



جامعة بحري

UNIVERSITY OF BAHRI

## Regulations for the Academic Staff Promotion

لائحة ترقيات أعضاء هيئة التدريس – تعديل 2014

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*University of Bahri - Regulations for the academic staff promotion - 2014*

# University of Bahri

## Regulations for the Academic Staff Promotion

### Definitions:

1. These regulations are named **Academic Staff Promotion Regulations at the University of Bahri**.
2. These regulations are applicable to **full time academic staff members**.
3. Wherever mentioned, the following terms shall have the meaning affixed against each, unless it is stated otherwise:
  - a. **Regulations:** Academic staff promotion regulations.
  - b. **Promotion Committee of the University of Bahri** Promotion committee at the University level.
  - c. **Applicant:** Any College or Centre staff member applying for promotion.
  - d. **Promotion File:** The file submitted by the applicant.
  - e. **Scientific Papers:** The Scientific research that has actually been published in indexed, refereed, distinguished and international journals.
  - f. **Scientific Research Accepted for Publication:** The scientific research sent to a refereed scientific journal and accepted for publication.

#### **4. Functions of the Promotion Committee:**

**The academic staff promotion Committee of the University of Bahri shall have the following functions:**

- 4.1. To receive applications for promotions.
- 4.2. To evaluate such applications.
- 4.3. To recommend to the Vice Chancellor the promotion of a staff member subject to the provisions contained herein.

#### **5. Membership of the Committee:**

- 5.1 The Committee shall consist of the following:
  - a) The Vice Chancellor - Chairperson
  - b) The Deputy Vice Chancellor - Member
  - c) The Principal - Member
  - d) The Academic Secretary - Secretary
  - e) The Dean of the Colleges and the Director of the Centre to which the applicant belongs - Member
  - f) Two senior professors of the University to be appointed by the Vice Chancellor on the basis of their specializations and/or experience in relation to the subject of the applicant for the promotion - Members.
- 5.2 In the absence of the Vice Chancellor, The Deputy Vice Chancellor shall act as Chairperson.
- 5.3 More than one half of the members shall constitute a quorum.
- 5.4 Decisions shall be taken by simple majority.

5.5 The Committee shall meet in January and July every year.

## **6 Methods and Procedures of Application**

- 6.1 A member of the academic staff desiring to be promoted must submit a written application to the Chairperson of the Promotion Committee according to the format prescribed in the Appendix. This shall be submitted to the Dean/ Director of the College/ centre for verification and primary assessment before being passed to the Secretary of Promotion Committee. The complete application should then be submitted to the Chairperson at least one month before the date of the meeting.
- 6.2 An incomplete application or one not filled according to the format in the Appendix shall be returned to the applicant through the College/ School/Centre by the Secretary of the Committee for due completion.
- 6.3 The Promotion Committee will evaluate the application to ensure the eligibility of the applicant for the promotion.
- 6.4 In the case of promotion to Associate Professor and Professor the Vice Chancellor, shall refer the application files to three assessors and shall issue the decree of promotion in accordance with the provisions of this statute.
- 6.5 The Secretary of the committee shall notify the applicant within one week of the decision.
- 6.6 The promotion will be effective academically from the date of attainment of a prima facie case and financially from the

date decided by the Vice Chancellor in the decree of promotion.

6.7 Should any member of the academic staff wish to appeal against the decision of the promotion committee he/she shall do so to the chairperson of the University Council within 15 days of receiving the notification of the original decision.

6.8 The Chairperson of the University Council shall form a three members committee to look into the applicant's appeal. The committee shall submit its recommendation to the University Council whose decision on this matter shall be final.

## **7. Conditions for Promotion**

The following are the general requirements for the promotion of academic staff members:

7.1. Teaching shall be one of the most important criteria for promotion. An applicant must be able to demonstrate high level of competence in teaching and related activities and must exhibit evidence of scholarly approach to teaching. The teaching requirements shall be assessed according to the following:

- a. Possession of ample information in the basic specialization and related ones and the ability to convey that information to the students effectively and clearly.

- b. Ability to prepare teaching materials both for theory and practical.
- c. Ability to direct and encourage students for self – learning.
- d. Ability to innovate new teaching methods.

7.2. Teaching staff member shall have the ability to link teaching to scientific research, especially that related to scrutinizing and finding solutions to the problems of community.

7.3. Teaching staff member shall have participated in designing and developing curricula, and updating laboratories, materials and equipment.

7.4. Teaching staff member shall have participated in administrative and/or specialized scientific committees.

7.5. Teaching staff member shall have contributed to serving the community. The contribution shall be assessed according to his/her record, including aspects of routine administrative transactions including membership of boards, scientific committees as well as participation in conferences, symposia and workshops.

7.6. Points shall be given according to the criteria in the following table:

Criteria	Percentage Points (%)
Excellence in teaching	30
Scientific research	30
Supervision of graduate students	15
Participation in development of departments,	10
Participation in development of the country	10
University extra – curricular activities	5

7.6.1. In case of promotion from Assistant Professor to Associate Professor, the applicant shall acquire at least 70 % of the total points indicated in article 7.6 so as to be eligible for promotion. In case of promotion from associate professor to professor at least 80 % shall be acquired.

7.6.2. The applicant shall acquire at least 30% of the total allocated percentage (60%) in both teaching and research as indicated in article 7.6.

7.7. In case of scientific research every published paper or that accepted for publication in a refereed scientific journal, shall be considered, provided that such paper has not been considered for any previous promotion.

7.8. Every book in the applicant's field of specialization authored, compiled or translated and having a code number of registration (ISBN) shall be Given 6 marks.

## **8. Promotion from one academic status to the next:**

### **8.1. Promotion from Lecturer to Assistant Professor**

A candidate who obtained a PhD in his field of specialization shall be promoted to the status of Assistant Professor by the Vice Chancellor, provided that he/she has attended a certified course in teaching methodology.

### **8.2. Promotion to the status of Associate Professor**

Promotion from Assistant Professor to the status of Associate Professor shall be made through the following means:

#### **8.2.1. Scientific research plus teaching:**

- a. The applicant shall have conducted original research after his/her promotion to Assistant Professor and published from it no less than seven (7) scientific papers, being senior author in at least two (2) of them. In addition, at least two (2) of the papers were published in international scientific journals subject to the provisions stated in section 7 of this statute.
- b. The applicant shall have spent at least 3 years as Assistant Professor in the University of Bahri and contributed effectively in conducting an appropriate teaching load during this period.



### 8.2.2. Multiple criteria

Promotion based on Multiple criteria shall include teaching, scientific research, administrative work as well as community service provided that the applicant:

- a. Has spent five years as Assistant Professor, at least two of them in the University of Bahri.
- b. Has conducted original research after his/her promotion to Assistant Professor and published from it no less than five (5) scientific papers, being senior author in at least one (1) of them in international scientific journal.
- c. Has demonstrated regular and sufficient participation and competence in administration and community services.

### 8.2.3. Meritorious service

Promotion on the basis of meritorious requires that the applicant's has:

- a. Spent ten (10) years or more as Assistant Professor at least five of which in the University of Bahri;
- b. Obtained a PhD degree;
- c. Functioning through this period in the scientific fields including teaching, administration, training, other University activities as well as social activities;

- d. Excellent performance in teaching;
- e. Participation in supervision of students in higher diploma and Master degree;
- f. Participation in curriculum design and development, organization and development of the Department, College/School/Center or the University, materially, technically or human resources wise;
- g. Presentation of a number of studies in scientific meetings and published no less than two (2) scientific papers; and
- h. The applicant should show good conduct and excellent relationship with his/her colleagues and the University community at large.

### **8.3. Promotion to the status of Professor**

Promotion from Associate Professor to the status of Professor shall be attained through one of the following means:

#### **8.3.1. Scientific research alone**

Promotion through scientific research alone requires that the applicant:

- a. Has conducted original research and published, after his/her promotion to the status of Associate Professor

no less than twelve (12) distinguished scientific papers.

- b.** Has spent five (5) years in university teaching; three of them in service of the University of Bahri as Associate Professor, making outstanding contribution to the promotion of teaching and supervision of post graduate students.

### **8.3.2. Multiple criteria**

Promotion through multiple criteria shall include teaching, scientific research, administrative work as well as community service provided that the applicant:

- a.** Has spent five years as Associate Professor, at least three (3) of them in the University of Bahri and has outstanding contribution in teaching and supervision of post graduate students.
- b.** Has conducted original research after his/her promotion to Associate Professor and published from it no less than eight (8) being senior author in at least two (2) of them. In addition at least two (2) of the papers should be published in international scientific journals.

- c. Has demonstrated regular and sufficient participation in administration and community services.

## 9. Procedures for Promotion

**9.1** After fulfilling the requirements for the application of promotion according to the conditions of this statute mentioned in clause 6.1 sections 6, the Secretary shall submit the application to the Promotion Committee for evaluating and ascertaining the conditions for promotion according to the provisions of this Statute. The Committee shall verify the contribution of the applicant in teaching, research and publication and participation in academic, administration as well as educational and community service. After being convinced, the Committee shall continue with the promotion procedures.

**9.2** If the Committee decides to continue in the promotion procedures, the following shall be undertaken:

- a. The Chairperson of the Committee, in consultation with the Dean/Director and Head of the concerned Department, shall nominate three external assessors.
- b. File of the prospective applicant for promotion shall be dispatched to each of the assessors for the study

and compilation of a report on the recommendations for promotion or rejection of the application.

- c. In case any of the assessors failed to submit his report within two month time another assessor shall be appointed.
- d. Reports of the three assessors shall be submitted to the Promotion committee for consideration and for the decision on the applicant.
- e. In case of request for promotion to Associate Professor, a positive recommendation of two of the three assessors is required.
- f. In case of promotion to a Professor, positive recommendations shall be required from each of the three assessors
- g. Based on the above, the Committee shall submit its recommendations to the Vice Chancellor of the University to issue the decree for either promotion or rejection of the application.

10. University of Bahri academic staff on secondment, to other universities shall apply for promotion through University of Bahri.

11. Promotions obtained in other universities, while on secondment shall not be recognized by the University,

however the contribution of the applicant while in sabbatical leaves shall be considered for promotion.

12. For expatriate staff or any other staff on contract or secondment from other universities, promotion to a status other than that offered and accepted at appointment shall only be considered after three academic years. The method, procedure and criteria for promotion will be in accordance with the relevant clauses outlined above.

## Appendices

### Appendix I: PROMOTION AND EVALUATION FORM

Please indicate (X) the status of promotion for which you are applying:

Associate Professor	
Professor	
Basis of application	

#### PERSONAL AND PARTICULARS (Block capitals)

Title:	Name:	Age:
Nationality:	College:	
Present Academic status:		

#### EDUCATIONAL QUALIFICATIONS:

Degree	Class and Division	Subject	University	Date of Award
Other professional qualifications				

Title of the Master Thesis:
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Title of the Doctorate Thesis:
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#### ***CURRICULUM VITAE***

Give brief curriculum vitae noting dates of any earlier promotions and including pre-University occupational experience has to be provided as a hard copy (Starting from the recent).

#### RESEARCH AND PUBLICATIONS:

Type of Journal	International Journal	Regional Journal	Local Journal	Total
Total Number				

Type of Books	Refereed university books	Refereed book in the field of specialization	Chapters in a book	Total
Total Number				

Type of Conference Papers	International	Regional	Local	Total
Total Number				

Type of Conference attended	International	Regional	Local	Total
Total Number				

### Published papers

Type of Journal	Single Author	Co-Author	
		Main	Associate
International			
Regional			
Local			

### Published or translated books (for committee assessment)

Item	Single Author	Co-Author	
		Main	Associate
Refereed book in the field of specialization			
One or more chapters in a published book			
Book translation			

### Conferences/Symposiums Attendance:

Type	Total Number
International	
Regional	
Local	



### Membership of Associations (.....)

Name	Membership Category	From.....To.....
<b>Total</b>		

### Memberships of Editorial Boards (.....)

Name	Journal Name	From.....To.....
<b>Total</b>		

### Reviewer Activities

Name	Journal Name	Article Reviewed	Date
<b>Total</b>			

### University Service:

Committee Name	Applicant's position			Participation Period From - to	level		
	Member	Convener	Head		Dept.	College	University
<b>Total</b>							

Participation in the development of departments, colleges/school/centers and the university:.....

Participation in the establishment of local, regional and international relations with relevant institutions:.....

**Community service:**

Any professional activity conducted outside the university for the benefit of the community:

1. Delivering public lectures in the area of specialization to serve the community:.....

2. Participation in activities of professional, cultural or social societies:

.....

3. Member of technical or specialized committee at the national or community levels:.....

4. Providing scientific and academic consultations of service or social nature:.....

5. Media activities related to area of specialization:

.....

6. Participation in meetings, seminars or discussion groups:

.....

7. Community service of social humanitarian or cultural dimensions:

.....

**8. Other professional activities related to community service:**

.....

**Applicant's Name:**

**Applicant's Signature:**

**Application date:**

## Appendix II

### (A) Internal regulations

(1) There shall be established a College Promotion Committee.

#### 1.1 Formation:

1. Dean of the College, Chairman
2. Relevant Head of the department, Secretary
3. Professor from the college, Member
4. Senior Staff member from the applicant's field of specialization Member

#### 1.2 Functions and duties

1. Receiving of promotion files from the secretary of the central committee.
2. Scrutinizing of the application file in accordance with the University promotion regulations and the internal regulations set by the committee.
3. Submission of detailed report on the applicant in accordance with the following guidelines:
  - 1.2.1 Points shall be given as shown in the following Table:-

Criteria	Points
Excellence in Teaching*	30
Research	30
Supervision of graduate students	15
Participation in the development of Department, College and the University	10
Participation in the Development of the Country	10
University extr-Curricular activities	5

\* Excellence in teaching shall be assessed based on:

(i) Years of teaching:

Years	Points
1-5	6
6-10	7
11-15	9
More than 15	10

(ii) Number of courses been taught:

Number	Points
One	8
Two	9
Three +	10

(iii) Role in curriculum development:

Role at	Points
Department	3
College	4
University	5

(iv) Improvement of subject area:

Mean	Points
Through teaching	4
Through research	5

**(2) Scientific Research****A. Pure scientific research:**

Type	Points
Published paper	6
Referred book	6
Referred conferences	2

**B. Supplementary Research:**

Type	Points
Extracts from thesis	3
Chapter in a book	2

**(3) Supervision and examination of graduate studies:**

Criteria		Points
Supervision of Graduate students	Ph D	Out of 10
	M Sc	
	Diploma	
Examination of Graduate students	Internal	Out of 5
	External	
<b>Total</b>		<b>15</b>

**(4) Contribution to the University (10)**

Level	Points
University	5
College	3
Department	2

**(5) Contribution to the country (10)**

Type	Points
Report and advice rendered to public institution	5
Leadership	5

**(6) Extra curriculum activities (5)**

Activity	Points
Trade union	3
Societies	2
Committees	1

**General Guidelines for Scientific Research:**

1. The required research papers submitted for promotion must be in the applicant's specific area of specialization.
2. Research papers submitted for promotion must not be extracted from the applicants Masters, or a PhD/ dissertation or research papers submitted for a previous academic promotion. However can be considered as supplementary research.
3. The first name mentioned among the names of joint authors is considered the principal researcher unless proven otherwise.
4. If the applicant is the editor- in- chief of a refereed journal or a member of its editorial board, only 25% of his/ her research published in the same journal will be considered for promotion.
5. To meet the requirements for promotion to the rank of Associate Professor the applicant must score 60 points from his research component of which at least (40).

points are scored for already published research. The total score allocated for supplementary research activities must not exceed (5) points.

6. To meet the requirement for promotion to the rank of Professor the applicant must score (70) points from his research component of which at least (50) points are scored for already published research. The total score allocated for supplementary research activities must not exceed (5) points.

## Appendix III The College report

**Dean College**.....

*Subject: College's report on Dr.*.....

**Dear Sir,**

Dr. is applying for promotion from (Assistant/Associate) to (Associate/Professor) in accordance with article ( ) of the University promotion regulations. I forward his promotion file to your high office to write a college's report on his submission in accordance with the following guidelines.

### **1. Excellence in teaching**

Your judgment should base on:

1. The number of years the applicant's actually spent in the University of Bahri or other educational institution
2. Number of course been taught (Undergraduate or Graduate levels).
3. His contribution to curriculum development (Department and college)
4. Give marks out of 30 points

### **2. Research Contribution**

Evaluation should base on:

- a. The originality and benefit of the research (local and international).



- b. Whether the papers were extracted from the applicant's masters or Ph.D dissertations.
- c. Whether the applicants was a principal or co- author
- d. Contribution in editorial boards and assessment of papers.
- e. Give marks out of 30 points in case of multiple criteria and out of 65 points in case of Research and teaching.

### **3. Contribution to the university**

This should base on:

- a. Responsibility held in (Department, College or University).
- b. Membership in university committees and function.
- c. Organizational ability and cooperation.
- d. Representation of the University in conferences, workshops and seminars.
- e. Give marks out of (15) points.

### **4. Supervision of graduate Students**

This should base on the following:

- a. Supervision of M.Sc or Ph. D Students
- b. Participation as main or co supervisor.
- c. Participation as internal and external examiner.
- d. Give marks out of (15) points.

## 5. Participation and development of the country

This should base on the following:

- a. Type of reports, advice or service rendered to public institutions.
- b. Leadership or position held in the public boards.
- c. Give marks out of (10) points.

Passed and approved by the Senate  
Meeting No. 13 – Session No. 1  
Date: 06/05/2014

Secretary of the Senate

Prof. Salim Gibril Ahmed



Chairperson of the Senate

Prof. Ayoub A. M. Khalil  
Vice Chancellor