Regulations for the Promotion of Faculty Members at the Arab Open University

Adopted according to Article (15) from the Internal Regulation

for academic staff members 2013

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Article (1): Title

This regulation is called the "Regulations of Promotion of Faculty Members at the Arab Open University" and shall be effective from the date of their approval by the University Council.

Article (2): Definitions

The following words and terms, wherever stated in this regulation, shall have the following meanings:

The University	The Arab Open University
The Branch	The University in the country of the branch
The Director/Rector	The director/rector of the University in the country of the branch
The Council	The university council
The Committee	The promotions committee
The Academic Vice President	Vice President for Academic Affairs & Scientific Research
The Dean	Dean of the Concerned Academic Programme
Dean of the College	Dean of one of the academic programmes at the university campusin the branch country / The Programme coordinator at the branch level
The local Dean	

The Referred Journal	It is a scientific journal issued in the scientific specialization, where specialists adopt the principle of arbitration of research according to what is accepted before publication, and requires the following: 1. To be at least in the fifth year of the release, it is not recently published. 2. Its editor shall hold the rank of a current or former faculty member of a recognized university and has articles published in refereed international journals in the journal's specialty. 3. Not to be on the lists of opportunistic journals based on exploitation.
Refereed international Scientific Journal	It is a journal published in the scientific specialization. Where the research peer-review principle is adopted according to what is commonly known before publication and is classified globally in the Scopus data basis or Web of Science databases (WoS). Electronic Journals shall be accredited for promotion purposes provided that the same conditions required in printed scientific journals are met.

Article (3): Formation of the Promotions Committee

The Committee for the promotion of the faculty members of the University shall be formed by a decision of the President of the University after being presented to the University Council and shall be formed as follows:

- Vice President for Academic Affairs& Scientific Research - Chair
- One of the deans of the academic programmess - Member
- Director of one of the AOU campuses/branches with the rank of a professor -Alternate member
- Member of the faculty of teaching with a professor rank - member
- The concerned Dean, By invitation

Article (4): Promotion Criteria

The promotion is based on the following essential 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 Associate Professor: The** minimum number of papers published and accepted for publication shall be five complete researches

per the weights and conditions stated in Article (5) and Article (6) of these Regulations.

- **Promotion to the rank of Professor:** The minimum number of published and accepted research papers shall be nine complete researches following the weights and conditions stipulated in Article (5) and Article (6) of these Regulations.

- Research should be distributed over a period of at least three years, taking into account the timing of publication in scientific journals.

B. Publishing:

- The chapter published in the refereed research book shall be treated as the research published in refereed scientific journals, so that no more than one chapter in the same refereed book is counted for the applicant.
- The diversity of the journals in which the publication is published should be considered so that the researches are published in three different periodicals for the promotion to the rank of "Associate Professor" and at least five periodicals in three different countries for the promotion of the rank of "Professor."

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1 Comprehensive research is research whose components have been completed in terms of identifying the problem and methodology and extracting the results, and it requires a significant effort to be accomplished. In general, those classified by scientific journals as one of the following types: short paper, letter, comment, short communication, note or technical note, and other types of short research work are not considered complete research. If the journal has not identified the paper as full-fledged research, the Promotion Committee shall undertake such a task.

C. Patents:

- The registered scientific patents shall be treated as research production and counted only once.

Article (5): Relative Weights for the Promotion Criteria

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

1. **Scientific Research and Publishing:**

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

2. **Supporting the educational process:**

- This criterion is allocated to 20% of the final assessment of promotion according to specific criteria
- The applicant's assessment isconducted by:

- The concerned Dean
- The director/rector of the University
- The Dean of the faculty/coordinator of the programme to which the faculty member belongs
- The headquarters' staff assessment shall be by the concerned Dean only.

3. **University and Community Service:**

- This criterion is allocated to 10% of the final assessment of promotion according to specific criteria.
- The Rector/Director of the University in the respective country approves the university and community service

form, and if the applicant does not achieve 70% of the grade allocated to that standard, a decision can be taken of not to proceed with the promotion procedure.

- The applicant's assessment is conducted by:

  - The concerned Dean
  - The Rector/ director of the University
  - The Dean of the faculty/coordinator of the programme to which the faculty member belongs
  - The headquarters' staff assessment shall be by the concerned Dean only.

B. The applicant must satisfy all the conditions below to complete the promotion process:

- The grades awarded - for each criterion - shall not be less than 70% of the assigned grade for that criterion.

- The total number of degrees awarded for the evaluation - for the three criteria - 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 at the applicant's rank as an assistant professor, of which at least one year of actual service at the Arab Open University.

- Compelition of the minimum scientific production which is five research studies in the scientific specialization, of which at least four are published, and the fifth is accepted for publication.

- At least three research papers in the applicant's field of specialization are required. Up to two of these may be interdisciplinary or institutional research papers, provided that the applicant's area of specialization is clearly evident in them and their specific scholarly contribution is explicitly stated.
- Additionally, an auxiliary institutional research paper—which does not count toward the minimum number of papers required for promotion—may be submitted; such a paper shall be evaluated by a specialized faculty member from either within or outside the university.

- At least one research paper should have been published in a specialized international journal in the field of specialization (or has been accepted for publication in a refereed international journal), provided that such research has been completed during the promotion applicant's work at the Arab Open University.

- The individual research can be counted among the total number of research studies in which the applicant is required to be a principal researcher(first name in the published research).

- The single research can be replaced with (2) research productions in which the applicant for promotion is a principal researcher(first name).

- The applicant should be the principal researcher for four pieces of research 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 s/he supervised or co-supervised.
- The supervisor of scientific thesis(master's thesis and doctoral thesis), in addition to graduation projects may be considered a principal researcher provided that the publication is done in international scientific journals.
- Research papers published in international scientific conferences included in the Scopus database are approved (a maximum of one paper) according to the following conditions:

a. Availability of the international standard serial number .
b. A conference website is available
c. The paper must be submitted by at least one of the authors.
d. The research paper must be evaluated by at least two referees.
e. The research accepted at the scientific conference must have been subject to arbitration and published on the conference website with the digital purpose identifier(DOI) and the unified resource identifier(URL).
f. The conference must be attended by researchers from different countries of the world.

B. Rank of Professor:

- At least four years have elapsed at the applicant's degree as Associate Professor, at least one year of actual service at the Arab Open University.

- The minimum scientific production is completed, which is **nine** researches in the scientific specialization, of which at least **six** are published and the others are accepted for publication. Up to three of these may be interdisciplinary or institutional research papers, provided that the applicant's area of specialization is clearly evident in them and their specific scholarly contribution is explicitly stated.
- Additionally, an auxiliary institutional research paper—which does not count toward the minimum number of papers required for promotion—may be submitted; such a paper shall be evaluated by a specialized faculty member from either within or outside the university.
- Has published individually at least two research papers in a specialized international journal in the field of specialization (or has been accepted for publication in a refereed international journal), provided that those two researches have been completed during the promotion applicant's work at the Arab Open University.
- The individual research can be counted among the total number of research studies in which the applicant is required to be a principal researcher(first name in the published research).
- The single research can be replaced with (2) research productions in which the applicant for promotion is a principal researcher(first name).
- The applicant should be the principal researcher for six pieces of research 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 s/he supervised or co-supervised.
- The supervisor of scientific thesis(master's thesis and doctoral thesis), in addition to graduation projects may be considered a principal researcher provided that the publication is done in international scientific journals.

- Research papers published in international scientific conferences included in the Scopus database are approved (a maximum of one paper) according to the following conditions:

a. Availability of the international standard serial number(ISSN) .
b. A conference website is available
c. The paper must be submitted by at least one of the authors.
d. The research paper must be evaluated by at least two referees.
e. The research accepted at the scientific conference must have been subject to arbitration and published on the conference website with the digital purpose identifier(DOI) and the unified resource identifier(URL).
f. The conference must be attended by researchers from different countries of the world.

Second: Evaluation of Scientific Production:

A. Rank of Associate Professor:

- The scientific production of the applicant is evaluated by Three external arbitrators, and the decision to promote 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 research.

B. Rank of Professor:

- The scientific production of the applicant is evaluated by four external arbitrators, and the decision to promote is made according to the approval of Three 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 research.

Third: Evaluation of the Research submitted for promotion:

- The research submitted for promotion is evaluated to determine the equivalent number of points. The printed, written, verified, and written educational materials are treated such as those researches mentioned earlier, in the following detail:

Research Type	Points
Individual research	100 points
The research shared by two	50 points for each one
The research shared by three	50 points for the principal researcher 25 points for the other two researchers
The research shared by more than three	50 points for the principal researcher 25 points for the second researcher, 25 points distributed evenly among the 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 her/him in a previous promotion, published before the date of the last promotion, or obtained a degree or academic rank through it.

- In case of confirmation of the existence of what is extracted from master's, doctorate, or pre-promotion publications, the applicant shall

be deprived of promotion, and s/he 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 country of the AOU campus/branch shall submit an application for promotion to the local Dean (or programme coordinator), who in turn shall forward the application to the university rector/director with a recommendation on whether or not to proceed with the promotion procedures.

B. The branch Director/ Rector shall forward the application for promotion with the recommendation (as confirmed) to the Vice president for Academic Affairs and Scientific Research at Headquarters, who shall forward it to the concerned Deanship.

C. If the academic rank of the dean of the relevant academic program is lower than the academic rank for which the promotion is sought, the dean may not review the promotion application or provide a scholarly opinion thereon. In such cases, the application shall be referred directly to the Promotions Committee at the main headquarters, which shall take appropriate action in accordance with the provisions of these regulations.

D. In such a case, the Promotions Committee at the headquarters may, when necessary, form a specialized academic committee—drawn from within or outside the relevant academic programme—to examine and review the promotion application and prepare an

appropriate recommendation, which shall then be submitted to the Promotions Committee at the headquarters for a final decision.

E.The referral mentioned in clauses (c) and (d), if it occurs, shall not impede the formal and administrative review procedures for the promotion file, which shall continue in accordance with the approved processes. Furthermore, all applicants for academic promotion are required to fulfill the conditions and requirements stipulated in these regulations and any amendments thereto.

F.Concerning faculty members in the headquarters, the request shall be submitted first to the line manager and then to the Vice president for Academic Affairs and Scientific Research, who shall forward it to the concerned Deanship.

G.Regarding the presidents and rectors of the Arab Open Universities,the application shall be submitted to the Vice President for Academic Affairs and Scientific Research at the headquarters provided that the evaluation will be conducted by the AOU President at the Headquarters for the respective rector/director.

H.Regarding the deans of academic programmes at the headquarters, the application will be submitted to Vice President for Academic Affairs and Scientific Research provided that the dean applying for promotion is evaluated by the Vice President for Academic Affairs and Scientific Research.

I.The following documents should be attached to the promotion application:

- Curriculum vitae, including educational qualifications, career progression, academic and research experience, and

activities in support of the educational process and the service of the University and society.

- An original electronic copy of the scientific production submitted for promotion, and the related data/ information.
- Any additional data to support the request for promotion.
- Acknowledgment of the applicant should not be among the scientific production submitted any research extracted directly from the dissertation of the master's and doctorate or previously used for promotion.
- Submitting correspondence with scientific journals and responses to refrees' comments on research papers submitted for promotion.

J.The Respective Dean shall refer the request to the faculty council for preliminary evaluation of the applicant in the light of the promotion criteria and requirements set forth in these Regulations.

K.Only faculty members who are on a rank equal to or higher than the rank required for promotion shall participate in the examination of the application.

L.In light of the preliminary evaluation, the council may decide not to proceed with the promotion procedures, stating the reasons within three weeks of the concerned dean receiving the request for promotion from the Vice President for Academic Affairs and Scientific Research.

M.In the case of approval of the promotion procedures, the recommendation of the Deanship/Faculty Council shall be submitted to the Vice President for Academic Affairs, including the

nomination of two external arbitrators of the rank of "Professor," provided that they are not less than ten.

N.Upon recommendation of the Deanship/Faculty Council, the Vice President for Academic Affairs 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 ensure the conditions are met to apply for promotion.

- Select five external arbitrators to evaluate the research submitted for promotion to the position of "Associate Professor" of the candidates identified by the Deanship Council; three are essential, the fourth is a first reserve, and the fifth is a second reserve arbitrator resorted to when needed.

- For the promotion to the "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.

- Confidentially submit the research papers and supporting promotion data to the arbitrators for evaluation using the approved form.

Article (8): Criteria for Arbitration of Scientific Production

A. To assess the scientific production, the external arbitrator shall provide estimates of the submitted work, using a scale of five degrees (highest estimate) to one degree (lowest estimate), and for this purpose, use form "1 (A)".

B. The arbitrator also assesses 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 "supporting the educational process " standard and the "community service," the five-point scale is also used.

D. When the research submitted exceeds the minimum requirements, the average of the best estimates shall be calculated for the minimum amount of research required for promotion.

E. The Committee for the Promotion of Faculty Members shall recommend to the President of the University the promotion or rejection of the 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 and the University and community service in preparation for submission to the Council of the University for approval.

F. If the Promotion Committee recommends against promotion, it shall specify which of the submitted research papers must be excluded and which must be resubmitted.

G. 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
"Associate Professor," and at least two new scientific productions - equivalent to at least 150 points for the promotion to the rank of "Professor."

Article (9): General Provisions

- The promotion committee shall be refered to in all that is not stated in these regulations.
- The applicant has the right to appeal a decision by the competent Deanship Council or the Promotion Committee recommending against promotion, in accordance with the University's grievance procedures.
- Applications for promotion to the rank of "Professor" and "Associate Professor" may be accepted before the prescribed period of six months.
- 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.
- These regulations repeal the previous regulations concerning the promotion of faculty members.