



مجلس الشارقة للتعليم العالي والبحث العلمي
Sharjah Council for Higher Education & Scientific Research

FACULTY PROMOTION POLICY

IN UNIVERSITIES AND INSTITUTIONS WITHOUT
INTERNAL PROMOTION COMMITTEES

May 2026





First: Promotion Criteria

The criteria for faculty promotion in higher education and research institutions in the Emirate of Sharjah include evaluating the performance of faculty members in the following four areas:

- A. Scientific Research
- B. Education (Teaching and Academic Advising)
- C. University and Community Service

1. Scientific Research

This area refers to research and publications in the applicant's field of specialization. Research admissible for purposes of promotion includes:

- A. Research published (or accepted for publication) in recognized specialized or multi-disciplinary periodicals and scientific journals, provided that such periodicals and journals are refereed and are in the applicant's field of specialization or a closely related field and are regularly published by universities, academic or scholarly societies, associations or academies, scientific research centers, or international publishing houses in accordance with standards approved by the university/academy. A maximum of two articles, based upon master's or doctorate theses, for which the applicant was the main or associate supervisor, may be considered for promotion to the rank of Associate Professor, and a maximum of three such articles may be considered for promotion to the rank of Full Professor. It is required that the applicant publishes in different journals, issued by different publishers and academic institutions.
- B. A maximum of two granted patents can be used for promotion to the rank of Associate Professor, and a maximum of three granted patents can be used for the promotion to the rank of Full Professor. Each patent is counted as a Class B publication.
- C. Case studies in the applicant's field of specialization published (or accepted for publication) in referred academic journals. Only one such article may be considered for promotion.
- D. Research published in specialized books in the applicant's field of specialization. These books must have been referred by at least two referees in the applicant's field of specialization before publication and published by a university, an academic association, or by an international publishing house in accordance with standards approved by the university/academy. Only one such work may be considered for promotion.
- E. Published books that contribute to knowledge in the applicant's field of specialization, provided that their contents are of a substantial nature. Such books must have been evaluated by at least two referees in the applicant's field of specialization before publication and published by a university, an academic association, or an international publishing house in accordance with standards approved by the university/academy. A maximum of two such books may be considered for promotion.
- F. Published university textbooks in the applicant's field of specialization, provided that their contents are of a substantial nature. Plus, reference books for other academies, such as the naval academy, marine science programs, performing



arts, and sports science. Such books must have been evaluated by at least two referees in the applicant's field of specialization before publication and published by a university, an academic association, or an international publishing house in accordance with standards approved by the University. Only one such textbook may be considered for each promotion.

- G. Heritage books that have been refereed, reviewed, and published by a university, an academic association, a reputable publishing house, or in a refereed scientific journal. Such books must be in the applicant's field of specialization and must have been evaluated before publication by at least two referees in the field of specialization. Only one such book may be considered for promotion.
- H. Artistic and creative works of Fine Arts, Design and/or Media, and Communication, performing arts, as well as special works in marine science and technology, and sports science shall be considered for promotion purposes. Each new creative work is considered equivalent to one research article (Class B), provided that the work is documented and classified in accordance with the criteria approved by the university/academy. A maximum of two such creative works may be considered for promotion to the rank of Associate Professor, and a maximum of three for promotion to the rank of Full Professor.

H.i. College of Communication: The creative works for Communication specializations that shall be considered for promotion include:

1. Production of radio and television creative works (e.g., programs, documentaries, or drama),
2. New media creative works (e.g., website designs or smart digital applications),
3. Media campaigns,
4. Applied research.

These works could be done at the international, regional, or national level. The evaluations of each category are subject to criteria approved by the university/academy.

H.ii. College of Fine Arts: The creative works for Fine Arts and Design specializations that shall be considered for promotion include [1-5] below. The classification of these works (Class A or B) must be determined by the College Committee and verified by the University/Academy prior to the submission of the promotion dossier to the SCHESR Promotions Committee. The evaluations of each category are subject to criteria approved by the university/academy.

1. Participation in art biennial/triennial of creative art and design (e.g., painting, drawing, photography, sculpture, printmaking, fashion design, furniture design, interior design, graphic design)
2. Participation in a solo exhibition of creative art and design (e.g., painting, drawing, photography, sculpture, printmaking, fashion design, furniture design, interior design, graphic design)
3. New media creative design (e.g., website design or smart digital applications)
4. Performing Arts



5. Applied Research in Design

H.iii. Maritime Transport and Marine Sciences and Technology: The following scholarly works and academic contributions in fields related to maritime technology and ship command specializations may be considered for promotion, in accordance with the university/academy's standards for research, scholarly publication, and academic evaluation:

1. Developing navigation simulators or intelligent systems to support maritime operations, maritime safety, or maritime logistics and ports.
2. Conducting advanced applied studies or field experiments in marine environments (such as environmental monitoring, deep-sea exploration, or ocean current analysis).
3. Innovating new tools or technologies for ships, maritime performance monitoring, or marine communication technologies.
4. Collaborating with international or national maritime bodies on research or training projects that enhance the efficiency of the maritime sector.
5. Publishing applied research in peer-reviewed scientific journals related to maritime transport or marine science and technology.
6. Developing digital curricula or simulation-based training applications to support maritime navigation or maritime safety education.

H.iv. Sports Science Program: The following scholarly works in the field of Sport and Exercise Sciences may be considered for promotion, in accordance with the university/academy's standards for research, scholarly publication, and academic evaluation:

1. Case studies or applied research focusing on athletic performance, training, rehabilitation, injury prevention, or improving athletes' physical efficiency, provided that these works are published (or accepted for publication) in peer-reviewed scientific journals. Only one such work may be counted toward promotion if submitted in this format.
2. Patents or technological innovations in the field of sports or exercise science (for example, performance measurement devices, motion-analysis software for athletes, or sports rehabilitation technologies), provided that they are officially registered and published/documentated according to academic standards. Such output may be counted as Class B published research for promotion purposes.
3. Specialized books or monographs in sport or exercise sciences, whether authored or edited, that contain meaningful theoretical or applied contributions to the field. These works must be peer-reviewed by at least two experts before publication and published by a university, scientific association, or an internationally recognized academic publisher. A minimum of one such work may be counted for promotion according to the regulations of the university/academy.



4. Supervision of Master's or PhD theses in sport or exercise sciences, provided that the supervision results in scholarly publications included in the works submitted for promotion. While adhering to the university/academy's limits regarding the number of publications derived from graduate theses, as specified in the general criteria.
5. Distinguished participation in international or regional conferences in sport sciences, leadership roles in professional or scientific associations in this field, editorial responsibilities in academic journals, or professional/research contributions that lead to measurable improvements in coaching practices or athletic performance. Such activities are considered supporting evidence in evaluating the research and practical impact of the candidate's work.

These works could be done at the international, regional or national level. The evaluations of each category are subject to criteria approved by the university/academy.

- I. Under all circumstances, the total number of books referred to in items (D), (E), (F) and (G) above shall not exceed two for promotion to the rank of Associate Professor and three for promotion to the rank of Full Professor. All such books are counted as Class B publications.
- J. The name of the academic institution (University/Academy) must appear as the primary affiliation on the published works of the applicant for promotion during their tenure at the University/Academy.
- K. **Practitioner Research:**
 1. This section applies only to Faculty employed on the industry track. They will be eligible for promotion on the industry track following practitioner research requirements. The grades along the industry track route are:
 - a. Industry Lecturer
 - b. Practitioner
 - c. Senior Practitioner
 - d. Principal Practitioner
 2. **Practice-based research** refers to research, innovation, evaluation or knowledge generation undertaken by professionals whose expertise is rooted in practice, industry, public service, creative work, including exhibitions, performances, films, design outputs, digital media, consultancy, technical delivery or professional leadership. Practice-based research should capture evidence endorsed and supported by the applicant's line manager of professional improvement, policy influence, innovation, sector change and measurable impact. It is especially relevant to practitioner-led sectors such as maritime, health, education, technology, applied service sectors and creative industries, such as arts and communications.
 3. The focus of the practice-based research may include best practices demonstrating professional excellence, improved professional practice, performance, service delivery, safety, training, governance or operations. Consultancy or innovation work may also be recognized where it goes beyond routine commercial delivery



of courses, and makes considerable impact on producing new knowledge, improved practice, policy influence or demonstrable sector benefit.

4. All such practices and performances must be supported by evidence demonstrating what was undertaken, learned, and achieved, as well as the impact made on the profession. Such evidence must demonstrate originality, significance, rigor, dissemination, and impact, and should include independent and credible external validation from relevant organizations or companies within the field of work, professional or trade bodies, and regulatory authorities.
5. These may be evidenced in: Policy or Technical papers contributing to regulation, standards, public policy, professional guidance or sector development; Full papers in highly reputable industry conferences, especially where there is evidence of peer review, expert review, published proceedings or formal selection; Publications by professional bodies, learned societies, regulators, government agencies, trade associations or international organizations.
6. Equivalency between the Academic Faculty and Industry Faculty routes highlights the level of seniority:
 - Lecturer and Industry Lecturer
 - Assistant Professor and Practitioner
 - Associate Professor and Senior Practitioner
 - Professor and Principal Practitioner

These equivalent industry faculty titles are not repeated in the subsequent sections of this document (such as in the Promotions Procedures Section) but will be applied when promotion applications of faculties from the industry track are considered.

2. Teaching and Academic Advising

The applicant's performance in teaching and academic advising shall be evaluated in accordance with the following criteria:

- A. Effectiveness of the applicant's teaching according to student evaluations for courses taught at the university/academy.
- B. Effectiveness of the applicant's teaching according to peer evaluations of a sample of courses taught at the university/academy.
- C. The variety of courses taught by the applicant in his/her specialization at the university/academy.
- D. The applicant's contribution to graduate studies, where offered in the respective college, through teaching graduate courses and/or supervising theses/dissertations if applying for promotion to the rank of Full Professor.
- E. The applicant's contribution to developing study plans and programs, including proposing new courses or modifying existing courses at the university/academy.



- F. The applicant's contribution toward improving the teaching process by introducing effective learning and teaching methodologies, writing instructional materials based on preparing and/or publishing case studies, or publishing the results of various applied teaching methodologies.
- G. Utilizing modern educational technologies in teaching and learning processes, particularly applications of artificial intelligence, in accordance with the approved institutional policies governing their use.
- H. Organizing and participating in student academic advising.
- I. Participating in seminars, conferences, or workshops related to improving and developing teaching methodologies.

3. University and Community Service:

The applicant's performance in university/academy and community service shall be evaluated in accordance with the following criteria:

- A. Serving on departmental, college, and university/academy committees.
- B. Contributing to the activities of local, regional, or international academic and professional associations in the applicant's field of specialization.
- C. Contributing to training and/or educational activities inside or outside the university/academy.
- D. Providing academic or professional consultations in the applicant's field of specialization.

Second: Academic Promotion

1. Promotion to the Rank of Associate Professor:

An Assistant Professor applying for promotion to the rank of Associate Professor shall:

- A. Have spent a minimum of **five years** as an Assistant Professor, of which at least one year has been at the university/academy.
- B. Submit a minimum of six original publications in his/her field of specialization, or a closely related field, of which at least **three** must be journal articles where the applicant is the sole or main author. In the case of joint authorship, applicants are required to specify their contribution for each publication and verify this by the main author. The main author is determined in accordance with the practice of the journals in the different categories (disciplines) and his field of specialization. Furthermore, any faculty member who publishes a journal paper with a student whom he/she supervises shall be considered the main author for the purposes of faculty promotion, regardless of their author order (second or third),
- C. Have had at least **three** published articles.



- D. Have research articles accepted for publication or published while in the rank of Assistant Professor that have not been used to fulfill earlier academic degree requirements (i.e., Master or PhD degrees). A maximum of **two** journal papers published after obtaining a PhD and prior to attaining the rank of Assistant Professor may be considered.
- E. Have had at least **two** journal articles published (or accepted for publication) while working at the university/academy.
- F. Research for applicants applying for the rank of Associate Professor must include at least two journal articles published or accepted for publication in a **Class A** journal in which the applicant must be the sole or main author.
- G. Candidates holding a PhD degree from a foreign university are required to include within their research at least **three** research journal articles published (or accepted for publication) in foreign journals of at least **Class B**.
- H. Have taught at the university/academy level for the full period stated in **item (A)** above and received a minimum overall evaluation in teaching and academic advising of at least '**very good**', corresponding to the form designated for this purpose.
- I. Have contributed to university/academy and community services and received a minimum overall evaluation in university/academy and community service of at least '**good**', corresponding to the form designated for this purpose.

2. Promotion to the Rank of Full Professor

An Associate Professor applying for promotion to the rank of Full Professor shall:

- A. Have spent **five years** as an Associate Professor, of which at least **two** years have been at the university/academy.
- B. Have submitted a minimum of nine original publications in his/her field of specialization, or a closely related field, of which at least **five** must be journal articles where the applicant is the sole or main author. In the case of joint authorship, applicants are required to specify their contribution for each publication and verify this by the main author. The main author is determined in accordance with the practice of the journals in the different categories (disciplines) and his field of specialization. Furthermore, any faculty member who publishes a journal paper with a student whom he/she supervises shall be considered the main author for the purposes of faculty promotion, regardless of their author order (**second or third**).
- C. Have had at least **five** published articles.
- D. Have had research articles accepted for publication or published while in the rank of Associate Professor that have not been used to fulfill earlier or current academic rank or degree requirements (i.e. Assistant Professor or Associate Professor rank, Master's or PhD degrees). A maximum of three journal papers published prior to attaining the rank of Associate Professor may be considered, provided the applicant has the rank of Associate Professor before submitting these journal papers.
- E. Have had at least four journal articles published or accepted for publication while working at the university/academy.



- F. Have included in their research at least **three** journal articles published in a **Class A** journal in which the applicant must be the sole or main author.
- G. Have included (for candidates holding a PhD from a foreign university) at least **four** research journal articles published (or accepted for publication) in foreign journals, at least **two** of which must be in a **Class A** journal.
- H. Papers submitted (or accepted for publication) after the SCHESR Faculty Promotions Committee approves the applicant's file for promotion to the rank of Associate Professor to be sent to referees, are considered for promotion to the rank of Professor.
- I. Have taught at the university level for the full period stated in item (A) above and received a minimum overall evaluation in teaching and academic advising of at least '**very good**' corresponding to the form designated for this purpose.
- J. Have contributed to university and community services and received a minimum overall evaluation in university and community service of at least '**good**', corresponding to the form designated for this purpose.

Third: Promotion procedures along the industry track

- A. Promotion procedures in the industry track do not duplicate the details and definitions already mentioned in the Section above. Here only the requirements that are different from those above are specified.
- B. Promotion from Industry Lecturer to Practitioner must meet all the following requirements:
 - i. At least two publications.
 - ii. At least one of them as sole or main author publication.
 - iii. At least one innovation project as Principal Investigator/ lead that attracted funding or IP.
- C. Promotion from Practitioner to Senior Practitioner must meet all the following requirements:
 - i. Five years as Practitioner, including one year at the current university/academy.
 - ii. At least three publications.
 - iii. At least two of them as sole or main author publication.
 - iv. At least one of them while employed as a practitioner in the current university/academy.
 - v. In addition, at least one consultancy or innovation projects as Principal Investigator/ lead that attracted funding or IP while employed as practitioner in the current university/academy.
- D. Promotion from Senior Practitioner to Principal Practitioner must meet all the following requirements:
 - i. Five years as Senior Practitioner, including two years at the current university/academy.
 - ii. At least four publications.
 - iii. At least three of them as sole or main author publication.



- iv. At least two of them while employed as senior practitioners in the current university/academy.
- v. In addition, at least two consultancy or innovation projects as lead that attracted funding or IP while employed as senior practitioner in the current university/academy.

Fourth: Criteria for Accrediting Periodicals and Journals for Promotion Purposes:

Academic periodicals and journals must meet the following conditions:

- A. Periodicals and journals must be published by universities, specialized academic associations, scientific research centers, or international publishing houses. Publishers must be well recognized with high-quality publications and reputation.
- B. Periodicals and journals must have a specialized editorial board with a membership consisting of academicians of high academic standing.
- C. Periodicals and journals must require articles to be refereed before publication by at least two referees who are not from among the editorial and/or consultative boards and should explicitly state their refereeing process. The promotion committee may request applicants to submit all communications with the editors, including referees' reports if deemed necessary.
- D. Periodicals and journals must publicize their regulations for publishing studies and research articles.
- E. Periodicals and journals must state that published research meets established scientific publishing standards in terms of organization, citations/referencing, and editing.
- F. Periodicals and journals must be issued regularly and be in circulation.
- G. Periodicals and journals must have a national or international standard serial number (ISSN).
- H. Periodicals and journals must have been regularly issued for at least **three years** before publishing the applicant's article.
- I. In addition to the criteria mentioned above, journals shall be ranked for promotion *according to the following three classes*:
 - i. Journals in the SCOPUS database are classified (A) if their SJR metric is in the top 20% of the journal category within the applicant's field of specialization, provided these journals are listed in the ISI database and have an impact factor. All other journals in that category within the SCOPUS database are classified as (B).
 - ii. Papers written in English that are not in the SCOPUS database with an SJR metric are not counted.
 - iii. For papers written in languages other than English, the SCHESR Faculty Promotions Committee classifies the corresponding journals (which are not in the SCOPUS database with an SJR metric) submitted by the



applicant. For future publications, potential applicants should request from the College Academic Promotions Committee the classification of the journals to which the applicant is planning to send his/her papers before submission.

Fifth: Promotion Procedures at the Departmental Level

The following procedures shall be followed at the departmental level for the promotion of faculty members:

- A. Applications for promotion (using the form designated for this purpose) may be submitted to the department chairperson during the **first week of January, April, or October** of each year. Applicants should attach a dossier with their application, including their curriculum vitae (CV), research submitted for promotion, evidence of the applicant's contribution to teaching, academic advising, and university/academy and community service and a summary of the applicant's contribution in the area of scientific research. The chairperson shall present promotion applications to the Department Academic Promotions Committee.
- B. The Department Academic Promotions Committee's membership shall include at least **three** departmental faculty members holding an academic rank equivalent to or higher than the academic rank for which the applicant is applying. Please note that the members of this committee should not be members of higher-level committees (for the same purpose) and that the committee should be chaired by the department chairperson (if a Full Professor), or by another Full Professor in the department if the department chairperson is not a Full Professor. In the case that there are no Full Professors within the department, the chairperson may chair the committee when reviewing promotion applications equivalent to his/her own academic rank.
- C. The Department Academic Promotions Committee shall review promotion applications to determine the extent to which each application satisfies the promotion criteria. The committee may request additional information and supporting documents from applicants pertaining to the dossier presented to it. The committee shall prepare a detailed report including the results of its review of applications and its recommendations on whether or not to proceed with the promotion process. If it is recommended to proceed with the promotion process, the chairperson of the department shall forward the committee's report (together with the application dossier) to the college dean within one month of the date that the department chair received the application.
- D. If the number of faculty members in the department holding a rank equivalent to or higher than the desired rank for promotion is less than **three**, the college dean, in consultation with the chair, shall select faculty members from outside the department. The committee should have at least three members, and external faculty members must be in the same field as the applicant and of the same academic rank being applied for or higher.
- E. In cases where these requirements cannot be fully met, the matter shall be referred to the Council Committee for review and appropriate decision.

Sixth: Promotion Procedures at the College Level

The following procedures shall be followed at the college level for the promotion of faculty members:



- A. In September of each year, the College Council shall form a committee for promotion, called the College Academic Promotions Committee, which shall be chaired by the dean of the college if a Full Professor or another full professor in the college, if the dean is not a Full Professor. The committee shall include a Full Professor from each department in the college. In case there are no Full Professors in a particular department, an Associate Professor from the concerned department may be a member of the committee. Under all circumstances, however, Associate Professors shall not participate in reviewing the promotion of applicants to the rank of Full Professor.
- B. The College Academic Promotions Committee shall review promotion applications from the various college departments to determine the extent to which candidates meet the requirements for promotion. The College Academic Promotions Committee may request additional information and supporting documents from applicants pertaining to the contents of the applicant's promotion dossier. The College Academic Promotions Committee shall prepare a detailed report containing the results from its review of applications and its recommendations on whether or not to proceed with the promotion process. If it is recommended to proceed with the promotion process, the college dean shall forward the committee's report and a list of potential referees (together with the applicant's promotion dossier and the report from the concerned Department Academic Promotions Committee) to the Chancellor within one month from receiving the report from the Department Academic Promotions Committee.
- C. The Chancellor shall forward the committee's report and a list of potential referees (together with the applicant's promotion dossier and the reports from the concerned Department Academic Promotions Committee, and College Academic Promotions Committee) to the SCHE SR Faculty Promotions Committee within one month from receiving the report from the college dean.
- D. The college dean, in consultation with the department chairperson, and Full Professor members of the College Academic Promotions Committee, shall suggest a list (for each applicant) of ten referees holding the rank of Full Professor in the applicant's field of specialization from outside the UAE. None of the referee nominees have supervised research done by the applicant, whether at the Master's or the PhD levels, or co-authored any studies or research by the applicant. The college dean shall attach with the list of referees the CV of each potential referee, indicating his/her current position, specialization, and recent publications.
- E. If the number of members on the College Academic Promotions Committee holding a rank equal to or higher than that being sought for promotion is less than three, the dean shall follow the same procedure mentioned above at the departmental level.

Seventh: Promotion Procedures at the Sharjah Council for Higher Education and Scientific Research (SCHE SR) Level

Applications for promotion shall be processed at the Sharjah Council for Higher Education and Scientific Research (SCHE SR) level as follows:



- A. At the beginning of each academic year, the SCHESR Faculty Promotions Committee shall be formed to promote faculty members in newly established institutions that do not currently have a promotion committee. It shall be chaired by a member of the Executive Committee or his deputy and shall include in its membership at least **six members** holding the rank of Professor from the institutions under the committee's purview.
- B. The SCHESR Faculty Promotions Committee reviews promotion applications submitted by universities and academies under its purview, to determine if each application satisfies the promotion criteria, taking into consideration the reports from the respective Department and College Academic Promotions Committees. The committee may request additional information and documents from the applicant regarding the contents of their application file.
- C. The Chair of the SCHESR Faculty Promotions Committee or his deputy shall select **four referees** from the referees nominated by the Chancellor of the respective institution to evaluate whether or not an applicant's research complies with the promotion criteria. The Chair or his deputy may add the names of other specialized referees after consulting with the members of the Committee. The General Secretary shall oversee correspondence with the referees.
- D. Referees shall receive the designated Evaluation and Summary forms for the technical assessment of the research. Along with these, they must complete all supplementary forms required to maintain the integrity and procedural standards of the promotion process. The General Secretary may send the dossier to a replacement referee if any of the original referees do not respond within a period of **three months**.
- E. The SCHESR Faculty Promotions Committee shall review and discuss the evaluation results after receiving responses from **at least three referees** for each case. The committee shall make its recommendation in accordance with the following:
1. The minimum overall average of the three referees evaluating the research of an applicant for promotion to the rank of Associate Professor must be at least **75%**.
 2. The minimum overall average of the three referees evaluating the research of an applicant for promotion to the rank of Full Professor must be at least **80%**.
- F. The SCHESR Faculty Promotions Committee Chair shall refer the recommendations to the Chancellor. The Chancellor shall then refer the recommendations to the Deans' Council for consideration. The decision of the Deans' Council to promote an applicant or not shall be made by a majority vote of the Full Professors among the members present for promotion to the rank of Full Professor. For promotion to the rank of Associate Professor, the decision shall be made by a majority vote of both the Full Professors and Associate Professors among the members present.
- G. The Chancellor shall forward the decision of the Deans' Council to promote an applicant to the Board of Trustees for approval. The Chancellor shall be responsible for issuing the Board of Trustees' decisions that approve promotion cases. Promotion of candidates will be effective from the date of the Chancellor's issuance of these decisions.
- H. If the Central Promotions Committee, the Deans' Council, or the Board of Trustees does not approve a promotion, the Chancellor shall notify the applicant of the decision in writing. In such cases, the faculty member may reapply for promotion after at least one year has elapsed from the date of notification. This is with the provision that the re-applicant must present a minimum of **two** new journal articles for the rank of Associate Professor, for which he/she is the sole or



main author of at least **one**, and **one** of the articles must have been published (or accepted for publication) in a Class A journal. For the rank of Full Professor, the re-applicant must present **three** new journal articles, for which he/she is the sole or main author of at least **two**, and **two** of the articles must have been published (or accepted for publication) in a **Class A** journal.

Eighth: Preparing the Promotion Dossier

The applicant is required to submit three hard copies and a soft copy of the promotion dossier. Each copy should contain the following:

- A. A completed printed application form.
- B. The applicant's curriculum vitae (CV), indicating academic degrees and the dates on which each was obtained, academic ranks the applicant attained both before and after joining the university/academy, all research submitted for promotion, teaching experience, academic advising and university and community service.
- C. Copies of research work submitted for promotion.
- D. Sufficient information about the journals and periodicals in which the research work has been published (or accepted for publication), including the editorial board, refereeing process, publishing policies, whether or not the journal or periodical is indexed in **SCOPUS** database with **SJR** and **ISI** (with Impact Factor), the name of the institution publishing the journal or periodical.
- E. A list of the research submitted for promotion, including citations for various research publications.
- F. Evidence to prove the applicant's contribution to teaching and academic advising, including peer evaluation reports and student evaluations.
- G. Evidence to prove the applicant's contribution to university and community service.

Ninth: General Provisions

- A. The university/academy does not take into consideration the promotion or academic ranks granted to faculty by other universities while working at the university/academy, except in the case of official secondment and provided that the published research works comply with university/academy criteria.
- B. An Assistant or Associate Professor may apply for promotion to a higher rank four months before completing his/her term (at the lower rank) if the other conditions required for promotion to the higher rank have been fulfilled.
- C. If the procedures for promotion are completed before the end of his/her required term (at a lower rank), the date for promotion to the higher rank shall be at the end of this period.
- D. A faculty member who produces a substantial (at least double the number of the required publications for the rank) amount of research may apply for promotion after completing four years in the academic rank required for promotion to the higher rank.



- E. All correspondence pertaining to the promotion process at the departmental, college, university/academy, and Sharjah Council for Higher Education and Scientific Research (SCHEsr) levels shall remain confidential.
- F. No individual may participate in evaluating the academic contribution of an applicant for promotion at more than one level.
- G. Upon submission of a written request to the Chancellor, an applicant for promotion has the right to request a review of any promotion committee's recommendations (departmental, college, and Sharjah Council for Higher Education and Scientific Research) if any committee has rejected the application for promotion provided that the applicant demonstrates evidence of procedural irregularities in the evaluation of his/her promotion application.
- H. Should a faculty member fail twice to receive positive external reviewer evaluations for promotion, the Chancellor may, at his discretion, terminate the faculty member's contract.

Tenth: Policy on Misconduct in Research

Professional integrity is of core importance at all reputable educational institutions, including research institutions and universities. The university/academy is responsible for providing a suitable environment that fosters intellectual and professional integrity and honesty and therefore does not tolerate misconduct in any aspect of research or scholarly endeavor.

The Sharjah Council for Higher Education and Scientific Research's policy is based upon the following professional and ethical standards that have been well established in the field of research:

- A. Applying scholarly and scientific rigor and integrity in obtaining, recording, and analyzing data and in reporting and publishing results (not fabricating or falsifying data or results).
- B. Recognizing the substantive contributions of all collaborators; for example, using the unpublished work of other researchers and scholars only upon their consent and providing them with appropriate acknowledgment).
- C. Ensuring that the authorship of published work includes all individuals who have materially contributed to and/or share responsibility for the content of the publication and is limited exclusively to those individuals.
- D. Obtaining written consent from authors before using new information, concepts, or data originally obtained through access to confidential manuscripts or applications or through refereeing or participating in refereeing projects submitted by other researchers to secure project funding.
- E. Obtaining approval from the Research Ethics Committee of the university/academy before engaging in any research that involves human and animal subjects and complying fully with the approved research protocol in performing such research.
- F. Stating in writing to research sponsors (whether this university or another), journals, or funding agencies, any material conflict of interest (financial and/or other) that might influence a sponsor's decision or a sponsor's request of an individual to review research or research project funding applications, test products, or undertake work sponsored by external sources.



- G. Misconduct in research is not limited to any deviation from the above stated standards. It is the university/academy's responsibility to investigate all allegations of misconduct in research involving any researchers at the university/academy and to take any appropriate action necessary promptly and effectively.

For more details on the university/academy's research code of conduct, faculty members may refer to the university/academy's detailed policy on this matter.



APPENDICES

Official Forms & Requirements

This section contains the mandatory Forms and requirements for faculty promotion applications.



Appendix No.	Document Title	Purpose
Appendix A	Faculty Promotion Cover Sheet	Capture essential candidate data, including name, college, and department.
Appendix B	Summary of Applicant's details	Summarize Applicants details & achieved score.
Appendix C	AD Hoc Committee Promotion Summary Report	Central Committee Promotion Summary Report
Appendix D	Dean's Performance Evaluation Report	Evaluate core responsibilities in teaching, research, and service as a mandatory internal endorsement.
Appendix E	Teaching and Academic Advising Evaluation Form	Standardized scoring of instructional effectiveness; requires a minimum threshold of 80% (24/30 points).
Appendix F	University and Community Service Evaluation Form	Quantifies institutional and professional contributions; requires a minimum threshold of 80% (7/10 points).
Appendix G	Scopus Citation Evidence	Provide a verifiable record of the applicant's research impact and citation metrics as indexed in the Scopus database.
Appendix H	Co-authored Papers & Evaluation Form	Calculate specific contributions to collaborative research and applies the final evaluation formula.
Appendix I	Comprehensive Application Form for Promotion	The primary application documenting the candidate's full academic career and institutional contributions.
Appendix J	Summary of Referees' Reports (Associate Professor)	Benchmarks research against international standards for Associate Professor rank via external feedback.
Appendix K	Summary of Referees' Reports (Full Professor)	Consolidate external expert evaluations regarding research impact for the Full Professor rank.
Appendix L	Acknowledgement Form	Confirm the referee's receipt of the research papers and establish an expected completion date for the evaluation.
Appendix M	Research Paper Evaluation Form	Provide a standardized rubric for evaluating the importance, impact, design, and originality of each individual research paper.
Appendix N	Evaluation Summary Form	Capture the referee's final recommendation and their overall assessment of the applicant's entire scholarly contribution to the field.
Appendix O	Referee Brief CV	Document the referee's qualifications, academic rank, and research output to ensure they meet the criteria for evaluating the applicant.
Appendix P	Conflict of Interest (COI) Declaration	Ensure an unbiased evaluation by confirming the referee has no disqualifying professional or personal ties to the applicant.
Appendix Q	Honorarium (Bank Transfer Form)	Collect the necessary banking information, including IBAN and SWIFT codes, for the processing of the referee's payment.



Promotion Reviewers Selection Criteria

External reviewers for promotion cases shall be selected in accordance with the following criteria:

1. **International Diversity:** Reviewers must be from different countries to ensure international diversity and impartiality.
2. **Academic Rank:** They must hold the rank of Full Professor at a recognized and accredited institution.
3. **Research Impact:** Reviewers should demonstrate a strong research profile, with a Scopus citation count comparable to or higher than that of the applicant, and an h-index equal to or exceeding that of the applicant, reflecting established scholarly impact.
4. **Publication Quality:** Reviewers should have publications in journals of similar or higher quality (quartiles/impact) compared to those of the applicant.
5. **Subject Expertise:** They must be recognized experts in the applicant's field or a closely related discipline, with clear alignment to the applicant's research area and a sustained record of high-quality publications in reputable, peer-reviewed journals.
6. **Independence and Conflict of Interest:** Reviewers must be independent and free from any conflict of interest (CoI), including, for example, co-authorship, institutional affiliation, research collaborations, or any supervisory or personal relationship with the applicant.
7. **Institutional Affiliation:** They should be affiliated with well-established and reputable universities or research institutions with international recognition.
8. **Reviewer Rotation:** Reviewers should not be reused within **five** years of their most recent engagement, to maintain independence and avoid potential bias.
9. **Ethical Standing:** Reviewers should have no record of academic misconduct, retractions, or involvement in predatory publishing practices.
10. **Reporting Quality:** Reviewers must be able to provide objective, thorough, and well-substantiated evaluation reports in English.
11. **Timeliness:** Reviewers should have a demonstrated track record, or a clear expectation, of providing reports within a defined timeframe.
12. **Nomination Process:** A total of **ten** reviewers shall be nominated, with **five** proposed by the Dean of the applicant's college and **five** by the University Chancellor.
13. **Confidentiality and Communication:** The selection of reviewers shall remain confidential and must not be discussed with, or communicated to, the applicant or any other party, except through the Sharjah Council of Higher Education and Scientific Research (SCHESR).
14. **Academic Leadership:** Preference may be given to reviewers with demonstrated academic leadership, such as editorial roles, participation in funded research projects, or international academic recognition.