

# **Promotion Criteria and Guidelines for Faculty Members**

## **Jadara University for the Year 2020**

Approved by the Deans' council on **April 3, 2020**

### **Article (1): Title and Effective Date**

1. These guidelines shall be referred to as the "Promotion Criteria and Guidelines for Faculty Members at Jadara University for the Year 2020" and shall take effect starting October 1, 2020.

### **Article (2): Definitions**

The following terms shall carry the meanings assigned below unless the context dictates otherwise:

- University: Jadara University.
- Council: The University Deans Council.
- Committee: The Appointment and Promotion Committee.
- President: The President of Jadara University.

### **Article (3): General Promotion Conditions**

A faculty member must meet the following criteria to be promoted to a higher rank:

1. Seniority: At least five years of service in their current rank at the university.
2. Teaching Performance: Demonstrated success in teaching.
3. Disciplinary Record: No disciplinary penalties stricter than a warning in the year preceding the promotion application.
4. Service Contribution: Active engagement in university and community service.
5. Research Output: Publication (or acceptance for publication) of significant scientific work contributing to their field while in their current rank.
6. Specialization Focus: At least 60% of submitted research must align with their specific discipline; the remainder may relate to broader or interdisciplinary fields.
7. Service and Publications:
  - A. Minimum two years of service at the university in their current rank.

- B. Publication (or acceptance) of at least two research papers during university service.
- 8. Training: Completion of teaching qualification courses offered by the university.
- 9. Leave Restrictions: Research conducted during leave will not count unless explicitly approved.
- 10. Transfer to Assistant Professor: Requires two research papers with the applicant as principal researcher in Scopus-indexed journals.
- 11. Unpaid Leave:
  - A. Granted after five years of service (maximum one year, extendable to three).
  - B. Unpaid leave does not count toward promotion service years.

#### **Article (4): Promotion Eligibility**

1. Application Timing: Assistant/associate professors may apply after fulfilling legal requirements under Article (3).
2. Effective Date: Promotion takes effect from the Council's approval date.
  - *Amended by Deans Council Decision No. (356), Session 19 (2021/2022), dated May 9, 2022.*
  - *Amended by Deans Council Decision No. (9), Session 1 (2020/2021), dated October 13, 2020.*

#### **Article (5): Acceptable Scientific Output**

##### **A. Automatically Accepted (No Re-evaluation):**

1. Research in international/accredited journals.
2. Peer-reviewed conference proceedings (max 1 paper if Scopus-indexed).
3. Patents, case reports, literature reviews, or creative works in accredited outlets.
4. Externally funded research projects.

##### **B. Conditionally Accepted (Max 1 Item):**

1. Books/translations ( $\geq 50,000$  words) in the applicant's field.
2. Book chapters, specialized studies, or creative works (requires departmental approval).

**Article (6): Promotion to Associate Professor (Engineering, Pharmacy, Business, Science, IT, English/Translation)**

1. Research Requirement: Minimum 5 papers (3 published, per Article (3)).
2. Authorship:
  - 1 sole-authored paper.
  - 2 papers as principal researcher.
  - Max 2 papers derived from supervised postgraduate theses.
3. University Publications: At least 2 papers published/accepted during service.
4. Journal Standards:
  - Option 1: 2 papers in Scopus Q1/Q2 or Clarivate journals as principal researcher (total required: 5).
  - Option 2: 4 papers in Scopus Q3/Q4 or Clarivate journals (total required: 7).
5. Performance Rating: Minimum "Good" on faculty evaluation forms.

**Article (7): Promotion to Professor (Engineering, Pharmacy, Business, Science, IT, English/Translation)**

1. Research Requirement: Minimum 7 papers (4 published).
2. Authorship:
  - 2 sole-authored papers.
  - 2 papers as principal researcher.
  - Max 3 papers from supervised theses.
3. University Publications: At least 3 papers published/accepted during service.
4. Journal Standards:
  - Option 1: 3 papers in Scopus Q1/Q2 or Clarivate journals (total required: 7).
  - Option 2: 6 papers in Scopus Q3/Q4 or Clarivate journals (total required: 10).
5. Performance Rating: Minimum "Good" on faculty evaluation forms.

### **Article (8): Promotion to Associate Professor (Humanities and Education)**

An assistant professor must meet the following criteria for promotion to associate professor:

1. Research Output:
  - Submit at least seven research papers, with a minimum of four published (peer-reviewed).
2. Authorship Requirements:
  - Two sole-authored papers.
  - Two papers as principal researcher.
  - At least three of the above four papers must be indexed in Scopus (Q3/Q4) or Clarivate Analytics.
3. Supervised Thesis Research:
  - Maximum two papers derived from supervised postgraduate theses.
  - At least one of these must be published/accepted in Scopus (Q3/Q4) or Clarivate Analytics.
4. Approval Standards:
  - All research must be published in databases approved by the Higher Committee for Scientific Research (Ministry of Higher Education).
5. Alternative Pathways:
  - Applicants may opt to follow the criteria in [Article 6](#) (non-humanities disciplines) instead.
6. Performance Evaluation:
  - Minimum rating of “Good” on the faculty evaluation form.

### **Article (9): Promotion to Professor (Humanities and Education)**

An associate professor must meet the following criteria for promotion to professor:

1. Research Output:
  - Submit at least ten research papers, with a minimum of six published (peer-reviewed).
2. Authorship Requirements:
  - Two sole-authored papers.

- Four papers as principal researcher.
  - At least four of the above six papers must be indexed in Scopus (Q3/Q4) or Clarivate Analytics.
3. Supervised Thesis Research:
- Maximum three papers derived from supervised postgraduate theses.
  - At least two of these must be published/accepted in Scopus (Q3/Q4) or Clarivate Analytics.
4. Approval Standards:
- All research must be published in databases approved by the Higher Committee for Scientific Research (Ministry of Higher Education).
5. Alternative Pathways:
- Applicants may opt to follow the criteria in Article 7 (non-humanities disciplines) instead.
6. University Service Publications:
- At least two papers published/accepted during employment at the university.
7. Performance Evaluation:
- Minimum rating of “Good” on the faculty evaluation form.

### **Article (10): Early Promotion Eligibility**

A faculty member may apply for promotion one year in advance of meeting the seniority requirement if they have:

- Published double the minimum number of research papers required for promotion in their current rank.
- Published in specialized, peer-reviewed journals indexed internationally (e.g., Scopus, Clarivate).

### **Article (11): Exclusions and Restrictions**

1. Research/Works Excluded:
- Research or artistic works previously credited for promotion, academic degrees, or rank attainment.

- Textbooks (not eligible for promotion purposes).

### **Article (12): Research Conducted During Leave and Journal Criteria**

#### 1. Research During Leave:

- Scientific output during leave, secondment, or delegation is admissible for promotion.

#### 2. Post-Approval Submissions:

- Research accepted after promotion to Associate Professor may count toward promotion to Professor.

#### 3. Journal Eligibility:

To qualify, journals must meet all of the following:

- A. Print journals: Minimum 2 years of operation (exempting Jordanian journals funded by the Jordanian Scientific Research Support Fund).
- B. E-journals: Minimum 3 years of operation.
- C. Regularly published (print or electronic).
- D. Not explicitly rejected by the University Deans Council.
- E. Editorial board with an Editor-in-Chief holding the rank of Professor.
- F. Published by an official educational institution or research center.
- G. Maximum 2 papers from the same journal counted toward promotion.
- H. Research published in journals previously rejected by the Council is inadmissible.

### **Article (13): Promotion Application Process**

#### 1. Submission:

- Submit 6 hard copies + 1 electronic copy of the research portfolio and CV to the department head.
- Department recommendation to the Dean within 2 weeks; Dean forwards to the College Council within 3 weeks.

#### 2. Early Applications:

- Applications may be submitted 6 months before eligibility, pending committee review.

3. External Evaluators:
  - The Dean and Department Head propose  $\geq 10$  external professors (non-Jordanian) for the confidential evaluation database.
4. Insufficient Department Faculty:
  - If fewer than 3 faculty members hold the target/higher rank, a special committee reviews the application.
5. Insufficient College Council Faculty:
  - The President forms a committee chaired by the Vice President to review the case.
6. Voting Rights:
  - Only faculty of equivalent/higher rank may vote on promotions (department, college, or council level).
7. Documentation:
  - Include all correspondence (submission letters, peer reviews, acceptance letters) with the application.

#### **Article (14): Promotion Evaluation Report**

The Dean and Department Head must submit a joint report evaluating the applicant's:

- A. Teaching Effectiveness
- B. Graduate Student Supervision
- C. University/Community Service:
  - Participation in councils, committees, conferences, or public lectures.
  - Development of electronic courses, volunteer work, or community projects.
- D. Professional Conduct:
  - Collegiality, teamwork, adherence to university norms, and administrative competence.
- E. Performance Rating:
  - Minimum "Good" in all evaluation areas.

#### **Article (15): External Peer Review**

1. Review Process:

- Send the research portfolio to 2 reviewers (promotion to Associate Professor: 3 reviewers; Professor: 4 reviewers).
- Include a CV summary and requested rank.
- Reviewers must return evaluations within 2 months, grading each work on:
  - Weak | Acceptable | Good | Very Good | Excellent

2. Final Recommendation:

- Reviewers conclude with either “Recommend Promotion” or “Do Not Recommend Promotion”.

**Article (16): Committee Review**

- The Appointment and Promotion Committee reviews applications after receiving 3 reports (Associate Professor) or 4 reports (Professor) and forwards recommendations to the University Deans Council.

**Article (17): Post-Decision Procedures**

1. Notification: Applicants receive written notice of the Council’s decision.
2. Reapplication:
  - If rejected, reapply after 6 months with:
    - Assistant Professor: 1 new paper (principal researcher).
    - Associate Professor: 2 new papers (1 as principal researcher).
3. Second Rejection: The Council may take further action based on reviewer feedback.

**Article (18): Implementation**

- Responsibility for enforcement lies with the President, Deans, and University Deans Council.

**Article (19): Effective Date**

- These guidelines take effect from the first semester of 2020/2021.

- Faculty eligible for promotion before January 1, 2021, may choose to follow these guidelines or prior rules (written declaration required).