



جامعة بيروت العربية
BEIRUT ARAB UNIVERSITY

Academic Staff Promotion

Policies & Procedures

January, 2024

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1. Preamble

Beirut Arab University (BAU) maintains high standards of excellence through the commitment of its academic staff. Academic staff effectively engage in teaching, research and service in fulfilment of the BAU mission and realization of its vision. In considering academic staff members for promotion, a comprehensive assessment of teaching, research and service is conducted. In this regard, originality indicates the clear presentation of evidence-based contributions and new findings based on experimentation, simulation, studies, or other methods. A quantitative system is adopted in the assessment of scholarly work based on clear criteria that comprise publisher reputation, journal and conference rankings, and the journal's impact factor that covers the number of article citations over a timeframe.

In considering academic staff members for promotion, a comprehensive assessment of their teaching is conducted. The assessment is based on demonstration of competence in teaching, assessment and evaluation, course and program development, curricular innovations, mentoring and advising, as well as professional development. Academic staff members are expected to positively influence and actively contribute to the intellectual and academic development of students.

The research assessment includes quality of scholarly work and the establishment of an independent scholarly identity, focus and coherence of research objectives, collaborations, and grant acquisition, to namebut a few. Research publications play a main role in the assessment of research, where they are evaluated according to their originality, quality of content, and contribution to the state-of-the-artknowledge.

A thorough assessment of the academic staff members' participation in service is conducted as part of the promotion process. The assessment includes dynamic and effective engagement in different service activities. Effectiveness is evaluated per contribution significance, impact, and relevance to the emerging needs of the University, society, and the profession. Academic staff members are expected to commit to professional practice, academic honesty, and ethical behavior in accordance with the code of ethics.

2. Policies and Procedures

Policies

2.1. Criteria for Promotion

Academic staff at BAU are promoted to the rank of Associate Professor and Professor according to their qualifications and experience. The promotion process is based on a thorough evaluation of the teaching, research and service activities of the candidate. BAU adopts an objective, transparent, and a fair promotion procedure. The number of points per criteria is summarized as follows:

Promotion to the rank of *Professor* and *Associate Professor*:

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

2.2. Promotion Committee

The promotion committee assumes an administrative function by evaluating the candidate's dossier and ensuring the submission of all essential documents, as well as verifying the candidate's eligibility for promotion. Collaborating with the Dean of the pertinent Faculty, the committee is responsible for identifying and selecting three referees specialized in the candidate's field and soliciting their review of the submitted articles

The President of BAU is the Chairperson of the Promotion Committee. The President appoints the committee members as follows:

- The Dean of the Faculty at which the candidate applying for promotion is an academic staff-member, will be invited to the final committee meeting.
- **Five** academic staff members, who have held the rank of Professor for no less than five years, may be appointed by the President in rotation to be active members of the Committee for the renewable duration of two years.
- A secretary from among the members of the committee is appointed.
- The President of BAU appoints an administrative assistant for the committee.

2.3. External Referees

The Promotion Committee selects three external referees and grants them a period of one month to evaluate the publications of the candidate, provided the external referees are of a higher rank than the candidate. The research portfolios of candidates being evaluated for the position of full professor, are reviewed by professors who have held this rank for a minimum of five years. The research portfolios of candidates being evaluated for the position of associate professor are reviewed by professors. External referees are selected by the Promotion Committee according to the candidate's program of affiliation at BAU. The candidate's research evaluation is supported by the publication assessment forms (See Templates 4, 5, and 6).

2.4. Policy on Plagiarism and Misconduct in Research

BAU follows international standards of professional integrity in research. The standards apply to the integrity of analysis and use of research data, as well as the presentation of research results; appropriate and clear attribution of authorship; and appropriate use of research funds. Any intentional falsification, fabrication, or plagiarism in publications, as well as acts of cheating, scientific fraud, dishonesty, or ill-use of work done by others, is subject to disciplinary actions, according to the rules listed in the BAU Bylaws, within the violations section.

Every candidate is to submit an official report obtained from the Director of BAU library indicating the percentage of plagiarism in each of his/her publications.

The maximum permissible percentage of plagiarism should be within 25%, excluding the references (Plagiarism Avoidance Checklist, P. 29).

2.5. Confidentiality

The contents of the promotion dossier and the final promotion decision are confidential until the promotion decision is made by the University Council.

Procedures

2.6. Promotion Application Procedure

The candidate submits the promotion dossier to the dean of his/her faculty. After a thorough review, the respective dean submits the promotion dossier to the President Office. The committee meets every month except for the months of July and August. The Promotion Committee reviews the documents submitted in accordance with the promotion criteria. The Committee recommends the promotion decision to the University Council for final approval.

Candidates can submit their promotion dossier anytime during the academic year.

2.7. Conflict of Interest

To maintain objectivity and confidentiality, external referees should declare any relationship they may have with the candidate, including supervision and other professional relationships.

2.8. 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 is notified of the reason for the promotion denial and provided with information on reapplication.

Candidates who were denied promotion by the University Council may appeal to the President through their respective dean within two weeks from the University Council's decision. Written appeals should include supporting facts. The President has the right to request additional information when needed or deny the appeal. If the appeal was asking for a reassessment of the articles, then the promotion committee may select three new referees specialized in the candidate's field. If the candidate was again denied the promotion, he can reapply for promotion again.

2.9. Reapplication for Promotion

In the case of a negative promotion decision by the University Council, the candidate may reapply for promotion after at least six months from the date of the University Council's decision.

3. Promotion Requirements

3.1. General Requirements

- a. Candidates applying for promotion must hold a PhD degree.
- b. BAU only acknowledges the promotions granted by it, in accordance with its policies and procedures, or the promotions granted by other recognized higher education institutions.
- c. The candidate will be eligible for promotion after spending the following duration since the initial appointment at BAU:
 - A minimum of 5 years: from Assistant Professor to Associate Professor
 - A minimum of 5 years: from Associate Professor to Professor
- d. If a candidate continued to publish new articles but did not apply for a second promotion within a five-year period, he/she can still leverage the impact of their publications for a duration of ten years from the time of the last promotion.
- e. In order to advance to a higher rank, faculty members are required to complete five courses from a designated list of staff development and capacity building courses.
- f. The dean of the respective Faculty reviews the application of the candidate as per the promotion policies. Accordingly, the dean sends the promotion dossier to the President.
- g. The candidate should prepare statements about his/her teaching, research and service aligned with the promotion criteria
- h. The Promotion Committee reviews the promotion dossier, evaluates the candidate's statements, and suggests the referees.

3.2. Journal and Conference Publications

Journal and conference publications submitted for consideration for promotion should be full papers in peer-reviewed indexed journals and/or international peer-reviewed conference proceedings. Publications in reputable online journals are considered for promotion. The papers that the candidate is to submit for promotion should be spread across multiple years and not clustered within a single year. If more than one research paper was published in the same conference proceedings, only one of them is considered for promotion. Abstracts in conferences, posters, and other similar publications are not considered for promotion. The following points are allocated for publications in journals and conference proceedings:

a. Points specified for journals per database:

Journal	Assigned Points
International Peer-reviewed, Specialized, Classified and Indexed Journal in	
Web of Science (JCR) or Scopus (SCImago, SJR)	
Q1	10
Q2	9.5
Q3	8.5
Q4	7.5
Each journal listed in the Web of Science (JCR) or Scopus (SCImago, SJR) and does not show Impact Factor (IF) or belong to a Quartile.	7
A peer-reviewed Journal that was published by a reputable international publisher and is not yet listed in the Web of Science (JCR) or Scopus (SCImago, SJR)	6

Journals published in Arabic language are evaluated per their publisher quality, reputation, impact, and other influencing factors. The evaluation may require external reviewers.

b. Points specified for full papers in conferences:

Conferences are ranked according to the following:

Conferences	Assigned Points
International Conference (published proceedings, the whole research paper reviewed)	6.0
National Specialized Conference (published proceedings, the whole research paper reviewed)	5.0
National Non-Specialized Conference (published proceedings, the whole research paper reviewed)	4.0

3.3. Criteria for Publications Considered for Promotion

- a. All publications considered for promotion should be under the candidate's affiliation to BAU or double affiliation that includes BAU.
- b. The Committee performs a bibliometric research enquiry to determine the quality of publications submitted for promotion. This analysis takes into consideration the article title, author name(s), journal title, year of publication, impact factor, author's position, publication type, number of citations, category name and the quartile.
- c. Only one publication that presents an extension of the candidate's PhD thesis is counted.
- d. The candidate may submit a maximum of two publications as a co-author, derived from the PhD and Master theses of his/her BAU supervisees in joint authorship with the student. The candidate must have been the supervisor since the initial registration of the dissertation or thesis.
- e. Papers with a reviewer score below 60% will be excluded from consideration
- f. The average score of the papers reviewed by an external reviewer should not be less 70% for promotion to the ranks of Associate Professor and Professor.
- g. Publications submitted for promotion must be published during the candidate's current academic rank.
- h. Publications submitted for promotion may also take the form of:
 - International Patents (Assigned points:10)
 - Books in the Candidate's specialty and considered as reference (Assigned points:10)

4. Guidelines for Promotion of Academic Staff Members

Promotion to the rank of Professor or Associate Professor in all Faculties is based upon the demonstration of the following:

- Excellence in teaching including the use of up-to-date methods, technology, evaluation, material, and approaches in education.
- Excellence in research topics related to the candidate's program/department of affiliation for their extent and contributions to the discipline.
- Significant contribution in service to their department, faculty, University, community, and profession.

The candidate should fulfill the following:

- Apply for promotion after a minimum of 5 years in the current rank.
- Achieve a minimum of 70 total points across the categories of Teaching, Research, and Service for promotion from the Rank of Assistant Professor to the Rank of Associate Professor. Attain a minimum of 80 total points in the categories of Teaching, Research, and Service for promotion from the Rank of Associate Professor to the Rank of Professor.
- Submit publications on topics related to his/her program/department of affiliation and published during the current rank.
- Submit a minimum of 5 and a maximum of 8 publications.

Promotion Criteria

a. Research

60 points are assigned for Research. **The minimum passing score in research must not fall below 70% of the assigned points**

In collaborative publications, the candidate should clearly specify his/her role in each publication and the role of each co-author. The allocated points per research work are subject to the following weights according to the role and number of authors:

Author's participation in coauthored publications	Impact Factor of the Author
1. The research is in the specialty of the first or last author, despite the number of the co-authors, who are in the same general specialty, in the publication	1
2. The researcher is a single author in his specialty in the publication	1
3. The number of authors in the same specialty, in the publication, is only two (article number 1 doesn't apply)	0.9
4. The number of authors in the same specialty, in the publication, is three (with no contradiction with article number 1)	0.8
5. The number of authors in the same specialty, in the publication, is four (with no contradiction with article number 1)	0.7
6. The number of authors in the same specialty, in the publication, is five (with no contradiction with article number 1)	0.6
7. The number of authors in the same specialty, in the publication, is six (with no contradiction with article number 1)	0.5

b. **Teaching**

25 points are assigned for Teaching.

The minimum passing score in Teaching must not fall below 60% of the assigned points.

The following activities are assigned for the evaluation of teaching:

Teaching Activities	Points Up to
Efficient use of pedagogical methods and materials to encourage students' self-learning	2.5
Uses new methods for delivering the curriculum	2.5
Participation in course design and curricular development	2.5
Submission of a complete course folder	2.5
Interaction with students during office hours	2.5
Substantial contribution to professional development and training activities related to teaching and education at BAU	2.5
The instructor was organized and well prepared for every class	2.5
The instructor encouraged students to discuss and think critically	2.5
The instructor provided the opportunity to revise and discuss the exam results	2.5
Supervision of PhD and master students	2.5

The candidate can submit the following evidence of teaching:

- A chronological list of courses per semester, in descending order, taught in the last three years at BAU. The list should include the number of students, dates, and overall student score average, as well as instructor ratings per course.
- Outlines of the courses taught over the previous three years.
- Student course evaluations.
- Evidence of the development of teaching aids such as books, videos, computer-assisted learning materials, etc.
- Evidence of attendance of education-related workshops, conferences, and seminars.
- Recognition and awards for teaching or advising effectiveness.
- Supervised student projects and theses/dissertations:
 - Undergraduate projects.
 - Postgraduate theses and dissertations.
 - Training/internship.
- Participation in ME/MS/MA, and PhD dissertation/thesis defenses as a committee chairperson or member.
- Evidence of course, curriculum, and program developments.
- Evidence of teaching at clinical sites when applicable.

c. Services

15 points are assigned for Service.

The minimum passing score in Services must not fall below 60% of the assigned points.

Quality of service is an important aspect of BAU’s mission, vision, and values. Academic staff members perform a wide range of services to the University, community, and profession. Service can be provided through committees, personal initiatives, student activities, outreach to schools, community and public activities, and visibility in media.

Candidates should submit an up-to-date service statement to present their achievements, vision, and plan in no more than two pages. Candidates should present their accomplishments in service to the University, society, and their profession. The candidate should present a description of his/her trajectory of growth including their potential demonstration of developing leadership as recognized at BAU, as well as the national and international levels. The statement should include information relevant to the candidate’s achievements during the current rank and present an action plan of future developments. The candidate should give a presentation, based on the developed statement, in front of the Promotion Committee. The quality of the written statement and the oral presentation is a decisive factor in the promotion decision recommendation made by the Committee.

The following activities are assigned for the evaluation of service:

Service Activities	Points Up to
Offering consultation and other service in the discipline to serve the community	1
Voluntary work at the national, regional and international levels to build a stronger relationship between BAU and the community and to serve BAU’s mission	1
Membership and participation in department, Faculty, or BAU committees	1
Memberships and strong roles in professional organizations	1
Support to student organizations or campus activities	1
Participation in projects supported by BAU	1
Playing an active role in the development of engagement policies at BAU and other organizations and/or obtaining external funding for engagement and impact	5
Engagement with mass media and social media	1
Invited to deliver keynote speeches	1
Memberships in conference organization or technical program committees	1
Member in editorial boards of peer reviewed journals and/or acting as peer reviewer	1

The candidate can submit the following evidence of service:

- Seminars, talks, and other presentations given without publication
- Committee service, civic appointments, and board memberships
- Membership and activities in professional societies and associations
- Various roles with professional publishers (Reviewer, Editor, etc.)
- Awards and prizes for service
- Volunteer work
- Other service

5. Dossier Preparation Guidelines

Since promotion decisions are taken after careful review and evaluation of the achievements of academic staff member as evident from their dossiers, it is the responsibility of the candidate to ensure that all necessary documents, reflecting their achievements in research, teaching, service, 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. Faculty deans should make sure that the dossiers are complete before submission to the Promotion Committee. The candidate must submit a comprehensive description of her/his activities. The candidate's dossier should include the following, sorted in the same order. The candidate should submit two hard copies, including the original, and one digital copy:

5.1. Promotion Application

5.2. Curriculum Vitae

The candidate's CV should include the following:

1. Full name and basic personal data.
2. Passport size photograph.
3. Contact information.
4. Education: degrees, discipline, academic institutions, and date of awarding of degrees.
5. The PhD Thesis title of the thesis, area, name of department, and the name of the advisor(s)
6. List of the research papers published in descending chronological order.
7. All former positions with dates.
8. Current position at BAU.
9. Recognition, awards, professional certifications, membership in societies... etc.

5.3. Teaching

Teaching Statement: Candidates should submit an up-to-date teaching statement to present their achievements, vision, and plan in no more than two pages. Candidates should present their teaching philosophy, achievements in teaching, assessment and evaluation, course and program development, curricular innovations, mentoring and advising, professional development, etc. The candidate should include a description of his/her trajectory of growth including their potential demonstration of developing leadership skills as recognized at the University, as well as at the national and international levels. The statement should include information relevant to the candidate's achievements during the current rank and present an action plan of future developments.

5.4. Research Activities

Research Statement: Candidates should submit an up-to-date research statement to present their achievements, vision, and plan in no more than two pages. Candidates should highlight their accomplishments in the field by expanding upon the broader intellectual significance and contribution of their scholarship. The statement should comprise presenting the candidate's research plans and a description of his/her trajectory of growth including their potential demonstration of developing leadership as recognized at the national and international levels. The statement should include information relevant to the candidate's achievements during the current rank and present an action plan of future developments.

- a. **List of Publications:** Research entries should be listed in descending chronological order.
- b. **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 descending chronological order.

5.5. Services

Service Statement: Candidates should submit an up-to-date service statement to present their achievements, vision, and plan in no more than two pages. Candidates should present their accomplishments in service to the University, society, and their profession. The candidate should present a description of his/her trajectory of growth including their potential demonstration of developing leadership as recognized at the University, as well as at the national and international levels. The statement should include information relevant to the candidate's achievements during the current rank and present an action plan of future developments.

6 Templates

Template 1: Promotion Application

Template 2: List of Publications

Template 3: Letter to External Referees

Template 4: Publications Assessment Form of External Referee

Template 5: Evaluation of Overall Scientific Production by External Referee

Template 6: Summary of Publications Assessment Form

Template 7: Teaching Activities Assessment

Template 8: Service Activities Assessment

Templates 9 Final Assessment

Template 1
Promotion Application (To be filled by the applicant)

I. Candidate's Information							
Name	First						
	Father						
	Last						
Date of Birth	Day/Month/Year						
II. Current Rank							
Associate Professor at	Department						
	Faculty						
	Discipline						
	Field of Specialization						
Date of appointment at BAU	Day/Month/Year						
Date of attaining PhD degree	Day/Month/Year						
III. Academic Qualifications							
PhD Degree in							
	Date	Day		Month		Year	
	Faculty						
	University						
	Country						
MA/MSc Degree in							
	Date	Day		Month		Year	
	Faculty						
	University						
	Country						
BA/BSc Degree in							
	Date	Day		Month		Year	
	Faculty						
	University						
	Country						

IV. List of Overall Academic Activities		
<i>(Evidence thereof to be attached)</i>		
Number of papers published in	Journals	Number #
	Conferences	Number #
Number of published	Books	Number #
	Chapters in books	Number #
Number of PhD Thesis the applicant	Had supervised	Number #
	Is currently supervising	Number #
Number of Master thesis the applicant	Had supervised	Number #
	Is currently supervising	Number #
Membership of editorial boards		Number #
Peer-reviewing		Number #
Number of evaluating	Master Thesis	Number #
	PhD Thesis	Number #
Number of attending	Conferences	Number #
	Seminars	Number #
	Workshops	Number #
Funded research projects	Completed	Number #
	Ongoing	Number #
Awards		Number #
Patents		Number #

V. Research Submitted for Promotion		
1. Research	As a main author	Number #
	As a co-author	Number #
2. Postgraduate Studies	Number #	
3. Additional work	Number #	

VI. Education	
1. Educational Expertise <i>(Since the start of the teaching career until now)</i>	•
	•
2. Innovation in Teaching and Learning	•
	•

VII. Services <i>(Other items may be added)</i>		
1. Department Level	Dept. Council Membership	•
	Academic Development	•
2. Faculty Level	Faculty Council Membership	•
	Committee Membership(s)	•
	Quality Assurance Tasks	•
	Coordination Tasks and Academic Advising	•
	Administrative Tasks	•
3. University Level	Committee Membership(s)	•
	Quality Assurance Tasks	•
4. Professionally	Syndicate's Membership	•
	Colloquium	•
5. Community/ Society	Memberships (Organizations, NGO's...)	•
	Technical, Expert and Consultancy Services	•

N.B.

Along with this application form, the applicant has to submit two copies of the dossier* (See Dossier Preparation guidelines), one of which is the original copy and one digital copy. Each copy should include the following:

1. Detailed and updated Curriculum Vitae (Following *Europass* format)
2. A copy of the Master dissertation
3. A copy of the PhD thesis

4. Research activities submitted for promotion
5. Education and supporting evidence
6. Services and supporting evidence
7. Applicant's statements and his/her future vision regarding Research, Education and Services.

Candidate's Dossier should be reviewed by the **Faculty Dean for fulfillment of promotion guidelines before submission to the University President.*

Template 2
List of Publications

#	Title of the Research Work	Specialty	Publication Info: - Type: Article, book, book chapter... -Publisher Year:	Number of Authors including the Candidate	(Journal Quartile / Conference Class)
				Authorship (Main / Co-author)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Note: This template should be filled by the candidate.

Template 3
Letter to External Referees

Professor [Name] _____

[Title] _____

[University] _____

Dear Dr./ Prof. [...],

[Name], who is an [assistant/associate] professor at [department name], [faculty name], at Beirut Arab University (BAU), Lebanon, is currently under consideration for promotion to the rank of [associate/professor] at the same department. I would like to invite you to review [his/her] publications.

Enclosed, you can find the assessment template for your evaluation of the candidate's publications. In addition, a copy of a recent C.V. of the candidate is attached.

To maintain objectivity, you are kindly requested to declare any potential conflict of interests with the candidate.

Kindly inform us of your acceptance/refusal to review the attached work no later than [...]. Looking forward to hearing from you at your earliest convenience.

Best regards,

President of BAU, Lebanon
Chairperson of the Promotion Committee

Address:

Email:

Note: The letter should be sent by the Promotion Committee.

Template 4

Publications Assessment Form of External referee

Title: _____

Research field of Concentration: _____

Authors: _____

Publisher: _____

Publication place and date: _____

Summary explaining the conclusion, evaluation, and final decision:

Referee Name: _____

Affiliation: _____

Signature: _____

Note: This template should be filled by external referees

نموذج 4
تقييم النشرات البحثية للمحكم الخارجي

العنوان: _____

مجال البحث المركز: _____

المؤلفون: _____

الناشر: _____

مكان النشر وتاريخه: _____

ملخص يوضح الاستنتاج، التقييم، والقرار النهائي:

اسم المحكم الخارجي: _____

الانتماء: _____

التوقيع: _____

ملاحظة: يجب ملء هذا النموذج من قبل المحكمين الخارجيين

Template 5
Evaluation of Overall Scientific Production by External referee

Faculty Member's Name:
 Faculty:

Department:

Evaluation Criteria	Points	Research Number							
		1	2	3	4	5	6	7	8
1- Overall Structure of Scientific Work	10								
2- Accuracy and Clarity of Language Used in Scientific Work	10								
3- Clarity of the Purpose of Scientific Work	15								
4- Methodology Used in Scientific Work and Accuracy of Presentation	15								
5- Documentation and the Inclusiveness and Currency of References	10								
6- Originality and Innovation in Scientific Work	30								
7- Analysis, Depth of Discussion, Soundness of Conclusions, and Applicability of Results	30								
Total Points for Scientific Work	120								
Total Points for Scientific Work = Total Grade for Scientific Work / 10									
Assessment (Comments)									

Note: 1- (Less than 60 points = Weak Scientific Work), (60-69 points = Acceptable Scientific Work), (70-79 points = Good Scientific Work), (80-89 points = Very Good Scientific Work), (90 points or more = Excellent Scientific Work)

Overall: General comments on the overall scientific production of the candidate

Referee Name:

Workplace:

Signature:

Date: / /

نموذج 5

تقييم لمجمل الإنتاج العلمي بواسطة المحكم الخارجي
يستخدم نموذج لكل محكم خارجي

اسم عضو هيئة التدريس:

الكلية:

القسم:

رقم البحث:								الدرجة	عناصر التقييم
8	7	6	5	4	3	2	1		
								10	1- الشكل العام للعمل العلمي
								10	2- سلامة ودقة اللغة المستخدمة في العمل العلمي
								15	3- وضوح الهدف من العمل العلمي
								15	4- المنهجية المستخدمة في العمل العلمي، وطريقة دقة العرض
								10	5- التوثيق ومدى شمولية المراجع وحدائتها
								30	6- الأصالة والابتكار في العمل العلمي
								30	7- التحليل وعمق المناقشة وسلامة الاستنتاجات ومدى قابلية النتائج للتطبيق
								120	مجموع درجات العمل العلمي
									مجموع نقاط العمل العلمي = مجموع درجات العمل العلمي/10
									التقدير (الملاحظات)

ملاحظة: 1- (أقل من 60 درجة = عمل علمي ضعيف)، (60-69 درجة = عمل علمي مقبول)، (70-79 درجة = عمل علمي جيد)، (80-89 درجة = عمل علمي جيد جداً)، (90 درجة فأكثر = عمل علمي ممتاز)
الرأي العام: يتم كتابة الرأي العام في مجمل الإنتاج العلمي للمتقدم:

اسم المحكم الخارجي:

جهة العمل:

التوقيع:

التاريخ: / /

Template 6

Summary of Publications Assessment Form

Candidate's Name (Last, Middle, First):

Faculty:

Department:

Research Field of Concentration:

Publication #	Publications Scores Given by External Referees			Average Score per Publication	Publications Assessment (Points)	Number of Authors	Earned Points
	1st Referee	2nd Referee	3rd Referee				
1							
2							
3							
4							
5							
6							
7							
8							

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

Template 7

Teaching Activities Assessment

Teaching Activities	Points Up to	Earned Points
Efficient use of pedagogical methods and materials to encourage students' self-learning	2.5	
Uses new methods for delivering the curriculum	2.5	
Participation in course design and curricular development	2.5	
Submission of a complete course file	2.5	
Interaction with students during office hours	2.5	
Substantial contribution to professional development and training activities related to teaching and education at BAU	2.5	
The instructor was organized and well prepared for every class	2.5	
The instructor encouraged students to discuss and think critically	2.5	
The instructor provided the opportunity to revise and discuss the exam results	2.5	
Supervision of PhD and master students	2.5	

Notes:

- This template should be filled by the Promotion Committee.
- Candidates should submit evidence to support their teaching experience.
- Candidates should earn minimum points.

Sample tools of evaluation:

- Students' course evaluation and remarks
- Course files
- Course reports and ILOs (Intended Learning Outcomes)
- Commitment to course schedules and timing
- Communication with students and graduates
- Peer review and evaluation of Department Head and Dean
- Attendance of teaching-related workshops, seminars, and conferences
- Receipt of teaching awards

Template 8

Service Activities Assessment

Evaluation of Service Activities	Points Up to	Earned Points
Offering consultation and other service in the discipline to serve the community	1	
Voluntary work at the national, regional and international levels to build a stronger relationship between the University and the community and to serve the mission of the University	1	
Membership and participation in department, Faculty, or University committees	1	
Memberships and strong roles in professional organizations	1	
Support to student organizations or campus activities	1	
Participation in projects supported by BAU	1	
Playing an active role in the development of engagement policies at the University and other organizations and/or obtaining external funding for engagement and impact	5	
Engagement with mass media and social media	1	
Invited to deliver keynote speeches	1	
Memberships in conference organization or technical program committees	1	
Member in editorial boards of peer reviewed journals and/or acting as peer reviewer	1	
Total		

Notes:

- This template should be filled by the Promotion Committee.
- Candidates should submit evidence to support their service.
- Candidates should earn points which are specified to each Faculty.

Template 9
Final Assessment

Candidate's Name (Last, Middle, First):

Faculty:

Department:

Research Field of Concentration:

Target Academic Title (Associate Professor/ Professor):

Assessment Criteria	Allocated Points	Minimum Points	Earned Points
Research Assessment			
Teaching Assessment			
Service Assessment			
Total	100		
Result	Promotion Decision		

Notes:

- 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 Signatures:			
Candidate's Faculty Dean	Dean of Human Sciences	Dean of Engineering	Dean of Medicine
Dean of Dentistry	Dean of Graduate Studies and Research	Committee Chairperson, President	Date

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

Plagiarism Avoidance Checklist		Check
1.	<p>I have appropriately acknowledged the sources of all ideas, tables, diagrams, and illustrations obtained from others.</p> <ul style="list-style-type: none"> • I have given proper credit whenever I referred to or utilized ideas, findings, tables, diagrams, or illustrations from another source. • Ideas considered common knowledge, widely accepted facts, or my own work do not require referencing. 	
2.	<p>When using exact wording from another text, I have enclosed it within quotation marks and provided a complete reference.</p> <ul style="list-style-type: none"> • I have used direct quotations sparingly. • The purpose of using quotations is clear, and they contribute significantly to the development of my own argument. • Longer quotes (exceeding 6 lines) are typically indented and presented as blocked text. 	
3.	<p>When paraphrasing the work of others, I have maintained integrity by using my own words and sentence structure.</p> <ul style="list-style-type: none"> • Despite using my own words, I have acknowledged that the idea originated from someone else and included a reference. 	
4.	<p>I have exercised caution while taking original notes from the readings, distinguishing between exact words (quotations), paraphrasing, and my own ideas.</p> <ul style="list-style-type: none"> • When using the author's exact words, I have enclosed them in quotation marks and provided a reference. 	
5.	<p>I am familiar with the referencing style adopted in my work and have ensured the accuracy and completeness of all references.</p> <ul style="list-style-type: none"> • I have inserted in-text references where necessary and compiled a comprehensive list of all references at the end of my work. 	
6.	<p>I have not engaged in copying or purchasing someone else's work.</p>	
7.	<p>I have refrained from directly copying and pasting from other sources, except in a few instances where I have indicated this by using quotation marks.</p> <ul style="list-style-type: none"> • These instances of direct quotes are appropriately acknowledged 	
8.	<p>Any analysis conducted in my work is my own, except when I have acknowledged it appropriately.</p> <ul style="list-style-type: none"> • I have not outsourced the analysis portion of my work when demonstrating my own analytical skills. 	
9.	<p>1. I have submitted my work to Turnitin to check for any unoriginal content.</p> <ul style="list-style-type: none"> • I have attached a summary of the Turnitin match overview, which indicates the extent of unoriginal content, including directly quoted and acknowledged text. • I understand that Turnitin serves as a guide and does not guarantee the absence of plagiarism. 	
10.	<p>1. I have included a declaration in my work affirming that I have followed the plagiarism rules.</p>	