

5.b.3 Employment-Faculty Promotion

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.b.3	Latest Revision	Mar - 2025
Title of The Policy	Employment-Faculty Promotion	Next Review	Dec - 2025
Responsible Entity	Colleges Councils, HR Unit	Policy Pages	4
Definitions	AAU: Al Ain University		
Purpose	AAU Faculty members are promoted in accordance with the rules stated below in this policy statement, which includes performance in the areas of teaching, research, and community engagement		
Scope	AAU academic faculty members.		
Statement	AAU faculty members are promoted in accordance with the rules stated below which include performance in the areas of teaching, university and community engagement, and research. The faculty member's teaching performance is evaluated periodically by the students, Department Head, Deputy Dean, and College Dean. The faculty's commitment to the syllabus, creativity, and innovative teaching methods plays a great role in the evaluation. Moreover, the services the faculty member renders to both the University and the community are monitored. The level of involvement and the type of engagement contribute to the assessment. The faculty member's scholarly activity remains the most important factor in the promotion process. A faculty member applying for promotion needs to meet the requirements of research and publication as set by AAU. A faculty member shall only be entitled to apply for promotion after the completion of two years from his/her appointment as a full-time faculty member in AAU.		
Procedures	Applications for promotion can be submitted during the first and second semesters. The college dean, in consultation with the academic department, should decide whether to proceed with the application within one month. Given that the committee decided to proceed with the application, the application should be forwarded to the central/ standing committee for appointment and promotion. A faculty member applying for promotion needs to obtain a rating of at least (good) in both the teaching and community service evaluation reports prior to sending the papers to the external referees. <u>Promotion to the rank of Associate Professor</u> In order to be promoted to the rank of associate professor, the candidate must fulfill the following conditions: • He/she should have served a minimum of five years as a full-time assistant professor at AAU or any other accredited college or university, provided that the last two years of his /her service are at AAU. The faculty member may apply for promotion after having served for four years and six months instead of five, provided he/she meets the other		

	requirements. • Faculty members must submit a minimum of six scientific papers (indexed in Scopus). At least four of which should have been “published”; while the rest can be “accepted” for publication. • All submitted publications must be within the faculty's major and minor fields of specialization. • Three of the published articles should be published in a first-order journal as defined by the university. • The candidate should be the sole author (or first author) of at least three of the submitted journal article publications. • At least four of the papers must be published, or accepted for publication, during the faculty's work at AAU with the University's name appearing on each of the papers. <u>Promotion to the rank of Professor</u> In order to be promoted to the rank of professor, the candidate must fulfill the following conditions: • He/she must have served a minimum of five years as a full-time associate professor at AAU or any other accredited college or university, provided that the last two years of his /her service are at AAU. The faculty member may apply for promotion after having served for four years and six months instead of five, provided he/she meets the other requirements. • Faculty members must submit a minimum of eight scientific papers (indexed in Scopus). At least six of which should have been “published”; while the rest can be “accepted” for publication. • All submitted publications must be within the faculty's major and minor fields of specialization, and have not been used in previous promotions. • Four of the published articles should be published in first-order journals as defined by the university. • The candidate should be the sole author (or first author) of at least four of the submitted journal article publications. • At least six of the papers must be published, or accepted for publication, during the faculty's work at AAU with the University's name appearing on each of the papers. <u>Required Documents for Academic Promotion</u> <u>FIRST- Documents required from the applicant (Faculty member):</u> 1- A cover letter to the Department Head (Program Director) applying for promotion, indicating the specific specialization requested for the promotion. For faculty members with less than five years of service with AAU, they need to submit a letter of experience, duly documented, from his/her previous institution. 2- A completed application form which includes the faculty member's information (available in the College Deanship). 3- A declaration that states, the papers submitted as part of the application for promotion are not extracted from the master thesis or PhD dissertation. 4- A letter that states, the major and minor specialization of the faculty member (attached: a copy of academic degrees and transcripts, certificate equivalency).
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	5- Detailed, comprehensive curriculum vitae. 6- A table listing the publications, sorted by date of publication (most recent first) matching the applicant's account on Scopus database (use the required form from AAU). 7- A soft copy only of each academic work presented as part of the promotion application, matching the applicant's account on Scopus database. 8- Letter of acceptance for each paper accepted for publication. 9- A copy of the research page for the faculty member from Scopus and Google Scholar websites, along with paper evidence showing the classification of the journal in the databases (Scopus, ISI, ABDC, ABS). 10- In addition to the above, the faculty member applying to be promoted to the rank of Professorship needs to submit the following: a. The decision regarding the promotion to the rank of Associate Professor; b. A declaration that all work submitted for promotion to the rank of Professorship has been published after being promoted to the rank of Associate Professor; c. A list of the research papers based on which he/she received the promotion to the rank of Associate Professor. <u>SECOND- Documents required from the Department Head:</u> 11- The minutes of the Department Council's meeting which should include: a. A paragraph indicating that the Department Council discussed the application and decided that it meets the requirements in accordance with the applicable promotion regulations at AAU; b. A paragraph indicating the formation of a scientific committee to check the application and to review the applicant's submitted papers. Members in the committee are of a higher rank than the applicant. 12- A report from the scientific committee (Confidential in sealed envelope), including the committee's recommendation and a clarification on whether the promotion conditions have been met or not. There are six conditions, as outlined in the Faculty Member Handbook available on the university's website. 13- An official letter from the Department Head (Program Director) to the College Dean explaining the Department Council's recommendation to proceed with the promotion procedures. The letter should also include the applicant's name, specialization, and attached documents. <u>THIRD- Documents required from the College Dean:</u> 14- The minutes of the College Council's meeting which should include: a. A paragraph indicating that the College Council has discussed the application and has decided that the application has met the requirements in accordance with the applicable promotion regulations at AAU; b. A paragraph indicating the formation of a scientific committee to check the application and to review the applicant's submitted papers. Members in the committee are of a higher rank than the applicant. 15- A report from the scientific committee (Confidential in sealed envelope), including the committee's recommendation and a clarification on whether the promotion conditions have
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	been met or not. There are six conditions, as outlined in the Faculty Member Handbook available on the university's website. 16- An official letter from the College Dean to the AAU President regarding the promotion application including the date and number of the College Council's meeting as well as the College Council's recommendation to proceed with the promotion procedure. The letter should also include the applicant's name, specialization, and attached documents.
Recent Changes	March 2025: Required documents for promotions were revised.

Name:
Employer ID: Program: College:
University: *Al Ain University*
Date of Appointment at the University:

Ph.D.:
Master: Bachelor: Academic Rank:
Dissertation Title:

Papers Submitted for the Purpose of Promotion to the Rank of

No	Author (s)	Title DOI	Journal Name	(Scopus) Journal Cite Score SJR (Q1, Q2, Q3, Q4) Cite Score Rank & Trend	Clarivate Analytics Impact Factor JCR (Q1,Q2, Q3, Q4)	ABDC (A*, A, B, C)	Volume, Number & Year	- Publisher - Country
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Date:.....

Signature:.....