



الجامعة العربية المفتوحة  
Arab Open University

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## **Regulations of Promotion of Faculty Members at the Arab Open University**

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**Updated and Approved by The University Council  
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### Article (1): Title

This regulation is called the " Regulations of Promotion of Faculty Members at the Arab Open University", and shall be effective from the date of their approval by the University Council.

### Article (2): Definitions

The following words and terms, wherever stated in this Regulation, shall have the following meanings:

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The University                            | The Arab Open University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| The Branch                                | The University in the country of the branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| The Director                              | The director of the university in the country of the branch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| The Council                               | The university council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| The Committee                             | The promotions committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| The Academic Vice                         | Vice President for Academic Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| The Dean                                  | Dean of the Concerned Academic Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Dean of the College                       | Dean of one of the academic programmes at the university branch / The coordinator at the branch level                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The local dean                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| The Referred Journal                      | Is a scientific journal issued in the scientific specialization, where the principle of arbitration of research is adopted by specialists according to what is accepted prior to publication, and requires the following: <ul style="list-style-type: none"><li>– Be in the fifth year of the release at least; it is not published recently.</li><li>– Its editor shall hold the rank of a current or former faculty member of a recognized university, and has articles published in refereed international journals in the journal's specialty.</li></ul> |
| Refereed international Scientific Journal | It is a journal published in the scientific specialization. It enjoys continuity and is published outside the regional scope in a language that allows it to be widely disseminated. It is a code of abstracts and global databases. It has a high scientific reputation. It is certified and indexed by international references or is subject to a global quoting order.<br><br>Electronic Journals shall be accredited for promotion purposes provided that the same conditions required in printed scientific journals are met.                          |

### Article (3): Formation of the Promotions Committee

The Committee for promotion of the faculty members of the University shall be formed by a decision of the President of the University after being presented to the University Council and shall be formed as follows:

- |                                                         |                  |
|---------------------------------------------------------|------------------|
| – Vice President for Academic Affairs                   | Head             |
| – One of the deans of academic programs                 | Member           |
| – Director of one of the branches with professor rank   | Alternate member |
| – Member of the faculty of teaching with professor rank | member           |
| – The concerned dean                                    | By invitation    |

#### Article (4): Promotion Criteria

The promotion is based on the following basic criteria:

1. Research, scientific publishing and scientific patents
2. Teaching and participating in supporting the educational process
3. Community and university service

##### A. Research:

This criterion is based on the following principles:

- Promotion to the rank of Associate Professor: The minimum number of papers published and accepted for publication shall be five full researches in accordance with the weights and conditions stated in Article (5) and Article (6) of these Regulations.
- Promotion to the rank of Professor: The minimum number of published and accepted research papers shall be nine full researches in accordance with the weights and conditions stipulated in Article (5) and Article (6) of these Regulations.
- Research should be distributed at least over 3 years, taking into account the timing of publication in scientific journals.

##### B. Publishing:

- The chapter published in the refereed research book shall be treated as the researches published in refereed scientific journals, so that not more than one chapter in the same refereed book is counted for the applicant.

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1 A full research is a research whose components have been completed in terms of identifying the problem and methodology and extracting the results and requires a significant effort to be accomplished. In general, those classified by scientific journals as one of the following types: short paper, letter, comment, short communication, note or technical note and other types of short research work, are not considered full researches. In the event that the Journal has not identified the paper as a full-fledged research, the Promotion Committee shall undertake such a task.

- The diversity of the journals in which the publication is published should be considered so that the researches are published in three different periodicals for the promotion to the rank of “Associate Professor” and at least five periodicals in three different countries for the promotion of the rank of “Professor”.

**C. Patents:**

- The registered scientific patents shall be treated as research production, and shall be counted only once.

**Article (5): Relative Weights for the Promotion Criteria**

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

**1. Scientific Research and Publishing:**

- This criterion is allocated to 70% of the final assessment of the promotion

**2. Supporting the educational Process:**

- This criterion is allocated to 20% of the final assessment of promotion according to specific criteria
- The applicant's assessment is done by:

- The concerned dean
- The director of the university
- The dean of the faculty / coordinator of the program to which the faculty member belongs
- The assessment of the staff of the headquarters shall be by the concerned dean only

**3. University and Community Service:**

- This criterion is allocated to 10% of the final assessment of promotion according to specific criteria
- The applicant's assessment is done by:
  - The concerned dean
  - The director of the university
  - The dean of the faculty / coordinator of the program to which the faculty member belongs
  - The assessment of the staff of the headquarters shall be by the concerned dean only

B. The applicant must satisfy all the conditions below to complete the promotion process:

- The grades awarded - for each criterion - shall not be less than 60% of the assigned grade for that criterion
- The total number of degrees awarded for the evaluation - for the three criteria - shall not be less than 70%

## Article (6): Promotion Requirements

### First: Conditions of Promotion

#### A. Rank of Associate Professor:

- At least four years have elapsed at the applicant's degree as assistant professor, at least one year of actual service at the Arab Open University.
- The minimum scientific production is completed, which is five researches in the scientific specialization, of which at least four are published and the fifth is accepted for publication.
- At least one research paper should have been published in a specialized international journal in the field of specialization (or has been accepted for publication in a refereed international journal), provided that such research has been completed during the course of the promotion applicant's work at the Arab Open University.
- The applicant should be the principal researcher for four researches of those provided for the promotion. The first name of the published research (or accepted for publication in the field of specialization) is the principal researcher, provided that at least two of them are not master's, doctoral or graduation projects s/he supervised or co-supervised.

#### B. Rank of Professor:

- At least four years have elapsed at the applicant's degree as Associate Professor, at least one year of actual service at the Arab Open University.
- The minimum scientific production is completed, which is nine researches in the scientific specialization, of which at least six are published and the others are accepted for publication.
- Has published individually at least two research papers in a specialized international journal in the field of specialization (or has been accepted for publication in a refereed international journal), provided that those two researches have been completed during the course of the promotion applicant's work at the Arab Open University.
- The applicant should be the principal researcher for six researches of those provided for the promotion. The first name of the published research (or accepted for publication in the field of specialization) is the principal researcher, provided that at least three of them are not master's, doctoral or graduation projects s/he supervised or co-supervised.

### Second: Evaluation of Scientific Production:

#### A. Rank of Associate Professor:

- The scientific production of the applicant is evaluated by three external arbitrators, and the decision of promotion is made according to the opinion of the majority of the arbitrators.
- The acceptance of scientific production for promotion is required to obtain a minimum of 300 points according to the specific system for individual and joint researches.

**B. Rank of Professor:**

- The scientific production of the applicant is evaluated by four external arbitrators, and the decision of promotion is made according to the opinion of the majority of the arbitrators.
- The acceptance of scientific production for promotion is required to obtain a minimum of 600 points according to the specific system for individual and joint researches.

**Third: Evaluation of the Researches Submitted for Promotion:**

- The researches submitted for promotion are evaluated for the purpose of determining their number by points. The printed, written, verified and the written educational materials are treated such as those researches mentioned earlier, in the following detail:

| Research Type                            | Points                                                                                                                                    |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Individual research                      | 100 points                                                                                                                                |
| The research shared by two               | 50 points for each one                                                                                                                    |
| The research shared by three             | 50 points for the principal researcher<br>25 points for the other two researchers                                                         |
| The research shared by more than three   | 50 points for the principal researcher<br>25 points for the second researcher<br>25 points distributed evenly among the other researchers |
| In the absence of a principal researcher | Points are distributed evenly                                                                                                             |

- The applicant may not include any research, books or transcripts that have already been counted for him in a previous promotion, published prior to the date of the previous promotion, or obtained a degree or academic rank through it.
- In case of confirmation of the existence of what is extracted from master's, doctorate or pre-promotion publications, the applicant shall be deprived of promotion, and s/he must submit another application one year after the date of the decision of the promotion committee.

## Article (7): Promotion Procedures

- A. The faculty member in the country of the branch shall submit an application for promotion to the local dean (or program coordinator), who in turn shall forward the application to the University Director with a recommendation to proceed with the promotion procedures or not.
- B. The branch Rector shall forward the application for promotion with the recommendation (as confirmed) to the Vice president for Academic Affairs and Scientific Research at Headquarters who then shall forward it to the concerned Deanship
- C. With regard to faculty members in the headquarters, the request shall be submitted first to the line manager, and then to the Vice president for Academic Affairs and Scientific Research who then shall forward it to the concerned Deanship
- D. The following documents should be attached with the promotion application:
  - Curriculum vitae, including educational qualifications, career progression, educational and research experience, and activities in support of the educational process and the service of the university and society.
  - An original copy and an electronic copy of the scientific production submitted for promotion and the data shown to him.
  - Any additional data to support the promotion request.
  - Acknowledgment of the applicant should not be among the scientific production submitted any research extracted directly from the dissertation of the master's and doctorate or previously used for the purposes of promotion.
- E. The Respective Dean shall refer the request to a Committee formed by the Dean for preliminary evaluation of the applicant, in the light of the promotion criteria and requirements set forth in these Regulations.
- F. Only faculty members who are on a degree equal to or above the degree required for promotion shall participate in the examination of the application.
- G. In the light of the preliminary evaluation, the council may decide not to proceed with the promotion procedures, with stating the reasons within three weeks, to receive the request of promotion from the director of the university.
- H. In the case of approval of the promotion procedures, the recommendation of the Deanship Council shall be submitted to the Vice President for Academic Affairs, including the nomination of two external arbitrators of the rank of "Professor", provided that they are not less than ten.
- I. Upon recommendation of the Deanship Council, the Vice President for Academic Affairs shall forward the application for promotion to **(the Committee for the**

**Promotion of Faculty Members)** at its first meeting following the date of submission of the application to do the following:

- Check the application and make sure that the required conditions are met to apply for promotion.
- Select five external arbitrators to evaluate the research submitted for promotion to the rank of "Associate Professor" of the candidates identified by the Deanship Council, three of them are essential and the fourth is a first reserve, and the fifth is a second reserve arbitrator resorted to when needed.
- For the promotion of the rank of "Professor", select six external arbitrators, four of whom are essential, the fifth is a first reserve arbitrator, and the sixth is a second reserve arbitrator resorted to when needed.
- Submit research and data of the promotion to the arbitrators in a confidential manner to be evaluated according to the approved form.

#### **Article (8): Criteria for Arbitration of Scientific Production**

- A. To assess the scientific production, the external arbitrator shall provide estimates of the submitted work, using a scale of five degrees (higher estimate) to one grade (lowest estimate), and for this purpose use form "1 (A)".
- B. The arbitrator also makes a total assessment of the scientific production using the form "1- (B)"; then the average rating is calculated for all arbitrators.
- C. To evaluate the performance in both the "support for learning" standard and the "community service" the five-point scale is also used.
- D. The average rating of external arbitrators for scientific production should not be less than three points.
- E. The average rating of only one arbitrator of the external arbitrators for scientific production may be less than three points, provided that her/his estimate is not less than two points.
- F. In the case of an increase in the number of researches submitted than the minimum, the average of the best estimates shall be calculated for the minimum number of researches required for promotion.
- G. The Committee for the Promotion of Faculty Members shall recommend to the President of the University the promotion or non-promotion of the faculty member after considering the reports of the external arbitrators and the reports on participation in the activities of supporting the educational process and the university and community service in preparation for submission to the Council of the university for approval.

- H. If the Promotion Committee recommends no approval for promotion, it determines the fate of the researches submitted and what is excluded from them and what should be presented again.
- I. When considering promotion again, at least one new scientific production should be included - at a minimum - of at least 100 points for the applicant to the rank of "Associate Professor," and at least two new scientific productions - equivalent to at least 150 points for the promotion to the rank of "Professor."
- J. It is not possible to apply for promotion for another time until a minimum of one year from the date of the previous decision of the Promotion Committee.

### **Article (9): General Provisions**

- All that is not stated in these regulations shall be referred to the promotion committee.
- The applicant has the right to appeal against the decision of the competent council of the Deanship or the Promotion Committee in case of recommending no promotion in accordance with the grievance system applicable at the university.
- Applications for promotion to the rank of "Professor" and "Associate Professor" may be accepted before the prescribed period of three months.
- The applicant may not after the promotion file has been submitted to the competent Deanship withdraw the submitted research papers or submit new research papers.
- These regulations repeal the previous regulations concerning the promotion of faculty members.