

Qatar University College of Engineering



Academic Promotion Guidelines

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

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Introduction

The College of Engineering (CENG) at Qatar University encourages its academic members and research staff to seek promotion to recognize and reward their achievements in teaching, scholarship, and university and community service. The revised guidelines pertain to promotion for Teaching and Research Assistants, Lecturers, and Research Associates. In addition to the baseline academic promotion requirements set by the University Academic Promotion Policy 57, the College of Engineering has developed its Specific Research Guidelines for Academic Promotion, listed below. Individuals who have additional questions regarding the promotion process should consult with their Head of Department (HoD)/Director of Research Center or the Associate Dean for Academic Affairs.

I. Research Output Requirements

Promotion to Teaching Assistant/ Research Assistant (From Grade G to Grade F)

1. Promotion to Teaching Assistant

- The applicant for the teaching assistant position (Grade F) has published a number of research publications, including **at least one** of the following:
 - **TWO** research publications as a co-author (at least one paper published), **OR**
 - **ONE** published research paper as the sole or senior author*
- All submitted publications must be published in journals indexed in Scopus or Web of Science to ensure academic quality.
- Publications in engineering education area are accepted if only published in Scopus or Web of Science indexed journals.

2. Promotion to Research Assistant

- The applicant for the **research assistant position** (Grade F) has a number of research publications, including **at least one** of the following:
 - **THREE** research publications as a co-author (at least two papers published), **OR**
 - **TWO** research publications (at least one paper published) as the sole or senior author*
- All submitted publications must be published in journals indexed in Scopus or Web of Science with a Journal Citation Reports (JCR) Impact Factor.
- The peer-reviewed journal must be specialized in a relevant field of knowledge related to the applicant's research center.

Promotion to Lecturer/Research Associate or Postdoctoral Researcher (From Grade F to Grade E)

1. Promotion from Teaching Assistant to Lecturer

- The applicant must hold a PhD degree in a relevant field from an accredited university that is recognized by the state of Qatar.
- The applicant for the lecturer position has published at least **TWO** research publications, with at least **ONE** as the sole or senior author*.
- All submitted publications must have been published in journals indexed in Scopus or Web of Science with JCR Impact factor.
- Publications in engineering education area are accepted if only published in Scopus or Web of Science indexed journals.

2. Promotion from Research Assistant to Research Associate or Postdoctoral Researcher

- The Applicant must hold a PhD degree in a relevant field from an accredited university that is recognized by the state of Qatar.

- The applicant for the research associate or postdoctoral research positions has published at least **FOUR** research publications, with at least **TWO** as the sole or senior author*.
- All submitted publications must have been published in journals indexed in Scopus or Web of Science with JCR Impact factor.
- The peer-reviewed journal must be specialized in a relevant field of knowledge related to the applicant's research center.

Promotion to Assistant Professor/ Research Assistant Professor (From Grade E to Grade D)

1. Promotion from Lecturer to Assistant Professor

- The Applicant must hold a PhD degree in a relevant field from an accredited university that is recognized by the state of Qatar.
- The applicant for the assistant professor position has published at least **THREE** research publications, with at least **TWO** as the sole or senior author*.
- All submitted publications must be published in Web of Science indexed journals and ranked as Q1 or Q2 according to the JCR database.
- An exception will be made for only one engineering education research paper.

2. Promotion from Research Associate/Postdoctoral Researcher to Research Assistant Professor

- The Applicant must hold a PhD degree in a relevant field from an accredited university that is recognized by the state of Qatar.
- The applicant for the research assistant professor position has published at least **FIVE** research publications, with at least **THREE** as the sole or senior author*.
- All submitted publications must be published in Web of Science indexed journals and ranked as Q1 or Q2 according to the JCR database.
- The peer-reviewed journal must be specialized in a relevant field of knowledge related to the applicant's research center.

II. Criteria for Peer-Reviewed Publications

General Requirements:

- The publications submitted for promotion should not have been extracted from the master's thesis or doctoral dissertation of the applicant.
- The publications submitted for promotion must not have been used in a previous promotion.
- The research publications submitted for promotion must have been published or accepted for publication after the applicant has obtained their highest degree (Master /doctorate).

Open Access Publications:

- Only one fully open-access journal paper (with publication fees) may be counted towards the total number of required publications.
- The journal must have a Q1 ranking according to the JCR at the time of submission or publication.

Additional Scholarly Contributions (Patents):

- A granted patent may be counted towards the total required journal publications.
- The applicant is allowed to include only One granted patent among the submitted publications for the promotion. Papers extracted from these contributions cannot be counted towards promotion

Definition of the Senior author*:

- a) The first author who leads a research study and makes the highest contribution to it compared to other co-authors; **OR**
- b) The first author after junior team members studying/working in the same institution of the applicant (student, research assistant, or postdoc author **under applicant's direct supervision**) at submission time, or that had studied/worked for a duration of at least 3 months ending within one year before submission time

In all cases of co-authored publications, the applicant for promotion must submit the “Contribution in Collaborative Research Form”.