

Qatar University

College of Business and Economics



Academic Promotion Guidelines

**Teaching Assistants, Research Assistants, Lecturers, Research Associates, and
Postdoctoral Researchers**

Approved Spring 2025
Effective Fall 2025

Introduction

In addition to QU General Conditions outlined in QU promotion policy # 057 for applicants to ranks F, E, and D (excluding academics recruited under the QU Scholarship Program, as they are subject to the QU Scholarship Promotion Guidelines), the CBE-specific promotion guidelines with respect to item # 3.1.2 related to Quality of Publications are as follows:

Requirements for Promotion to the Rank of Teaching Assistant (Grade F)

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

1. Must submit **Either**
 - a. **Two** refereed “co-authored” research papers **OR**
 - b. **One** refereed research paper, in which the applicant is the “senior or single” author;
2. The refereed research paper(s):
 - a. Must be published in refereed scientific journals satisfying the CBE quality indicators outlined in Table 1;
 - b. Must be in two different journals in case of co-authored research papers;
 - c. Must have at least **one** published.
3. The refereed research papers submitted for promotion should not have less than “**two**” (2) points, as outlined in Table 1.

Requirements for Promotion to the Rank of Research Assistant (Grade F)

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

1. Must submit **Either**
 - a. **Three** refereed “co-authored” research papers **OR**
 - b. **Two** refereed research papers, in which the applicant is the “senior or single” author.
2. The refereed research papers:
 - a. Must be published in refereed scientific journals satisfying the CBE quality indicators outlined in Table 1;
 - b. Must be in at least two different journals;
 - c. Must have at least **one** published paper in case of submitting two: “senior or single” authored papers, **OR two** published papers in case of submitting three co-authored papers;
2. The refereed research papers submitted for promotion should not have less than “**three**” (3) points, as outlined in Table 1.

Requirements for Promotion to the Rank of Lecturer (Grade E)

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

1. Must have earned a Ph.D. in the discipline of the candidate’s area of specialization from an accredited academic institution approved by the State of Qatar.
2. Must submit **two** refereed research papers wherein the candidate must be a “senior or single” author in **at least one** of them.

3. The refereed research papers:
 - a. Must be published in refereed scientific journals satisfying the CBE quality indicators outlined in Table 1; and,
 - b. Must be in at least two different journals;
4. The refereed research papers submitted for promotion should not have less than **“four” (4) points**, as outlined in Table 1.

Requirements for Promotion to the Rank of Research Associate or Post-Doc (Grade E)

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

1. Must have earned a Ph.D. in the discipline of the candidate’s area of specialization from an accredited academic institution approved by the State of Qatar;
2. Must submit **four** refereed research papers wherein the candidate must be the “senior or single” author in **at least two** of them.
3. The refereed research papers:
 - a. Must be published in refereed scientific journals satisfying the CBE quality indicators outlined in Table 1;
 - b. Must be in at least two different journals;
4. The refereed research paper(s) submitted for promotion should not have less than **“six” (6) points**, as outlined in Table 1.

Requirements for Promotion to the Rank of Assistant Professor (Grade D)

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

1. Must have earned a Ph.D. in the discipline of the candidate’s area of specialization from an accredited academic institution approved by the State of Qatar;
2. There must be an approved job vacancy available in the designated grade and specialization “discipline”
3. Must submit **three** refereed research papers wherein the candidate must be a “senior or single” author in **at least two** of them.
4. The refereed research papers:
 - a. Must be published in refereed scientific journals satisfying the CBE quality indicators outlined in Table 1;
 - b. Must be in at least two different journals;
5. The refereed research paper(s) submitted for promotion should not have less than **“six” (6) points**, as outlined in Table 1.

Requirements for Promotion to the Rank of Research Assistant Professor (Grade D)

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

1. Must have earned a Ph.D. in the discipline of the candidate's area of specialization from an accredited academic institution approved by the State of Qatar;
2. There must be an approved job vacancy available in the designated grade and specialization "discipline"
3. Must submit **five** refereed research papers wherein the candidate must be a "senior or single" author in **at least three** of them;
4. The refereed research papers:
 - a. Must be published in refereed scientific journals satisfying the CBE quality indicators outlined in Table 1;
 - b. Must be in at least two different journals;
5. The refereed research paper(s) submitted for promotion should not have less than **"twelve" (12) points**, as outlined in Table 1.

Senior Author Status for Applicants to grades F, E, and D

The senior author for a co-authored publication is generally defined as a person who leads the study and makes the **highest 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 **first** in the publication.

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 ranks higher.

Table 1: Journal Quality Indicators and Point Allocation

For journal publications, the journal should satisfy one of the following quality criteria	Quality Level	Level Points
▪ Listed in SCOPUS or ISI Web of Science	L1	1
▪ Listed in AJG (formerly ABS) with a rating of 2; or, ▪ Listed in ABDC with a ranking B; or, ▪ Has impact factor^ not less than 1.	L2	2
▪ Listed in AJG (formerly ABS) with a rating of 3; or, ▪ Listed in ABDC with a ranking A; or, ▪ Has an impact factor^ of 2 or more.	L3	3
▪ Listed in AJG (formerly ABS) with a rating of 4; or, ▪ Listed in ABDC with a ranking A*; or, ▪ Has an impact factor^ of 3 or more.	L4	4
▪ Listed among the top 24 leading business journals on UT Dallas list; or,	L5	5

- Listed among the top 50 Journals in the Financial Times.

[^] JCR (Clarivate) impact factor

A non-Scopus indexed journal with a rank of "C" in ABDC OR "1" in AJG receives a score of “zero”, yet it can still be considered for meeting the publication count, provided the candidate meets the required points of the academic rank the candidate has applied for.

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

Table 2: Publication Quality

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
Total Points*											