

# PL-RESEARCH-004: Supporting Research Faculty Promotion Policy

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## Source / Authority

This policy and accompanying procedures were developed by the Office of the Vice President for Research & Graduate Studies (VPRGS), reviewed as per QU review system and endorsed by the University President.

The Office of the VPRGS is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

## Purpose

The purpose of this policy is to:

- Provide career growth opportunities and encouragement to the **Supporting Research Faculty** by promoting them appropriately whenever opportunities are available for their contributions towards achieving QU's research objectives; and
- Reinforce a culture of encouragement and infuse enthusiasm among researchers for increased research productivity at QU.

## Who Should Know This Policy

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

## Definition

Supporting Research Faculty is a term that classifies Research Assistants, Senior Research Assistants and Post Doc/Research Associates. Supporting Research Faculty are vital components of the academic setting at Qatar University. Their assistance is essential to the fulfillment of the role, scope, and mission of research programs.

## Responsibility

### Candidate's Responsibilities

Supporting Faculty members have both the right and responsibility to understand all departmental, college & University promotion standards, policies and practices. They should plan their academic development and activities with this information in mind.

The candidate is responsible to use the standard University promotion application forms and organize his/her supporting materials into a promotion dossier. The candidate will submit the dossier to the center/institute director before the deadline set in the promotion cycle.

### Center/Institute Responsibilities

**Each center/institute within the University** will constitute and keep a promotion committee, which constitutes senior members appointed by the center/institute director.

The Center/Institute Promotion Committee will evaluate the individual dossiers based on the baseline expectations set in this policy and will ensure there is reasonable uniformity across the center or institute.

### University Responsibility

The promotion committee formed by the VPRGS will review all applications for promotion. The committee will receive the dossiers from centers/institute directors and make their recommendations to the VPRGS, with an eye towards ensuring comparable decisions are being made university wide.

Committee members shall not discuss promotion candidates from their own departments and must excuse themselves from voting on these cases.

The final review of the applications for promotions is made by the Vice President for Research & Graduate Studies.

## Policy Statements

Supporting Research Faculty in research centers/institutes and departments under the VPRGS office are subject to promotion within specified ranks. A Supporting Research Faculty Member may apply to a higher rank if he/she meets the requirements of the new rank as per the following guidelines:

A Full-time Research Assistant (**grade G**) working at QU may be promoted to a Senior Research Assistant (**grade F**) if:

- The applicant holds a **master degree** from a reputable and recognized university, as per QU policy, in the related field of research
- Has been working full-time at Qatar University in an academic/research position, at a rank of or equivalent to Research Assistant, during the **last five years** prior to application for promotion to the Senior Research Assistant position,
- Must have scored **above expected** or better in the Annual Performance Review and Development System during the last three years
- Have a **clean disciplinary** record in the last five years, and
- Have published/accepted at **least three research articles** as co-author in **indexed-linked** international scientific journals during his/her tenure in QU (with QU affiliation). Contribution as co-inventor in a QU registered patent in the last 5 years may substitute one peer-reviewed indexed publication.
- Other partnering or teaching and training activities related to the research area, engaged in research proposals (preparation/writing/implementation if awarded), workshop, meetings, conference participation/presentation, and services as detailed in the Dossier section of this Policy.

Full-time Senior Research Assistant (**grade F**) working at QU, may be promoted to Post-Doc/Research Associate (**grade E**) if

- The applicant holds a terminal degree (Ph.D.) from a reputable and recognized university, as per QU policy, in the related field of research
- Has been working full-time at Qatar University in an academic/research position, at a rank of or equivalent to Senior Research Assistant, during the **five years** prior to application for promotion,
- Must have scored **above expected** or better in the Annual Performance Review and Development System during the last three years
- Has a clean disciplinary record during the last five years, and
- Has published/accepted at least **four research articles** in scientific international peer-reviewed indexed linked international scientific journals as a co-author, with QU affiliation. For research papers, at least two of them must be first or corresponding author. Contribution as inventor or co-inventor in a QU registered patent may substitute one peer-reviewed indexed publication.
- Other partnering or teaching and training activities related to the research area, engaged in research proposals (preparation/writing/implementation if awarded), workshop, meetings, conference participation/presentation, and services as detailed below.

The application will be submitted upon the availability of vacancy, in the center/institute, in the new rank.

**A Researcher who is at Post-Doc/Research Associate rank may apply for Research Assistant Professor Rank following the recruitment process and upon the availability of vacancy, in the center/institute, in the Research Assistant Professor rank.**

## Procedure

The candidates will use the standard University **supporting research faculty application form** and organize his/her supporting materials into a promotion dossier. This dossier will be submitted to the director of research center/institute for review before the deadline set by the academic promotion committee. The submitted dossier is considered the foundation for the promotion decision, and it is therefore the responsibility of the candidate to organize the material in a way that is reflective of the University's policies and best demonstrates her/his abilities and professional progression. Details on the promotion dossier are clarified in following sections of this policy.

The promotion process for supporting research faculty members at the QU research centers/institutes, from Research Assistant to Senior Research Assistant and Senior Research Assistant to Post Doc/Research Associate shall follow the following sequence:

- A candidate will submit his/her promotion application and supporting documents to the direct supervisor, who will submit to the director of center/institute for evaluation.
- The application will be evaluated by at least three-member committee appointed by the Center/Institute Director and the committee assessment will be reported to the director.
- The Center/Institute Director will provide the VPRGS with a recommendation concerning the promotion. The proposal must be submitted to the VPRGS office at least 1 week before the deadline set for the research promotion cycle.
- The VPRGS may forward the dossier to a VPRGS appointed promotion committee for its recommendation. The committee shall be composed of three to five members from VPRGS office and various research centers/institutes at a rank higher than that of the applicant. In cases where enough committee members are not available, the VPRGS may utilize faculty members from appropriate colleges related to the discipline of the candidate. The VPRGS appointed promotion committee will evaluate the applicant and submit its recommendation to the VPRGS.
- The VPRGS shall review the dossier and recommendations from the center/institute director and the VPRGS promotion committee if needed. Promotion recommendation then will be forwarded to HR for implementation after VPRGS approval.

A promotion is given at a time during the year that is aligned with the academic promotion cycle at QU, and is not linked to the timing of the annual appraisal process. All promotions, if successful, shall be effective on the date of approval.

Exceptions to the scheduled minimum requirements for promotion, of the Supporting Research Faculty, can only be granted by the President, based on the recommendation from the Vice President for Research and Graduate Studies. In addition, prior to initiating the promotion process, the candidate must compile an appropriate and complete Dossier.

For the candidate to sustain the rank, he/she must be ready for promotion to higher rank within 10 years.

Supporting research faculty members promoted from one salary grade to another receive a minimum salary increase as specified in guidelines set by the HR policy for the grade; however, the new starting salary must not be less than the supporting research faculty member's last salary.

## APPEAL

### Appeal the Center/Institute Decision

- Once a candidate turns in his/her dossier for promotion, the Center/Institute Director will evaluate the dossier in conjunction with the Center/Institute Evaluation Committee's recommendations, and make a recommendation to the VP for Research & Graduate Studies.
- If the center/institute director decides that the candidate does not meet the promotion standards, the candidate will be informed with due justification by the center/institute director that the promotion is denied. The promotion process shall conclude at this stage.
- If promotion is denied at this level, the decision of the Center/Institute Director may be appealed by the candidate to the VPRGS within 10 working days of being informed of the promotion denial. The appeal letter must include the reasons for the appeal. The candidate must provide compelling evidence to demonstrate that evaluation judgments were not sound or policies and procedures were not followed. The VPRGS, within 10 working days of receiving the appeal, will render a decision. The VP may solicit feedback from center/institute director, however the VP's decision is final and the candidate shall not pursue further appeals.

### Appeal the VP for Research & Graduate Studies Decision

- Once an applicant's promotion dossier is recommended by the research center/institute to the VPRGS, the VPRGS may ask the VP's promotion committee to meet and evaluate the dossier. The VPRGS promotion committee shall evaluate the dossier and make a recommendation to the VPRGS. Once the VPRGS receives the recommendation from the promotion committee, he/she will record his/her own evaluation of the applicant.
- In cases where the VPRGS disagrees with the center/institute recommendation and/or promotion committee's recommendation, he/she shall meet with the center/institute and/or the committee to discuss the reasons for disagreement, and attempt to resolve the disagreements.
- In cases where the VPRGS evaluation is that the applicant does not meet the standards for promotion, the applicant will be informed by the VPRGS that the application for promotion was denied. An adequate justification for denial of promotion will be provided. The promotion process will conclude at this stage.
- The VPRGS decision is final and the candidate shall not pursue further appeals.

### Dossier

The candidate's promotion dossier, and/or application for a vacant post in a higher rank, should include the following information:

1. Introduction
  - 1.1. Table of contents
  - 1.2. Copy of University, research faculty and center/institute promotion criteria
  - 1.3. Candidate's letter requesting promotion
  - 1.4. Curriculum vitae
2. Internal recommendations
  - 2.1. The Center/Institute Committee's recommendation
  - 2.2. The Director recommendation
  - 2.3. The VPRGS Promotion Committee's recommendation

### 3. Evidence

#### 3.1. Scholarship:

Scholarly endeavor encompasses all forms of original intellectual or cultural achievement including: research, exhibitions, performance, unique consultancy and the leadership, scholarship, publication, commercialization and information/technology transfer associated with these activities. It can be demonstrated through, but not limited to:

- Published materials (books, articles, conference proceedings, works of art, and other forms of scholarship). For any collaborative works, candidate must describe her/his level of contribution. The candidate also shall provide details about how the work was peer reviewed and include any reviews for the published works.
- Unpublished works
- Awards and prizes at the regional or international levels.
- Presentations at conferences or productions at other institutions, as well as in regional or international settings.
- Participation in national, regional, or international studies for recognized organizations or associations.
- Conducting action-oriented research in the classroom or field.
- supporting students in their research
- Patents and other innovations.
- Grants from inside and outside QU
- Research collaboration with other faculty members from inside and outside QU.

#### 3.2. Service

Documentation of work that benefited the center, institute, university, community, profession or country. This may include but not limited to:

- Contributions to the formulation and implementation of academic policy.
- Initiation (or active maintenance) of linkages between the University and the community, employers of graduates and professional institutions.
- Membership or chairpersonship of departmental, center/institute, or university committees
- Holding administrative positions in the University.
- Recognition as an effective student advisor.
- Serving on local boards of organizations and societies, especially those related to the applicant's field.
- Mentorship of junior staff members.
- Participation or chairing local, regional, or international task forces or committees related to the applicant's discipline.
- Reviewer for professional publications.