



University of Bahrain

Regulations and Appendices of Academic Promotion at the University of Bahrain

Approved by the University Council Meeting No. 9/2012 dated 13/09/2012
in accordance with Resolution Number 1439/2012

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Regulations of Academic Promotion at University of Bahrain

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Chapter One: Preliminary Rules

Article (1) These regulations are called “**Regulations of Academic Promotion at University of Bahrain**”.

Article (2) Rulings of these regulations are strictly applicable to full time faculty and contractees unless stated otherwise.

Article (3) Wherever mentioned, the following terms shall have the meaning affixed against each, unless the context states otherwise:

Regulations: Regulations of Academic Promotion at University of Bahrain.

University: University of Bahrain.

University Council: University Council of the University of Bahrain.

College Council: Council of the college concerned.

Department Council: Council of the department concerned.

Central Committee: The Academic Promotion Committee at the university level.

College Committee: The Academic Promotion Committee at the college level.

Department Committee: The Academic Promotion Committee at the department level.

The Department Ad hoc Committee: The committee formed by the Dean, in consultation with the concerned Chair of the Department, in case the conditions for the formation of an academic promotion committee in the department are not fulfilled.

The College Ad hoc Committee: The committee formed by the Vice President, in consultation with the concerned Dean of the College, in case the conditions for the formation of an academic promotion committee in the college are not fulfilled.

The President: President of the University of Bahrain.

The Vice President: The Vice President for Academic Programs and Graduate Studies.

The Dean: The Dean of the College concerned or whomever equivalent in position.

The Chair of Department: The Chair of the Department concerned or whomever equivalent in position.

Applicant:	The faculty member applying for promotion.
Promotion File:	The file submitted by the applicant to the Chair of the Department concerned.
Publication Ranking:	The concerned Department Council classifies refereed scientific journals according to the ranking mentioned in the table referred to in Article (29/A) of these regulations, provided that scientific stature of each journal is observed.
Scientific Research and Activities:	Scientific research, books, patents and Supporting Research Activities
Published scientific research:	Scientific research that has actually been published in accordance with Article (29/A) of these regulations.
Scientific research accepted for publication:	The Scientific research sent to a refereed scientific journal and has been accepted for publication.
Single-Authored Scientific Research:	The applicant is the sole author of the scientific research.
Jointly-Authored Scientific Research:	The applicant participates with others in the scientific research.

Chapter Two: Formation of Academic Promotion Committees

Article (4) The Department Council forms the Department Committee comprised of (3-5) members, of the highest academic ranks, for one year renewable. In the event the number of professors is not enough, the committee may be complemented with associate professors. The Department Council shall periodically select a head of the committee from among its high ranking members.

Associate professors members of the committee shall be excluded upon viewing the promotion files of members applying to the rank of professor.

Article (5) In case the conditions for the formation of the Department Committee are not met, the Dean, in consultation with the Chair of the Department concerned, forms an Ad hoc Department Committee, provided that

- (1) the applicant's area of specialization is observed,
- (2) the academic rank of any of the members of the committee is not lower than the academic rank the applicant is applying for,
- (3) One member only of the committee may be a member of the College Committee.

- Article (6)** The applicant is excluded from the promotion committee if he/she is one of its members. If, in such case, quorum is not met, the Chair of Department concerned shall report to the Dean to appoint another member from another department to temporarily replace him/her.
- Article (7)** The College Council shall form, for one year renewable, the College Committee from the heads of the Departments' Committees whose members shall not be less than 3. The College Council shall select periodically the highest ranking member from among them to act as head of the committee.
- Article (8)** The College Council shall select a member from the highest academic ranks in the department to represent the department in the College Committee in the event the formation of the Academic Promotion Committee is not met in the department provided the rank of the selected member shall not be lower than an associate professor.
- Article (9)** In colleges in which the conditions for the formation of the College Committee are not met, the Dean shall refer the matter to the Vice President in the following cases:
1. Upon the formation of the College Committee which includes in addition to the heads of the departments committees, a member from each department committee nominated by the College Council.
 2. The formation of a college ad hoc committee which includes eligible members required for the college committee from other colleges in the event the number is less than three.
 3. The formation of a college ad hoc committee which includes eligible members from other colleges in the event the number required for the college committee is less than three.
- Article (10)** The University Council shall form the Central Committee whose members represent all colleges for two years renewable. Members of this committee must be full professors. The college representative in the Central Promotion Committee must be included in the promotion committee in his/her college.

Chapter Three: Procedures for Academic Promotion Committees

- Article (11)** The applicant shall submit his/her promotion file to the Chair of the Department to be referred to the Department Committee to assess whether it satisfies the promotion requirements. The report of the committee, if positive, shall be referred to the Department Council for notification in accordance with the approved procedures. Any objections by any of the council members to the committee's positive report must be submitted in writing to the Chair of the Department to be referred to the committee for revision before being sent with the promotion file to the Dean to complete the procedures.

In the case the report is negative, the applicant shall be notified through the Chair of the Department as to the type and number of needed requirements. He/she has the right to submit a grievance in accordance with the specified procedures.

Article (12) The Chair of the Department shall, in case the Department Committee is not eligible to decide on the case, refer the file to the Dean to refer it to the Ad hoc Department Committee to decide whether it meets the requirements for promotion. The positive report shall then be referred to the Department Council for notification according to the approved procedures. Any objections by any of the council members to the committee's positive report must be submitted in writing to the Chair of the Department who shall refer it to the committee, through the dean, for revision before being sent again with the promotion file to the Dean to complete the procedures.

In the case the report is negative, the applicant shall be notified through the Chair of the Department as to the type and number of needed requirements. He/she has the right to submit a grievance in accordance with the specified procedures.

Article (13) The Chair of the Department shall submit to the Dean the positive report, together with the promotion file to be referred to the College Committee.

Article (14) The College Committee submits the positive report to the Dean to be referred to the College Council for notification according to the approved procedures. Any objections by any of the council members to the committee's positive report must be submitted in writing to the Dean who shall refer it to the committee for revision before it is referred to the Vice President.

Article (15) The Dean shall submit to the Vice President the positive report together with the scientific research and activities of the applicant to be referred to the Central Committee.

In case the report is negative, the promotion file shall be returned to the department concerned for filing. The applicant shall be notified through the Chair of the Department as to the type and number of needed requirements. He/she has the right to submit a grievance in accordance with the specified procedures.

In all cases the referral period of the file by the department or the college must not exceed one week.

Article (16) The Central Committee shall only review the scientific research and activities of the applicant after ensuring the accuracy of the prescribed actions in the minutes and reports of the department and college committees and to ratify them. The head of the Central Committee may request from the concerned representative of the college or dean any information on issues raised by its members.

The Central Committee may return the promotion file to the college, for reviewing, if it deems that the actions were not fulfilled.

- Article (17)** The Central Committee may return the promotion file to the college if it deems that the scientific research and activities have not been fulfilled. The applicant shall be notified of the type and number of requirements needed, through the Chair of the Department, to complete the items, and their submission according to the applied procedures
- Article (18)** The Central Committee shall submit its report on results of refereeing the research of the applicant applying for promotion and whether he/she has fulfilled the requirements to the Vice President who shall forward it to the University Council to issue the proper decision.
- Article (19)** The applicant shall submit his/her promotion file for the second time in accordance with the above procedures and in the following manner:
- a) In case the result of any of the promotion committees at the department, college, or the university level is negative, the respective applicant shall submit the file including only the unsatisfied requirements in the previous submission, provided that the resubmission be made in a period not more than 18 months from the date of rejecting the file, otherwise, the applicant shall resubmit the file with all the requirements.
 - b) In case the result of refereeing the research is negative, the applicant shall submit the promotion file containing the scientific research and activities only. He/she must observe that research papers with weak evaluation from the majority of referees should not be resubmitted.

Chapter Four: Academic Promotion Requirements

First: Time span for promotion

- Article (20)** Any faculty member who has spent five years in his/her academic rank may apply for promotion to a higher rank in accordance with the rules and criteria specified in these regulations.
- Article (21)** The applicant may, according to the previous article, submit the promotion file six months prior to the submission date, provided that the promotion shall not be effective before the completion of the specified period.
- If the applicant publishes new research papers after the submission of his/her application and are not included in the file, he/she may add them during the evaluation of the file at the department level only, or he/she may include them in a subsequent promotion application file.
- Article (22)** Promotion shall be effective as of the date of the University Council's approval of the promotion. The council may defer promotion for a limited period in case the applicant is being referred to an academic investigation committee or a disciplinary board or he/she has been penalized for a disciplinary act, observing the rulings of Article (52) of Academic Faculty By-Laws (2006).

Article (23) Faculty, whether on contract or permanent, who worked for other universities or institutions, (observing the rules stipulated in articles (32), (34), (35) of the Academic Faculty By-Laws (2006)), may apply for promotion under the following conditions:

1. The applicant has completed (5) years after obtaining the last academic rank.
2. The applicant has completed 30 months at the university prior to applying for promotion. He/she may apply after 24 months of the date of contract, provided that promotion shall be effective upon completion of the specified Period (30 months).
3. The applicant has completed a minimum of 50% of his/her research while working at the university.
4. The applicant's performance at the university is the criterion for evaluating his/her teaching, university, and community services.

Article (24) Faculty members on contract may request the endorsement of his/her promotion at another university after the commencement of his/her contract with the University of Bahrain, upon a promotion application submitted to his/her university prior to his /her contract. In this case, the procedures commence with an application to be submitted to the Chair of the Department to be referred to the academic promotion committees at the department, college and university levels to check and verify the validity of all submitted documents, and in particular, reviewing scientific research to insure the compliance with the scientific research requirements in the Regulations of Academic Promotion at the university in order to issue a recommendation to the University Council. The request must contain the promotion decision, the research submitted to his/her original university, and a proof indicating the submission date of the promotion application in the said university. The request must be submitted within two years of joining the university.

Second: Teaching and Educational Activities

Article (25) The criteria and percentage of teaching quality, university and community services required for academic promotion are set out as in the Application Form for Academic Promotion.(Appendix 1)

Article (26) The applicant, applying for promotion, must at least obtain (70%) in the evaluation of his/her teaching and academic activities according to the Faculty Performance Evaluation Form for Academic Promotion (Appendix 2) and the Students' Faculty Evaluation Form approved by the University Council with a ratio of (40%) for the first with a minimum of (25%), and (60%) for the second with a minimum of (40%).

Article (27) The Chair of the Department concerned must fill out the Faculty Performance Evaluation Form annually. This to assist the chair or the Dean in conjunction with the permanent Department Committee to fill out the Faculty Performance Evaluation Form by referring to the documented data in the forms throughout the previous semesters. The applicant must include documents for all items that require verification.

The newly appointed Chair of the Department should seek the opinion of the former Chair of the Department in filling out the Faculty Performance Evaluation Form for the applicant applying for promotion. In the event the chair himself/herself is applying for promotion, the Dean of the college concerned shall fill out the Faculty Performance Evaluation Form and shall seek the opinions of the former chairs of the department.

Third: Scientific Research and Activities

Article (28) Research published or accepted for publication in refereed journals, and research presented to refereed conferences and seminars, and published books pertaining to the field of specialization are accepted for promotion requirements.

Scientific research submitted for seminars shall be treated in the same manner as scientific papers submitted for conferences in terms of their classification.

Article (29) Points obtained by the applicant are calculated as shown in the following tables:

a- Scientific Research:

Publication type	Published in refereed academic journal			Published in proceedings of a refereed conference or scientific seminars		
	(A)	(B)	(C)	(A)	(B)	(C)
	6	4	2	3	2	1
Single	18	12	6	9	6	3
Principal	12	8	4	6	4	2
Associate	6	4	2	3	2	1

b- Books and Patents:

Type of book or patent	Single	Principal	Associate
A refereed university textbook	12	8	4
Approved patent	12	8	4
A general book in the field of specialization (Non-Textbook)	9	6	3
Editing a book in the field of specialization (Refereed)	6	4	2
A chapter or more in published books or within a book series in the field of specialization	3	2	1

C- Supporting Research Activities:

Type of supporting activity	Points gained per activity
Refereeing a research paper, dissertation or scientific award	3
Keynote speaker in a conference	3
Editorial member in a refereed scientific journal	3
Translating a book	3
Creative work	3
Unpublished funded research or contractual research project for an establishment	3
Any other activity (of the same status of the above, based on the assessment of the relevant promotion committee)	3

Article (30) To meet the requirements for promotion to the rank of Associate Professor, the applicant must meet one of the following conditions:

- a. submit at least (4) research papers in refereed journals, (3) of which are already published, (2) of the published papers are single-authored;

or

- b. submit (5) research papers in refereed journals, (3) of which are already published, one of the published papers should be single-authored and the remaining two are co-authored, provided that the applicant in both is the principal author.

The applicant must score (54) points, of which at least (42) points are for published research. The total score allocated for Supporting Research Activities must not exceed (6) points.

A letter of acceptance is sufficient as a proof of the research being accepted in a refereed journal, provided that the period between the date of accepting the research for publication and the date of reviewing the promotion file by the Central Committee must not exceed (30) months.

An applicant applying for promotion to the rank of Associate Professor may select 4-8 research papers to be sent for refereeing, provided that they include the above requirements in items (a) or (b).

Article (31) To meet the requirements for promotion to the rank of professor, the applicant must meet one of the following conditions:

- a. submit at least (6) research papers in refereed journals, (4) of which are already published, (3) of the published papers are single-authored;

or

- b. submit (7) research papers in refereed journals, (4) of which are already published, two of the published papers should be single-

authored and the remaining two are co-authored, provided that the applicant in both is the principal author.

The applicant must score (72) points, of which at least (54) points are for published research. The total score allocated for Supporting Research Activities must not exceed (6) points.

A letter of acceptance is sufficient as a proof of the research being accepted in a refereed journal, provided that the period between the date of accepting the research for publication and the date of reviewing the promotion file by the Central Committee must not exceed (30) months.

An applicant applying for promotion to the rank of Professor may select 6-12 research papers to be sent for refereeing, provided that they include the above requirements in items (a) or (b).

Article (32) General guidelines for scientific research:

1. The majority (more than 50%) of the scientific research papers submitted for promotion must be in the applicant's specific area of specialization as determined by the applicant in the Application Form for Academic Promotion, the rest should be in the general area of specialization.
2. Research papers submitted for promotion must not be plagiarized, nor extracted from the applicant's Master's dissertation or PhD dissertation, nor from research previously published or accepted for publication prior to the last promotion he/she has acquired. Applicants violating this clause will be referred to an investigation committee.
3. The first name mentioned among the names of joint authors is considered the principal researcher unless proven otherwise.
4. If the applicant is the editor-in-chief of a refereed journal, or a member of its editorial board, or a member of its advisory board, his/her research published in the same journal, during or after he/she has worked in the journal, will not be considered as part of his/her research submitted for promotion. In addition, any of his/her research co-authored with a member of the editorial or advisory boards of the same refereed scientific journal will not be considered for promotion purposes.
5. Published work in scientific journals submitted as letters, short communication, short notes, or short papers, which do not comply to the conditions and major components of scientific research papers, will not be considered as part of the refereed research submitted for promotion at the University of Bahrain.
6. Research published in a particular scientific refereed journal and submitted for promotion must not exceed (50%) of the total number of research papers.

7. Research published in a refereed scientific journal, as part of a special issue of conference proceedings, shall be treated in the same manner as research published in scientific journals if there is a proof that this research was meticulously refereed by the journal and if there is a proof that the journal implemented the normal publishing procedures.
8. It is expected from the applicant to regularly and continuously maintain his/her research activities during the period required for promotion.
9. The promotion file must include, in addition to the submitted research papers for promotion, all research submitted for a previous promotion and all extracted research from the Master's and PhD dissertations. The file should not be restricted only to listing of such research. Department and College Committees must check all these researches and compare them with research submitted for required promotion.

Fourth: University and Community Services

Article (33) The applicant's performance with regard to the university services will be evaluated by his work in the University of Bahrain according to the followings:

- a. Activities in permanent and ad hoc committees.
- b. Organizational activities.
- c. Scientific and professional activities
- d. Any other activities related to university services.

A maximum score of (40) points for each of the above should not be exceeded with a total score of (120) points.

Permanent committees at the department, college, or university level shall be re-formed annually at the beginning of each academic year. The applicant must document his/her membership in these committees for each academic year. Activities in the permanent committees (even in the same committee) shall be counted as independent, whenever a new decision of the formation of this committee is issued. The applicant must document that these committees have met in that period.

Developmental initiatives, whether, educational, researching, or administrative included by the applicant in the university services (Scientific and Professional Activities item) must be submitted in writing. Promotion committees may accept or reject any of these initiatives, on the basis of their value and use, in case they are not implemented.

Article (34) The minimum points for promotion in the university services is (70) out of (120) points.

Article (35) Any activities carried out by the applicant for serving the Bahraini community, in particular, media, cultural, scientific activities, etc..., shall be accounted for in accordance with a special form of (8) items, provided that the maximum score for each is (5) points. The applicant may include any other information on any community service related to Bahrain.

Article (36) The minimum score for community services is (20) points out of (40).

Chapter Five: Tasks and Duties of the Academic Promotion Committees

Article (37) The Academic Promotion Committees shall carry out the following tasks and duties:

First: The Department Committee reviews the promotion file to ensure whether all requirements are fulfilled. It allocates the scores against the items for teaching and academic activities, scientific research, and university and community services in accordance with the Application Form for Academic Promotion (Appendix 1). The committees' report shall be presented to the Department Council for notification, in accordance with the requirements mentioned in chapter 3 of these regulations within a period that does not exceed 2 months as of the date the committee starts reviewing the applicant's promotion file. It should be observed that official holidays will not be counted as part of this period and the committee must justify any delay, if it occurs, provided that the delay is related to reviewing previous promotion files.

Second: The College Committee reviews the department's report to ensure that the applicant has fulfilled the promotion requirements. In case the requirements are fulfilled, the report shall be referred to the College Council for notification, in accordance with the requirements mentioned in Chapter 3 of these regulations within a period that does not exceed 3 months as of the date the committee starts reviewing the applicant's promotion file. It should be observed that official holidays will not be counted as part of this period and the committee must justify any delay, if it occurs, provided that the delay is related to reviewing previous promotion files.

Third:

- a. Observing all clauses of Article (16), the Central Committee shall only review the scientific research and activities in the promotion file in order to ensure that the applicant has fulfilled their requirements as to the quantity of papers, and whether they fulfill the fundamentals of scientific research, the publication level and variation, approving letters of publication acceptance and whether the requirements of Article (32) have been fulfilled, within a period that does not exceed 2 months as of the date the committee starts reviewing the applicant's promotion file and until a decision to send or not to send the scientific research for external refereeing is reached; presuming that all required documents have been completed for reviewing. It should be observed that official holidays will not be counted as part of this period and the committee must justify any delay, if it occurs.

- b. The committee takes all measures necessary to referee the scientific research and select the referees from the list approved by the college deanship, provided that the applicant's area of specialization is observed and none of the referees has participated with the applicant in any scientific work.

Fourth: The applicant may challenge the report of the department or college committees in accordance with the grievance mechanisms determined in Chapter six of these regulations.

Chapter Six: The Grievance Mechanism against the Decisions of the Promotion Committees

Article (38) The grievance mechanism against the decisions of the promotion committees is subject to the following rules:

1. The applicant has the right to submit to the Chair of the Department a grievance against the decision of the Department Committee regarding his/her failure to fulfill the promotion requirements after being officially informed. The chair shall, in turn, returns the promotion file and the grievance to the Department Committee to reconsider its report. If the committee insists on its decision, the issue will be referred to the Dean to refer it to the College Committee for a final decision. The Dean shall inform the Chair of the Department of the decision of the College Committee in order to complete the promotion procedures.
2. The applicant has the right to submit to the Chair of the Department a grievance against the decision of the College Committee regarding his/her failure to fulfill the promotion requirements after being officially informed. The Chair shall refer it to the Dean who, in turn, returns the promotion file and the grievance to the College Committee to reconsider its report. If the committee insists on its decision, the Dean will refer the matter to the Central Committee for a final decision. The Chair of the Central Committee shall inform the Dean of the decision of the committee in order to complete the promotion procedures.
3. The applicant has no right to file a grievance against the decision of the referees appointed by the Central Committee to evaluate his/her academic research.
4. The applicant for whom a decision has been made that he/she has failed to fulfill the promotion requirements (by any of the three promotion committees) is not allowed to apply for promotion for a second time until the lapse of one year from the date of issuance of the decision (if he/she has not filed a grievance against that decision), or one year after rejection of his/her grievance.

Chapter Seven: Procedures for Evaluating Research Papers

- Article (39)** Only published research papers and papers accepted for publication will be sent to the referees. Others such as conference papers, books, patents, and supporting research activities will not be sent for refereeing. In addition, the Application Form for Academic Promotion will be sent to the referees.
- Article (40)** Research papers will be sent to (5) referees upon applying for promotion to the ranks of Associate Professor or Professor. It should be observed, that the external referees nominated for refereeing the research of faculty applying for promotion are full professors.
- Article (41)** The evaluation of the referees will be based on the approved Referee's Research Evaluation Form (Appendix 5).
- Article (42)** Promotion requirements will be met if three referees approved the promotion to the rank applied for, provided that their evaluation for the four or five research papers (the minimum limit mentioned in Article (30)) should not score less than 60% (for each research paper that had already fulfilled the requirements stipulated in Article (30)) for the promotion to the rank of Associate Professor.
- Their evaluation of the six or seven research papers (the minimum limit mentioned in Article (31)) should not be less than 75 % (for each research paper that had already fulfilled the requirements stipulated in Article (31)) for the promotion to the rank of Professor.

Chapter Eight: Final Rules

- Article (43)** All appendices attached to these regulations are integral parts of these regulations.
- Article (44)** If the applicant for academic promotion carried out an activity that interrelates with more than one area mentioned in these regulations, only one score will be counted for this activity and it may have the highest evaluation.
- Article (45)** The applicant for academic promotion must not include any additional documents to the promotion file once the Department Promotion Committee receives the file, observing the conditions mentioned in Article (21) regarding to research papers. Once the file is submitted to the College Committee, the applicant will not be asked to add any missing documents.
- Article (46)** All dates of correspondence and minutes of meetings of promotion committees should be documented, such as dates of : receipt of the application for promotion; referral of promotion file to the Department Promotion Committee by the Chair; issuance of the Department Academic Promotion Committee's Report; submission of the Department Academic Promotion Committee's Report to the Chair; presentation of the Department Academic Promotion Committee's Report to the Department Council; referral of the promotion file from the Chair to the Dean.

In addition, all correspondences addressed from or to the applicant for promotion should be documented in writing.

Article (47) All departments must keep a copy of the promotion files submitted by its faculty members, in order to facilitate the work of the promotion committee when reviewing promotion files, in the future, for the same faculty or other faculty who share joint research activities with the applicants of previous promotion files.

Article (48) In the event the Chair or the Dean applies for promotion, the head of the promotion committee in the department or the college shall act on behalf of the Chair or the Dean as to the promotion procedures.

N.B Should there be any dispute arising from misinterpretation, misunderstanding, or vagueness of the English text, the Arabic text shall be the source text to be referred to for interpreting these regulations.

Appendices

Appendix (1)

Application Form for Academic Promotion

Application Form for Academic Promotion*

1- Curriculum Vitae:

1-1 Personal data:

Name:

.....

Date of Birth:

.....

Department:

.....

College:

.....

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

.....

Current Academic Rank:

.....

Date of Appointment in the Current Academic Rank:

.....

General Specialization:

.....

Specific Area of Specialization:

.....

Academic Rank Applied for:

.....

1-2 Academic and Professional Qualifications:

1-2-1 Academic Qualifications obtained “starting with most recent”:

Degree	Specialization	Study period		Graduation date	University/Country
		From	To		

*Eight copies of these forms and supporting documents for each item must be included in this application. The items are:

1. Curriculum vitae.
2. Teaching and Academic Activities Form.
3. Scientific Research and Activities Form.
4. University and Community Services Form.

1-2-2 Master’s Degree:

Title of Thesis:

Supervisor’s Name:

1-2-3 Doctorate of Philosophy’s Degree:

Title of Dissertation/ Thesis:

Supervisor’s Name:

1-2-4 Membership in Academic and Professional Societies and Institutions “starting with most recent”:

Society/Institute	Date joined	Membership rank	Country

1-3 Academic Ranks, Working Experience, Certificates, and Awards:

1-3-1 Academic Experience “starting with most recent”:

Academic rank	Date obtained	Granting University	Country	No. of years in the rank

1-3-2 Other Experiences Related to Professional Area of Specialization “starting with most recent”:

Position	Date of appointment	Employer	Country	Years of employment

1-3-3 Certificates and Awards:

Certificate/Award	Date obtained	Granting organization	Country

2- Teaching and Educational Activities:

2-1 Faculty Performance Evaluation Form for Academic Promotion:

This part constitutes a maximum of 40% (with a minimum of 25%) of the total points allocated for teaching and educational activities according to the Faculty Performance Evaluation Form completed by the Chair of the Department with the Department Committee. An applicant must submit supporting documents related to his/ her teaching and educational activities (such as production of teaching materials, developing courses, and the courses that he/she has taught during his/ her current academic rank).

2-2 Students’ Faculty Evaluation Form:

This part constitutes a maximum of 60% (with a minimum of 40%) of the total points allocated for teaching and educational activities according to the Students’ Faculty Evaluation Form, provided that the average of the total set of results is calculated (at the department level only) for the available semesters since the last academic rank or promotion until the date applying for promotion. The Chair of the Department shall obtain a comprehensive evaluation and statistics for the applicant from the Evaluation and Measurement Center for the said period. An applicant may obtain a copy of the evaluation and statistics through the Chair of the Department.

3- Scientific Research and Activities

3-1 List of research published or accepted for publication not extracted from Masters or PhD dissertations/ theses or submitted for a previous promotion at the University of Bahrain or any other university.

3-1-1 Research Published in Scientific Refereed Journals:

Serial No: _____

Author(s): _____

Paper Title: _____

Journal Name: _____

Volume: _____

Issue No: _____

Pages: _____

Date Issued: _____

3- Scientific Research and Activities

3-1 List of research published or accepted for publication not extracted from Masters or PhD dissertations/ theses or submitted for a previous promotion at the University of Bahrain or any other university.

3-1-2 Academic Research Published in Proceeding of Refereed Conferences or Scientific Seminars:

Serial No:

Author(s):

.....

.....

.....

Paper Title:

.....

Conference/Seminar Name:

Organizers:

.....

Location:

Pages:

Date Held:

3- Scientific Research and Activities

3-1 List of research published or accepted for publication not extracted from Masters or PhD dissertations/ theses or submitted for a previous promotion at the University of Bahrain or any other university.

3-1-3 Books and patents:

a- Books:

Serial No:

Author(s):

Book Title:

Publisher Name:

ISBN No:

Publication Date:

3- Scientific Research and Activities

3-1 List of research published or accepted for publication not extracted from Masters or PhD dissertations/ theses or submitted for a previous promotion at the University of Bahrain or any other university.

3-1-3 Books and patents:

b- Patents:

Serial No:

Author(s):

.....
.....
.....
.....

Patent Title:

.....
.....

Registration Location:

.....
.....

Registration Date:

3- Scientific Research and Activities

3-2 List of research published or accepted for publication and previously submitted for promotion:

3-2-1 Research Published in Refereed Scientific Journals:

Serial No: _____

Author(s): _____

Paper Title: _____

Journal Name: _____

Volume: _____

Issue No: _____

Pages: _____

Date Issued: _____

3- Scientific Research and Activities

3-2 List of research published or accepted for publication and previously submitted for promotion:

3-2-2 Academic Research Published in Proceeding of Refereed Conferences or Scientific Seminars:

Serial No: _____

Author(s): _____

Paper Title: _____

Conference/ Seminar Name: _____

Organizers: _____

Location: _____

Pages: _____

Date Held: _____

3- Scientific Research and Activities

3-2 List of research published or accepted for publication and previously submitted for promotion:

3-2-3 Books and patents:

a- Books:

Serial No:

.....

Author(s):

.....

.....

.....

.....

Book Title:

.....

.....

.....

Publisher Name:

.....

.....

.....

ISBN No:

.....

Publication Date:

.....

3- Scientific Research and Activities

3-2 List of research published or accepted for publication and previously submitted for promotion:

3-2-3 Books and patents:

b- Patents:

Serial No:

.....

Author(s):

.....

.....

.....

.....

Patent Title:

.....

.....

.....

Registration Location:

.....

.....

.....

Registration Date:

.....

3- Scientific Research and Activities

3-3 List of Research Extracted and Published From Master's degree or PhD Dissertations or Theses:

3-3-1 Refereed Scientific Journals:

Serial No: _____

Author(s): _____

Paper Title: _____

Journal Name: _____

Volume: _____

Pages: _____

Issue No: _____

Date Issued: _____

3- Scientific Research and Activities

3-3 List of Research Extracted and Published From Master's Degree or PhD Dissertations or Theses:

3-3-2 Academic Research Published in Proceeding of Refereed Conferences or Scientific Seminars:

Serial No:

Author(s):

.....

.....

Paper Title:

.....

Conference/Seminar Name:

Organizers:

.....

.....

Location:

Pages:

Date Held:

3- Scientific Research and Activities

3-4 Supporting Research Activities:

3-4-1 Refereeing a Research, Dissertations, or Scientific Awards:

Serial No: _____

**Title of Research,
Dissertation, or Award:** _____

Organization: _____

Year: _____

3- Scientific Research and Activities:

3-4 Supporting Research Activities:

3-4-2 Keynote Speaker in a Conference:

Serial No: _____

Conference Name: _____

Paper Title: _____

Organizers: _____

Location: _____

Date Held: _____

3- Scientific Research and Activities

3-4 Supporting Research Activities:

3-4-3 Editorial Member in a Refereed Scientific Journal:

Serial No: _____

Journal Name: _____

Organization/ Country: _____

Membership Duration:

From: _____

To: _____

3- Scientific Research and Activities

3-4 Supporting Research Activities:

3-4-4 Translated Books:

Serial No: _____

Translated Book Title: _____

Original Author: _____

Publisher of Translated book: _____

ISBN No: _____

Publication Date: _____

3- Scientific Research and Activities

3-4 Supporting Research Activities:

3-4-5 University Financed Research or Contractual Research:

Serial No:

Research/Project Title:

**Financing or Contracting
Organization**

Starting and ending dates:

From:

To:

Pages:

4- University and Community Services

4-1 University Service

University Service: Services carried out by faculty members at the department, college, or university levels to raise standards of the academic, administrative, cultural, or social aspects at the university.

Types of university activities

University services include (4) different types. A maximum score of these activities should not exceed (40) points. Applicants must at least obtain (70) points out of a maximum of (120) points for this part.

4-1-1 Activities in Permanent and Ad hoc Committees' (40 points maximum)

These activities include department, college, and university committees' activities. A score of (40) for the committees' activities is allocated as in the following manner:

- Heading committees: 4 points per committee.
- Committee convener: 3 points per committee.
- Membership in committees: 2 points per committee.

4-1-1 Activities in Permanent and Ad hoc Committees (40 points maximum)							
Serial No	Committee name	Applicant's position			Participation date		Score*
		Member	Convener	Head	From	To	

* To be filled out by academic promotion committee.

4- University and Community Services

4-2 Community Service:

Community Service

Community service is any professional activity conducted outside the university for the benefit of the Bahraini community.

Types of Community Service

This part includes eight different types of activities with a maximum of (5) points per type based on one point per activity. Applicants must score not less than (20) points out of (40) points maximum:

4-2-1 Delivering general lectures in the area of specialization to serve the community (schools, clubs, or societies):

4-2-2 Participating in activities or membership of professional, cultural or social societies:

4-2-3 Membership in technical or specialized committees; or board member of councils of associations, authorities, or clubs of service or social nature:

4-2-4 Providing scientific and academic consultations, conducting workshops, or convening seminars of service or social nature:

4-2-5 Media activities related to area of specialization (such as newspaper articles, TV and broadcasting interviews):

4-2-6 Attending conferences, scientific meetings, seminars, or scientific discussion groups:

4-2-7 Community services of social, humanitarian, or cultural dimension:

.....

.....

.....

.....

.....

.....

4-2-8 Other professional activities related to serving the Bahraini community:

.....

.....

.....

.....

.....

I hereby certify that all information mentioned in this application is accurate and correct. All papers presented for this promotion have not been submitted for a previous promotion. I bear full legal responsibility for anything otherwise.

Date:

.....

Signature:

.....

Appendix (2)

**Faculty Performance
Evaluation Form for
Academic Promotion**

Faculty Performance Evaluation Form for Academic Promotion

Applicant's Name: _____

Specific Specialization: _____

Current Academic Rank: _____

Date obtained: _____

Academic Rank Applied for: _____

Department: _____

College: _____

The Chair of the Department fills out this Faculty Performance Evaluation Form for Academic Promotion with the Department Committee, by referring to the details documented in the forms for the previous years. The applicant must include documents for items that need to be documented and have been marked with (*) below.

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Sometimes	Few Times	Rarely	
			4	3	2	1	0	
Professionalism	1	Observes traditions, customs, and university values in his/her behaviors, general appearance, and dealings with others.						
	2	Abides by university laws, bylaws, regulations, and decisions at all levels.						
	3	Implements all tasks entrusted to him/her rightly (carries out duties assigned by the Chair of the Department, the Dean, the President and other officials dutifully, giving priority to the general interest of the university, etc...).						
	4	Adheres to specified times and deadlines when carrying out all duties and tasks ...etc...						

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Sometimes	Few Times	Rarely	
			4	3	2	1	0	
	5	Deals with full awareness to the problems, and suggests suitable solutions thereto (behaves wisely and objectively in urgent matters and issues, and takes sound decisions based on the general interest of work).						
	6	Participates in the development of the university through valuable initiatives and positive suggestions.*						
Instructional planning	7	Sets integrated plans for teaching and evaluating courses (maintains portfolios including course description, teaching plans, course objectives and expected outcomes, approved student evaluation scheme, and references).*						
	8	Adheres to the curriculum plan to achieve the expected objectives and outcomes.*						
	9	Develops his/her courses regularly.(Example: developing and teaching e-courses)*						
Effective instruction and communication	10	Employs a variety of teaching methods including lectures, seminars, discussion groups, research, workshops, and e-learning, etc...*						
	11	Works with others in team spirit and communicates effectively (deals with his/her colleagues and superiors friendly and respectfully with full dedication to his/her academic duties).						

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Sometimes	Few Times	Rarely	
			4	3	2	1	0	
	12	Well organized and capable of communicating clearly and accurately.						
Students evaluation	13	Easy to reach and deal with.						
	14	Diversifies evaluation procedures (adopts a variety of student evaluation methods such as tests, participation of students in educational activities, assignments, research, task achievements ... etc.).*						
	15	Prepares exams and other evaluation tools of quality (able to prepare different types of tests and other evaluation tools).*						

Grand total of points for items 1-15 (Maximum of 60 points) _____

Approved by Chair of Department:

Name _____ Signature _____

Approved by Head of the Committee:

Name _____ Signature _____

* These items should be documented.

Appendix (3)

**Department Academic
Promotion Committee's
Report**

Department Academic Promotion Committee's Report*

Applicant's Name: _____

Specific Specialization: _____

Current Academic Rank: _____ Date Obtained: _____

Academic Rank Applied for: _____

Department: _____

College: _____

All points allocated for teaching competence, scientific research, University and community services must be estimated according to the rating scheme for each item as stipulated in the Regulations of Academic Promotion.

1- Time Span for Promotion:

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

- 1-2 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): -----

- 1-3 Has the time limit for eligibility to apply for promotion been met according to Articles (20), (21) and (23) of the Regulations of Academic Promotion (Yes/No)? -----

2- Teaching and Educational Activities:

2-1 Points approved by the committee in the following fields of the Faculty Performance Evaluation Form for Academic Promotion:

Field	Points earned	Maximum points
a. Professionalism		24
b. Instructional planning		12
c. Effective instruction and communication		12
d. Students evaluation		12
Total points earned		60

*Eight copies of this form should be submitted to the Chair of Department including names, signatures and academic ranks of the committee members.

2-2 Total points earned in item 2-1 above based upon a maximum of (40):
----- points.

2-3 The average percentage of points (at the department level) scored in the Students' Evaluation Form for all courses taught during the current academic rank: -----%.

The total points earned out of a maximum of (60) instead of (100):
----- points.

2-4 Has the minimum requirement for Teaching and Educational Activities according to Article (26) of the Regulations of Academic Promotion been met (Yes/ No)? -----.

3- Scientific Research and Activities

Points earned by the applicant shall be calculated according to the tables in Article (29) of the Regulations of Academic Promotion.

3-1 Points earned by the applicant from approved scientific research in refereed scientific journals: ----- points.

3-2 Points earned by the applicant from approved scientific research in refereed scientific conferences or seminars' proceedings: ----- points

3-3 Points earned by the applicant from authored books and patents:
----- points

3-4 Points earned by the applicant from approved supporting research activities (should not exceed 6 points): ----- points

3-5 Total points earned by the applicant for scientific research and activities according to items 3-1 through 3-4 above: ----- points.

3-6 For promotion from the rank of Assistant Professor to the rank of Associate Professor, has the applicant met all promotion requirements according to Articles (30) and (32) of the Regulations of Academic Promotion (Yes/ No)? -----

3-7 For promotion from the rank of Associate Professor to the rank of Professor, has the applicant met all promotion requirements according to Articles (31) and (32) of the Regulations of Academic Promotion (Yes/ No)? -----

4- University and Community Services

Points earned by the applicant for university and community services shall be calculated according to the information prepared by the applicant applying for promotion according to Articles (33) through (36) of the Regulations of Academic Promotion.

4-1 University Service Activities:

4-1-1 Points approved by the committee for university service activities:

Item	Points earned	Maximum points
a. Activities in permanent and ad hoc committees		40
b. Organizational activities		30
c. Professional and scientific activities		30
e. Other activities		20
Total Points		120

4-1-2 Total points earned by the applicant for university service out of 120 points (maximum points according to Article (33) of the Regulations of Academic Promotion): points

4-1-3 Has the applicant met the minimum requirements for university service according to Article (34) of the Regulations of Academic Promotion (Yes/No)?

4-2 Community Service Activities:

4-2-1 Points approved by the committee for community service activities:

Item	Points earned	Maximum
a. Delivering general lectures in the area of specialization to serve the community		5
b. Participating in activities or membership of professional, cultural or social societies		5
c. Membership in technical or specialized committees; or board member of councils of associations, authorities, or clubs of service or social nature		5

Item	Points earned	Maximum
d. Providing scientific and academic consultations, conducting workshops, or convening seminars of service or social nature		5
e. Media activities related to area of specialization		5
f. Attending conferences, scientific meetings, seminars, or scientific discussion groups		5
g. Community services of social, humanitarian, or cultural dimension		5
h. Other professional activities related to serving the Bahraini community		5
Total points earned		40

4-2-2 Total points earned by the applicant for community service out of 40 points as a maximum according to Article (36) of the Regulations of Academic Promotion:..... points

4-2-3 Has the applicant met the minimum requirements for community service activities according to Article (36) of the Regulations of Academic Promotion (Yes/No)?

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 stipulated in the Regulations of Academic Promotion to be promoted to the rank of:
- Applicant has not met the requirements stipulated in the Regulations of Academic Promotion 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:

Appendix (4)

**College Academic
Promotion Committee's
Report**

College Academic Promotion Committee's Report*

Applicant's Name: _____

Specific Specialization: _____

Current academic Rank: _____

Date Obtained: _____

Academic Rank Applied for: _____

Department: _____

College: _____

All points allocated for teaching competence, scientific research, University and community services must be estimated according to the rating scheme for each item as stipulated in the Regulations of Academic Promotion.

1- Time Span for Promotion:

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

1-2 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): -----

1-3 Has the time limit for eligibility to apply for promotion been met according to Articles (20), (21) and (23) of the Regulations of Academic Promotion (Yes/No)? -----

2- Teaching and Educational Activities:

2-1 Points approved by the committee in the following fields of the Faculty Performance Evaluation Form for Academic Promotion:

Field	Points earned	Maximum points
a. Professionalism		24
b. Instructional Planning		12
c. Effective Instruction and Communication		12
d. Students Evaluation		12
Total points earned		60

*Eight copies of this form should be submitted to the Dean including names, signatures, and academic ranks of the committee members.

2-2 Total points earned in item 2-1 above based upon a maximum of (40):
----- points.

2-3 The average percentage of points (at the department level) scored in the Students' Evaluation Form for all courses taught during the current academic rank: -----%.

The total points earned out of a maximum of (60) instead of (100):
----- points.

2-4 Has the minimum requirement for Teaching and Educational Activities according to Article (26) of the Regulations of Academic Promotion been met (Yes/ No)? -----

2-5 Indicate clearly with reasons whether the committee has any points of disagreement with the recommendations submitted by the Department Academic Promotion Committee concerning whether the applicant has satisfied teaching and educational activities requirements. List points of differences:

3- Scientific Research and Activities

Points earned by the applicant shall be calculated according to the tables in Article (29) of the Regulations of Academic Promotion.

3-1 Points earned by the applicant from approved scientific research in refereed scientific journals: ----- points.

3-2 Points earned by the applicant from approved scientific research in refereed scientific conferences or seminars' proceedings: ----- points

3-3 Points earned by the applicant from authored books and patents:
----- points

3-4 Points earned by the applicant from approved supporting research activities (should not exceed 6 points): ----- points

3-5 Total points earned by the applicant for scientific research and activities according to items 3-1 through 3-4 above: ----- points

3-6 For promotion from the rank of Assistant Professor to the rank of Associate Professor, has the applicant met all promotion requirements according to Articles (30) and (32) of the Regulations of Academic Promotion (Yes/ No)?

3-7 For promotion from the rank of Associate Professor to the rank of Professor, has the applicant met all promotion requirements according to Articles (31) and (32) of the Regulations of Academic Promotion (Yes/ No)?

3-8 Indicate clearly with reasons whether the committee has any points of disagreement with the recommendations submitted by the Department Academic Promotion Committee concerning whether the applicant has satisfied the scientific research and activities requirements. List points of differences:

4- University and Community Services

Points earned by the applicant for university and community services shall be calculated according to the information prepared by the applicant applying for promotion according to Articles (33) through (36) of the Regulations of Academic Promotion.

4-1 University Service Activities:

4-1-1 Points approved by the committee for university service activities:

Item	Points earned	Maximum points
a. Activities in permanent and ad hoc committees		40
b. Organizational activities		30
c. Professional and scientific activities		30
e. Other activities		20
Total Points		120

4-1-2 Total points earned by the applicant for university service out of 120 points as maximum points according to Article (33) of the Regulations of Academic Promotion:..... points

4-1-3 Has the applicant met the minimum requirements for university service according to Article (34) of the Regulations of Academic Promotion (Yes/No)?

4-1-4 Indicate clearly with reasons whether the committee has any points of disagreement with the recommendations submitted by the Department Academic Promotion Committee concerning whether the applicant has satisfied the university services requirements. List points of differences:

4-2 Community Service Activities:

4-2-1 Points approved by the committee for community service activities:

Item	Points Earned	Maximum
a. Delivering general lectures in the area of specialization to serve the community		5
b. Participating in activities or membership of professional, cultural or social societies		5
c. Membership in technical or specialized committees; or board member of councils of associations, authorities, or clubs of service or social nature		5
d. Providing scientific and academic consultations, conducting workshops, or convening seminars of service or social nature		5
e. Media activities related to area of specialization		5
f. Attending conferences, scientific meetings, seminars, or scientific discussion groups		5

Item	Points Earned	Maximum
g. Community services of social, humanitarian, or cultural dimension		5
h. Other professional activities related to serving the Bahraini community		5
Total points earned		40

4-2-2 Total points earned by the applicant for community service out of 40 points as a maximum according to Article (36) of the Regulations of Academic Promotion:..... points

4-2-3 Has the applicant met the minimum requirements for community service activities according to Article (36) of the Regulations of Academic Promotion (Yes/No)?

4-2-4 Indicate clearly with reasons whether the committee has any points of disagreement with the recommendations submitted by the Department Academic Promotion Committee concerning whether the applicant has satisfied the community services requirements. List points of differences:

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 stipulated in the Regulations of Academic Promotion to be promoted to the rank of:
- Applicant has not met the requirements stipulated in the Regulations of Academic Promotion 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:

Appendix (5)

Referee's Research Evaluation Form

Referee's Research Evaluation Form

Applicant's Name:

Field of Specialization:

Promotion to the Rank of:

Date:

Please rate on a scale of 0 to 10 each of the applicant's research papers in respect of the six criteria indicated in the following table:

No.	Title of paper	Originality	Contribution to the field	Methodology	Presentation	Quality of the journal	Overall rating

0	1	2	3	4	5	6	7	8	9	10
Unsatisfactory			Satisfactory		Good		Very good		Excellent	

Referee Name:		Signature:	
----------------------	--	-------------------	--

Appendix (6)

**Procedure for Calculating the
Average of Student's Faculty
Evaluation for the Applicant
Applying for Promotion**

Procedure for Calculating the Average of Student's Faculty Evaluation for the Applicant Applying for Promotion

Attachments of University Council decision No. 28/2010

1. The Evaluation and Measurement Center shall enter all data of Students' Evaluation Forms for all faculty at the end of each semester and shall calculate differential evaluation for all academic courses including morning and evening periods, graduate courses, and summer semester courses taking into consideration the total number of all students in each course and section.
2. The general differential evaluation (average of means) shall be calculated for all academic courses taught by the faculty throughout all academic semesters by calculating the differential evaluation for the courses of each semester multiplied by the number of students in the same semester, then the total is divided by the number of all students throughout all semesters. (see attached example)
3. The general differential evaluation (average of means) for all academic courses taught by the concerned faculty throughout all semesters is multiplied by 60 and divided by 100 to calculate the points that the faculty member has earned out of 60 in accordance with the Regulations of Academic Promotion at University of Bahrain.
4. Only academic sections with minimum of five respondents shall be evaluated and approved.

Example for the Procedure for Calculating the Average of Student's Faculty Evaluation for the Applicant Applying for Promotion

Given that a faculty applying for academic promotion was teaching at University of Bahrain since the academic year 2003-2004 and until the academic year 2007-2008, the student's faculty evaluation for all semesters including the summer semesters will be calculated. The total result will be counted out of (60) in the following manner:

Academic Semester	Total No. of students in each semester	Average differential evaluation for each semester	No. of students x differential evaluation for the semester	Average of means*	Total points out of 60
1 st 2003-2004	10	86.811	868.11		
2 nd 2003-2004	54	78.622	4245.59		
Summer 2003-2004	41	77.239	3166.8		
1 st 2004-2005	41	76.722	3145.6		
2 nd 2004-2005	115	74.466	8563.59		
Summer 2004-2005	89	72.232	6428.65		
1 st 2005-2006	52	73.761	3835.57		
2 nd 2005-2006	103	71.121	7325.46		
Summer 2005-2006	70	68.848	4819.36		
1 st 2006-2007	101	63.013	6364.31		
2 nd 2006-2007	40	64.374	2574.96		
1 st 2007-2008	52	66.598	3463.1		
2 nd 2007-2008	79	66.977	5291.18		
	847		60092.3	70.95*	42.57**

* The average of means is calculated in the following manner:

$$60092.3 / 847 = 70.95\%$$

** Points out of 60 are calculated in the following manner: $(70.95 \times 60) / 100$

Thus the total points for this member are (42.57) out of (60) (More than the minimum 40%). This total shall be added to the result of the Faculty Performance Evaluation Form (Appendix 2), which is out of 40 points (with a minimum of 25%). The applicant must obtain (70) out of (100) as the minimum for the total evaluation for his/her teaching and educational activities in order to complete the rest of the procedures for promotion according to the regulations.

Appendix (7)

**Procedure for Selection of
Referees and Action Steps for
the Central Promotion
Committee**

Procedure for Selection of Referees and Action Steps for the Central Promotion Committee

- 1- The Head of the Central Promotion Committee shall address the Dean of the college of the applicant applying for promotion to provide the promotion committee with a list of referees.
- 2- The concerned Dean shall request the list of referees from the Chair of the Department of the applicant applying for promotion who shall, in turn, request from the Department Promotion Committee to prepare the list of referees in accordance with the following conditions:
 - a. The list should include referees with the rank of Professor in the field of specialization of the applicant.
 - b. The geographic distribution of the locations of referees should be observed.
 - c. The list should not include names that participated with the applicant in any scientific or research work.
 - d. Referees should belong to academic or research institutes.
- 3- The list shall be submitted to the Department Council for approval, and addition or deletion if necessary before it is forwarded to the Dean.
- 4- The Dean shall forward the list to the College Promotion Committee.
- 5- The College Promotion Committee revises the list and makes any amendments thereto.
- 6- The list shall be submitted for the College Council before it is sent to the Head of the Central Promotion Committee.
- 7- The Office of the Central Promotion Committee revises the list to ensure that it meets the requirements mentioned in item (2) above.
- 8- The list shall be presented for the Central Promotion Committee for approval.
- 9- The Head of the Central Promotion Committee forwards the list for the University President to select five main referees and five others as standby.
- 10- The Head of the Central Promotion Committee addresses the five main referees to obtain their approval to referee the work, and in case of apologies from any of them, a standby member shall be addressed for the same purpose.
- 11- The applicant applying for promotion shall be called in to select research papers to be sent for refereeing in case the number of papers exceeds the minimum number required in accordance with Article (30) in case he/she is applying for the rank of an Associate Professor and Article (31) in case he/she is applying for the rank of a Professor.

12- According to Article (40) of the Regulations of Academic Promotion, research papers, the promotion application form and the requirements of academic promotion shall be sent to the five referees. They will be given two months period to send their reports.

13- Upon Recite of all reports, they shall be reviewed by the Central Academic Promotion Committee to issue the appropriate recommendation.

14- The recommendation shall be forwarded to the Vice President for Academic Programs and Graduate Studies to be submitted to the University Council to issue the appropriate decision.
