**Vice President for Academic Affairs Office**

**Academic Promotion**

**Promotion Criteria Checklist:** **Promotion to Research Associate or Postdoctorate Researcher (Grade E)**

**This checklist is a guideline to ensure that the promotion file meets the criteria specified in the promotion policy. QU Academic Promotion Policy and Research Center Promotion Guidelines remain the official and authoritative documents.**

**Name of Applicant: Research Centre:**

| **No.** | **Item** | | | | | | **Please tick (√)** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No** |
| **1** | **Is the applicant employed at Qatar University on a full-time basis?** | | | | | |  |  |
| **2** | **Has the applicant been employed full-time at Qatar University in an academic/research position, at a rank equivalent to or corresponding with that of Assistant Researcher, Grade (F), during the five years preceding the submission of the promotion application?** | | | | | |  |  |
| **3** | **Has at least five years elapsed since the applicant’s appointment at Qatar University, or since the approval of their previous promotion by the President of the University?** | | | | | |  |  |
| **4** | **Does the applicant hold a PhD in the relevant discipline from a university that is recognised and accredited by the State?** | | | | | |  |  |
| **5** | **Has the applicant been subject to any disciplinary action for committing a professional misconduct during the three years preceding the promotion application?** | | | | | |  |  |
| **6** | **Has the applicant received a rating of “Meets Expectations” in the annual performance review for faculty performance and development during the five years of service preceding the promotion application?** | | | | | |  |  |
| **7** | **Has the applicant received a rating of “Meets Expectations” in the research evaluation within the annual performance review for faculty performance and development during the five years of service preceding the promotion application?** | | | | | |  |  |
| **8** | **Has the applicant passed the IELTS test (or an equivalent English-language qualification), if required?** | | | | | |  |  |
| **9** | **Are all the research papers submitted for promotion published in the scientific journals approved for promotion by the research center?** | | | | | |  |  |
| **10** | **Is Qatar University the sole affiliation in all the research papers submitted for promotion?** | | | | | |  |  |
| **11** | **Have any of the research papers submitted for promotion been used in a previous promotion?** | | | | | |  |  |
| **12** | **Were any of the research papers submitted for this promotion accepted for publication or published prior to the applicant’s previous promotion?** | | | | | |  |  |
| **13** | **Does the promotion application include any research papers extracted from the Master’s thesis or the PhD dissertation?** | | | | | |  |  |
| **14** | **Does the promotion application include one contribution from the applicant as a co-inventor in a patent registered at Qatar University during the last five years?** | | | | | |  |  |
| **15** | **Does the promotion application include any research paper extracted from the same registered patent submitted for promotion?** | | | | | |  |  |
| **16** | **Does the applicant have four published research papers?** | | | | | |  |  |
| **17** | **Is the applicant for promotion the senior author or the sole author in at least two research papers?** | | | | | |  |  |
| **18** | **Are all the journals in which the research papers are published indexed in Scopus, Web of Science, or Arcif?** | | | | | |  |  |
| **19** | **Are all the research papers submitted published in scientific journals indexed in the first (Q1) or second (Q2) quartiles at the time of acceptance?** | | | | | |  |  |
| **20** | **Does the promotion application include at least one research paper published in a Q1 journal, in which the applicant is the sole author or the senior author?** | | | | | |  |  |
| **21** | **Does the promotion application include research papers published in Arabic scientific journals indexed in Scopus or Web of Science?** | | | | | |  |  |
| **22** | **Does the promotion application include research papers published in Arabic scientific journals indexed in Scopus or Web of Science under the Q3 or Q4 categories at the time of acceptance?** | | | | | |  |  |
| **23** | **Have more than two research papers been published in the same journal?** | | | | | |  |  |
| **24** | **Does the promotion application include research papers published in conference proceedings?** | | | | | |  |  |
| **25** | **Does the applicant have at least one participation in a refereed (internal or external) research project as a Principal Investigator (PI)?** | | | | | |  |  |
| **26** | **Does the promotion application include research papers published in scientific journals issued by Qatar University (whether by QU Press, colleges, research centers, or any other unit of the university)?** | | | | | |  |  |
| **27** | **Does the promotion application include more than one research paper published in a scientific journal issued by Qatar University and indexed in Q2 or a higher category in Web of Science?** | | | | | |  |  |
| **28** | **Does the applicant meet the minimum promotion requirements in terms of the number and quality of research papers as specified by the policy of the research center in which the applicant is employed?** | | | | | |  |  |
| **29** | **The minimum required number of published research papers is four (4)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **All research papers were published while the applicant was employed full-time at Qatar University in an academic/research position at a rank equivalent to, or higher than, Senior Assistant Researcher.** |  |  |  |  |  |  |  |
| **The research papers are original and peer-reviewed.** |  |  |  |  |  |  |  |
| **There is one contribution from the applicant as a co-inventor in a patent registered at Qatar University during the last five years.** |  |  |  |  |  |  |  |
| **All published papers indicate Qatar University as the sole affiliation.** |  |  |  |  |  |  |  |
| **Sole author.** |  |  |  |  |  |  |  |
| **senior author (whose name is written first or last, or immediately after students or research assistants in their various titles, and who has the highest contribution).** |  |  |  |  |  |  |  |
| **Co-author.** |  |  |  |  |  |  |  |
| **In the case of co-authored research papers, has the applicant attached the Research Contribution Form?** |  |  |  |  |  |  |  |
| **In the case of co-authored research papers, what is the applicant’s percentage of contribution?** |  |  |  |  |  |  |  |
| **In the case where the applicant is the senior author, is his/her contribution the highest among the co-authors?** |  |  |  |  |  |  |  |
| **In the case where the applicant is the senior author, is his/her name listed first or last, or immediately after students or research assistants in their various titles?** |  |  |  |  |  |  |  |
| **Is the paper extracted from the Master’s thesis or the PhD dissertation?** |  |  |  |  |  |  |  |
| **If the journal charges publication fees, is this done only after the paper has been accepted, and does the journal have a clear and publicly declared policy in this regard?** |  |  |  |  |  |  |  |
| **Overall similarity percentage** |  |  |  |  |  |  |  |
| **Highest similarity percentage from a single source.** |  |  |  |  |  |  |  |

**Declaration:**

I hereby certify the accuracy of the contents of this checklist.

**Applicant:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Director of Research Center:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Assistant Vice President for Research & Graduate Studies:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_