

<b>Policy Title</b>	Academic Promotion Policy and Procedure	<b>Policy Number</b>	410
<b>Section</b>	Academic Affairs	<b>Approval Date</b>	16 Jan 2024
<b>Subsection</b>	Faculty Hiring, Review, and Governance	<b>Authorizing Entity</b>	BoT
<b>Responsible Office</b>	Provost's Office	<b>Effective Date</b>	5 March 2024
<b>Distributed To</b>	Faculty, Provost office, vice president of finance and administration, chief operating officer, president's council, BoG.	<b>Next Review Date</b>	5 years from the effective date.

## 1.0 PURPOSE

1.1. The purpose of the Academic Promotion Policy and Procedure is to provide a fair and transparent framework for evaluating and recognizing the achievements of faculty members, fostering professional growth, and maintaining the highest standards of academic excellence within the institution. This document outlines the criteria, processes, and guidelines for promotion, thereby ensuring equitable opportunities for professional advancement and the continued enhancement of the academic community.

1.2 This document applies to all academic promotions at AUBH

## 2.0 DEFINITIONS

2.1 The following words and phrases, wherever they occur in this policy, shall have the meanings designated hereunder unless otherwise indicated:

<b>Bylaws</b>	Bylaws for Academic Promotion of Faculty Members at AUBH
<b>University</b>	American University of Bahrain
<b>Faculty Council</b>	The body representing faculty members at AUBH

<b>University Council</b>	University Council of AUBH
<b>College</b>	Any of the colleges at AUBH
<b>Academic Promotion Committee</b>	The university level standing committee has selected members who are responsible for evaluating promotion applications in line with this policy and procedure.
<b>President</b>	The President of AUBH
<b>Provost</b>	The Provost at AUBH
<b>Dean</b>	The concerned Dean of the College or representative
<b>PC</b>	Program(s) Coordinator
<b>Applicant for Promotion</b>	Faculty Member applying for promotion
<b>Academic Rank</b>	Academic rank awarded to the faculty member after completing his/ her PhD degree or after the last academic Promotion

### 3.0 POLICY

#### 3.1 Promotion Requirements:

The promotion requirement to a higher rank involves the following elements:

- 3.1.1 Teaching
- 3.1.2 University and Community Service
- 3.1.3 Scientific Research

Section 3.5 of this policy determines the weight assigned for each of these requirements and the minimum score for each.

### **Section 3.2**

3.2.1 The applicant for promotion can present his/her promotion file six months before the official period for promotion to the higher rank, if s/he fulfils all the other conditions required for promotion.

3.2.2. Completion of all prescribed promotion procedures in advance does not entitle an individual to early promotion, unless for exceptional cases (close 3.2.4).

3.2.3 The effective date of any promotion shall be the date on which the individual completes the minimum service period established for the target rank.

3.2.4 Exceptional cases will be evaluated on case-by-case basis.

### **Section 3.3**

3.3.1 The academic promotion for the applicant shall be effective from the date of approval of the promotion by the Board of Governors.

3.3.2 The Academic Promotion Committee may postpone the promotion case for a certain period if the applicant is called for an inquiry of a disciplinary nature or is subject to penalty.

### **Section 3.4**

The applicant for promotion must satisfy the following conditions:

3.4.1 Has a continuous record of at least satisfactory performance evaluations.

3.4.2 Faculty are eligible for promotion after five years from the date of being awarded the last academic rank, except for promotion from associate professor to full professor.

3.4.3 For promotion from associate professor to full professor, faculty are eligible for promotion after at least seven years from the date of being awarded the last academic rank.

3.4.4 New faculty (those with fewer than five years at AUBH) are eligible for promotion after completing two continuous years at AUBH and a minimum of three years of teaching experience outside AUBH while holding a Ph.D.

3.4.5 Has completed at least 40% of the minimum research requirements of promotion during his/her term at AUBH.

3.4.6 Highly performing faculty who show evidence of outstanding achievement beyond normal expectations for their current rank may be placed on a fast track for promotion.

### Section 3.5

The promotion point system includes teaching, university and community service, and research, as shown in the following tables. Points are allocated only for activities that were not presented previously for successful promotion purposes. This promotion policy applies to faculty currently at the Lecturer, Assistant and Associate Professor levels or equivalent in rank.

#### 3.5.1 Table for calculating the points required for promotion:

Activity	Points for promotion from lecturer to senior lecturer	Points for Promotion from Assistant to Associate Professor	Points for Promotion from Associate to Full Professor
Teaching	120*	90	100
University Service	30	40	60
Community Service	10	20	20
Scientific and Scholarly Research	-	50	120
Accumulated Performance	160	200	300

\*25% of the teaching points may be accumulated from scientific and scholarly research items.

#### 3.5.2 Table for calculating points for Teaching Activity:

Teaching Items	Points allocated per item
The average of student evaluations for the past two years	An average of 3 is required to be eligible for promotion.
Average score of Dean's annual Evaluation for the last two years in relation to teaching	An average of 3 is required to be eligible for promotion.

Application of high impact teaching methods	3 per occurrence
Application of high impact assessment methods	3 per occurrence
Obtaining teaching certificate	10 per certificate
Curriculum Development	10 per course
Program development	10 per program
Accumulated points	<p>Min 120 to be promoted to senior lecturer.</p> <p>Min 90 to be promoted to associate professor.</p> <p>Min 100 to be promoted to professor.</p>

### 3.5.3 Table for calculating points for university and community service:

#### a. University Services

Activity	Points Allocated
Committee Membership/ Chair/ PC/ Dean /Clubs	per occurrence
<ul style="list-style-type: none"> <li>- Active membership</li> <li>- Chairing</li> <li>- Program Coordinator</li> <li>- Dean</li> <li>- Mentoring Student Clubs</li> <li>- Chairing CTLE</li> </ul>	<p>2</p> <p>5</p> <p>8</p> <p>15</p> <p>2</p> <p>5</p>
Organizing events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards in the university.	5 per event
Participation in events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards in the university.	5 per event participation

Designing/ delivering professional development activities within the university.	5 per activity
Participating in enrollment promotion activities	3 per activity
Special assignments assigned by president office, Provost office, IR office, or dean	5 – 10 per assignment
Accumulated Points	Min 30 to be promoted to senior lecturer.  Min 40 to be promoted to associate professor.  Min 60 to be promoted to professor.

**b. Community Services**

Activity	Points Allocated
Organizing events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards outside the university.	5 per event
Participation in events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards outside the university.	5 per event participation
Designing/ delivering professional development activities outside the university.	5 points per occurrence
Participation in supervising and/or examining capstone, projects and post graduate theses in other institutions. <ul style="list-style-type: none"> <li>- Supervision</li> <li>- Examination</li> </ul>	5 per project 2 per project
Chairing sessions in seminars, conferences, or forums locally or regionally or internationally	2 per occurrence

Participating in external validation/ moderation for other institutions - Course level - Program level	2 per occurrence 5 per occurrence
Engagement with Industry (ex. Art Installations/Exhibitions)	3 per occurrence
Involvement in public lectures or any activities that benefit society.	2 per occurrence
Membership of editorial board of a journal	2 per membership
Membership in relevant society	2 per membership
Participation in refereeing books, chapters, papers, or any academic research	2 per occurrence
Accumulated Points	Min 10 to be promoted to senior lecturer.  Min 20 points to be promoted to associate professor.  Min 20 points to be promoted to professor

### 3.5.4 Table for calculating points for research:

Activity	Points Allocated
Publication in a Scopus refereed journals.	20 per item
Publication of Scopus conference proceeding	15 per item
Publication of conference papers/ or other refereed journals (not published in Scopus)	10 per item
Consultancy research	10 per item
Publishing a refereed academic book	30 per item

Publishing a refereed chapter	10 per item
Accumulated points	<p>Max 30 to be promoted to senior lecturer.</p> <p>Min 50 to be promoted to associate professor.</p> <p>Min 120 to be promoted to professor of which at least 40 points should be accumulated from Scopus publications.</p>

## 4.0 PROCEDURES

### 4.1 Academic Promotion Procedure

#### 4.1.1

The applicant submits Provost his/ her promotion application form to the Provost, along with the curriculum vitae and the portfolio of evidence as per the items listed above. The Provost's office checks the completion of the application and establishes the Academic Promotion Committee.

#### 4.1.2

The Provost forwards the promotion case to the Academic Promotions Committee, which verifies the fulfilment of the promotion requirement.

#### 4.1.3

Upon completing its review, the promotion committee submits its recommendations to the Provost's office for endorsement. The endorsed recommendations are then forwarded to the Vice President of Finance and Administration and the Chief Operating Officer for consideration within the context of the budget cycle. While budget constraints may limit the scope of financial incentives, they will not hinder promotions to higher ranks.

For unsuccessful applications, the Provost will keep the promotion file and provide the applicant for promotion a report mentioning the reasons for rejecting the case. If the applicant is not satisfied s/he can appeal the decision to the Provost within 10 days.

**4.1.4**

Positive recommendation from the Academic Promotion Committee is presented by the Provost to the President's Council for final approval. Recommendations are then forwarded to the BOD and BOG respectively for financial approvals and endorsements. Promotions decisions are then sent to the HEC and decisions are informed to the candidates.

**4.1.5 Timeframe**

<b>4.1.1</b>	
Faculty promotion files due to the Provost's Office	By week 8 of Fall term
<b>4.1.2</b>	
Provost forwards promotion files to Academic Promotion Committee	By week 11 of Fall term
<b>4.1.3</b>	
Academic Promotions Committee evaluation due to Provost's Office	By week 1 of Spring term
Decisions to VP of Finance and Admin and COO to factor into budget term	By week 3 of Spring term
<b>4.1.4</b>	
Recommendation goes to BOD for financial approval	By week 5 of Spring term
Recommendation goes to BOG for endorsement	By week 10 of Spring term
Promotion decision goes to HEC	By week 12 of Spring term
Promotion decision due to candidate	By week 12 of Spring term

**4.1 Academic Promotion Committee**

4.1.1 The Academic Promotion Committee is a standing committee that is assigned by the Provost and shall comprise a minimum of three faculty members, from different areas and colleges, and at a rank not less than associate professor. If necessary, one committee member may be an external member from another university.

4.1.2 Members of academic promotion committee are expected to serve for two academic years, where the chair will be appointed by election.

4.1.3 The applicant attaches a filled score table to the portfolio showing all evidence to the Provost office. The committee forwards its recommendation to the Provost.

4.1.4 The Provost does not participate in the academic promotion committee but reviews the report during a period not exceeding one month from the date of receiving the recommendation from the Academic Promotion Committee and examines the fulfilment of the applicant to the promotion requirements.

4.1.5 The Provost has the right to ask the Academic Promotion Committee for additional evidence or documentation to support their recommendation, within the one-month review period.

4.1.6 If after reviewing the full report and any supplementary materials provided by the committee, the Provost still disagrees with the committee's recommendation, the original application, committee report, and Provost's report outlining the areas of disagreement will be passed to the President for a final determination. The President's decision on the promotion application will then be considered binding.

#### **4.2 Appeal Against the Decision of the Promotion Committee**

The applicant has the right to submit a grievance to the Provost against the report that claims that the promotion requirement is not fulfilled. The Provost shall, within a period not exceeding one month, render a final decision on whether to reject or uphold the promotion report.

### **5.0 RELATED DOCUMENTS AND REFERENCES**

- 5.1 CV
- 5.2 Research papers
- 5.3 Evidence for university services
- 5.4 Evidence for community services
- 5.5 Any other supporting documents
- 5.6 Students' evaluations
- 5.7 Letter of experience
- 5.8 Dean/Provost evaluation

### **POLICY HISTORY**

Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date
16 Jan 2024	Policy initial approval	BoT	5 March 2024

### ACADEMIC PROMOTION APPLICATION FORM

<b>Name of Applicant</b>		<b>College</b>	
<b>Date of Submission</b>		<b>Applying For</b>	

The below list are documents to be submitted along with the academic promotion application. Please check all the boxes as needed.

Item	Included
Curriculum vitae	<input type="checkbox"/>
Research papers	<input type="checkbox"/>
Evidence for university services	<input type="checkbox"/>
Evidence for community services	<input type="checkbox"/>
Support documents	<input type="checkbox"/>
Students' evaluations	<input type="checkbox"/>
Letter of experience	<input type="checkbox"/>
Dean/Provost evaluations	<input type="checkbox"/>

I (*Name*) hereby certify that the above information is true and correct for submission.

Applicant's Signature: \_\_\_\_\_

Items	Points Guidelines	Score	Notes	Evidence
<b>3.5.2 Teaching Activity</b>				
The average of student evaluations for the past two years*	An average of 3 is required to be eligible for promotion.			
Average score of Dean's annual Evaluation for the last two years in relation to teaching	An average of 3 is required to be eligible for promotion.			
Application of high impact teaching methods	3 per occurrence			
Application of high impact assessment methods	3			
Obtaining teaching certificate	10			
Curriculum Development	10			
Program development	10			
<b>Total</b>	Min 120 to be promoted to senior lecturer. Min 90 to be promoted to associate professor. Min 100 to be promoted to professor.			
<b>3.5.3 a. University Services</b>				
Committee Membership/Chair/PC/Dean/Clubs				
- Active membership	2			
- Chairing	5			
- Program Coordinator	8			
- Dean	15			
- Mentoring Student Clubs				
Organizing events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards in the university.	5 per event			

Participation in events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards in the university.	5 per event participation			
Designing/ delivering professional development activities within the university.	5 per activity			
Participating in enrollment promotion activities	3			
Participation in supervising and/or examining capstone, projects and post graduate theses at AUBH - Supervision - Examination	5 2			
Special assignments assigned by president office, Provost office, IR office, or dean	5 to 10			
<b>Total</b>	Min 30 to be promoted to senior lecturer. Min 40 to be promoted to associate professor. Min 60 to be promoted to professor.			
<b>3.5.3 b. Community Services</b>				
Organizing events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards outside the university.	5 per event			
Participation in events, conferences, workshops, seminars, forums, or other services/activities that promote the academic or administrative or cultural or social standards outside the university.	5 per event participation			

Designing/ delivering professional development activities outside the university.	5 points			
Participation in supervising and/or examining capstone, projects and post graduate theses in other institutions. - Supervision - Examination	5 2			
Chairing sessions in seminars, conferences, or forums locally or regionally or internationally	2			
Participating in external validation/ moderation for other institutions	2 5			
- Course level - Program level				
Engagement with Industry (ex. Art Installations/Exhibitions)	3			
Involvement in public lectures or any activities that benefit the society.	2			
Membership of editorial board of a journal	2			
Membership in relevant society	2			
Participation in refereeing books, chapters, papers, or any academic research	2			
<b>Total</b>	Min 10 to be promoted to senior lecturer. Min 20 points to be promoted to associate professor. Min 20 points to be promoted to professor			

<b>3.5.4 Research</b>				
Publication in a Scopus refereed journals	20			
Publication of Scopus conference proceeding	15			
Publication of conference papers/ or other refereed journals (not published in Scopus)	10			
Consultancy research	10			
Publishing a refereed academic book	30			
Publishing a refereed chapter	10			
<b>Total</b>		Max 30 to be promoted to senior lecturer. Min 50 to be promoted to associate professor. Min 120 to be promoted to professor of which at least 40 points should be accumulated from Scopus publications.		