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## Faculty Promotion Policies

AAU faculty members are promoted in accordance with the rules stated below which include performance in the areas of teaching, university and community engagement, and research.

The faculty member's teaching performance is evaluated periodically by the students, Department Head, Deputy Dean, and College Dean. The faculty's commitment to the syllabus, creativity, and innovative teaching methods plays a great role in the evaluation. Moreover, the services the faculty member renders to both the University and the community are monitored. The level of the involvement and the type of engagement contribute to the assessment. Finally, the faculty member's scholarly activity remains the most important factor in the promotion process. A faculty member applying for promotion needs to meet the requirements of research and publication as set by AAU.

A faculty member shall only be entitled to apply for promotion after the passage of two years from his/her appointment as a full-time faculty member in AAU. Applications for promotion can be submitted during the first and second semesters. The college dean, in consultation with the academic department, should decide whether to proceed with the application within one month. Given that the committee decided to proceed with the application, the application should be forwarded to the University Appointment and Promotion Committee.

A faculty member applying for promotion needs to obtain a rating of at least (good) in both the teaching and community service evaluation reports prior to sending the papers to the external referees.

All papers submitted as part of the application for promotion are to be sent to three external referees. In order for the applicant to be considered for promotion, he/she must receive:

- A "strong" recommendation from two out of the three referees to be promoted to Associate Professor.
- A "strong" recommendation from all three external referees to be promoted to Professor.

### Promotion to the rank of associate professor

In order to be promoted to the rank of associate professor, the candidate must fulfill the following conditions:

- He/she must have served a minimum of five years as a full-time assistant professor at AAU or any other accredited college or university, provided that the last two years of his /her service is at AAU.
- Must have research work published or accepted for publication in refereed journals while the candidate was an assistant professor.
- He/she must present a minimum of six scientific papers. At least four of the papers should have been 'published' while the other two can be 'accepted for publication'.
- Two of the published articles should be published in a first order journal as defined by the university.
- The candidate should be the sole author of at least two of the submitted publications.
- At least three of the papers must be published, or accepted for publication, during the faculty's work at AAU with the University's name appearing on each of the papers.

### **Promotion to the rank of Professor**

In order to be promoted to the rank of professor, the candidate must fulfill the following conditions:

- He/she must have served a minimum of five years as a full-time associate professor at AAU or any other accredited college or university, provided that the last two years of his /her service are at AAU.
- Must have research work published or accepted for publication in refereed journals while the candidate was an associate professor.
- He/she must present a minimum of eight scientific papers. At least five of the papers should have been 'published' while the other three can be 'accepted for publication'. The papers should not have been used in the previous promotion.
- Three of the published articles should be published in first order journals as defined by the university.
- The candidate should be the sole author of at least two of the submitted publications.
- At least four of the papers must be published, or accepted for publication, during the faculty's work at AAU with the University's name appearing on each of the papers.

### **Documents Required for Academic Promotion**

#### **Documents required by the applicant (Faculty member)**

- Cover letter to the Department Head applying for promotion. For faculty members with less than five years of service with AAU, they need submit a letter of service, duly documented, from his/her previous job.

- A completed application including the faculty member's information (the form can be obtained for the College Deanship).
- A declaration that the papers submitted as part of the application for promotion are not based on the MA thesis or Ph.D. dissertation.
- A letter that states the general and specific disciplines of the faculty member.
- Detailed, comprehensive curriculum vitae.
- Brief curriculum vitae.
- A table listing the publications by date of publication.
- Letter of acceptance for each paper accepted for publication.
- Five copies of each academic work presented as part of the promotion application.
- In addition to the above, the faculty member applying to be promoted to the rank of Professor needs to submit the following:
  - The Deans' Council's decision to be promoted to Associate Professor;
  - A list of the scientific papers based on which he/she received the promotion to Associate Professor;
  - A declaration that all work submitted for promotion to the rank of Professor has been published after being promoted to Associate Professor.

### **Documents required by the Department Head**

- The minutes of the Department Council's meeting which should include:
  - A paragraph indicating that the Department Council has discussed the application and has decided that the application has met the requirements in accordance with the applicable promotion regulations at AAU;
  - A paragraph indicating the forming of a scientific committee whose members are of a promotion.
- The decision of the scientific committee (confidential).
- An official letter from the Department Head to the College Dean explaining the Department Council's recommendation to proceed with the promotion procedures listing the attached documents.

### **Documents required by the College Dean**

- The minutes of the College Council's meeting which should include:
  - A paragraph indicating that the College Council has discussed the application with the applicable promotion regulations at AAU;
  - A paragraph indicating the forming of a scientific committee whose members are of a promotion.
- The decision of the scientific committee (confidential).
- An official letter from the College Dean to the AAU President regarding the promotion application including the date and number of the College Council's meeting as well as

the College Council's recommendation to proceed with the promotion procedure. The letter should also include the applicant's name, discipline, and attached documents.

## **Report (Teaching, University, and Community Service) for the promotion of faculty members**

### **The Applicant's Details**

Full name  
Department  
College  
Specific discipline  
University where the last degree was obtained  
Year of graduation  
The rank of appointment at AAU  
Date of appointment  
Current rank  
Date of receiving current rank  
Signature  
Date

### **Note**

Please briefly state your opinion on each of the following items, and then rate them accordingly.

(Excellent, Very Good, Good, Satisfactory, Poor)

### **Teaching**

<b>No.</b>	<b>Statement</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Satisfactory</b>
1	Teaching all courses assigned by the department in the area of specialization				
2	Accommodating the learning objective and outcomes within the curriculum				
3	Diversifying teaching methods				

- 4 Directing students towards various readings and encouraging them to conduct practical and applied research
  - 5 Effective participation in the students' academic, professional, and personal advising
  - 6 Supervision of students' papers and projects
  - 7 Development of assessment methods based on thinking and reasoning rather than spoon feeding
  - 8 Development of study plans for different departments at the college
  - 9 Contribution to the development of new programs at the college to meet the community's needs
  - 10 Participation in MA and PhD dissertation discussions internally and externally
  - 11. A Commitment to working hours and office hours
  - 11. B Commitment to times of lectures and exams
  - 12. A Concern for self-development professionally and academically
  - 12. B Keeping up with recent developments and employing them in the academic performance
- Overall rating**

### University and College Service

No.	Statement	Excellent	Very Good	Good	Satisfactory
1	Participation in department and college committees				
2	Participation in the University committees as well as the social and scientific activities				
3	Performance of administrative duties for the University				
4	Participation in technical or preparatory committees to scientific conferences at the University				
5	Supervising graduate theses				
6	Participation in refereeing scientific research internally or externally				
7	Receiving a local or an international award				
8	Conducting scientific work or research through which he/she renders a service to the University				
9	Participation in the editorial board of a scientific journal				
10	Participation in a panel for a scientific award				

## Overall rating

### Community Service

No.	Statement	Excellent	Very Good	Good	Satisfactory
1	Participation in seminars and cultural events				
2	Giving lectures outside the University to spread awareness in the community				
3	Providing consultation or advisory services within the range of community service				
4	Conducting a study commissioned by the University or other institutions to benefit the community				
5	Communication with the community through field visits conducted by the faculty member and students				
6	Participation in different community religious, national, social or other events				
7	Contribution to training courses aimed at human resource development in the community				
8	Conducting different on-campus and off-campus workshops targeted at the members of the community				
9	Presenting the results of studies and research to the community to take advantage of them				
10	Providing individuals as well as private and public institutions with information that helps the development of certain issues				
11	Discussion of a problem in the community which the University can help solve				
12	Participation in voluntary organizations in the community				
	<b>Overall rating</b>				

### Other Characteristics

No.	Statement	Excellent	Very Good	Good	Satisfactory
1	Establishing successful, positive relations with the students				



- Research published or accepted for publication in refereed journals.
- Refereed research work submitted to refereed conferences or specialized scientific symposia provided it is published in full in conference proceedings or accepted for publication. Only one paper will be accepted for each rank.
- Refereed research published or accepted for publication, by specialized university research centers. Only one paper of this item will be accepted for each rank.
- Refereed university textbooks and reference books. Only one book of this item will be accepted for each rank.
- Refereed editions of rare books. Only one book of this item will be accepted for each rank.
- Refereed translations of specialized books. Only one book of this item will be accepted for each rank.
- Inventions and patents of creative products from patent offices approved by the council for academic affairs.
- Creative work in accordance with the rules set by the university council.

Any item of the above must not be taken from the candidate's Master's thesis, Doctoral dissertation, or the researcher's previous publications.

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