



# **BYLAWS FOR ACADEMIC PROMOTION FOR FACULTY MEMBERS AT AHLIA UNIVERSITY**

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**REF. No.: ACID/09/010**

**This document contains the English Translation of the Academic Staff Promotion Scheme Approved, in its Arabic version by the University Council Meeting No. UC 05/2009-2010**

**Part I**  
**Introductory rules and Definitions**

**Article 1** These bylaws shall be called "**Bylaws for Academic Promotion for Faculty Members at Ahlia University**" and they shall be effective from the date of approval by the University Council.

**Article 2** The following words and phrases wherever they occur in these regulations, shall have the meanings designated hereunder unless otherwise indicated:

<b>Bylaws</b>	By laws for Academic Promotion of Faculty Members at Ahlia University
<b>University</b>	Ahlia University
<b>University Council</b>	University Council of Ahlia University
<b>Departmental Council</b>	Any of the academic departments council at Ahlia University
<b>Central Committee</b>	Committee for appointment and academic promotion at Ahlia University
<b>Departmental Committee</b>	The Promotion Committee at the department to which the applicant belongs
<b>President</b>	The President of Ahlia University
<b>Dean</b>	The concerned Dean or representative
<b>Department Chairperson</b>	The Chairperson of the concerned department



**Applicant for Promotion**

Faculty Member applying for promotion

**Academic Rank**

Academic rank awarded to the faculty member after completing his/ her PhD degree or after the last academic Promotion

## **Part II**

### **Promotion requirements**

**Article 3** A faculty member who has spent five years in his/her academic rank is eligible to apply for promotion to higher rank according to the rules and criteria specified in these bylaws.

**Article 4** The promotion requirement to a higher rank involves the following elements:

- 4.1. Scientific research
- 4.2. Teaching
- 4.3. Community and University Service

Article 8 of this bylaw determines the percentage required for each of these requirements and the minimum score for each.

**Article 5**

- 5.1. Faculty member applying for promotion according to Article 3 can present his/her promotion file six months before the legal period for promotion to the higher rank, provided that he fulfills all the other legal conditions required for promotion.
- 5.2. When completing all the promotion procedures before the term of completion of the legal period then the date of promotion to the higher rank is the date at which the legal period is completed.

**Article 6**

- 6.1 The date of academic promotion for the applicant shall be effective from the date of approval of the promotion case by the University Council.
- 6.2 The Council may postpone the promotion case for a certain period if the applicant is called for an enquiry of a Disciplinary Council or being subject to penalty.

**Article 7** **The applicant for promotion must satisfy the following conditions**

7.1 Completing five years from the date of being awarded the last

academic rank.

- 7.2 Employed by Ahlia University continuously for a period of at least two years.
- 7.3 Has completed at least 50% of the minimum research requirements of promotion during his/her term at Ahlia University.
- 7.4 The University Council may reduce the period mentioned in 7.2 to one year if he/she has published, before joining Ahlia University. The equivalent of the maximum number of points required for research as per Article 8 of this bylaw, and at the same time fulfilling all other conditions for promotions.

**Article 8** The promotion point system includes research, teaching, and community service as appear in the following tables. Points are allocated only for activities which are not presented previously for promotion purposes.

**Table for calculating the points required for promotion from the rank of Assistant Professor to the rank of Associate Professor.**

Activity center	Performance (%)	Minimum percentage to be achieved	Minimum of required points
Research	50 %	30 %	250 points
Teaching	30 %	20 %	66 points in teaching
Community and University Service	20 %	10 %	50 points in Community and University Service
Accumulated Performance	100 %	60 %	366 points

**Table for calculating the points required for promotion from the rank of Associate Professor to the rank of Professor.**

Activity center	Performance (%)	Minimum percentage to be achieved	Minimum of required points
Research	50 %	35 %	350 points
Teaching	30 %	22 %	73 points in teaching
Community and University Service	20 %	13 %	65 points in Community and University Service
Accumulated Performance	100 %	70 %	498 points

## **Article 9 General requirement for Research**

**9**

- 9.1 The majority of research work presented for promotion purposes must be within the general specialization of the applicant.
- 9.2 Research work presented for promotion must not be an extraction from the Master or Doctoral Thesis of the applicant or from his/ her research work presented for previous academic promotion.
- 9.3 The first name mentioned in a given research work is considered as the principle author unless proven otherwise.
- 9.4 If the applicant for promotion is the editor of a refereed journal or a member in its board then his/ her research work published in the same journal is not considered for promotion but could be considered as supporting research activities.
- 9.5 When the applicant for promotion conducts a research or training activity and this activity interferes in more than one discipline as per the present bylaw then he/she is credited only one evaluation for that particular activity and is granted the higher evaluation points among these activities.

## **Article 10 An Assistant Professor applying for promotion to the rank of Associate Professor has to present a scientific work fulfilling the following requirements:**

**10**

- 10.1 He/she must submit a scientific work conducted after obtaining the PhD degree and fulfilling the following requirements:
  - At least four research papers published or accepted for publication, with a minimum of three papers already published in refereed journals, two out of which are single authored papers.
  - At least five research papers published or accepted for publication, with a minimum of three papers already published in refereed journals, two out of which are single authored research papers or two multi-authored research papers in which the applicant is the principle author in both of them.
- 10.2 The faculty member can submit a scientific work that includes books in a field of specialization or translated work or a textbook or a monograph as per Article 14 of this bylaw, provided that the submitted work will not exceed one book or one study.
- 10.3 Only one research work is counted from the research work extracted from the Master or Doctoral Thesis that the applicant has supervised,

provided he/she fulfills the condition of Article 13 of this bylaw.

10.4 Gain at least 250 points as per the table for evaluation of published research work and the table of specialized books.

10.5 His/ her accumulated performance in research, teaching, community and University service must not be less than 60 points out of 100 points and he/she must satisfy the minimum number of points required in each of these disciplines as per Article 8 of this bylaw.

**Article 11 An Associate Professor applying for promotion to the rank of Professor must fulfill the following requirements:**

11.1 He / she must present a scientific work that fulfills one of the following requirements:

- At least six research papers published or accepted for publication that have been submitted after being promoted to the rank of Associate Professor with a minimum of four papers already published in refereed journals, three out of which are single authored research papers.
- At least seven research papers published or accepted for publication, with a minimum of already four papers published in refereed journals, two out of which are single authored research papers, or two multi authored research papers in which the applicant is the principle author in both of them.

11.2 The faculty member can submit a scientific work that includes books in a field of specialization or translated work or a textbook or a monograph as per Article 14 of this bylaw, provided that the submitted work will not exceed one book or one study.

11.3 Only one research work is counted from research work extracted from the Master or Doctoral Thesis that the applicant has supervised, provided he/she fulfills the condition of Article 13 of this bylaw.

11.4 Gain at least 350 points as per the table for evaluation of published research work and the table of specialized books.

11.5 His/Her accumulated performance in research, teaching and community and University service must not be less than seventy points out of one hundred points and he / she must satisfy the minimum number of points required in each of these disciplines as per Article 8 of this bylaw.

**Article 12** Applicant should not include in his/ her application any of the research work already presented and accepted in the previous academic promotion.

**Article 13** **The following principles are applicable when accepting a scientific work without the need of a preliminary evaluation.**

13.1 A published research work (or accepted for publication) must be in a specialized and refereed periodical according to the principles adopted by the University for this purpose.

13.2 A published research work (or accepted for publication) that is extracted from Master or Doctoral Thesis supervised by the applicant is accepted towards promotion provided that it is published in specialized and refereed periodical.

13.3 Research work has been already published in the proceedings of specialized conferences and it must be refereed by specialized referees. Only one research work is counted for the applicant.

**Article 14** **The scientific work presented by the applicant for promotion could be accepted after being sent for preliminary evaluation and receives positive reports. The books and studies accepted for promotion are classified as follows:**

14.1 Printed and published books that include new addition to the knowledge in the field of specialization. Only one book is counted for the applicant provided that the total number of words is not less than fifty thousand words.

14.2 Books that are translated and published. Only one translated book is accepted for each promotion case provided that the subject of the book is in the field of specialization of the applicant, and that the total number of words is not less than hundred thousand words.

14.3 Published text books at the University level. Only one book is counted for each promotion case, provided that the subject of the book is in the field of specialization of the applicant and that the total number of words is not less than seventy five thousand words.

14.4 Research work published in specialized books or published as specialized monographs provided that these research works or monographs are refereed by specialist in the subject of the research work or the monograph. The monograph in this case is considered as equivalent to a published research work. Only one monograph is



counted for each promotion case.

- 14.5 Edited books (or chapters in books) including a comprehensive study of the book or part of it. Only three edited books (or chapters) are counted for the applicant for each promotion case, provided that its subject is in the field of specialization of the applicant. Edited books or chapters are counted as equivalent to only one published research work.

**Article 15 The point system for research work, books, translated work, and supporting research activities is as per the following tables:**

Type of research work	Weight	Published in refereed Scientific Periodical			Published in refereed Scientific Conference		
		(a)	(b)	(c)	(a)	(b)	(c)
<b>Classification</b>							
<b>Point / Weight</b>		<b>20</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>6</b>	<b>3</b>
Single Author	5	100	75	50	50	30	15
Main Author and Co- author	3.5	70	52.5	35	35	21	10.5
Co- author with other author	3	60	45	30	30	18	9
Main author with other two authors	3	50	37.5	25	25	15	7.5
Research work extracted from a supervised masters or doctoral thesis	2.5	60	45	30	30	18	9
Main author with three or more authors	2	40	30	20	20	12	6
Co- author with	1.5	30	22.5	15	15	9	4.5

other two authors							
Co- author with three or more authors	1	20	15	10	10	6	3

### Books, translated work, and supporting Research Activities

Type of research activity	Single Author	Main Author	Co - Author
Publishing a book in the field of specialization	100	75	50
Publishing a refereed text book	100	75	50
A chapters or chapters in published books ( per chapter)	30	20	10
Editing a book in the field of specialization	50	30	10
Translating a book in the field of specialization	50	30	10

#### Article 16

The departments at Ahlia University classify the periodicals and conferences according to Article 16 and forward its report to the concerned Deanship, explaining the basis of its criteria of the classification scheme. The report is then forwarded to the University Council for final approval. Academic Departments may revise periodically the classification of periodicals and conferences at the beginning of each academic year and forward their amendments and suggestions to the concern College Council before being finally approved by the University Council.

### Part III Promotion Procedure

- Article 17** The applicant provides the Chairperson of the concerned department with six copies of his/ her curriculum vitae and of each item of his/her work. The chairperson forwards the promotion case to the Departmental Promotion Committee that verifies the fulfillment of the promotion requirement. The Promotion Committee forwards its report to the Departmental Council for appropriate recommendation, with the condition that the decision is taken by faculty members who are at the rank of the applicant or higher.
- Article 18** If the conditions of forming a Promotion Committee in the concerned Department to look at the promotion file is not fulfilled, then the Chairperson of the department forwards the file to the Dean of the College who passes it to a temporary committee, formed according to Article 26, to look at its fulfillment of the promotion requirements. The report prepared by the committee is then forwarded to the Departmental Council to issue the appropriate recommendation.
- Article 19** Positive recommendation from the Departmental Council is forwarded by the Department Chairperson to the concerned Dean who forwarded it in turn to the College Promotion Committee. If the recommendation by the Departmental Council is negative, then the department will keep the promotion file. The Chairperson gives the applicant for promotion a report mentioning the reasons for rejecting the case. If the applicant is not satisfied he can approach the Grievance Committee according to the procedures for grievance outlined in Article 34.
- Article 20** The College Council prepares a report about the promotion case and forwards it to the Dean of the concerned college for presentation to the College Council for issuing the appropriate recommendation. The decision is taken by members of the Council who are at a rank higher than that of the applicant.
- Article 21** The Dean of the college forwards the positive recommendation of the Council and the promotion file to the President of the University who in turn forwards the case to the Central Committee. In case of a negative recommendation of the College Council, the promotion file is returned to the concerned department, and

the Dean will inform the applicant about the negative recommendation of the College Council explaining the reasons for rejection. The applicant has the right for grievance according to the grievance procedures outlined in Article 34.

**Article  
22**

- 22.1 The Central Committee scrutinizes the promotion case, and the reports of the College and Departmental Councils, and the evaluation of his/her research work. The Chairperson of the Central Committee can to ask the concerned Dean about all issues raised by its members.
- 22.2 The Departmental Promotion Committee suggests a list of at least ten external referees. The list is forwarded by the Chairperson of the Department to the concerned Dean, and in turn to the College Promotion Committee for amendment, if necessary, or approval. The Dean forwards the list to the Central Committee.
- 22.3 The Central Committee forwards its recommendation to the University Council that includes the research work of the applicant for refereeing, and the list of referees for approval.
- 22.4 The research work is sent to four referees from the approved list by the University Council, and is supported by the curriculum vitae of the applicant, a copy of the bylaws of promotion at the University, and evaluation forms. The referees are informed that they have to provide their reports within no more than two months since the date of receipt of the promotion file.
- 22.5 If one of the referees did not send back his/ her evaluation of the promotion case within the stipulated deadline the promotion case is sent to an alternative referee.

**Article  
23**

The applicant is eligible for promotion if the Central Committee receives at least three clear positive reports from the referees.

**Article  
24**

Upon receiving three or more reports from the referees, the Central Committee studies the reports of the referees and forwards its recommendations to the University Council to take the appropriate action.

**Article  
25**

The applicant is informed about the decision of the University Council regarding his/ her promotion case whether positive or negative and an explanation of the reasons in case of rejection of his/her promotion application.

## **Part IV**

### **Formation of the Academic Promotion Committees**

- Article 26** The Departmental Council forms a Departmental Promotion Committee at the beginning of each Academic Year consisting of at least three members among the highest academic rank in the department for a period of one year provided that the rank of each member is associate professor or higher. The committee is chaired by the most senior member rank wise. The seniority in rank is determined by the date of obtaining the last academic promotion.
- Article 27** If the conditions are not appropriate for forming a Departmental Promotion committee, the Dean forms a temporary committee in consultation with the Chairperson of the Department. The committee includes faculty members in the college to look at the promotion case in the Department. The members of the committee should be at a rank higher than that of the applicant.
- Article 28** The applicant for promotion is not eligible to be a member in the Promotion Committee when his/her promotion case is being considered. If accordingly the quorum for forming the committee is not fulfilled, the Chairperson of the concerned department may raise the matter to the Dean to choose another member from the college to replace him temporarily.
- Article 29** The College Council forms the Promotion Committee from the Chairpersons of the departmental promotion committees for one year. The college committee is chaired by the most senior member.
- Article 30** The College Council chooses the most senior members in a given department to be the representative in the College Promotion Committee. If the conditions for membership in the College Promotion Committee are not fulfilled by the members of a given department then the College Council nominates one member among the most senior faculty members in other departments to be its representative.
- Article 31** In Colleges having less than three departments, the College Promotion Committee is formed from at least three members to be appointed at the fall of each academic year. These members are the Chairpersons of each Departmental Promotion Committee. Membership of the College Promotion Committee has to be approved by the respective College Council.

**Article 32** When the promotion is to the rank of a Professor, and the number of Professor's in the College Promotion Committee is less than three then the concerned Dean raises the matter to the Vice President of Academic Affairs to form a temporary committee that includes members from other Colleges fulfilling the conditions of membership.

## Part V

### Tasks of Academic Promotion Committees

#### Article 33

The Academic Promotion Committee achieves its objectives as follows:

- 33.1 The Departmental Committee reviews the promotion file to ensure that it satisfies all the promotion requirements and allocates the scores against the items of teaching, academic activities, scientific research, community and University service in accordance with the promotion application form. The committee forwards its recommendation to the Departmental Council within a period not exceeding one month from the date of receiving the promotion file.
- 33.2 The College Promotion Committee reviews the Departmental Council report during a period not exceeding one month from the date of receiving the recommendation from the Departmental Council and examines the fulfillment of the applicant to the promotion requirements. If the applicant fulfills these requirements then the report is forwarded to the College Council to issue the appropriate recommendation, and if it does not fulfill the requirements it is returned back to the Departmental Promotion Committee for review in accordance with the remarks of the College Promotion Committee. In case of disagreement between the two committees the matter shall be referred to the College Council for a final decision.
- 33.3 The Central Committee reviews the promotion file in a period not exceeding one month from the date of receiving the recommendation of the College Promotion Committee, and examines the Departmental Council and the College Council Reports along with the evaluation of the job performance and scientific research work to ensure that the applicant fulfills the requirements of this work regarding the number of research papers, its quality and publication level. In case of dispute between the University College Committee and the College Promotion Committee regarding the applicant's failure to fulfill the requirements for scientific research the matter shall be referred to the University Council for a final decision.

## Part VI

### Grievance Procedures against the decisions of the Promotion Committee

#### Article 34

The Grievance Procedures are subject to the following rules:

- 34.1 The applicant has the right to submit a grievance to the Department Chairperson against the Departmental Council report that claims that the promotion requirement is not fulfilled. The Chairperson, in turn forwards the promotion file and the grievance to the same committee to reconsider its report. If the committee insists on its stand the issue will be referred to the Dean who forwards it in turn to the College Promotion Committee for final decision.
- 34.2 The applicant has the right to submit to the Chairperson of the Department a grievance against the decision of the College Promotion Committee regarding his/her failure to meet the promotion requirements. The Chairperson in turn refers the promotion file and the grievance to the Dean to return it to the same committee for reconsideration. If the committee insists on its stand the Dean shall refer the matter to the Central Committee for a final decision.
- 34.3 The applicant has no right to raise a grievance against the referees appointed by the Central Committee to evaluate his/ her scientific research work.
- 34.4 The applicant who has been officially notified by any of the three promotion committees that he/she has failed to meet the promotion requirements is not allowed to re-apply for promotion until the lapse of six months from the date of issuance of the decision of his/her failure to fulfill the requirements (in the case of grievance or six months after a reply to his/her grievance confirming failure to meet the requirements).



## Part VII Teaching and Educational Activities

**Article 35** A faculty member must obtain an accumulated score of 66 points for promotion from Assistant Professor to Associate Professor or 73 points for promotion from the rank of Associate Professor to the rank of Professor, according to the teaching form.

Article 8 defines the minimum number of points that the applicant must have in teaching. The following table shows the evaluations of students, peers, Chairperson, Deans and quality assurance towards the points for teaching activity.

**Table for calculating the points for teaching activity**

		Maximum number of points	Points gained
1.	The average of students evaluation for the last three years	40	
2.	Peer evaluation of Faculty members in the Department	20	
3.	Chairperson Evaluation	10	
4.	Dean Evaluation	10	
5.	Dean of Graduate Studies and Research Evaluation	10	
6.	Quality Assurance Evaluation	10	

## Part VIII Community and University Service

- Article 36**
- 36.1 **University Service**  
University Services achieved by the faculty member in the University at the Departmental, College or University level in order to promote the academic or administrative or cultural or social standard in the University.
- 36.2 **Community Service**  
Include services achieved by the faculty member in the society, locally, regionally, or internationally.
- 36.3 A faculty member applying for promotion from the rank of Assistant Professor to the rank of Associate Professor must score a minimum of 50 points in the activities appearing in the table of community and University services. For promotion from the rank of Assistant Professor to the rank of Professor a faculty member must score a minimum of 60 points from the same table. The table of University and community services shows the number of points for each activity as well as the maximum accumulated number of points for each activity.

## Part IX Final Rules

**Article 37** Integral parts of these regulations are all forms regarding teaching, educational activities, scientific research, scientific activities, University and community services, and application forms for promotion issued by the University Council.

**Table for University and Community Service and the Points allocated for each activity**

Type of activity	Points / Activity	Maximum Accumulated Points
Public Lectures which are useful to the society in the field of specialization	12	4
Involvement in activities in professional or cultural, or social or sports societies	12	3
Membership of Technical or specialized committees at the governmental or social level	15	5
Providing scientific and academic consultations that has social aspects	12	4
Media activities related to the scientific specialization	9	3
Participation in conferences, seminars, forums, workshops	12	3
Community services that has social or human or general cultural aspect	12	3
Chairing a session in a conference or seminar locally or regionally or internationally	12	3
Writing a book/ monographs not counted in a previous item	12-2	6-3

Membership in a society, an establishment, local, regional, or international union	12	3
Membership of committees at the Departmental, College, or University level	12	3
Membership of Editorial Board of a Journal or a book	12	4
Participation in the organization of a conference or a workshop or a seminar or a forum	12	4
Approved familial services	9	3
Proposal of a project or suggestion that benefits the University or the society	12	4
Refereeing of a book or research work in an international periodical or conference.	12	4
Participation in refereeing a master or a doctoral thesis	10	5
Delegated by the University for an official duty	9	3
Holding an internationally registered patent	12	6
Any other activity approved by the Central Committee		