

Application Form for Academic Promotion to Lecturer

1- Curriculum Vitae:

Personal data:

Name:

.....

Date of Birth:

.....

Department:

College:

.....

Date of Employment at

University of Bahrain (UOB) *:

.....

Academic and Professional Qualifications:

Academic Qualifications obtained “starting with most recent”:

Degree	Specialization	Study period		Graduation date	University/Country
		From	To		

Master’s Degree**:

Title of Thesis:

.....

.....

Supervisor’s Name:

.....

.....

* Attach a copy of the UOB decision of appointment.

** Attach a copy of Master Thesis, and a proof of the recognition of the certificate.

Membership in Academic and Professional Societies and Institutions “starting with most recent”:

Society/Institute	Date joined	Membership rank	Country

Other Experiences Related to Professional Area of Specialization “starting with most recent”:

Position	Date of appointment	Employer	Country	Years of employment

Certificates and Awards:

Certificate/Award	Date obtained	Granting organization	Country

2- Teaching and Educational Activities:

Faculty Performance Evaluation Form for Academic Promotion should be attached

Students' Faculty Evaluation Form Results from Quality Assurance and Accreditation Centre should be attached.

3- Scientific Research and Activities

Participate in research projects and engaging in preparation of papers for seminars, conferences and forums.

List of research published or accepted for publication*

Research # 1

Serial No:

Author(s):

.....

.....

.....

Paper Title:

.....

Journal Name:

Volume:

Issue No:

Pages:

Date Issued:

*Include with the research evidence that it has been published, or accepted for publication, if available.

Application Form for Academic Promotion to Senior Lecturer

1- Curriculum Vitae:

Personal data:

Name:

.....

Date of Birth:

.....

Department:

College:

.....

Date of Employment at
University of Bahrain (UOB)*:

.....

Academic and Professional Qualifications:

Academic Qualifications obtained “starting with most recent”:

Degree	Specialization	Study period		Graduation date	University/Country
		From	To		

Master’s Degree**:

Title of Thesis:

.....

.....

Supervisor’s Name:

.....

.....

* Attach a copy of the UOB decision of appointment.

** Attach a copy of Master Thesis, and a proof of the recognition of the certificate.

Membership in Academic and Professional Societies and Institutions “starting with most recent”:

Society/Institute	Date joined	Membership rank	Country

Other Experiences Related to Professional Area of Specialization “starting with most recent”:

Position	Date of appointment	Employer	Country	Years of employment

Certificates and Awards:

Certificate/Award	Date obtained	Granting organization	Country

2- Teaching and Educational Activities:

Faculty Performance Evaluation Form for Academic Promotion should be attached

Students' Faculty Evaluation Form Results from Quality Assurance and Accreditation Centre should be attached.

3- Scientific Research and Activities

Completed two published researches in refereed scientific journals or conferences' proceedings during his work as a lecturer at the University of Bahrain.

Participate in research projects and engaging in preparation of papers for seminars, conferences and forums.

List of research published or accepted for publication in refereed journal *

Research # 1

Serial No:

Author(s):

.....

.....

.....

Paper Title:

.....

Journal Name:

Volume:

Issue No:

Pages:

Date Issued: _____

*Include evidence that it is published, or accepted for publication, in a scientific journal.

Research # 2

List of research published in proceeding of refereed conferences or scientific seminars *

Serial No:

Author(s):

.....

.....

.....

Paper Title:

.....

Journal Name:

Volume:

Issue No:

Pages:

Date Issued: _____

*Include with the research evidence that it is published, or accepted for publication,

**Department Academic Promotion Committee's Report
to Lecturer or Senior Lecturer Rank**

1- Personal data:

Name:

.....

Date of Birth:

.....

Current Rank:

.....

Department:

College:

.....

**Date of Employment at
University of Bahrain (UOB):**

.....

2- Time Span for Promotion:

2-1 Number of years and months in the current academic rank at the University of Bahrain:

2-2 Number of years and months in the current academic rank as a full time faculty member at any university or institute of higher education recognized by the University of Bahrain (if applicable):

2-3 Has the time limit for eligibility to apply for promotion been met according to Articles (33) of the Academic staff bylaws or according to UoB council decision number 1142/2015 (Yes/No)?

3- Promotion to Lecturer Rank:

The department evaluates the applicant for promotion from the rank of instructor to lecturer in accordance to the standards of promotion to this rank. The assessment should be based on the points system shown in the following table:

Ser	Item	Max Score	Min Score	Applicants Score
1	Teaching: Evaluation of the head of department,(%40) Evaluation of students.(%60)	60	40	
2	Participation in scientific research: Participation in research projects and in preparation of some papers, seminars, conferences and research seminars.	15	7.5	
3	Academic Advising: Correct academic guidance, presence during the registration days specified in the academic calendar, and continuously follow the laws and regulations relating to registration and academic guidance.	5	2.5	
4	University and Community Service: Participate in the preparation of training workshops and materials. Plays a training role within the continuing education programs and consultations provided by the department or college, either individually or among a group. Respond positively to requests of coordinators of the committees or the Chairperson. Offer services to the community in the form of lecturing in the field of specialization, or voluntary work in associations of public benefit. Effective participation in the work of the committees at the department and college level.	10	5	
5	Motivation for Professional Growth: Motivation for professional and personal development, through participation in activities such as conferences, seminars, and workshops. Exhibiting interest in self-development, self-learning. Showing a high degree of commitment. Cooperation and willingness to contribute and volunteer.	10	5	
6		100	60	

3- Promotion to senior lecturer Rank:

The department evaluates the applicant for promotion from the rank of lecturer to senior lecturer in accordance to the standards of promotion to this rank. The assessment should be based on the points system shown in the following table:

Ser	Item	Max Score	Min Score	Applicants Score
1	Teaching: Evaluation of the head of department,(%40) Evaluation of students.(%60)	60	40	
2	Participation in scientific research: Completed two published researches in refereed scientific journals or conferences' proceedings during his work as a lecturer at the University of Bahrain. Participate in research projects and engaging in preparation of papers for seminars, conferences and forums.	15	7.5	
3	Academic Advising: Correct academic guidance, presence during the registration days specified in the academic calendar, and continuously follow the laws and regulations relating to registration and academic guidance.	5	2.5	
4	University and Community Service: Participate in the preparation of training workshops and materials. Plays a training role within the continuing education programs and consultations provided by the department or college, either individually or among a group. Respond positively to requests of coordinators of the committees or the Chairperson. Offer services to the community in the form of lecturing in the field of specialization, or voluntary work in associations of public benefit. Effective participation in the work of the committees at the department and college level.	10	5	
5	Motivation for Professional Growth: Motivation for professional and personal development, through participation in activities such as conferences, seminars, and workshops. Exhibiting interest in self-development, self-learning. Showing a high degree of commitment. Cooperation and willingness to contribute and volunteer.	10	5	
6	Total	100	60	

5- Recommendations:

Committee’s final recommendations concerning the eligibility of the applicant for promotion to the applied rank (Please tick where appropriate and complete the required information):

- Applicant has met all requirements to be promoted to the rank of:
- Applicant has not met the requirements to be promoted to the rank of:
..... The incomplete fields are:

- a-
- b-
- c-
- d-

6- Names, ranks and signatures of the members of the Department Academic Promotion Committee:

Name	Academic rank	Signature
1.		
2.		
3.		
4.		
5.		

Date:

**College Academic Promotion Committee's Report
to Lecturer or Senior Lecturer Rank**

1- Personal data:

Name:

.....

Date of Birth:

.....

Current Rank:

.....

Department:

College:

.....

**Date of Employment at
University of Bahrain (UOB):**

.....

2- Time Span for Promotion:

2-1 Number of years and months in the current academic rank at the University of Bahrain:

2-2 Number of years and months in the current academic rank as a full time faculty member at any university or institute of higher education recognized by the University of Bahrain (if applicable):

2-3 Has the time limit for eligibility to apply for promotion been met according to Articles (33) of the Academic staff bylaws or according to UoB council decision number 1142/2015 (Yes/No)?

3- Promotion to Lecturer Rank:

The College Committee reviews department evaluation of the applicant for promotion from the rank of instructor to lecturer in accordance to the standards of promotion to this rank. The assessment should be based on the points system shown in the following table:

Ser	Item	Max Score	Min Score	Applicants Score
1	Teaching: Evaluation of the head of department,(%40) Evaluation of students.(%60)	60	40	
2	Participation in scientific research: Participation in research projects and in preparation of some papers, seminars, conferences and research seminars.	15	7.5	
3	Academic Advising: Correct academic guidance, presence during the registration days specified in the academic calendar, and continuously follow the laws and regulations relating to registration and academic guidance.	5	2.5	
4	University and Community Service: Participate in the preparation of training workshops and materials. Plays a training role within the continuing education programs and consultations provided by the department or college, either individually or among a group. Respond positively to requests of coordinators of the committees or the Chairperson. Offer services to the community in the form of lecturing in the field of specialization, or voluntary work in associations of public benefit. Effective participation in the work of the committees at the department and college level.	10	5	
5	Motivation for Professional Growth: Motivation for professional and personal development, through participation in activities such as conferences, seminars, and workshops. Exhibiting interest in self-development, self-learning. Showing a high degree of commitment. Cooperation and willingness to contribute and volunteer.	10	5	
6		100	60	

3- Promotion to senior lecturer Rank:

The College Committee reviews department evaluation of the applicant for promotion from the rank of instructor to lecturer in accordance to the standards of promotion to this rank. The assessment should be based on the points system shown in the following table:

Ser	Item	Max Score	Min Score	Applicants Score
1	Teaching: Evaluation of the head of department,(%40) Evaluation of students.(%60)	60	40	
2	Participation in scientific research: Completed two published researches in refereed scientific journals or conferences' proceedings during his work as a lecturer at the University of Bahrain. Participate in research projects and engaging in preparation of papers for seminars, conferences and forums.	15	7.5	
3	Academic Advising: Correct academic guidance, presence during the registration days specified in the academic calendar, and continuously follow the laws and regulations relating to registration and academic guidance.	5	2.5	
4	University and Community Service: Participate in the preparation of training workshops and materials. Plays a training role within the continuing education programs and consultations provided by the department or college, either individually or among a group. Respond positively to requests of coordinators of the committees or the Chairperson. Offer services to the community in the form of lecturing in the field of specialization, or voluntary work in associations of public benefit. Effective participation in the work of the committees at the department and college level.	10	5	
5	Motivation for Professional Growth: Motivation for professional and personal development, through participation in activities such as conferences, seminars, and workshops. Exhibiting interest in self-development, self-learning. Showing a high degree of commitment. Cooperation and willingness to contribute and volunteer.	10	5	
6	Total	100	60	

5- Recommendations:

Committee’s final recommendations concerning the eligibility of the applicant for promotion to the applied rank (Please tick where appropriate and complete the required information):

- Applicant has met all requirements to be promoted to the rank of:
- Applicant has not met the requirements to be promoted to the rank of:
..... The incomplete fields are:

- a-
- b-
- c-
- d-

6- Names, ranks and signatures of the members of the College Academic Promotion Committee:

Name	Academic rank	Signature
1.		
2.		
3.		
4.		
5.		

Date: