

Faculty Promotion Regulations at the Arab Open University

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Article (1): Title

These regulations shall be titled "Faculty Promotion Regulations at the Arab Open University".

Article (2): Definitions

University	Arab Open University
Director	Director of the Arab Open University
Council	University Council
Committee	Promotion Committee
Academic Vice President	Vice President of the University for Academic Affairs and Scientific Research
Dean	Dean of the concerned academic program
College Dean	Dean of one of the academic programs at the University
Peer-Reviewed Journal	Any scientific journal published in a scientific specialization, in which research is peer-reviewed by peers according to recognized standards prior to publication, provided that the following conditions are met: <ul style="list-style-type: none"> - It has been published for at least five years. - Its Editor-in-Chief holds or previously held a faculty position at a recognized university and has published articles in internationally peer-reviewed journals in the same specialization. - It is not listed among predatory or exploitative journals.
International Peer-Reviewed Scientific Journal	Any peer-reviewed journal published in a scientific specialization and indexed internationally in databases such as Scopus or Web of Science (WoS). Electronic scientific journals shall be accepted for promotion purposes if they meet the same conditions required for printed scientific journals.

The following words and terms, wherever mentioned in these regulations, shall have the meanings assigned to them below, unless the context indicates otherwise:

Article (3): Formation of the Promotion Committee

The Faculty Promotion Committee shall be formed by a decision of the University President after being presented to the University Council. Its formation shall be as follows:

- Vice President of the University for Academic Affairs and Scientific Research – Chairperson
- One of the Deans of academic programs – Member
- A faculty member with the rank of Professor – Member
- The concerned Dean – By invitation

Article (4): Promotion Criteria

Promotion shall be based on the following main criteria:

1. Research, scientific publication, and scientific patents
2. Teaching and participation in supporting the educational process.
3. Service to the University and the community

A. Research:

This criterion is based on the following principles:

- Promotion to the rank of Associate Professor: The minimum requirement is five full research papers published or accepted for publication, in accordance with the weights and conditions stated in Articles (5) and (6) of these regulations.
- Promotion to the rank of Professor: The minimum requirement is nine full research papers published or accepted for publication, in accordance with the weights and conditions stated in Articles (5) and (6) of these regulations.
- Research must be distributed over a minimum period of three years, taking into consideration the publication dates in scientific journals.

B. Publication:

- A chapter published in a peer-reviewed research book shall be treated as a research paper published in a peer-reviewed scientific journal. No more than one chapter from the same peer-reviewed book shall be counted.
- Diversity of journals must be observed, such that research is published in three different journals for applicants for Associate Professor, and in at least five journals across three different countries for applicants for Professor.

C. Patents:

Registered scientific patents shall be treated as research output and shall be counted only once.

Article (5): Relative Weights of Promotion Criteria

A. The relative weights of promotion criteria shall be distributed as follows:

1. **Scientific research and publication:**

This criterion shall account for 70% of the final promotion score.

2. **Support of the educational process:**

This criterion shall account for 20% of the final promotion score, according to specific standards.

Evaluation shall involve:

- The concerned Dean
- The University Director
- The College Dean / Program Coordinator

3. **University and community service:**

- This criterion shall account for 10% of the final promotion score, according to specific standards.
- The University President shall approve the University and Community Service evaluation form. If the applicant does not achieve 70% of the score allocated to this criterion, a decision may be taken not to proceed with the promotion process.

Evaluation shall involve:

- The concerned Dean
- The University President
- The College Dean / Program Coordinator

B. The applicant must meet all the following conditions for completion of the promotion process:

- The score awarded for each criterion individually shall not be less than 70% of the score allocated to that criterion.
- The total overall score for the three criteria shall not be less than 70%.

Article (6): Promotion Requirements

First: Promotion Conditions

A. Rank of Associate Professor:

- At least four years must have elapsed for the applicant at the rank of Assistant Professor, including at least one year of actual service at the Arab Open University.
- Meeting the minimum requirement for scholarly output, consisting of five research papers in the relevant academic specialization, of which at least four must be published and the fifth must be accepted for publication. Of these, up to three papers may be in the applicant's field of

specialization, while two of the papers submitted for promotion may be classified as interdisciplinary research (Interdisciplinary Research) or foundational research (Foundational Research).

- The applicant must have published at least one single-author research paper in an international peer-reviewed journal in the specialization (or accepted for publication), provided that the research was completed during the applicant's employment at the Arab Open University.
- The single-author research may be counted as part of the total number of required research papers in which the applicant is the principal researcher (first author).
- The single-author research may be substituted with two research outputs, provided that the applicant is the principal researcher (first author).
- The applicant must be the principal researcher in at least four of the research papers submitted for promotion. The first author of a published or accepted research paper shall be considered the principal researcher, provided that at least two of these papers are not derived from master's theses, doctoral dissertations, or graduation projects supervised or co-supervised by the applicant.
- The supervisor of theses (master's and doctoral) and graduation projects may be considered a principal researcher provided that the research is published in international scientific journals.
- Conference papers indexed in Scopus (maximum of one paper) shall be accepted subject to the following conditions:
 - A. Availability of an ISSN.
 - B. Availability of an official conference website.
 - C. The paper must be presented by at least one of the authors.
 - D. The paper must be evaluated by at least two reviewers.
 - E. Accepted papers must have undergone peer review and be published on the conference website with a DOI and URL.
 - F. The conference must be attended by researchers from different countries.

B. Rank of Professor:

- At least four years must have elapsed for the applicant at the rank of Associate Professor, including at least one year of actual service at the Arab Open University.
- Meeting the minimum requirement for scholarly output, consisting of nine research papers in the relevant academic specialization, of which at

least six must be published and the remaining papers must be accepted for publication. Of these, up to six papers may be in the applicant's field of specialization, while three of the papers submitted for promotion may be classified as interdisciplinary research (Interdisciplinary Research) or institutional research (Institutional Research).

- The applicant must have published at least two single-author research papers in international peer-reviewed journals in the specialization (or accepted for publication), provided that the research was completed during the applicant's employment at the Arab Open University.
- The single-author research shall be counted as part of the total number of required research papers in which the applicant is the principal researcher.
- The single-author research may be substituted with two research outputs in which the applicant is the principal researcher (first author).
- At least six of the submitted research papers must list the applicant as the principal researcher, provided that at least three are not derived from master's theses, doctoral dissertations, or graduation projects supervised or co-supervised by the applicant.
- Supervisors of theses and graduation projects may be considered principal researchers provided that the research is published in international scientific journals.
- Conference papers indexed in Scopus (maximum of one paper) shall be accepted subject to the following conditions:
 - G. Availability of an ISSN.
 - H. Availability of an official conference website.
 - I. The paper must be presented by at least one of the authors.
 - J. The paper must be evaluated by at least two reviewers.
 - K. Accepted papers must have undergone peer review and be published on the conference website with a DOI and URL.
 - L. The conference must be attended by researchers from different countries.

Second: Evaluation of Scientific Output

A. Associate Professor:

- Scientific output shall be evaluated by three external reviewers. The promotion decision shall be based on the opinion of most reviewers.
- A minimum of 300 points is required according to the approved points system.

B. Professor:

- Scientific output shall be evaluated by four external reviewers. Promotion requires the approval of at least three reviewers.
- A minimum of 600 points is required according to the approved points system.

Third: Scoring of Research Submitted for Promotion

Type of Research	Points
Single-author research	100 points
Two-author research	50 points for each author
Three-author research	50 points for the principal researcher and 25 points for each of the other researchers
More than three authors:	50 points for the principal researcher, 25 points for the second researcher, and 25 points distributed equally among the remaining researchers
If no principal researcher is identified	points shall be distributed equally.

Research submitted for promotion purposes shall be assessed in points for the purpose of determining their number. Printed authored books, edited books, and authored instructional materials shall be treated in the same manner as such research, as previously indicated, in accordance with the following details:

- Research, books, or extracts previously counted for a prior promotion, published before the previous promotion, or used to obtain an academic degree or rank may not be included.
- If it is confirmed that research is derived from theses or previous works, the applicant shall be denied promotion and may reapply after one year from the date of the Promotion Committee's decision.

Article (7): Promotion Procedures

- A faculty member at the University submits a promotion application to the Dean, who forwards the application to the University Director accompanied by his/her recommendation on whether to proceed with the promotion procedures.
- The University President shall refer the promotion application with the recommendation (as stated therein) to the Vice President for Academic Affairs and Scientific Research, who shall refer it to the concerned Deanship. If the academic rank of the Dean is lower than the academic rank to which the faculty member is seeking promotion, the Dean may not consider or study the promotion

application, and the application shall be referred directly to the relevant Promotion Committee. A specialized committee shall be formed to study the application and submit the necessary recommendation regarding it, in accordance with the provisions of the Regulations and their Implementing Rules. In all cases, the initial formal review of promotion files shall continue to verify their fulfillment of the regulatory requirements and procedures, and all applicants for academic promotion shall be invited to fulfill the requirements in accordance with the provisions of the Regulations and their Implementing Rules.

- C. About Presidents and Directors of the Arab Open University branches, the application is submitted to the Vice President for Academic and Research Affairs, provided that the University President evaluates the applicant for promotion.
- D. The following documents shall be attached to the promotion application:
 - An updated curriculum vitae including academic qualifications, career progression in professional, teaching, and research experience, and activities in supporting the educational process and serving the University and the community.
 - An original electronic copy of the scholarly output submitted for promotion, together with the relevant explanatory data.
 - Any additional information supporting the promotion application.
 - A declaration by the applicant stating that none of the scholarly works submitted have been directly derived from the master's or Doctoral theses, nor previously used for promotion purposes.
 - Submission of correspondence with academic journals and responses to reviewers' comments on the research papers submitted for promotion.
- E. The concerned Dean refers the application to the Deanship Council to conduct a preliminary evaluation of the applicant considering the promotion criteria and requirements set forth in these Regulations.
- F. Only faculty members holding a rank equivalent to, or higher than, the rank to which promotion is sought shall participate in reviewing the application.
- G. Based on the preliminary evaluation, the Council may decide not to proceed with the promotion procedures, stating the reasons, within three weeks from the date the concerned Dean receives the promotion application from the Vice President for Academic and Research Affairs.
- H. In the event of approval to proceed with the promotion procedures, the recommendation of the Deanship Council shall be submitted to the Vice President for Academic Affairs, including the nomination of external reviewers of the rank of "Professor," with a minimum of ten nominees.

- I. Based on the recommendation of the Deanship Council, the Vice President for Academic Affairs refers the promotion application to the Faculty Promotion Committee at its first meeting following the submission date, to undertake the following:
 - Review the application and verify that all required conditions for promotion have been fulfilled.
 - Select five external reviewers to evaluate the research submitted for promotion to the rank of "Associate Professor" from among the nominees identified by the Deanship Council: three principal reviewers, a first alternate reviewer, and a second alternate reviewer, to be used when necessary.
 - For promotion to the rank of "Professor," six external reviewers shall be selected: four principal reviewers, a first alternate reviewer, and a second alternate reviewer, to be used when necessary.
 - Send the research papers and promotion-related data to the reviewers confidentially for evaluation in accordance with the approved form.

Article (8): Criteria for Reviewing Scientific Output

- A. For the evaluation of scholarly output, the external reviewer assigns ratings to the submitted works using a five-point scale (highest rating) to one point (lowest rating). For this purpose, Form "1-(a)" shall be used.
- B. The scholarly output shall also be evaluated in aggregate by the reviewer using Form "1-(b)," after which the average rating of all reviewers shall be calculated.
- C. To evaluate performance in each of the two criteria— "Support of the Educational Process" and "Community Service"—the five-point scale shall also be used.
- D. If the number of research papers submitted exceeds the minimum required, the average of the highest ratings corresponding to the minimum number of research papers required for promotion shall be calculated.
- E. The Faculty Promotion Committee shall submit a recommendation to the University President to promote or not promote the faculty member, after reviewing the reports of the external reviewers and the reports related to participation in activities supporting the educational process and serving the University and the community, in preparation for submission to the University Council for approval.
- F. If the Promotion Committee recommends not approving the promotion, the status of the submitted research papers shall be determined, including which papers are excluded and which may be resubmitted.

- G. When reconsidering the promotion, at least one new scholarly work—equivalent to a minimum of 100 points—must be included for applicants seeking promotion to the rank of “Associate Professor,” and at least two new scholarly works—equivalent to a minimum of 150 points—must be included for applicants seeking promotion to the rank of “Professor.”

Article (9): General Provisions

- Any matter not stipulated in these Regulations shall be referred to the Promotions Committee.
- An applicant for promotion shall have the right to appeal the decision of the competent Deanship Council, or the Promotion Committee in the event of a recommendation not to proceed with the promotion procedures, in accordance with the appeal system in force at the University.
- Applications for promotion to the ranks of “Professor” and “Associate Professor” may be accepted up to six (6) months prior to completion of the prescribed period.
- Once the promotion file has been submitted to the competent Deanship, the applicant may not withdraw any of the submitted research works or submit new research works.
- These Regulations shall supersede and repeal all previous regulations governing the promotion of faculty members.