



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

Academic Staff Promotion

Rules & Procedures

September 2016

Table of Contents

I- Preamble	- 1 -
II- General Policies and Procedures	- 1 -
A. Criteria for Promotion	- 1 -
B. Promotion Committee	- 2 -
C. Peer Review	- 2 -
D. Policy on Fraud and Misconduct in Research	- 2 -
E. Confidentiality	- 3 -
F. Decisions and Appeals	- 3 -
G. Reapplication for Promotion	- 4 -
III- Promotion Guidelines	- 5 -
A. General Guidelines	- 5 -
B. Ranks of Academic Staff Members	- 6 -
1. Promotion to the Rank of <i>Associate Professor</i>	- 6 -
2. Promotion to the Rank of <i>Professor</i>	- 10 -
IV- Guidelines for Promotion of Academic Staff in the Faculty of Architecture – <i>Design and Built Environment</i>	- 14 -
A. Introduction	- 14 -
B. Ranks of Academic Staff Members	- 14 -
1. Promotion to the Rank of <i>Associate Professor</i>	- 14 -
2. Promotion to the Rank of <i>Professor</i>	- 18 -
V- Guidelines for Promotion of Academic Staff in the Faculty of Medicine	- 22 -
A. Academic Track	- 22 -
1. Promotion from the Rank of <i>Lecturer</i> to <i>Senior Lecturer</i> (Academic Track)	- 22 -
2. Promotion from the Rank of <i>Senior Lecturer</i> to <i>Assistant Professor</i> (Academic Track)	- 22 -
3. Promotion from the Rank of <i>Assistant Professor</i> to <i>Associate Professor</i> (Academic Track)	- 22 -
4. Promotion from the Rank of <i>Associate Professor</i> to <i>Professor</i> (Academic Track)	- 26 -
B. Clinical Track	- 30 -
1. Promotion from the Rank of <i>Lecturer</i> to <i>Senior Lecturer</i> (Clinical Track)	- 30 -
2. Promotion from the Rank of <i>Senior Lecturer</i> to <i>Assistant Professor</i> (Clinical Track)	- 30 -
3. Promotion from the Rank of <i>Assistant Professor</i> to <i>Associate Professor</i> (Clinical Track)	- 31 -
4. Promotion from the Rank of <i>Associate Professor</i> to <i>Professor</i> (Clinical Track)	- 34 -

C.	Research Track.....	- 38 -
1.	Promotion from the Rank of <i>Assistant Professor</i> to <i>Associate Professor</i> (Research Track)	- 38 -
2.	Promotion from the Rank of <i>Associate Professor</i> to <i>Professor</i> (Research Track).....	- 41 -
VI-	Dossier Preparation Guidelines	- 46 -
VII-	Templates and Appendices	- 49 -

I- Preamble

Beirut Arab University (BAU) maintains high standards of excellence through the devotion and commitment of its academic staff. The latter are held responsible for adhering to honesty, dedication, and integrity at BAU. Academic staff at the University engage in a variety of research, teaching, and service activities; positively influencing the research society, actively contributing to the intellectual and academic development of students at BAU, and dynamically engaging in services that benefit BAU's community, the University, their faculties, their departments, and the surrounding community.

Academic staff at Beirut Arab University are initially appointed at the rank of *Lecturer*, *Senior Lecturer*, *Assistant Professor*, *Associate Professor*, and *Professor* according to their qualifications and experience. Promotion shall be based on objective evaluation of the performance of candidates in the three criteria of research activities, teaching, and services. In this respect, BAU holds objective, transparent, and fair procedural guidelines to insure that the promotion of highly qualified candidates is dealt with absolute fairness, equality, and transparency.

II- General Policies and Procedures

A. Criteria for Promotion

1. Candidates for promotion shall be evaluated objectively for evidence of excellence in the following three criteria:

Promotion to the rank of *Associate Professor*:

- Research activities (50 points)
- Teaching (30 points)
- Services (20 points)

Promotion to the rank of *Professor*:

- Research activities (60 points)
- Teaching (25 points)
- Services (15 points)

2. For promotion in the Faculty of Medicine, candidates shall be evaluated objectively for evidence of excellence in the following three criteria:

Academic Track

Promotion to the rank of *Associate Professor*:

- Research activities (50 points)
- Teaching (30 points)
- Services (20 points)

Promotion to the rank of *Professor*:

- Research activities (60 points)
- Teaching (25 points)
- Services (15 points)

Clinical Track

Promotion to the rank of *Associate Professor*:

- Research activities (50 points)
- Teaching (30 points)
- Services (20 points)

Promotion to the rank of *Professor*:

- Research activities (60 points)
- Teaching (25 points)
- Services (15 points)

Research Track

Promotion to the rank of *Associate Professor*:

- Research activities (70 points)
- Teaching (20 points)
- Services (10 points)

Promotion to the rank of *Professor*:

- Research activities (70 points)
- Teaching (20 points)
- Services (10 points)

Each criterion comprises items for evaluation. Some of the items under each criterion may be applicable, others may not. However, candidates are expected to attain the minimum points required for each criterion and the minimum total points to be awarded promotion.

B. Promotion Committee

The President of BAU, under his chairmanship, appoints the Promotion Committee at the University as follows:

- The University President - Chairman of the Committee;
- The Vice-presidents;
- The Dean of Academic Development and Quality - Committee's Rapporteur;
- The Dean of the Faculty at which the candidate seeks promotion.

The Committee may select an academic staff member to consult on some specific scientific aspects in his/ her specialty. He/ She does not have a voting right in the Committee's decisions. The committee appoints a secretary for administrative work.

The Promotion Committee is responsible for reviewing all documents sent by the Faculty of the candidate and applying criteria and measures for promotion. The Committee also recommends the promotion decision of candidates to the University Council. In the case of initial appointment, the Promotion Committee may review the documents of candidates and recommend the relevant rank of each candidate based on his/ her qualifications in research activities, teaching experience, and community services.

The Promotion Committee selects external referees from the proposed list sent by Deans to review submitted research works of the candidates.

C. Peer Review

The quality of candidates' research publications will be peer reviewed, when necessary, by selected external referees who must hold the rank of *Professor*. In some cases, the Promotion Committee may select external referees holding the rank of *Associate Professor* to review the publications of candidates applying to the same rank. External referees are selected by the Promotion Committee according to the candidate's major and specialty. The candidate's research works are evaluated according to the *Publication Assessment* and *Publication Assessment Form* (Template 3 and Template 3 – Appendix 1) received from each referee.

D. Policy on Fraud and Misconduct in Research

BAU follows international standards of Professional integrity in research. These standards apply to the integrity of analysis, use, and presentation of research results, appropriate and clear attribution of authorship, and appropriate use of research funds. Therefore, any intentional falsification, fabrication, or plagiarism in research shall subject the candidate to interrogations and disciplinary actions.

The University fosters an atmosphere of high integrity by maintaining an ongoing dedication to honesty and responsibility. Any act of cheating, plagiarism, deliberate misrepresentation, theft, scientific fraud, dishonesty or ill use of other human beings is a blatant violation of BAU's Code of Ethics and Institutional Review Board (IRB) Guidelines and shall not be tolerated.

E. Authorship

BAU defines authorship according to the criteria set by the International Committee of Medical Journal Editors (ICMJE). <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>. According to the ICMJE, there are four criteria that distinguish authors from other contributors accordingly:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

F. Non-Authorship

BAU defines non-authorship according to the criteria set by the ICMJE. Anyone who does not meet all of the four criteria mentioned above shall not be acknowledged as an author. Examples of non-authorship include acquisition of funding, supervision of a research group or administrative support, writing assistance, technical editing, language editing, and proofreading. Non-authors should be acknowledged individually. Their contributions should be specified.

G. Confidentiality

To maintain objectivity and confidentiality, external referees should declare any relationship they have with the candidate including previous advising and Professional relationships. The contents of the dossier and the final promotion decision are treated confidentially until the promotion decision is announced.

H. Decisions and Appeals

The Promotion Committee submits its promotion recommendation to the University Council. The University Council takes the final promotion decision. In case of a negative decision, the candidate will be notified of the reason(s) for denial and information about appeal and reapplication.

Candidates denied promotion by the University Council may appeal to the President through the Dean within **two weeks** from the University's decision. Written appeals should provide supporting facts. The President has the right to request additional information when needed or deny the appeal.

I. Reapplication for Promotion

In the event of an unfavorable decision by the University Council, the candidate may reapply for promotion no earlier than **one year** after of the date of the University Council's decision.

III- Promotion Guidelines

A. General Guidelines

Promotion of academic staff is an ongoing process starting initial hiring. Candidates applying for the rank of *Associate Professor* and *Professor* shall apply for promotion in a minimum of **two academic years** since appointment at BAU (each academic year spans from the beginning of September until the end of August). They should be aware of the guidelines and criteria for promotion.

Candidates are individually responsible for obtaining promotion information from the Dean of the Faculty. They shall seek the assistance of the Faculty Dean and Department Head in addressing their various concerns regarding promotion. The Dean shall insure that candidates are clear sighted regarding the promotion process and have received all information about promotion.

All academic staff are expected to be collegial members of their departments, engaging in research that contributes to their development, demonstrating excellence in teaching undergraduate and postgraduate students, and performing appropriate service that contributes to the effectiveness of their Departments, Faculties, the University and their Professions.

Promotion in all professorial ranks shall require a Ph.D. degree in the subject area from a reputable university. Exceptions apply for candidates who teach in the Faculty of Medicine. The University shall not accept Ph.D. degrees obtained by distant learning programs in which the candidate was not a full-time student at the University. BAU only accepts Ph.D. degrees obtained on a full-time basis.

Research works submitted for promotion must be performed during the candidate's current academic rank. Candidates may apply for promotion on the grounds of research done individually and/ or collaboratively. Research presented for promotion may take the form of an academic book, a chapter in a book, an edited book, a research project receiving recognition or awards, a patent of international value, a full paper published in an international refereed journal, a translated book, a full paper presented and published in the proceedings of a ranked international refereed conference, a book review published in refereed journal, or any other similar work.

Candidates must be affiliated with "Beirut Arab University" only. Research taken from the candidate's own Master's dissertation or Ph.D. thesis shall **not** be counted. Only research works which are considered as an extension of the candidate's Ph.D. thesis topic shall be counted.

Research works accepted for publication more than **five years** since applying for promotion shall not be considered. In case of reapplication, the candidate may resubmit research works from the previous application. Online research shall **not** be considered for promotion. More than **two research works** published in the same journal and/ or more than **one research work** published in the same conference shall not be counted. Abstracts in conferences, posters, and other such similar research shall not be counted for promotion.

Promotion also requires that the candidate has contributed to the achievement of the Faculty's and University's educational mission. These contributions shall be evaluated for their quality, quantity, and nature. Advising undergraduate and postgraduate students is an essential component of teaching.

Additionally, candidates are expected to contribute effectively to the development of their Departments, Faculty, and the University through the performance of services. Service will be evaluated in promotion decisions according to the following: University service, community service, and service to the Profession.

The following criteria apply for promotion to the ranks of *Associate Professor* and *Professor* in the Faculties of Human Sciences, Law and Political Science, Business Administration, Engineering, Science, Pharmacy, Dentistry, and Health Sciences. For specific criteria of promotion in the Faculty of Architecture – *Design and Built Environment* and the Faculty of Medicine, see *Guidelines for Promotion of Academic Staff in the Faculty of Architecture – Design and Built Environment* and *Guidelines for Promotion of Academic Staff in the Faculty of Medicine*.

B. Ranks of Academic Staff Members

For promotion to the rank of *Associate Professor*, candidates should earn a minimum total of **70 points**;

For promotion to the rank of *Professor*, candidates should earn a minimum total of **80 points**, and all submitted publications should be in the core specialty of the candidate.

1. Promotion to the Rank of Associate Professor

Promotion to the rank of *Associate Professor* is based upon the candidate's demonstration of excellence in the following criteria:

- High recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Distinction in teaching including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Significant contribution in services to the Department, the Faculty, the University, the Profession, and the Community.

The candidate shall fulfill the following criteria:

a) Research Activities

Research is given a maximum of **50 points**. A minimum of **35 points** is required for the promotion to the rank of *Associate Professor*.

Emphasis on research at BAU comes from a genuine pursuit of knowledge and innovative ideas. Since academic staff employed at the University are the core of this active pursuit of knowledge, all academic staff must engage in research that advances the University.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conference proceedings is evaluated according to the conference's international ranking. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

To be eligible for promotion to the rank of *Associate Professor*, the candidate should be the main author of at least 70% of the submitted publications.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work. Additionally, candidates should clearly specify their contribution(s) in collaborative research.

Research includes a wide system of observation, measurement, and comparison. Candidates applying for promotion to the rank of *Associate Professor* should engage in research that advances their Profession. Evidence of research achievements includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion.

The following items are used in the evaluation of research activities:

Research Items	Points(Maximum)
• Academic books	12
• Chapters in books	6
• Edited books	3
• Translated books	3
• Book reviews published in refereed journals	2
• Research projects receiving recognition or awards	4
• Patents (international)	10
• Full papers published in international refereed journals	10
• Full papers presented and published in the proceedings of international refereed conferences	5

- Editors in international refereed journals 3
- Invited keynote speakers 2
- Member in editorial boards of refereed journals 2
- Extracts from the publication of research projects 5
- Publications from research grants 10
- Joint research publications with graduate students 7

b) Teaching

Teaching is given a maximum of **30 points**. A minimum of **21 points** is required for promotion to the rank of *Associate Professor*.

Since teaching quality is a distinctive aspect of BAU, candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and student assessment methods and knowledge and implementation of modern innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items	Points (Maximum)
• Demonstration of competence in teaching	6
• Development of ground-breaking pedagogical methods and materials to encourage students' self-learning	5
• Development of new methods for delivering the curriculum; course design and curricular development	5
• Student advising of undergraduate and postgraduate students	5
• Supervision of student internship	3
• Development and incorporation of problem-based learning activities and case studies into courses	6

- Usage and development of up-to-date technology-based teaching methods 3
- Receipt of recognition and/ or awards for teaching accomplishments 5
- Participation in teaching-related workshops, seminars and conferences 3
- Interaction with students outside the classroom 3
- Substantial contribution to professional development and training activities related to teaching and education at BAU 3

c) Services

A maximum of **20 points** is assigned for services.

Service is at the essence of BAU’s mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining high standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates’ disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves the BAU’s mission, and membership in Professional organizations related to the discipline.

The following items are assigned for the evaluation of services:

Service Items	Points (Maximum)
• Participating in activities funded by national and international bodies	3
• Membership and participation in departmental, faculty, or university committees	4
• Offering consultation and other services in the discipline to serve the community	4
• Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university	5
• Participation in civic activities with non-governmental organizations	4
• Memberships and strong roles in Professional organizations	4
• Support to student organizations or campus activities	4
• Participation in projects supported by BAU	4
• Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production	4
• Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact	4
• Engagement with mass media and social media	3
• Active role of engagement with local and international partners of BAU	4

2. Promotion to the Rank of *Professor*

Promotion to the rank of *Professor* is based upon the candidate's demonstration of excellence in the following areas:

- Exceptional recognition of the candidate's research in his/ her **core specialty** for its extent and contributions to the discipline;
- Outstanding performance in teaching including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Substantial contribution in services to the University, the Faculty, the Department, the Profession, and the Community.

The candidate shall fulfill the following criteria:

a) Research Activities

Research is given a maximum of **60 points**. A minimum of **48 points** is required for the promotion to the rank of *Professor*.

Emphasis on research at BAU comes from a genuine pursuit of knowledge and innovative ideas. Since academic staff employed at the University are the core of this active pursuit of knowledge, all academic staff must engage in research that advances the University and their Profession.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

To be eligible for promotion to the rank of *Professor*, the candidate should be the main author of at least 70% of the submitted publications.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work. Additionally, candidates should clearly specify their contribution(s) in collaborative research.

Research includes a wide system of observation, measurement, and comparison. Candidates applying for promotion to the rank of *Professor* should engage in research that advances their Profession. Evidence of research achievements includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion.

The following items are used in the evaluation of research activities:

Research Items	Points(Maximum)
• Academic books	12
• Chapters in books	6
• Edited books	3
• Translated books	3
• Book reviews published in refereed journals	2
• Research projects receiving recognition or awards	4
• Patents (international)	10
• Full papers published in international refereed journals	10
• Full papers presented and published in the proceedings of international refereed conferences	5
• Editors in international refereed journals	3
• Invited keynote speakers	2
• Member in editorial boards of refereed journals	2
• Extracts from the publication of research projects	5
• Publications from research grants	10
• Joint research publications with graduate students	7

b) Teaching

Teaching is given a maximum of **25 points**. A minimum of **20 points** is required for promotion to the rank of *Professor*.

Since teaching quality is a distinctive aspect of BAU, candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and student assessment methods and knowledge and implementation of modern innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items	Points (Maximum)
• Demonstration of competence in teaching	6
• Development of ground-breaking pedagogical methods and materials to encourage students' self-learning	5
• Development of new methods for delivering the curriculum; course design and curricular development	5
• Student advising of undergraduate and postgraduate students	5
• Supervision of student internship	3
• Development and incorporation of problem-based learning activities and case studies into courses	6
• Usage and development of up-to-date technology-based teaching methods	3
• Receipt of recognition and/ or awards for teaching accomplishments	5
• Participation in teaching-related workshops, seminars and conferences	3
• Interaction with students outside the classroom	3
• Substantial contribution to professional development and training activities related to teaching and education at BAU	3

c) Services

A maximum of **15 points** is assigned for services.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

The following items are assigned for the evaluation of services:

Service Items	Points (Maximum)
• Participating in activities funded by national and international bodies	3
• Membership and participation in departmental, faculty, or university committees	4
• Offering consultation and other services in the discipline to serve the community	4
• Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university	5
• Participation in civic activities with non-governmental organizations	4
• Memberships and strong roles in Professional organizations	4
• Support to student organizations or campus activities	4
• Participation in projects supported by BAU	4
• Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production	4
• Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact	4
• Engagement with mass media and social media	3
• Active role of engagement with local and international partners of BAU	4

IV- Guidelines for Promotion of Academic Staff in the Faculty of Architecture – Design and Built Environment

A. Introduction

Academic staff applying for promotion in the Faculty of Architecture – *Design and Built Environment* shall be either evaluated for research works or for research works in addition to creative works including work exhibited in galleries or museums, awards in international competitions, interior design projects, and others. In addition, they shall demonstrate excellence in teaching and service.

B. Ranks of Academic Staff Members

For promotion to the rank of *Associate Professor*, candidates should earn a minimum total of **70 points**;

For promotion to the rank of *Professor*, candidates should earn a minimum total of **80 points**, and all submitted publications should be in the core specialty of the candidate.

1. Promotion to the Rank of Associate Professor

Promotion to the rank of *Associate Professor* in the Faculty of Architecture – *Design and Built Environment* is based upon the candidate's demonstration of excellence in the following areas:

- Demonstration of substantial research achievements and productivity and/ or creation in architecture and arts, including works presented in exhibitions, galleries, and museums.
- Distinction in teaching including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Significant contribution in services to the University, the Faculty, the Profession, and the Community.

Candidates applying for promotion to the rank of *Associate Professor* in the Faculty of Architecture – *Design and Built Environment* shall be required to perform appropriate research, teaching, and services pertaining to their Profession according to the following criteria:

a) Research Activities

Research is given a maximum of **50 points**. A minimum of **35 points** is required for promotion to the rank of *Associate Professor*.

Research is a necessary requirement for promotion of academic staff at the Faculty of Architecture – *Design and Built Environment*. Candidates applying for promotion in these areas should demonstrate genuine interest in research, provide up-to-date research output, and have growing recognition in research within their fields.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

To be eligible for promotion to the rank of *Associate Professor*, the candidate should be the main author of at least 70% of the submitted publications.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work. Additionally, candidates should clearly specify their contribution(s) in collaborative research.

Research includes a wide system of observation, measurement, and comparison. Candidates applying for promotion to the rank of *Associate Professor* should engage in research that advances their Profession. Evidence of research achievements includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion.

The following items are used in the evaluation of research activities:

Research Items	Points (Maximum)
• Academic books	12
• Chapters in books	6
• Edited books	3
• Translated books	3
• Book reviews published in refereed journals	2
• Research projects receiving recognition or awards	4
• Patents (international)	10
• Full papers published in international refereed journals	10
• Full papers presented and published in the proceedings of international refereed conferences	5

- Editors in international refereed journals 3
- Invited keynote speakers 2
- Member in editorial boards of refereed journals 2
- Extracts from the publication of research projects 5
- Publications from research grants 10
- Joint research publications with graduate students 7
- Creative works exhibited in international reputable galleries or museums 10
- Awards in international competitions 10
- Creative works exhibited in national reputable galleries or museums 8
- Renowned architectural projects of a recognized value 8
- Reviews of creative works by recognized international critics 6
- Executed creative works such as interior design, landscaping, fashion design, and graphic design 6

b) Teaching

Teaching is given a maximum of **30 points**. A minimum of **21 points** is required for promotion to the rank of *Associate Professor*.

The Faculty of Architecture - *Design and Built Environment* place high emphasis on the value of teaching. Candidates applying for promotion in these areas should submit convincing evidence of competency in teaching as supported by self-assessment, student evaluation, and peer-review.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items	Points (Maximum)
• Demonstration of competence in teaching	6
• Development of ground-breaking pedagogical methods and materials to encourage students' self-learning	5
• Development of new methods for delivering the curriculum; course design and curricular development	5
• Student advising of undergraduate and postgraduate students	5
• Supervision of student internship	3
• Development and incorporation of problem-based learning activities and case studies into courses	6
• Usage and development of up-to-date technology-based teaching methods	3
• Receipt of recognition and/ or awards for teaching accomplishments	5
• Participation in teaching-related workshops, seminars and conferences	3
• Interaction with students outside the classroom	3
• Substantial contribution to professional development and training activities related to teaching and education at BAU	3

c) Services

A maximum of **20 points** is assigned for services.

Service is at the essence of the University's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves the University's mission and membership in Professional organizations related to the discipline.

The following items are assigned for the evaluation of services:

Service Items	Points (Maximum)
• Participating in activities funded by national and international bodies	3
• Membership and participation in departmental, faculty, or university committees	4
• Offering consultation and other services in the discipline to serve the community	4
• Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university	5
• Participation in civic activities with non-governmental organizations	4
• Memberships and strong roles in Professional organizations	4
• Support to student organizations or campus activities	4

- Participation in projects supported by BAU 4
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production 4
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact 4
- Engagement with mass media and social media 3
- Active role of engagement with local and international partners of BAU 4

2. Promotion to the Rank of Professor

Promotion to the rank of *Professor* in the Faculty of Architecture – *Design and Built Environment* is based upon the candidate’s demonstration of excellence in the following areas:

- International reputation for research excellence and productivity and/ or creation in architecture and arts, including works presented in exhibitions, galleries, and museums.
- Outstanding performance in teaching including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Substantial contribution in services to the University, the Faculty, the Profession, and the Community.

Candidates applying for promotion to the rank of *Professor* in the Faculty of Architecture – *Design and Built Environment* shall be required to perform appropriate research, teaching, and services pertaining to their Profession according to the following criteria.

a) Research Activities

Research is given a maximum of **60 points**. A minimum of **48 points** is required for promotion to the rank of *Professor*.

Research is a necessary requirement for promotion of academic staff at the Faculty of Architecture – *Design and Built Environment*. Candidates applying for promotion in these areas should demonstrate genuine interest in research, provide up-to-date research output, and have growing recognition in research within their fields.

The quality of candidates’ research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference’s international ranking. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

To be eligible for promotion to the rank of *Professor*, the candidate should be the main author of at least 70% of the submitted publications.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work. Additionally, candidates should clearly specify their contribution(s) in collaborative research.

Research includes a wide system of observation, measurement, and comparison. Candidates applying for promotion to the rank of *Professor* should engage in research that advances their Profession.

Evidence of research achievements includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion.

The following items are used in the evaluation of research activities:

Research Items	Points (Maximum)
• Academic books	12
• Chapters in books	6
• Edited books	3
• Translated books	3
• Book reviews published in refereed journals	2
• Research projects receiving recognition or awards	4
• Patents (international)	10
• Full papers published in international refereed journals	10
• Full papers presented and published in the proceedings of international refereed conferences	5
• Editors in international refereed journals	3
• Invited keynote speakers	2
• Member in editorial boards of refereed journals	2

- Extracts from the publication of research projects 5
- Publications from research grants 10
- Joint research publications with graduate students 7
- Creative works exhibited in international reputable galleries or museums 10
- Awards in international competitions 10
- Creative works exhibited in national reputable galleries or museums 8
- Renowned architectural projects of a recognized value 8
- Reviews of creative works by recognized international critics 6
- Executed creative works such as interior design, landscaping, fashion design, and graphic design 6

b) Teaching

Teaching is given a maximum of **25 points**. A minimum of **20 points** is required for promotion to the rank of *Professor*.

The Faculty of Architecture – *Design and Built Environment* place high emphasis on the value of teaching. Candidates applying for promotion in these areas should submit convincing evidence of competency in teaching as supported by self-assessment, student evaluation, and peer-review.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate’s dossiers including evidence for the number of students advised and mentored. Candidate’s evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items	Points (Maximum)
• Demonstration of competence in teaching	6
• Development of ground-breaking pedagogical methods and materials to encourage students’ self-learning	5
• Development of new methods for delivering the curriculum; course design and curricular development	5
• Student advising of undergraduate and postgraduate students	5
• Supervision of student internship	3

- Development and incorporation of problem-based learning activities and case studies into courses 6
- Usage and development of up-to-date technology-based teaching methods 3
- Receipt of recognition and/ or awards for teaching accomplishments 5
- Participation in teaching-related workshops, seminars and conferences 3
- Interaction with students outside the classroom 3
- Substantial contribution to professional development and training activities related to teaching and education at BAU 3

c) Services

A maximum of **15 points** is assigned for services.

Service is at the essence of the University’s mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates’ disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves the University’s mission and membership in Professional organizations related to the discipline.

The following items are assigned for the evaluation of services:

Service Items	Points (Maximum)
• Participating in activities funded by national and international bodies	3
• Membership and participation in departmental, faculty, or university committees	4
• Offering consultation and other services in the discipline to serve the community	4
• Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university	5
• Participation in civic activities with non-governmental organizations	4
• Memberships and strong roles in Professional organizations	4
• Support to student organizations or campus activities	4
• Participation in projects supported by BAU	4
• Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production	4
• Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact	4
• Engagement with mass media and social media	3
• Active role of engagement with local and international partners of BAU	4

V- Guidelines for Promotion of Academic Staff in the Faculty of Medicine

The academic staff members of the Faculty of Medicine at BAU are divided into three tracks: academic track, clinical track, and research track.

A. Academic Track

This track applies for individuals in basic medical sciences. Candidates in this track should be graduates from the Faculty of Medicine at Beirut Arab University or any other well-known university. They should participate in teaching medical students in addition to their contribution to scientific research at BAU and services to the University, the Faculty, the Community, and the Profession.

Promotion at the academic track is divided into the following ranks:

1. Promotion from the Rank of *Lecturer* to *Senior Lecturer* (Academic Track)

Candidates for promotion to the rank of *Senior Lecturer* should have spent a minimum of **one year** at the rank of *Lecturer* in the Faculty of Medicine at Beirut Arab University. Additionally, they should have obtained their Master's degree in one of the basic medical sciences.

2. Promotion from the Rank of *Senior Lecturer* to *Assistant Professor* (Academic Track)

Candidates who apply for this rank should fulfill the requirements for *Senior Lecturer*. Additionally, they should have spent a minimum of **three years** at the rank of *Senior Lecturer* in the Faculty of Medicine at Beirut Arab University and have obtained their Ph.D. degree in one of the basic medical sciences.

3. Promotion from the Rank of *Assistant Professor* to *Associate Professor* (Academic Track)

Candidates who apply for this rank should fulfill the requirements for *Assistant Professor*. They should have spent a minimum of **five years** at the rank of *Assistant Professor* in the Faculty of Medicine at Beirut Arab University. Additionally, they should carry out **six publications** in high ranked journals and conferences... and should be the main author in all of them. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

Promotion to the rank of *Associate Professor* at the Faculty of Medicine is based upon the candidate's demonstration of excellence in the following areas:

- High recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Distinction in teaching medical students including the development of new educational methods, technologies, material, and approaches in education at BAU;
- Significant contribution in services to the University, the Faculty, the Profession, and the Community.

Research activities for *Associate Professor* in the academic track is given a maximum of **50 points**, teaching is given a maximum of **30 points**, and services are given a maximum of **20 points**.

a) Research Activities

Research in this track is given a maximum of **50 points**. A minimum of **35 points** is required for promotion to the rank of *Associate Professor*.

Academic staff at the Faculty of Medicine are expected to perform research that adds value to their fields and enhances their knowledge and performance in their Professions.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking.

For promotion to the rank of *Associate Professor* in the Academic Track, candidates should carry out **six publications** in high ranked journals and conferences... and should be the main author in all of them. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work.

Research includes a wide system of observation, measurement, and comparison. Candidates at the Faculty of Medicine applying for promotion to the rank of *Associate Professor* should engage in research that advances their Profession. Evidence of research achievements at the Faculty of Medicine includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion at the Faculty of Medicine.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion at the Faculty of Medicine.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

b) Teaching

Teaching in this track is given a maximum of **30 points**. A minimum of **21 points** is required for promotion to the rank of *Associate Professor*.

Since teaching quality is a distinctive aspect of BAU, candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and evaluation methods and knowledge and implementation of modern technological innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

- Demonstration of competence in teaching
- Development of ground-breaking pedagogical methods and materials to encourage students' self-learning
- Development of new methods for delivering the curriculum; course design and curricular development
- Student advising of undergraduate and postgraduate students
- Supervision of student internship
- Development and incorporation of problem-based learning activities and case studies into courses
- Usage and development of up-to-date technology-based teaching methods
- Receipt of recognition and/ or awards for teaching accomplishments
- Participation in teaching-related workshops, seminars and conferences
- Interaction with students outside the classroom
- Substantial contribution to professional development and training activities related to teaching and education at BAU

c) Services

Services in this track are given a maximum of **20 points**.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

Additionally, academic staff at the Faculty of Medicine may engage in services related to their fields including affiliation with hospitals and scientific societies , performing clinical services at BAU, and participating in medical conveys.

The following items are assigned for the evaluation of services:

Service Items:

- Participating in activities funded by national and international bodies
- Membership and participation in departmental, faculty, or university committees
- Offering consultation and other services in the discipline to serve the community
- Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university

- Participation in civic activities with non-governmental organizations
- Memberships and strong roles in Professional organizations
- Support to student organizations or campus activities
- Participation in projects supported by BAU
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact
- Engagement with mass media and social media
- Active role of engagement with local and international partners of BAU

4. Promotion from the Rank of Associate Professor to Professor (Academic Track)

Candidates at this rank should meet the criteria for *Associate Professor*. They should have spent a minimum of **six years** at the rank of *Associate Professor* at the Faculty of Medicine in Beirut Arab University. Additionally, they should carry out **ten publications** in high ranked journals and conferences... etc. Candidates should be the main author in all of them. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

Promotion to the rank of *Professor* at the Faculty of Medicine is based upon the candidate's demonstration of excellence in the following areas:

- Exceptional recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Outstanding performance in teaching medical students including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Substantial contribution in services to the University, the Faculty, the Profession, and the Community.

Research activities for *Professor* in the academic track is given a maximum of **60 points**, teaching is given a maximum of **25 points**, and services are given a maximum of **15 points**.

a) Research Activities

Research in this track is given a maximum of **60 points**. A minimum of **48 points** is required for promotion to the rank of *Professor*.

Academic staff at the Faculty of Medicine are expected to perform research that adds value to their fields and enhances their knowledge and performance in their Professions.

For promotion to the rank of *Professor* in the Academic Track, candidates should carry out **ten publications** in high ranked journals and conferences... and should be the main author in all of them. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work.

Research includes a wide system of observation, measurement, and comparison. Candidates at the Faculty of Medicine applying for promotion to the rank of *Professor* should engage in research that advances their Profession. Evidence of research achievements at the Faculty of Medicine includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion at the Faculty of Medicine.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion at the Faculty of Medicine.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

b) Teaching

Teaching in this track is given a maximum of **25 points**. A minimum of **20 points** is required for the promotion to the rank of *Professor*.

Since teaching quality is a distinctive aspect of BAU, candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and evaluation methods and knowledge and implementation of modern technological innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items

- Demonstration of competence in teaching
- Development of ground-breaking pedagogical methods and materials to encourage students' self-learning
- Development of new methods for delivering the curriculum; course design and curricular development
- Student advising of undergraduate and postgraduate students
- Supervision of student internship
- Development and incorporation of problem-based learning activities and case studies into courses
- Usage and development of up-to-date technology-based teaching methods
- Receipt of recognition and/ or awards for teaching accomplishments
- Participation in teaching-related workshops, seminars and conferences
- Interaction with students outside the classroom
- Substantial contribution to professional development and training activities related to teaching and education at BAU

c) Services

Services in this track are given a maximum of **15 points**.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

Additionally, academic staff at the Faculty of Medicine may engage in services related to their fields including affiliation with hospitals and scientific societies , performing clinical services at BAU, and participating in medical conveys.

The following items are assigned for the evaluation of services:

Service Items

- Participating in activities funded by national and international bodies
- Membership and participation in departmental, faculty, or university committees
- Offering consultation and other services in the discipline to serve the community
- Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university
- Participation in civic activities with non-governmental organizations
- Memberships and strong roles in Professional organizations
- Support to student organizations or campus activities
- Participation in projects supported by BAU
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact
- Engagement with mass media and social media
- Active role of engagement with local and international partners of BAU

B. Clinical Track

This track applies for individuals teaching in the clinical medical sciences and is used for academic staff members primarily involved in patient care, teaching, and service. Academic Staff members appointed at the clinical track should be graduates from the Faculty of Medicine at BAU or any other well-known university. Appointees are expected to engage in teaching of medical students of Faculty of Medicine, at hospitals and the University. In addition, they are expected to perform research pertaining to their Profession. They are also expected to perform clinical work in the health care center at the Faculty of Medicine and in hospitals.

Promotion at the clinical track is divided into the following ranks:

1. Promotion from the Rank of *Lecturer* to *Senior Lecturer* (Clinical Track)

Candidates to the rank of *Senior Lecturer* should have spent a minimum of **one year** at the rank of *Lecturer* at the Faculty of Medicine at Beirut Arab University. Additionally, they should have obtained their Master's degree in one of the clinical specialties. Candidates who have not obtained their Master's degree should have obtained fellowship or any other internationally recognized certificate (e.g. Arab or American Board).

2. Promotion from the Rank of *Senior Lecturer* to *Assistant Professor* (Clinical Track)

Candidates who apply for this rank should fulfill the requirements for *Senior Lecturer*. They should have spent a minimum of **three years** at the rank of *Senior Lecturer* in the Faculty of Medicine at Beirut Arab University. Additionally, they should have obtained their Ph.D. degree in any of the clinical specialties.

Candidates who do not have a Ph.D. degree should perform **five publications** in high ranked journals and conferences... etc. Candidates should be the main author in all of them. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

3. Promotion from the Rank of *Assistant Professor* to *Associate Professor* (Clinical Track)

Candidates who apply for this rank should fulfill the requirements for *Assistant Professor*. They should have spent a minimum of **five years** at the rank of *Assistant Professor* in the Faculty of Medicine at Beirut Arab University.

Candidates who hold a Ph.D. degree should carry out **six publications** in high ranked journals and conferences... etc. Candidates who do not have a Ph.D. degree should carry out **eight publications** in high ranked journals and conferences... etc. Candidates should be the main author in all. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

Promotion to the rank of *Associate Professor* at the Faculty of Medicine is based upon the candidate's demonstration of excellence in the following areas:

- High recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Distinction in teaching of medical students at the Faculty of Medicine at hospitals and University including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Significant contribution in services to the University, the Faculty, the Profession, and the community including clinical work in the healthcare center at the Faculty of Medicine and in hospitals.

Research activities for *Associate Professor* in the clinical track is given a maximum of **50 points**, teaching is given a maximum of **30 points**, and services are given a maximum of **20 points**.

a) Research Activities

Research in this track is given a maximum of **50 points**. A minimum of **35 points** is required for promotion to the rank of *Associate Professor*.

Academic staff at the Faculty of Medicine are expected to perform research that adds value to their fields and enhances their knowledge and performance in their Professions.

For promotion to the rank of *Associate Professor* in the Clinical Track, candidates who hold a Ph.D. degree should carry out **six publications** in high ranked journals and conferences... etc. Candidates who do not have a Ph.D. degree should carry out **eight publications** in high ranked journals and

conferences... etc. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work.

Research includes a wide system of observation, measurement, and comparison. Candidates at the Faculty of Medicine applying for promotion to the rank of *Associate Professor* should engage in research that advances their Profession. Evidence of research achievements at the Faculty of Medicine includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion at the Faculty of Medicine.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion at the Faculty of Medicine.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

b) Teaching

Teaching is given a maximum of **30 points**. A minimum of **21 points** is required for promotion to the rank of *Associate Professor*.

Since teaching quality is a distinctive aspect of BAU, Candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and evaluation methods and knowledge and implementation of modern technological innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items

- Demonstration of competence in teaching
- Development of ground-breaking pedagogical methods and materials to encourage students' self-learning
- Development of new methods for delivering the curriculum; course design and curricular development
- Student advising of undergraduate and postgraduate students
- Supervision of student internship
- Development and incorporation of problem-based learning activities and case studies into courses
- Usage and development of up-to-date technology-based teaching methods
- Receipt of recognition and/ or awards for teaching accomplishments
- Participation in teaching-related workshops, seminars and conferences
- Interaction with students outside the classroom
- Substantial contribution to professional development and training activities related to teaching and education at BAU

c) Services

A maximum of **20 points** is assigned for services.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, Candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

Additionally, academic staff at the Faculty of Medicine may engage in services related to their fields including affiliation with hospitals and scientific societies, performing clinical services at BAU, and participating in medical conveys.

The following items are assigned for the evaluation of services:

Service Items

- Participating in activities funded by national and international bodies
- Membership and participation in departmental, faculty, or university committees
- Offering consultation and other services in the discipline to serve the community
- Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university
- Participation in civic activities with non-governmental organizations
- Memberships and strong roles in Professional organizations
- Support to student organizations or campus activities
- Participation in projects supported by BAU
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact
- Engagement with mass media and social media
- Active role of engagement with local and international partners of BAU

4. Promotion from the Rank of Associate Professor to Professor (Clinical Track)

Candidates who apply for this rank should fulfill the requirements for *Associate Professor*. They should have spent a minimum of **six years** at the rank of *Associate Professor* in the Faculty of Medicine at Beirut Arab University.

Candidates who hold a Ph.D. degree should carry out **nine publications** in high ranked journals. Candidates who do not have a Ph.D. degree should carry out **twelve publications** in high ranked journals. Candidates should be the main author in all. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

Promotion to the rank of *Professor* at the Faculty of Medicine is based upon the candidate's demonstration of excellence in the following areas:

- Exceptional recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Outstanding performance in teaching medical students including the use of up-to-date methods, technology, material, and approaches in education at BAU;
- Substantial contribution in services to the University, the Faculty, the Profession, and the Community.

Research activities for *Professor* in the clinical track is given a maximum of **60 points**, teaching is given a maximum of **25 points**, and services are given a maximum of **15 points**.

a) Research Activities

Research at this track is given a maximum of **60 points**. A minimum of **48 points** is required for promotion to the rank of *Professor*.

Academic staff at the Faculty of Medicine are required to perform research that adds value to their fields and enhances their knowledge and performance in their Professions.

For promotion to the rank of *Professor* in the Clinical Track, candidates who hold a Ph.D. degree should carry out **nine publications** in high ranked journals and conferences... etc. Candidates who do not have a Ph.D. degree should carry out **twelve publications** in high ranked journals and conferences... etc. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work.

Research includes a wide system of observation, measurement, and comparison. Candidates at the Faculty of Medicine applying for promotion to the rank of *Professor* should engage in research that advances their Profession. Evidence of research achievements at the Faculty of Medicine includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion at the Faculty of Medicine.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion at the Faculty of Medicine.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

b) Teaching

Teaching is given a maximum of **25 points**. A minimum of **20 points** is required for the promotion to the rank of *Professor*.

Since teaching quality is a distinctive aspect of BAU, Candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and evaluation methods and knowledge and implementation of modern technological innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items

- Demonstration of competence in teaching
- Development of ground-breaking pedagogical methods and materials to encourage students' self-learning
- Development of new methods for delivering the curriculum; course design and curricular development
- Student advising of undergraduate and postgraduate students
- Supervision of student internship
- Development and incorporation of problem-based learning activities and case studies into courses
- Usage and development of up-to-date technology-based teaching methods
- Receipt of recognition and/ or awards for teaching accomplishments
- Participation in teaching-related workshops, seminars and conferences
- Interaction with students outside the classroom
- Substantial contribution to professional development and training activities related to teaching and education at BAU

c) Services

A maximum of **15 points** is assigned for services.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, Candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

Additionally, academic staff at the Faculty of Medicine may engage in services related to their fields including affiliation with hospitals and scientific societies , performing clinical services at BAU, and participating in medical conveys.

The following items are assigned for the evaluation of services:

Service Items

- Participating in activities funded by national and international bodies
- Membership and participation in departmental, faculty, or university committees
- Offering consultation and other services in the discipline to serve the community
- Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university
- Participation in civic activities with non-governmental organizations
- Memberships and strong roles in Professional organizations
- Support to student organizations or campus activities
- Participation in projects supported by BAU
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact
- Engagement with mass media and social media
- Active role of engagement with local and international partners of BAU

C. Research Track

This track applies for individuals who show distinction in the field of research. Candidates in this track must not necessarily be graduates from the Faculty of Medicine. Candidates are selected based on their expected contributions in the vision and mission of research in the Faculty of Medicine at BAU. Additionally, candidates should support research at BAU using extramural sources and are expected to perform teaching to students at the basic levels.

Candidates who hold a Ph.D. degree are initially appointed at the rank of *Assistant Professor* at the research track.

Promotion at the research track is divided into the following ranks:

1. Promotion from the Rank of *Assistant Professor* to *Associate Professor* (Research Track)

Candidates who apply for this rank should fulfill the requirements for *Assistant Professor*.

They should have spent a minimum of **five years** at the rank of *Assistant Professor* in the Faculty of Medicine at Beirut Arab University. Candidates should carry out **ten publications** in high ranked journals and conferences... and should be the main author in all. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

Promotion to the rank of *Associate Professor* at the research track in the Faculty of Medicine is based upon the candidate's demonstration of excellence in the following areas:

- High recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Significant contribution in services to the University, the Faculty, the Profession, and the Community.

Research activities in the research track is given a maximum of **70 points**, teaching is given a maximum of **20 points**, and services are given a maximum of **10 points**.

a) Research Activities

Research at the research track is given a maximum of **70 points**. A minimum of **49 points** is required for promotion to the rank of *Associate Professor*.

Academic staff at the Faculty of Medicine are required to perform research that adds value to their fields and enhances their knowledge and performance in their Professions.

For promotion to the rank of *Associate Professor* in the Research Track, candidates should carry out **ten publications** in high ranked journals and conferences... etc. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work.

Research includes a wide system of observation, measurement, and comparison. Candidates at the Faculty of Medicine applying for promotion to the rank of *Associate Professor* should engage in research that advances their Profession. Evidence of research achievements at the Faculty of Medicine includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion at the Faculty of Medicine.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion at the Faculty of Medicine.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

b) Teaching

Teaching is given a maximum of **20 points**. A minimum of **14 points** is required for the promotion to the rank of *Associate Professor*.

Since teaching quality is a distinctive aspect of BAU, Candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and evaluation methods and knowledge and implementation of modern technological innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items

- Demonstration of competence in teaching
- Development of ground-breaking pedagogical methods and materials to encourage students' self-learning
- Development of new methods for delivering the curriculum; course design and curricular development
- Student advising of undergraduate and postgraduate students
- Supervision of student internship
- Development and incorporation of problem-based learning activities and case studies into courses
- Usage and development of up-to-date technology-based teaching methods
- Receipt of recognition and/ or awards for teaching accomplishments
- Participation in teaching-related workshops, seminars and conferences
- Interaction with students outside the classroom
- Substantial contribution to professional development and training activities related to teaching and education at BAU

c) Services

A maximum of **10 points** is assigned for services.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, Candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

The following items are assigned for the evaluation of services:

Service Items

- Participating in activities funded by national and international bodies
- Membership and participation in departmental, faculty, or university committees
- Offering consultation and other services in the discipline to serve the community
- Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university
- Participation in civic activities with non-governmental organizations
- Memberships and strong roles in Professional organizations
- Support to student organizations or campus activities
- Participation in projects supported by BAU
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact
- Engagement with mass media and social media
- Active role of engagement with local and international partners of BAU

2. Promotion from the Rank of Associate Professor to Professor (Research Track)

Candidates who apply for this rank should fulfill the requirements for *Associate Professor*.

They should have spent a minimum of **six years** at the rank of *Associate Professor* in the Faculty of Medicine at Beirut Arab University. Candidates should carry out **sixteen publications** in high ranked journals, conferences, and publications... etc. and should be the main author in all. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

Promotion to the rank of *Professor* at the research track in the Faculty of Medicine is based upon the candidate's demonstration of excellence in the following areas:

- Exceptional recognition of the candidate's research in his/ her core specialty for its extent and contributions to the discipline;
- Substantial contribution in services to the University, the Faculty, the Profession, and the Community.

Research activities in the research track is given a maximum of **70 points**, teaching is given a maximum of **20 points**, and services are given a maximum of **10 points**.

a) Research Activities

Research at this track is given a maximum of **70 points**. A minimum of **56 points** is required for the promotion to the rank of *Professor*.

Academic staff at the Faculty of Medicine are required to perform research that adds value to their fields and enhances their knowledge and performance in their Professions.

For promotion to the rank of *Professor* in the Research Track, candidates should carry out **sixteen publications** in high ranked journals and conferences... etc. To be eligible for promotion, candidates should obtain a minimum of **70%** in the total assessment of each publication.

The quality of candidates' research is peer reviewed by external referees when necessary. Journals should have a website, be indexed, and have a high acceptance rate. Additionally, research presented and published in conferences is evaluated according to the conference's international ranking.

The quality of journals is assessed based on the following items:

- Journal impact factor;
- Journal specialization;
- Citation counts.

For research with multiple authors, 30% of the evaluation of each research is given to the number of authors according to the following factors:

Number of Authors	Factor
1	1
2	0.9
3	0.8
4	0.7
>4	0.6

Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work.

Research includes a wide system of observation, measurement, and comparison. Candidates at the Faculty of Medicine applying for promotion to the rank of *Professor* should engage in research that advances their Profession. Evidence of research achievements at the Faculty of Medicine includes:

- **Publications:** The quality, consistency, and quantity of publications are factors that shall be counted for promotion at the Faculty of Medicine.
- **Support of Research:** Grants obtained as a principal investigator are particularly significant for obtaining promotion at the Faculty of Medicine.

The following items are used in the evaluation of research activities:

Research Items

- Academic books
- Chapters in books
- Full papers published in international refereed journals
- Full papers presented and published in the proceedings of international refereed conferences
- Publications from research grants
- Joint research publications with graduate students

b) Teaching

Teaching is given a maximum of **20 points**. A minimum of **16 points** is required for the promotion to the rank of *Professor*.

Since teaching quality is a distinctive aspect of BAU, Candidates applying for promotion must demonstrate excellence in teaching and mastery of given course subjects, including awareness and implementation of up-to-date teaching and evaluation methods and knowledge and implementation of modern technological innovations used in education.

Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.

Academic staff members must insure that students perform at their best inside and outside the classroom. This is achieved through effective advising, which is essential for both learning and retention of students at the University.

Advising may be embodied in assisting students to select their courses, serving as advisors at department, and mentoring and assisting learners in off-campus educational programs.

Advising must be properly documented in the candidate's dossiers including evidence for the number of students advised and mentored. Candidate's evaluation in teaching shall take into consideration the creativity, innovation, and effectiveness in performance of advising.

The following items are assigned for the evaluation of teaching:

Teaching Items

- Demonstration of competence in teaching
- Development of ground-breaking pedagogical methods and materials to encourage students' self-learning
- Development of new methods for delivering the curriculum; course design and curricular development
- Student advising of undergraduate and postgraduate students
- Supervision of student internship
- Development and incorporation of problem-based learning activities and case studies into courses
- Usage and development of up-to-date technology-based teaching methods
- Receipt of recognition and/ or awards for teaching accomplishments
- Participation in teaching-related workshops, seminars and conferences
- Interaction with students outside the classroom
- Substantial contribution to professional development and training activities related to teaching and education at BAU

c) Services

A maximum of **10 points** is assigned for services.

Service is at the essence of BAU's mission, vision, and values. Therefore, it is justified that the University places the accountability of service on its academic staff who perform a wide range of services necessary for maintaining quality standards in the University and its various programs.

Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.

Services are embodied in memberships of University, Faculty, and Department committees and boards and services offered to students and programs, candidates' disciplines, and the wider community. They may include, but are not limited to participating in civic activities with non-governmental organizations, volunteering at the national and regional levels as serves BAU's mission, and membership in Professional organizations related to the discipline.

The following items are assigned for the evaluation of services:

Service Items

- Participating in activities funded by national and international bodies
- Membership and participation in departmental, faculty, or university committees
- Offering consultation and other services in the discipline to serve the community

- Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university
- Participation in civic activities with non-governmental organizations
- Memberships and strong roles in Professional organizations
- Support to student organizations or campus activities
- Participation in projects supported by BAU
- Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production
- Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact
- Engagement with mass media and social media
- Active role of engagement with local and international partners of BAU

VI- Dossier Preparation Guidelines

Since promotion decisions are taken after careful review and evaluation of the achievements of academic staff as evident from their dossiers, it is the responsibility of the candidate to insure that all necessary documents reflecting their achievements in research, teaching, services, and related activities are enclosed within these dossiers. Academic staff may seek advice from the Dean of their Faculty regarding the content of the dossier and other concerns. Candidates should make sure that dossiers are complete before submission to the Promotion Committee. Incomplete, missing, or improperly formatted dossiers will be returned to the candidates for resubmission.

The candidate considered for promotion must include a comprehensive description of his/ her activities. It is the candidate's responsibility to assemble the information and deliver it with supporting information to his/ her Faculty Dean.

The candidate's dossier should include the following, in order (5 printed copies and 1 digital copy):

A. Promotion Application (Template 2)

B. Curriculum vitae:

The candidate's CV should include the following items:

1. Full name and basic personal data
2. Passport size photograph
3. Contact information
4. Education: degrees, discipline, academic institutions and date of attainment of each degree
5. Department and research area of the Ph.D., the title of the thesis, and the name of the advisor
6. List of research works published in reverse chronological order
7. All former positions with dates
8. Current position at BAU
9. Recognition, awards, Professional certifications, membership in societies... etc.

It is very important that the CV be set out according to the published guidelines of Europass found at <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>.

Please follow the prescribed format, showing any deviations related to your discipline. Avoid lengthy appendices. Only mention research works published or accepted for publication.

C. Research activities:

1. **Research statement:** Candidates should submit a report, not more than two pages in length, to highlight their accomplishments, expanding upon the broader intellectual significance and contribution of their scholarship, research, or other creative work and indicating the direction of future work. Additionally, candidates should clearly specify their contribution(s) in collaborative research.
2. **List of research works (Template 1 – Appendix 1):** research entries should be listed in reverse chronological order. Entries may include, but are not limited, to the following:

- a) Academic books
 - b) Chapters in books
 - c) Edited books
 - d) Papers fully reviewed prior to publication that have appeared in high ranked scientific journals and/ or conference proceedings
 - e) Papers in symposium or conference proceedings accepted on the basis of submission and/ or review of an abstract
 - f) Sections or chapters in an edited monograph or similar volume
 - g) Published abstracts, discussions, or reviews written by the candidate
 - h) Other writings such as project reports, papers published or distributed without critical review, letters to the editor, editorials, and so on
 - i) Patents
3. **Summary of research works (Template 1 – Appendix 2)** in reverse chronological order as mentioned according to Template 1 – Appendix 1.
 4. **List of Grants:** Candidates should identify any grants awarded to them by title, funding source, and the period and amount of support. Information about received grants should be in reverse chronological order. Items under this entry may include:
 - Grants with the candidate as a principal investigator
 - Grants with the candidate as a co-principal investigator
 - Grants with the candidate as an Academic Staff Associate

D. Teaching:

1. **Teaching Statement:** Candidates should submit an up-to-date report in teaching and educational objectives, no more than two pages in length, in which they reflect on the distinctive sides of their teaching career three years back, role as a mentor to graduate or undergraduate students, curricular innovations, special efforts to support students with projects or oral presentations, and incorporating research into pedagogy... etc.
2. **Evidence for Teaching:** The candidate should mention the following items, where applicable:
 - a) A chronological list of courses (in reverse chronological order) for three years back taught each semester at BAU. This list should include the number of students, dates, and student overall score average and instructor ratings.
 - b) Course outlines for the past three years.
 - c) Student course evaluation
 - d) Evidence for the development of teaching and/ or learning aids such as books, videos, computer assisted learning materials... etc.
 - e) Evidence of attendance in education-related workshops, conferences, and seminars.
 - f) Recognition and awards for teaching or advising effectiveness.
 - g) Supervised student projects and theses/ dissertations:
 - Undergraduate projects
 - Postgraduate theses and dissertations
 - Summer training/ internship

- h) Participation in M.Sc./MA, and Ph.D. student theses and dissertations as a committee chairman or member.
- i) Evidence of course, curriculum, and program development initiatives
- j) Evidence of teaching at clinical sites when applicable

E. Services:

1. **Service statement:** Candidates should submit a report of no more than two pages outlining their accomplishments with regard to services to the University, community, and their Profession.
2. **Evidence of Services:** Candidates should submit evidence of service including:
 - a) Seminars, talks, and other presentations given without publication
 - b) Government, committees, civic appointments, and board memberships
 - c) Membership and activities in Professional societies, and associations
 - d) Editorial roles on Professional publications
 - e) Awards and prizes for services
 - f) Volunteer work
 - g) Medical convoys
 - h) Others

VII- Templates and Appendices

A. Promotion Application

1. List of Research Works
2. Summary of Research Works

B. Letter for External Referees

C. Publication Assessment

1. Publication Assessment Form

D. Research Assessment

E. Teaching Assessment

F. Service Assessment

G. Final Assessment

1. Final Assessment for the Research Track at the Faculty of Medicine

**Template 1
Promotion Application**

Candidate's Name: _____
Last
Middle
First

Faculty: _____ Department: _____
 Core Specialty: _____

Academic title applied for (*Associate Professor/ Professor*):

Application Attachments:

The candidate shall submit five printed copies (one of which is an original copy) of the dossier and one digital copy. Each copy should include the following items:

- 1- Detailed and updated Curriculum Vitae of the candidate including a colored personal photo.
- 2- Research activities, including a research statement, a list of research works according to Template 1 – Appendix 1, and a summary for each research work according to Template 1 – Appendix 2 (see *Dossier Preparation Guidelines*).
- 3- A teaching statement and supporting evidence for teaching.
- 4- A service statement and supporting evidence for services.
- 5- Copies of the Master's dissertation and Ph.D. thesis of the candidate.

Application Submission Date:
 / /

Name: _____
 Signature: _____

Dean's Signature

Date of Approval by the Faculty Dean
 / /

Notes:

1. This template should be filled by the candidate.
2. The candidate's dossier should be reviewed by the Faculty Dean or by an authorized representative from the candidate's specialty for fulfillment of promotion guidelines before submitting it to the President.

**Template 1 - Appendix 1
List of Research Works**

#	Research Work Title	Specialty	Type (publication, book, architectural project...etc.)	Publisher, place of publication (journal, conference...) and date of publication	Role of the candidate in the research work (main, single or joint including the number of participants)	Journal Rank
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

Note: This template should be filled by the candidate.

Template 1- Appendix 2
Summary of Research Works
(A separate template should be used for each research)

Research Work Title: _____

Core Specialty: _____

Place of Publication (national or international including the publishing country):

Publisher (scientific journal, scientific conference, book, architectural project...etc.):

Publication date:

Scientific journal classification (Q1, Q2, Q3, Q4):

Scientific conference classification (A or B):

Number of participants, in case of joint publication, and the role of the candidate:

Research Summary (15 - 20 lines):

Note: This template should be filled by the candidate.

Template 2
Letter for External Referees

Dear Dr./ Prof. [...]

You have been selected as an external referee to evaluate the publications of Dr. [...] for promotion to the rank of [...] in the Faculty of [...], the Department of [...] at Beirut Arab University (BAU).

BAU is a University that is committed to offer outstanding educational programs and provide an embracing environment for academic creativity and the development of leadership skills, instilling the concept of social responsibility, while respecting diversity and multicultural understanding.

Therefore, you are kindly asked to evaluate the research performance of Dr. [...] according to the attached forms.

Your prompt response before the deadline on [...] is highly appreciated. We thank you in advance for your assistance.

Best regards,

Chair of the Promotion Committee

Address

Email

Note: Template is sent by the Promotion Committee.

Template 3
Publication Assessment

1. Publication title: _____

2. Core Specialty: _____

2. Participants in the publication, publisher, publication place and date:

3. Summary explaining the conclusion, evaluation, and final decision of the publication:

Referee's Name:

Place of Employment:

Signature:

Date: / /

Note: This template should be filled by external referees (an individual application form is used for each publication by each external referee).

**Template 3 - Appendix 1
Publication Assessment Form**

Assessment Criteria	Marks	Publication Number																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1. Idea	40																		
2. Methodology	30																		
3. Research Outcomes	30																		
Total Marks	100																		

General Opinion

External referee's Name:

Place of Employment:

Signature:

Date: / /

Note: This template should be filled by the external referee (an individual template is given for each referee).

**Template 4
Research Assessment**

Candidate's Name:

Core Specialty:

Academic Title to be Awarded (*Associate Professor/ Professor*):

Publication #	Publication Grades as Given by External Referees			Average Points per Publication	Publication Assessment (70%)	Number of Authors (30%)	Earned Points
	1 st Referee	2 nd Referee	3 rd Referee				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Note: This template should be filled by the Promotion Committee.

Template 5 Teaching Assessment		
Evaluation Items	Points (Maximum)	Earned points
a) Demonstration of competence in teaching	6	
b) Development of ground-breaking pedagogical methods and materials to encourage students' self-learning	5	
c) Development of new methods for delivering the curriculum; course design and curricular development	5	
d) Student advising of undergraduate and postgraduate students	5	
e) Supervision of student internship	3	
f) Development and incorporation of problem-based learning activities and case studies into courses	6	
g) Usage and development of up-to-date technology-based teaching methods	3	
h) Receipt of recognition and/ or awards for teaching accomplishments	5	
i) Participation in teaching-related workshops, seminars and conferences	3	
j) Interaction with students outside the classroom	3	
k) Substantial contribution to professional development and training activities related to teaching and education at BAU	3	
Total		

Notes:

1. This template should be filled by the Promotion Committee.
2. Candidates should submit evidence to support their teaching.

Sample tools for evaluation:

1. Students' course evaluation and remarks;
2. Course files;
3. Course reports and ILOs (Intended Learning Outcomes);
4. Commitment to course schedules and timing;
5. Communication with students and graduates;
6. Peer review and evaluation of Department Head and Dean;
7. Attendance of teaching-related workshops, seminars, and conferences;
8. Receipt of teaching awards.

**Template 6
Service Assessment**

Evaluation Items	Points (Maximum)	Earned Points
a) Participating in activities funded by national and international bodies	3	
b) Membership and participation in departmental, faculty, or university committees	4	
c) Offering consultation and other services in the discipline to serve the community	4	
d) Volunteer work at the national and regional levels to build a stronger relationship between the university and the community and to serve the mission of the university	5	
e) Participation in civic activities with non-governmental organizations	4	
f) Memberships and strong roles in Professional organizations	4	
g) Support to student organizations or campus activities	4	
h) Participation in projects supported by BAU	4	
i) Engagement in collaborative projects outside BAU including public involvement, patient care, and co-production	4	
j) Playing an active role in the development of engagement policies at the University and other organizations and obtaining external funding for engagement and impact	4	
k) Engagement with mass media and social media	3	
Total		

Notes:

1. This template should be filled by the Promotion Committee.
2. Candidates should submit evidence to support their services.

**Template 7 (a)
Final Assessment**

Candidate's Name: _____

Faculty: _____

Department: _____

Academic Title to be Awarded (*Associate Professor/ Professor*): _____

Assessment Criteria	Allocated Points 100 points	Minimum Points	Earned Points
Research Assessment	Maximum of 50 points for <i>Associate Professor</i> Maximum of 60 points for <i>Professor</i>	Minimum of 35 points for <i>Associate Professor</i> Minimum of 48 points for <i>Professor</i>	
Teaching Assessment	Maximum of 30 points for <i>Associate Professor</i> Maximum of 25 points for <i>Professor</i>	Minimum of 21 points for <i>Associate Professor</i> Minimum of 20 points for <i>Professor</i>	
Service Assessment	Maximum of 20 points		
Total	100		
Final Result	Promotion Decision		

For promotion to the rank of *Associate Professor*, candidates should earn a minimum total of **70 points**.

For promotion to the rank of *Professor*, candidates should earn a minimum total of **80 points**.

Promotion Committee Chairman and Members' Signatures:

Faculty Dean to which the candidate belongs: _____

Dean, Academic Development and Quality – Rapporteur: _____

Vice President for Medical Sciences: _____

Vice President For Tripoli Branch Affairs: _____

Committee Chairman: _____

Date: / /

Note: This template should be filled by the Promotion Committee.

Template 7 (b)
Final Assessment for the Research Track at the Faculty of Medicine

Candidate's Name: _____

Faculty: _____

Department: _____

Academic Title to be Awarded (*Associate Professor/ Professor*): _____

Assessment Criteria	Allocated points 100 points	Minimum Points	Earned Points
Research Assessment	Maximum of 70 points	Minimum of 49 points for <i>Associate Professor</i> Minimum of 56 points for <i>Professor</i>	
Teaching Assessment	Maximum of 20 points	Minimum of 14 points for <i>Associate Professor</i> Minimum of 16 points for <i>Professor</i>	
Service Assessment	Maximum of 10 points		
Total	100		
Final Result	Promotion Decision		

For promotion to the rank of *Associate Professor*, candidates should earn a minimum total of **70 points**.

For promotion to the rank of *Professor*, candidates should earn a minimum total of **80 points**.

Promotion Committee Chairman and Members' Signatures:

Faculty Dean to which the candidate belongs: _____

Dean, Academic Development and Quality – Rapporteur: _____

Vice President for Medical Sciences: _____

Vice President For Tripoli Branch Affairs: _____

Committee Chairman: _____

Date: / /

Note: This template should be filled by the Promotion Committee.