that are widely adopted (by number of editions, number of downloads, number of views, use in teaching, sales volume, etc.); publications that focus on research methods and teaching; instructional software (by number of programs developed, number of users, etc.); case study development (by number of studies developed, number of users, etc.)</li> </ol>	

(ii) **Research:** The following table presents the criteria adopted by the College in assessing the quality of publications submitted for promotion. The quality indicators of scientific journals are based on the date of publication or the date the research was submitted to the journal, whichever is higher.

For journal publications, the journal should satisfy one of the following quality criteria	Quality Level	Level Points
<ul style="list-style-type: none"> <li>• Listed in SCOPUS or ISI Web of Science</li> </ul>	L1	1
<ul style="list-style-type: none"> <li>• Listed in AJG (formerly ABS) with a rating of 2; or,</li> <li>• Listed in ABDC with a ranking B; or,</li> <li>• Has impact factor<sup>^</sup> not less than 1.</li> </ul>	L2	2
<ul style="list-style-type: none"> <li>• Listed in AJG (formerly ABS) with a rating of 3; or,</li> <li>• Listed in ABDC with a ranking A; or,</li> <li>• Has an impact factor<sup>^</sup> of 2 or more.</li> </ul>	L3	3
<ul style="list-style-type: none"> <li>• Listed in AJG (formerly ABS) with a rating of 4; or,</li> <li>• Listed in ABDC with a ranking A*; or,</li> <li>• Has an impact factor<sup>^</sup> of 3 or more.</li> </ul>	L4	4
<ul style="list-style-type: none"> <li>• Listed among the top 24 leading business journals on UT Dallas list; or,</li> <li>• Listed among the top 50 Journals in the Financial Times.</li> </ul>	L5	5

<sup>^</sup> JCR (ISI) impact factor



The applicant is required to complete the following table and provide evidence of the quality of each publication submitted for promotion:

Publication Title	Publication Outlet	Senior Author? (Yes/No)	Listed in Scopus (Yes/No)	Web of Science Quartile (Q1, Q2, Q3, or Q4)	AJG (ABS) Rate	ABDC Rank	Impact Factor	Listed among the top 24 leading business journals on UT Dallas list? (Yes/No)	Listed among the top 50 Journals in the Financial Times? (Yes/No)	Quality Level	Level Points
<b>Total Points*</b>											

\* A merit of a maximum of one point will be granted when publishing at least one teaching case study in CBE approved list of case study outlets.

**(iii) Professionalism and Service:** The following are examples of factors that will be used in assessing professionalism and service for promotion:

Dimension	Assessment	
	To Associate Professor	To Professor
Leadership	Demonstrate high commitment and an instrumental role in supporting the respective department, college, and university through committees, task forces, and other initiatives	
Initiative	For example initiating the enhancement or introduction of: course(s), process(es), collaboration(s), partnership(s), etc.	For example initiating the enhancement or introduction of: course(s), program(s), process(es), collaboration(s), partnership(s), etc.
Community service	Community service, volunteering, and engagement activities.	
Professional membership	Membership in professional organizations and/or societal entities.	Membership in and/or leadership of professional organizations, societal and/or international entities.
Impact	Impact: This includes (but is not limited to): elections or appointments to leadership positions in academic and/or professional associations, standards-setting bodies, and other societies; media citations (e.g., number, distribution, and effect); community enhancement outcomes resulting from the engagement of faculty and students in community issues; presentations and workshops for business professionals; tools/methods developed for companies; memberships on boards of directors of corporate and non-profit organizations; memberships on professional standards-setting bodies or policy-making bodies	