



Qatar University Academic Promotion  
Deans' Checklist

Candidate Name: \_\_\_\_\_

Rank Applying for: \_\_\_\_\_

No.	Item	Please tick (√)	
		Yes	No
1.	Candidate has been in academic rank for at least five years.		
2.	Candidate satisfies the minimum number of publications required for the promotion:		
	<ul style="list-style-type: none"> <li>➤ For promotion to associate professor: <ul style="list-style-type: none"> <li>○ At least four original papers published (or have been accepted for publication) in refereed journals.</li> <li>○ The applicant must be the sole or senior author in at least two of the articles.</li> <li>○ Candidate must have a minimum of three published articles and a maximum of one article accepted for publication in a peer-reviewed journal.</li> <li>○ Published books or chapter (s) in books that have been refereed are contributions that are counted towards fulfilling the eligibility requirement for publication.</li> </ul> </li> <li>➤ For promotion to professor: <ul style="list-style-type: none"> <li>○ At least six published (or having been accepted for publication) original articles beyond the Associate Professor level in refereed journals that are noted regionally and internationally to be high impact journals.</li> <li>○ The applicant must be the sole or senior author in at least four of the articles.</li> <li>○ Candidate should have a minimum of four published articles, and a maximum of two articles accepted for publication.</li> </ul> </li> </ul>		

No.	Item	Please tick (✓)	
		Yes	No
3.	Papers submitted are NOT based on, or extracted from the candidate's Master or Ph.D. research and theses.		
4.	Candidate included original articles plus three copies OR original articles and electronic version of the papers as they appear in print.		
5.	The latest forms are used. Please refer to the university academic promotion website for guidelines.		
<b>EXTERNAL REVIEWERS:</b>			
6.	A list of 10 external reviewers has been provided.		
7.	Short bio for each external reviewer is included.		
	Include updated detailed contact information, including phone numbers, e-mails, fax.....		
8.	Suggested external reviewers do not have relations with the candidate that prevent them from rendering an unbiased promotion assessment. External referees are expected to be at arm's length, and should only include persons whose impartiality cannot be doubted. They should not include relatives, close personal friends, colleagues, current or former colleagues, former thesis advisers, research supervisors, grant co-holders and co-authors.		
9.	If possible, provide a list that includes reviewers of diverse backgrounds, race, ethnicity, gender, age, etc.		

\_\_\_\_\_  
 Candidate's Signature ~ \_\_\_\_\_ W. • [\_\_\_\_\_]

\_\_\_\_\_  
 Candidate's Signature ~ \_\_\_\_\_ W. • [\_\_\_\_\_]

Date° \_\_\_\_\_ O\_W\_\_\_\_ • WBo[\_\_\_\_\_ ^\_Û\_\_

P.S. Please submit this checklist with application materials.



## Procedure for Selecting External Reviewers

- Department head request members of promotion committee to submit five external reviewers each, and specify the type of relationship, if any, that exist with reviewer;
  - Department must keep track of suggested reviewer and who nominated him/her;
  - Annually, the department head must update the list of most recent contact information.
- Once a candidate submits his/her promotion applications, department must specify to the dean the recommended list in number suggested by the candidate and nature of the relation, if any, declared by candidate;
- Once a candidate submits his/her promotion applications, department must specify to the dean the recommended list in number suggested by the candidate and nature of the relation, if any, declared by candidate;
  - The dean will exclude any external reviewer that he/she believes to have a relation that prevents independent judgment about the candidate.
  - Alternatively, the dean and department head may have a meeting and select external reviewers for the promotion candidate.