**Vice President for Academic Affairs Office**

**Academic Promotion**

**Promotion Criteria Checklist:** **Promotion to Research Assistant (Grade F)**

**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 completed at least five years in the current grade at Qatar University?** | | | | | |  |  |
| **3** | **Has the applicant been subject to any disciplinary action for professional misconduct during the three years preceding the promotion application?** | | | | | |  |  |
| **4** | **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?** | | | | | |  |  |
| **5** | **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?** | | | | | |  |  |
| **6** | **Has the applicant passed the IELTS test (or an equivalent English-language qualification), if required?** | | | | | |  |  |
| **7** | **Are all the research papers submitted for promotion published, or accepted in the scientific journals approved for promotion by the research center?** | | | | | |  |  |
| **8** | **Is Qatar University the sole affiliation in all the research papers submitted for promotion?** | | | | | |  |  |
| **9** | **Does the promotion application include any research papers extracted from the Master’s thesis?** | | | | | |  |  |
| **10** | **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?** | | | | | |  |  |
| **11** | **Does the promotion application include any research paper extracted from the same registered patent submitted for promotion?** | | | | | |  |  |
| **12** | **Does the applicant have three papers as a co-author, or two papers as a sole or senior author, published or accepted for publication?** | | | | | |  |  |
| **13** | **Have the accepted papers exceeded one in number?** | | | | | |  |  |
| **14** | **Are all the journals in which the research papers are published or accepted indexed in Scopus, Web of Science, or Arcif?** | | | | | |  |  |
| **15** | **Are all the research papers submitted published, or accepted in scientific journals indexed in the first (Q1) or second (Q2) quartiles at the time of acceptance?** | | | | | |  |  |
| **16** | **Has the number of papers published or accepted in Q3 or Q4 journals at the time of acceptance, exceeded one?** | | | | | |  |  |
| **17** | **Does the promotion application include research papers published, or accepted in Arabic scientific journals indexed in Scopus or Web of Science?** | | | | | |  |  |
| **18** | **Does the promotion application include research papers published, or accepted in Arabic scientific journals indexed in Scopus or Web of Science under the Q3 or Q4 categories at the time of acceptance?** | | | | | |  |  |
| **19** | **Has the number of journals in which the papers were published or accepted been not less than two?** | | | | | |  |  |
| **20** | **Does the promotion application include research papers published in conference proceedings?** | | | | | |  |  |
| **21** | **Does the promotion application include research papers published, or accepted in scientific journals issued by Qatar University (whether by QU Press, colleges, research centers, or any other unit of the university)?** | | | | | |  |  |
| **22** | **Does the promotion application include more than one research paper published, or accepted in a scientific journal issued by Qatar University and indexed in Q2 or a higher category?** | | | | | |  |  |
| **23** | **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?** | | | | | |  |  |
| **24** | **The minimum required number of research papers is three (3)** | **1** | **2** | **3** | **4** | **5** |  |  |
| **What are the research papers published while the applicant was working at Qatar University at the current rank in scientific journals indexed within categories classified in the first and second quartiles (Q1/Q2) — year of acceptance of the paper?** |  |  |  |  |  |  |  |
| **What are the research papers accepted for publication during the applicant’s employment at Qatar University at the current rank, in scientific journals indexed within the categories classified in the first and second quartiles (Q1/Q2) at the year of acceptance?** |  |  |  |  |  |  |  |
| **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?** |  |  |  |  |  |  |  |
| **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: \_\_\_\_\_\_\_\_\_\_\_