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الجامعة العربية المفتوحة
Arab Open University

The Regulations for Faculty Members Promotion at the Arab Open University

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Article 1: Title

This document shall be called: “The Regulations of Faculty Members Promotion at the Arab Open University”, and shall be effective from the date of approval by the University Council.

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

The University	The Arab Open University
The Director/Rector	The Director/Rector of an Arab Open University branch or campus
The Branch	An Arab Open University branch or campus
Programme Dean	Dean of an academic programme at the University / HQ
College Dean	Local Dean/Coordinator at the branch level
The Council	The University Council
Regional Conference	A conference held in a Middle-Eastern/Arabic country
The Committee	The promotions committee
VPAA&SR	Vice President for Academic Affairs and Scientific Research
The Referred Journal	A scientific journal issued in the scientific specialization where the principle of arbitration of research is adopted by specialists according to what is accepted prior to publication. It requires not being published recently (released for at least 5 years), and its editor shall have the rank of a current or former faculty member of a recognized University and has published articles in refereed international journals in the journal’s specialty.
Refereed International Scientific Journal	<p>A journal published in the scientific specialization. It enjoys continuity, and is published outside the regional scope in a language that allows it to be widely disseminated. It is a code of abstracts and global databases. It has a high scientific reputation. It is certified and indexed by international references or is subject to a global quoting order.</p> <p>E-Journals shall be accredited for promotion purposes provided that the same conditions required in printed scientific journals are met.</p>

Article 3: Formation of the Promotions Committee

The promotions committee for faculty members shall be formed by a decision of the University President after being presented to the University Council, as follows:

- **Head:** VPAA&SR.
- **Members:**
 - One of the academic programmes Deans.
 - A professor-rank from the faculty of teaching.
- **Alternate Member:** A professor-rank Branch Director/Rector
- **By Invitation:** The concerned Dean

Article 4: Promotion Criteria

Promotion is based on the following criteria:

- 1) Research, scientific publishing and scientific patents.
- 2) Teaching and participating in supporting the educational process.
- 3) Community and University service.

A) Research

This criterion is based on the following principles:

- Promotion to the rank of Associate Professor: the minimum number of papers published and accepted for publication shall be five full researches¹ in accordance with the weights and conditions stated in Articles 5 and 6 herein.
- Promotion to the rank of Professor: the minimum number of published and accepted research papers shall be nine full researches in accordance with the weights and conditions stipulated in Articles 5 and 6 herein.
- Research should be distributed at least over 3 years, taking into account the timing of publication in scientific journals.

¹ *Full research:* a research whose components have been completed in terms of identifying the problem and methodology, and extracting the results. It requires a significant effort to be accomplished. In general, full research is different from those classified by scientific journals as follows: short paper, letter, comment, short communication, note or technical note, and other types of short research work. In the event that the journal has not identified the paper as a full research, the promotion committee shall not undertake such a task.

B) Publishing

- A published chapter in the refereed research book is treated the same as published researches in a refereed scientific journal, so that no more than one chapter in the same refereed book is counted for the applicant.
- The diversity of journals for publishing should be considered. Applying for the Associate Professor rank requires publishing in three different periodicals, whereas applying for the rank of Professor requires at least five different periodicals in three different countries.

C) Patens

- Registered scientific patents shall be treated as a product of research, and shall be counted only once.

Article 5: Promotion Criteria Relative Weights

A) The relative weights of the promotion criteria shall be distributed as follows:

1) Scientific Research and Publishing

- This criterion is allocated 70% of the final promotion assessment.

2) Supporting the Educational Process

- This criterion is allocated 20% of the final promotion assessment according to specific criteria.
- The applicant's assessment is conducted by:
 - The concerned Dean.
 - The University Director/Rector.
 - The faculty Dean/programme coordinator to which the faculty member belongs.
 - HQ staff assessment shall be conducted by the concerned Dean only.

3) University and Community Service

- This criterion is allocated 10% of the final promotion assessment according to specific criteria.
- The applicant's assessment is done by:
 - The concerned Dean.
 - The University Director/Rector.
 - The faculty Dean/programme coordinator to which the faculty member belongs.
 - HQ staff assessment shall be conducted by the concerned Dean only.

B) To complete the promotion process, the applicant must satisfy the following conditions:

- For each criterion, awarded grade shall not be less than 60% of the assigned grade for that criterion.
- For the three criteria, the total grades awarded for the evaluation shall not be less than 70%.

Article 6: Promotion Requirements

First: Conditions of Promotion

A) Rank of Associate Professor

- At least four years have elapsed on the applicant's degree as an Assistant Professor, at least one year of which being of actual service at AOU.
- The minimum scientific production is completed, i.e. five researches in the scientific specialization, of which at least four are published and the fifth is accepted for publication.
- At least one research paper should have already been published in a specialized international journal in the field of specialization (or has already been accepted for publication in a refereed international journal), provided that this research has been completed during the applicant's work for promotion at the AOU.
- The applicant should be the principal researcher for four researches of those provided for the promotion. The first name of the published research (or accepted for publication in the field of specialization) is the principal researcher, provided that at least two of them are not Master's, doctoral or graduation projects he/she supervised or co-supervised.

B) Rank of Associate Professor

- At least four years have elapsed on the applicant's degree as an Associate Professor, at least one year of which being of actual service at AOU.
- The minimum scientific production is completed, i.e. nine researches in the scientific specialization, of which at least six are published and the others are accepted for publication.
- Has published individually at least two research papers in a specialized international journal in the field of specialization (or have been accepted for publication in refereed international journals), provided that those two researches have been completed during the applicant's work for promotion at the AOU.
- The applicant should be the principal researcher for six researches of those provided for the promotion. The first name of the published research (or accepted for publication in the field of specialization) is the principal researcher, provided that at least three of them are not Master's, doctoral or graduation projects he/she supervised or co-supervised.

Second: Evaluation of Scientific Production

A) Rank of Associate Professor

- The scientific production of the applicant is evaluated by three external arbitrators, and the promotion decision is made according to the opinion of the majority of the arbitrators.
- The acceptance of scientific production for promotion is required to obtain a minimum of 300 points according to the specific system for individual and joint researches.

B) Rank of Associate Professor

- The scientific production of the applicant is evaluated by four external arbitrators, and the promotion decision is made according to the opinion of the majority of the arbitrators.
- The acceptance of scientific production for promotion is required to obtain a minimum of 600 points according to the specific system for individual and joint researches.

Third: Evaluation of the Researches Submitted for Promotion

- The researches submitted for promotion are evaluated for the purpose of determining their number by points. Printed, written, and verified books as well as the educational materials are treated similarly to those researches mentioned earlier, as follows:

Research Type	Points
Individual research	100 points
Research is shared by two	50 points each
Research is shared by three	50 points for the principal researcher 25 for the other two researchers
Research is shared by more than three	50 points for the principal researcher 25 points for the second researcher 25 points distributed evenly among other researchers
In the absence of a principal researcher	Points are distributed evenly

- The applicant may not include any research, books or transcripts that have already been counted for him in a previous promotion, published prior to the date of the previous promotion, or he/she had obtained a degree or an academic rank through it.
- In case of confirmation that the researcher extracted from a Master's, doctorate or pre-promotion publications, the applicant shall be deprived of promotion, and he/she must submit another application one year after the date of the decision of the promotion committee.

Article 7: Promotion Procedures

- A) The faculty member in the branch country shall submit a promotion application to the local Dean/programme coordinator, whom in turn shall forward it to the University Director/Rector with a recommendation on whether to proceed with the promotion procedures or not.
- B) The University Director/Rector shall forward the promotion application with the recommendation (based on what is confirmed in it) to the VPAA&SR at HQ whom then shall forward it to the concerned Deanship.

- C) Regarding faculty members in HQ, the request shall be submitted first to the line manager, and then to the VPAA&SR whom then shall forward it to the concerned Deanship.
- D) The following documents should be attached with the promotion application:
- Curriculum vitae including educational qualifications, career progression, educational and research experience, and activities in support of the educational process and the service of both the University and society.
 - An original copy and an electronic copy of the scientific production submitted for promotion and the accompanying data.
 - Any additional data to support the promotion request.
 - Acknowledgment by the applicant that he/she should not be among the scientific production that submitted any research extracted directly from the Master's and doctorate dissertation or have previously used either for the purposes of promotion.
- E) The respective Dean shall refer the request to a Committee formed by the Dean for preliminary evaluation of the applicant, in light of the promotion criteria and requirements set forth herein.
- F) Only faculty members who are on a degree equal to or above the degree required for promotion shall participate in the examination of the application.
- G) In light of the preliminary evaluation, the council may decide not to proceed with the promotion procedures while stating the reasons within three weeks of the concerned Dean's receipt of the promotion request from the VPAA&SR.
- H) In case of approval of the promotion procedures, the recommendation of the Deanship Council shall be submitted to the VPAA&SR, including the nomination of two external arbitrators of the Professor rank, provided that they are not less than ten in number.
- I) Upon recommendation of the Deanship Council, the VPAA&SR shall forward the application for promotion to the Committee for the Promotion of Faculty Members at its first meeting following the date of submission of the application, to do the following:
- Check the application and make sure that the required conditions are met.
 - Select five external arbitrators to evaluate the research submitted for promotion to the Associate Professor rank of the candidates identified by the Deanship Council, three of them are essential and the fourth is a first reserve. As for the fifth, he/she a second reserve arbitrator resorted to when needed.
 - For the promotion to Professor rank, select six external arbitrators, four of whom are essential, the fifth is a first reserve arbitrator, and the sixth is a second reserve arbitrator resorted to when needed.
 - Submit research and data of the promotion to the arbitrators in a confidential manner to be evaluated according to the approved form.

Article 8: Criteria for Arbitration of Scientific Production

- A) To assess scientific production, the external arbitrator shall provide estimates of the submitted work, using a scale of five degrees (higher estimate) to one grade (lowest estimate), and for this purpose use form "1 (A)"
- B) The arbitrator also makes a total assessment of the scientific production using the form "1-(B)"; then the average rating is calculated for all arbitrators.
- C) To evaluate the performance in both the "support for learning" and the "community service" standard using the five-point scale.
- D) The average rating of external arbitrators for scientific production should not be less than three points.
- E) The average rating of only one arbitrator of external arbitrators for scientific production may be less than three points, provided that her/his estimate is not less than two points.
- F) In the case of an increase in the number of researches submitted over the minimum, the average of the best estimates shall be calculated for the minimum number of researches required for promotion.
- G) The Committee for faculty member promotion shall recommend to the President the promotion or non-promotion of the faculty member after considering the reports of the external arbitrators and the reports on participation in the activities of supporting the educational process as well as the University and community service in preparation for submission to the University Council for approval.
- H) If the promotion Committee recommends no approval for promotion, it determines the fate of the researches submitted and what is excluded from them and what should be presented again.
- I) When considering promotion again, at least one new scientific production should be included - at a minimum - of at least 100 points for the applicant to the rank of
- J) "Associate Professor," and at least two new scientific productions - equivalent to at least 150 points for the promotion to the rank of "Professor."
- K) It is not possible to apply for promotion for another time until a minimum of one year from the date of the previous decision of the Promotion Committee had passed.

Article 9: General Provisions

- A) All that is not stated in these regulations shall be referred to the promotion committee.
- B) The applicant has the right to appeal against the decision of the competent council of the Deanship or the Promotion Committee in case of recommending no promotion in accordance with the grievance system applicable at the University.
- C) Applications for promotion to the rank of "Professor" and "Associate Professor" may be accepted before the prescribed period of three months.

- D) The applicant may not after the promotion file has been submitted to the competent Deanship withdraw the submitted research papers or submit new research papers.
- E) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.