



UNIVERSITY OF SHARJAH

POLICIES AND REGULATIONS FOR FACULTY PROMOTION

September 2018

First : Promotion Criteria

The criteria for faculty promotion at the University of Sharjah include evaluating the performance of faculty members in the following three areas:

- 1) Research
- 2) Education (Teaching and Academic Advising)
- 3) University and Community Service

1) Research

This criterion refers to research and publications in the applicant's field of specialization. Research admissible for purposes of promotion includes:

- A. Research published (or accepted for publication) in recognized specialized or multi-disciplinary periodicals and journals provided that such periodicals and journals are refereed and are in the applicant's field of specialization or a closely related field and are regularly published by universities, academic or scholarly societies, associations or academies, scientific research centers, or international publishing houses in accordance with standards approved by the University. A maximum of two articles, based upon master's or doctorate theses, for which the applicant was the main or associate supervisor, may be considered for promotion to the rank of associate professor, and a maximum of three such articles may be considered for promotion to the rank of full professor. It is expected that the applicant publishes in different journals.
- B. A maximum of two granted patents can be used for the promotion to the rank of Associate Professor and a maximum of three granted patents can be used for the promotion to the rank of Professor. Each patent is counted as Class (B) publication.
- C. Case studies in the applicant's field of specialization published (or accepted for publication) in refereed academic journals. Only one such article may be considered for promotion.
- D. Research published in specialized books in the applicant's field of specialization. These books must have been refereed by at least two referees in the applicant's field of specialization prior to publication and must have been published by a university, an academic association, or by an international publishing house in accordance with standards approved by the University. Only one such work may be considered for promotion.
- E. Published books that contribute to knowledge in the applicant's field of specialization provided that their contents are of a substantial nature. Such books must have been evaluated by at least two referees in the applicant's field of specialization prior to publication and must have been published by a university, an academic association, or an international publishing house in accordance with standards approved by the University. A maximum of two such books may be considered for promotion.
- F. Published university textbooks in the applicant's field of specialization provided

that their contents are of a substantial nature. Such books must have been evaluated by at least two referees in the applicant's field of specialization prior to publication and must have been published by a university, an academic association, or an international publishing house in accordance with standards approved by the University. A maximum of one such textbook may be considered for each promotion.

- G. Heritage books that have been refereed, reviewed, and published by a university, an academic association, a reputable publishing house or in a refereed scientific journal. Such books must be in the applicant's field of specialization and must have been evaluated prior to publication by at least two referees in the field of specialization. Only one such book may be considered for promotion.
- H. Artistic and creative works of Fine Arts, Design and/or Media, for the Fine Arts, Design, and Communication specializations shall be considered for promotion purposes. In accordance with current policies & regulations for faculty promotion, each new creative work is considered equivalent to one research article provided that the work is documented in accordance with the criteria approved by the university. A maximum of two such creative works may be considered for promotion to the Rank of Associate Professor and a maximum of three for promotion to the Rank of Professor.

H.1. The creative works for Communication specializations that shall be considered for promotion purpose include:

- 1- Production of radio and television creative works (e.g. programs, documentaries, or drama),
- 2- New media creative works (e.g. website designs, or smart digital applications),
- 3- Media campaigns
- 4- Applied research.

These works could be done at the international, regional, or national level. The evaluations of each category are subjected to criteria approved by the university.

H. 2. The creative works for Fine Arts and Design specializations that shall be considered for promotion purpose include:

- 1- Participation in art biennial/triennial of creative art and design (e.g. painting, drawing, photography, sculpture, printmaking, fashion design, furniture design, interior design, graphic design)
- 2- Participation in solo exhibition of creative art and design (e.g. painting, drawing, photography, sculpture, printmaking, fashion design, furniture design, interior

design, graphic design)

3- New media creative design (e.g. website designs, or smart digital applications)

4- Applied Research in Design.

These creative art and design works could be done at the international, regional or national level. The evaluations of each category are subjected to criteria approved by the university.

- I. Under all circumstances, the total number of books referred to in items (D), (E), (F) and (G) above shall not exceed two for promotion to the rank of associate professor and three for promotion to the rank of full professor. All such books are counted as class (B) publications.
- J. The publications of the applicant must carry, as first affiliation, "University of Sharjah " while the applicant is working at University of Sharjah.

2- Teaching and Academic Advising

The applicant's performance in teaching and academic advising shall be evaluated in accordance with the following criteria:

- A. Effectiveness of the applicant's teaching according to student evaluations for courses taught at the University of Sharjah.
- B. Effectiveness of the applicant's teaching according to peer evaluations of a sample of courses taught at the University of Sharjah.
- C. The variety of courses taught by the applicant in his/her specialization at the University of Sharjah.
- D. The applicant's contribution to graduate studies (if offered in the concerned college) through teaching graduate courses and/or supervising theses/dissertations if applying for promotion to the rank of full professor.
- E. The applicant's contribution to developing study plans and programs, including proposing new courses or modifying already existing courses at the University of Sharjah.
- F. The applicant's contribution toward improving the teaching process by introducing effective learning and teaching methodologies and writing instructional materials based on preparing and/or publishing case studies or publishing the results of various applied teaching methodologies.
- G. Utilizing modern educational technologies in teaching.
- H. Organizing and participating in student academic advising.
- I. Participating in seminars, conferences or workshops pertaining to improving and developing teaching methodology.

3- University and Community Service

The applicant's performance in University and community service shall be evaluated in accordance with the following criteria:

- A. Serving on departmental, college and university committees.
- B. Contributing to the activities of local, regional, or international academic and professional associations in the applicant's field of specialization.
- C. Contributing to training and/or educational activities inside or outside the University.
- D. Providing academic or professional consultations in the applicant's field of specialization.

Second: Academic Promotion

Promotion to the Rank of Associate Professor:

An assistant professor applying for promotion to the rank of associate professor shall:

- A. Have spent a minimum of five years as an assistant professor, of which at least one year has been at the University of Sharjah.
- B. Submit a minimum of six original publications in his/her field of specialization, or a closely related field, of which at least three must be journal articles where the applicant is solo or main author. In the case of joint authorship, applicants are required to specify their contribution for each publication and verify this by the main author. The main author is determined taking into consideration the practice of the journals in the different categories (disciplines) and his field of specialization.
- C. Have had at least three actually published articles.
- D. Have had research articles accepted for publication or published while in the rank of assistant professor that have not been used to fulfill earlier academic degree requirements (i.e. Master's or PhD degrees). A maximum of two journal papers published after obtaining Ph. D. and outside the period of Assistant Professor may be considered.
- E. Have had at least two journal articles published (or accepted for publication) while working at the University of Sharjah.
- F. Research for applicant applying to the rank of associate professor must include at least two journal articles published or accepted for publication in a class (A) journal in which the applicant must be solo or main author.
- G. Candidates holding a PhD degree from a foreign university are required to include within their research at least three research journal articles published (or accepted for publication) in foreign journals of at least a class (B) .
- H. Have taught at the university level for the full period stated in item (A) above and received a minimum overall evaluation in teaching and academic advising of at least 'very good', corresponding to the form designated for this purpose.
- I. Have contributed to university and community services and received a minimum overall evaluation in university and community service of at least 'good',

corresponding to the form designated for this purpose.

Promotion to the Rank of Full Professor

An associate professor applying for promotion to the rank of full professor shall:

- A. Have spent five years as an associate professor, of which at least two years has been at the University of Sharjah.
- B. Submit a minimum of nine original publications in his/her field of specialization, or a closely related field, of which at least five must be journal articles where the applicant is solo or main author. In the case of joint authorship, applicants are required to specify their contribution for each publication and verify this by the main author. The main author is determined taking into consideration the practice of the journals in the different categories (disciplines) and his field of specialization.
- C. Have had at least five actually published articles.
- D. Have had research articles accepted for publication or published while in the rank of associate professor that have not been used to fulfill earlier academic rank or degree requirements (i.e. assistant professor rank, master's or PhD degrees). A maximum of three journal papers published outside the period of Associate Professor may be considered, provided the applicant has the rank of Associate Professor before submitting these journal papers.
- E. Have had at least four journal articles published or (accepted for publication) while working at the University of Sharjah.
- F. Research for applicant applying to the rank of full professor must include at least three journal articles published in class (A) journal in which the applicant must be solo or main author.
- G. Candidates holding a PhD degree from a foreign university are required to include within their research four research journal articles published (or accepted for publication) in foreign journals, at least two of which must be a class (A) journal.
- H. Papers submitted, after the central promotion committee approves the applicant file for promotion to the rank of Associate Professor to be sent to referees, are considered for promotion to the rank of Professor.
- I. Have taught at the university level for the full period stated in item (A) above and received a minimum overall evaluation in teaching and academic advising of at least 'very good' corresponding to the form designated for this purpose.
- J. Have contributed to university and community services and received a minimum overall evaluation in university and community service of at least 'good', corresponding to the form designated for this purpose.

Third: Criteria for Accrediting Periodicals and Journals for Promotion Purposes:

Academic periodicals and journals must meet the following conditions:

1. Periodicals and journals must be published by universities, specialized academic associations, scientific research centers, or international publishing houses. Publishers must be well recognized with high quality publications and reputation.

2. Periodicals and journals must have a specialized editorial board with a membership consisting of academicians of high academic standing.
3. Periodicals and journals must require articles to be refereed before publication by at least two referees who are not from among the editorial and/or consultative boards and should explicitly state their refereeing process. The promotion committees may request applicants to submit all communications with the editors including referees reports if deemed necessary.
4. Periodicals and journals must publicize their regulations for publishing studies and research articles.
5. Periodicals and journals must state that published research meets established scientific publishing standards in terms of organization, citations/referencing, and editing.
6. Periodicals and journals must be issued regularly and be in circulation.
7. Periodicals and journals must have a national or international standard serial number (ISSN,...).
8. Periodicals and journals must have been regularly issued for at least three years prior to publishing the applicant's article.
9. In addition to the criteria mentioned above, journals shall be ranked for the purposes of promotion according to the following three classes:
 1. Journals in SCOPUS database are classified (A) if their SJR metric is in the top 20 % in the journals category in the field of specialization of the applicant, provided these journals are listed in the ISI database and have impact factor. The rest of journals in that category in the SCOPUS Database is classified (B).
 2. Papers written in English Language which are not in SCOPUS Database with SJR metric are not counted.
 3. For papers written in Languages other than English, the University Promotion Committee classifies the corresponding journals (which are not in the SCOPUS Database with SJR metric) submitted by the applicant. For future publications, potential applicants should request, from the University Promotion Committee, the classification of the journals to which the applicant is planning to send his/her papers to, before submission.

Fourth: Promotion Procedures at the Departmental Level

The following procedures shall be followed at the departmental level for the promotion of faculty members:

- A. Applications for promotion (using the form designated for this purpose) may be submitted to the department chairperson during the first week of January, April, or October of each year. Applicants should attach a dossier with their application including their curriculum vitae (CV), research submitted for promotion, evidence of the applicant's contribution to teaching, academic advising, and university and community service and a summary of the applicant's contribution in the area of scientific research. The chairperson shall present promotion applications to the Department Academic Promotions Committee.

- B. The Department Academic Promotions Committee's membership shall include at least three departmental faculty members holding an academic rank equivalent to or higher than the academic rank for which the applicant is applying. Please note that the members of this committee should not be members of higher level committees (for the same purpose) and that the committee should be chaired by the department chairperson (if a full professor), or by another full professor in the department if the department chairperson is not a full professor. In the case that there are no full professors within the department, the chairperson may chair the committee when reviewing promotion applications equivalent to his/her own academic rank.
- C. The Department Academic Promotions Committee shall review promotion applications to determine the extent to which each application satisfies the promotion criteria. The committee may request additional information and supporting documents from applicants pertaining to the dossier presented to the committee. The committee shall prepare a detailed report including the results of its review of applications and its recommendations on whether or not to proceed with the promotion process. If it is recommended to proceed with the promotion process, the chairperson of the department shall forward the committee's report (together with the application dossier) to the college dean within one month from the date that the department chair received the application.
- D. If the number of faculty members in the department holding a rank equivalent to or higher than the desired rank for promotion is less than three, the college dean, in consultation with the chair, shall select faculty members from outside the department. The committee should have at least three members, and external faculty members must be in the same field as the applicant and of the same academic rank being applied for or higher.

Fifth: Promotion Procedures at the College Level

The following procedures shall be followed at the college level for the promotion of faculty members:

- A. In September of each year, the College Council shall form a committee for promotion, called the College Academic Promotions Committee, which shall be chaired by the dean of the college if a full professor or another professor in the college if the dean is not a full professor. The committee shall include a full professor from each department in the college. In case there are no full professors in a particular department, an associate professor from the concerned department may be a member of the committee. Under all circumstances, however, associate professors shall not participate in reviewing the promotion of applicants to the rank of full professor.
- B. The College Academic Promotions Committee shall review promotion applications from the various college departments to determine the extent to which candidates meet the requirements for promotion. The College Academic Promotions Committee may request additional information and supporting documents from applicants pertaining to the contents of the applicant's promotion dossier. The College Academic Promotions Committee shall prepare a detailed report containing results from its review of applications and its recommendations on whether or not to

proceed with the promotion process. If it is recommended to proceed with the promotion process, the college dean shall forward the committee's report and a list of potential referees (together with the applicant's promotion dossier and the report from the concerned Department Academic Promotions Committee) to the chairperson of the University Central Committee for Promotion within one month from receiving the report from the Department Academic Promotions Committee.

- C. The college dean, in consultation with the department chairperson, and full-professor members of the College Academic Promotions Committee, shall suggest a list (for each applicant) of ten referees holding the rank of full professor in the applicant's field of specialization from outside the UAE. None of the referee nominees shall have supervised research done by the applicant, whether at the master's or the PhD levels, or co-authored any studies or research by the applicant. The college dean shall attach with the list of referees the CV of each potential referee, indicating his/her current position, specialization, and recent publications.
- D. If the number of members on the College Academic Promotions Committee holding a rank equal to or higher than that being sought for promotion is less than three, the dean shall follow the same procedure mentioned above at the departmental level.

Sixth: Promotion Procedures at the University Level

Applications for promotion shall be processed at the University level as follows:

- A. At the beginning of each academic year, a committee shall be formed called the University Central Committee for the Promotion of Faculty Members, which shall be chaired by the Chancellor or whomever he delegates. Its membership shall include at least six full professors from the various University colleges.
- B. The University Central Committee for the Promotion of Faculty Members shall review promotion applications from the various colleges to determine if each application satisfies the promotion criteria, taking into consideration the reports of the College Academic Promotions Committee and that of the Department Academic Promotions Committee. The committee may ask the applicant for additional information and supporting documentation pertaining to the contents of his/her promotion dossier.
- C. The Chancellor or his deputy shall select four referees from the referees nominated by the college or others specialized in the field to evaluate whether or not an applicant's research complies with the promotion criteria. The Chancellor or his deputy may add the names of other specialized referees after consulting with the members of the Central Promotions Committee. The Chancellor or his deputy shall be in charge of corresponding with the referees.
- D. Each referee shall be sent a copy of the applicant's CV, the University's promotion by-laws, the research accepted for promotion by the Central Promotions Committee, and a designated questionnaire for evaluating the applicant's research. The Chancellor or his deputy may send the dossier to a replacement referee if any of the original referees do not respond within a period of three months.
- E. The University Central Committee for Promotion shall review and discuss the evaluation results after receiving the responses from at least three referees for each case. The committee shall make its recommendation in accordance with the following:

1. The minimum overall average of the three referees evaluating the research of an applicant for promotion to the rank of associate professor must be at least 75 %.
 2. The minimum overall average of the three referees evaluating the research of an applicant for promotion to the rank of full professor must be at least 80%.
- F. The Chancellor shall refer the recommendations of the University Central Committee for Promotion to the Deans Council for consideration. The decision of the Deans Council to promote an applicant or not shall be made by vote of a simple majority of the full professor committee members in attendance at the meeting and, in the case of promotion to the rank of associate professor, a simple majority of the full professors and associate professors in attendance.
- G. The Chancellor shall forward the decision of the Deans Council to promote an applicant to the Board of Trustees for approval. The Chancellor shall be responsible for issuing the Board of Trustee decisions that approve promotion cases. Promotion of candidates shall be effective as of the date of Chancellor's issuance of these decisions.
- H. If the Central Committee, the Deans Council or the Board of Trustees does not approve a promotion, the Chancellor shall notify the applicant of this decision in writing. In such case, the concerned faculty member may reapply for promotion after at least one year has passed from the date of his/her notification. This is with the provision that the re-applicant must present a minimum of two new journal articles for the rank of associate professor, for which he/she is the sole or main author of at least one, and one of the articles must have been published (or accepted for publication) in at least a class (A) journal. For the rank of full professor, the re-applicant must present three new journal articles, for which he/she is the sole or main author of at least two, and two of the articles must have been published (or accepted for publication) in a class (A) journal.

Seventh: Preparing the Promotion Dossier

The applicant is required to submit three hard copies and a soft copy of the promotion dossier. Each copy should contain the following:

1. A completed printed application form.
2. The applicant's curriculum vitae (CV), indicating academic degrees and the dates each was obtained, academic ranks the applicant attained both before and after joining the University of Sharjah, all research submitted for promotion, teaching experience, academic advising and university and community service.
3. Copies of research work submitted for promotion.
4. Sufficient information about the journals and periodicals, in which the research work has been published (or accepted for publication), including the editorial board, refereeing process, publishing policies, whether or not the journal or periodical is indexed in SCOPUS (with SJR) and ISI (with Impact Factor), the name of the institution publishing the journal or periodical.
5. A list of the research submitted for promotion including citations for various

research publications.

6. Evidence to prove the applicant's contribution to teaching and academic advising, including peer evaluation reports and student evaluations.
7. Evidence to prove the applicant's contribution to university and community service.

Eighth: General Provisions

- A. The University of Sharjah does not take into consideration the promotion or academic ranks granted to faculty by other universities while working at the University of Sharjah except in the case of official secondment and provided that the published research works comply with University of Sharjah criteria.
- B. An assistant or associate professor may apply for promotion to a higher rank four months prior to completing his/her term (at the lower rank) if the other conditions required for promotion to the higher rank have been fulfilled.
- C. If the procedures of promotion are completed before the end his/her required term (at a lower rank), the date for promotion to the higher rank shall be at the end of this period.
- D. A faculty member who produces a substantial (at least double the number of the required publications for the rank) amount of research may apply for promotion after completing four years in the academic rank required for promotion to the higher rank.
- E. All correspondence pertaining to the promotion process at the departmental, college, and university levels shall remain confidential.
- F. No individual may participate in evaluating the academic contribution of an applicant for promotion at more than one level. Upon submission of a written request to the Chancellor, an applicant for promotion has the right to request review of any promotion committee's recommendations (departmental, college or university) if any committee has rejected the application for promotion provided that the applicant demonstrates evidence of procedural irregularities in the evaluation of his/her promotion application.

Ninth: Policy on Misconduct in research

Professional integrity is of core importance at all reputable educational institutions including research institutions and universities. The University of Sharjah is responsible for providing a suitable environment that fosters intellectual and professional integrity and honesty and therefore does not tolerate misconduct in any aspect of research or scholarly endeavor.

The University's policy is based upon the following professional and ethical standards that have been well established in the field of research:

- Applying scholarly and scientific rigor and integrity in obtaining, recording and analyzing data and in reporting and publishing results (not fabricating or falsifying data or results).
- Recognizing the substantive contributions of all collaborators (e.g. using the

unpublished work of other researchers and scholars only upon their consent and providing them due acknowledgment).

- Ensuring that the authorship of published work includes all persons who have materially contributed to and/or share responsibility for the contents of the publication, and only those persons.
- Obtaining written consent from authors before using new information, concepts or data originally obtained through access to confidential manuscripts or applications or through refereeing or participating in refereeing projects submitted by other researchers with the aim of securing project funding.
- Obtaining approval from the Research Ethics Committee before engaging in any research that involves human and animal subjects and complying fully with the approved research protocol in performing such research.
- Stating in writing to research sponsors (whether this university or another), journals or funding agencies, any material conflict of interest (financial and/or other) that might influence a sponsor's decision or a sponsor's request of an individual to review research or research project funding applications, test products or to undertake work sponsored by external sources.

Misconduct in research is not limited to any deviation from the above stated standards. It is the University's responsibility to investigate all allegations of misconduct in research involving any researchers at the University and to take any appropriate action necessary in a prompt and effective manner.

For more details on the University's research code of conduct, faculty members may refer to the University's detailed policy on this matter.