

Promotion regulations for faculty members at Jadara University for the year 2020

Article (1): These regulations are called (promotion regulations for faculty members at Jadara University for the year 2020 and its amendments) and shall come into force as of the beginning of the academic year 1.1.2020.

Article (2): The following words and phrases, wherever mentioned in these regulations, shall have specific meanings assigned to them below unless the context indicates otherwise:

University: Jadara University.

Council: The University Deans' Council.

Committee: Appointment and Promotion Committee.

President: The President of the University

Article (3): In order to promote a faculty member from one rank to a higher one, he/she should satisfy the following requirements:

1. He/she should have been five years as minimum at the rank from which he/she will be promoted.
2. He/she should be successful in teaching.
3. He/she must be successful in his/her workplace relationships. Besides, he/she should not have been subjected to a disciplinary penalty more severe than the warning penalty during the year preceding his/her submission of a promotion request.
4. He/she should serve the university and the community effectively.
5. He/she should have published a valuable scientific production that has led to the advancement of knowledge in his/her field of specialization, or his/her works have been accepted for publication while he/she at the rank from which he will be promoted.
6. 60% at least of the scientific research that is submitted for promotion should be within his/her exact specialization, while the remaining should be within the general specialization or within the interdisciplinary disciplines.

7. a. He/she must have spent at least two years serving the university at the rank in which he/she was appointed.

7. b. He/she should have published a scientific production equivalent to at least two research papers or his/her work has been accepted for publication during his/her service at the university.

8. He/she should have attended faculty teaching qualification courses at the university.

9. Scientific research published or accepted for publication while a faculty member is enjoying any kind of vacation is not counted if it does not have the name of Jadara University.

Article (4):

A. An assistant professor or associate professor may apply for promotion to a higher rank after completing the legal period required for promotion if he/she fulfills the requirements for occupying the rank.

B. The date on which promotion to a higher rank is granted is considered the date of the Council's decision for the promotion.

Article (5): The following criteria shall be adopted in accepting the scientific production submitted for promotion.

a. The following scientific production may be accepted without the need for a preliminary assessment:

1. Research that is published or accepted for publication in Scopus or accredited journals.

2. Research that is published or accepted for publication in Scopus or accredited journals extracted from theses and dissertations.

3. Research that is published in the proceedings of peer-reviewed and specialized conferences, provided that a faculty member (applicant for promotion) attends the

conference and that the conference has a preparatory committee as well as a scientific committee.

4. Case reports, literature reviews and scientific observations/notes published in Scopus or accredited journals

5. Patents that are internationally or locally registered.

6. Artistic or creative works that are published in Scopus or accredited journals.

7. Research projects that are externally funded (outside the university).

8. A published report of a medical condition, court ruling, or software.

B. The following scientific production is accepted after its initial evaluation through the president and on the basis of the department and the college and is excluded from the evaluation books that have been published and evaluated by the Deanship of Scientific Research and Graduate Studies at the university:

1. A book of no less than (50,000) words, composed in the field of specialization and subject to evaluation

2. A translated book in the field of specialization and published by a prominent publishing house.

3. A fulfillment of a book in the field of specialization.

4. A chapter in a book in the field of specialization.

5. A specialized study within a project (unpublished).

6. Creative artistic and applied works in the field of specialization.

Article (6):

It is required that the assistant professor who applies for the rank of an associate professor in the faculties of (Engineering, Pharmacology, Business, Science and Information Technology, English Language and Literature, and Translation in the Faculty of Arts and Languages):

1. S/he is required to provide a scientific production of no less than five research works, three of which, at least, must have been published.

2. Among the research works submitted for promotion, there should be a single-authored one and two at least in which the applicant should be the main researcher; it is also conditioned that there should be no more than two works that are drawn from the theses that the applicant for promotion supervised.
3. S/he must have had two works published or accepted for publication during their time at university.
4. S/he must submit at least two research papers, from the minimum number required for promotion, published or accepted for publication in specialized journals, and classified within a database Scopus (Q1 or Q2 or analytics clarivate providing that the applicant is a major researcher in them (هكذا واردة في النص العربي باحثا رئيسا ولهذا لم) (أترجمها مستخدما أداة التعريف). Alternatively, the applicant must have four papers published or accepted for publication in specialized journals that are classified and indexed within a database Scopus (Q3 or Q4 or analytics clarivate); in this case, the minimum number of works required for promotion becomes seven.
5. That her or his performance rate is no less than good in the specialized form intended for evaluating a staff member.

Article (7):

It is required that the associate professor who applies for the rank of a professor in the faculties of (Engineering, Pharmacology, Business, Science and Information Technology, English Language and Literature, and Translation in the Faculty of Arts and Languages):

1. S/he must provide a scientific production of no less than seven research works, four of which are published; that should be taking into account item (3) of the same article.
2. Among the research works submitted for promotion, there should be a single-authored one and two at least in which the applicant should be the main researcher; it is also conditioned that there should be no more than three works that are drawn from the theses that the applicant for promotion supervised.
3. S/he must have had three works published or accepted for publication during their time at university.
4. Submitting at least three research papers from the minimum required for promotion, published or accepted for publication in specialized journals and

classified(Q1 or Q2 or Clarivate analytics) within a database of (Scopus), provided that he/she is the principal researcher in all of them or six research papers published or accepted for publication in specialized journals classified (Q3 or Q4 or Clarivate analytics) within a database (Scopus) , and he/she must be a principal researcher in four , and in this case the minimum number of research papers required for promotion becomes **ten**.

5. That his/her cumulative annual average is not less than Good in the special form for evaluating the faculty member.

Article (8): In order to be promoted from Assistant Professor to Associate Professor in Faculty of Humanities and Educational sciences, the candidate must fulfill the following conditions:

1. To present scientific output of no less than seven research studies, at least four of which are published.
2. That there be at least two of the submitted research papers in which the applicant is singly authored, and two as principal researcher, and three out of four research papers that mentioned in this article should be certified at least within a database of Scopus (Q3 or Q4 or Clarivate analytics).
3. It is permissible for the applicant for promotion to include Research extracted from master's or doctoral theses supervised by the applicant, provided that not more than two research papers published or accepted for publication, and at least one of them are published or accepted for publication within a database of Scopus (Q3 or Q4 or Clarivate analytics).
4. All required research paper for promotion (published or accepted for publication) must be published within a database approved by the Higher Committee for Research in the Ministry of Higher Education and Scientific Research.
5. It is permissible to the applicant for promotion from specialties mentioned in this article to choose to apply article (6) from these regulations.
6. That his/her cumulative annual average is not less than Good in the special form for evaluating the faculty member.

Article (9): In order to be promoted from Associate Professor to the rank of Professor in Faculty of Humanities and Educational sciences, the candidate must fulfill the following conditions:

1. To present scientific output of no less than ten research studies, at least six of which are published.
2. That there be at least two of the submitted research papers in which the applicant is singly authored, and at least four as a Principal Investigator, and four out of six research papers that mentioned in this article should be certified at least within a database of Scopus (Q3 or Q4 or clarative analytics).
3. It is permissible for the applicant for promotion to include Research extracted from master's or doctoral theses supervised by the applicant, provided that not more than three research papers published or accepted for publication, and at least two of them are published or accepted for publication within a database of Scopus (Q3 or Q4 or clarative analytics).
4. All required research paper for promotion (published or accepted for publication) must be published within a database approved by the Higher Committee for Research in the Ministry of Higher Education and Scientific Research.
5. It is permissible to the applicant for promotion from specialties mentioned in this article to choose to apply article (7) from these regulations.
6. He/She must have published or accepted to publish at least two research papers during his service at the University.
7. That his/her cumulative annual average is not less than Good in the special form for evaluating the faculty member.

Article (10): It is permissible to the faculty member to submit his/her application for promotion to the higher rank one year before the completion of the legal period stipulated for the higher rank, if he/she fulfills the other legal conditions required to occupy the rank.

Article (11):

1. It is not permissible for the applicant to include in his/her research any of the research that was previously included in a previous scientific promotion, or according to which he/she obtained a scientific degree or academic rank.
2. Academic books (Textbooks) are not accepted for the purpose of promotion.

Article (12):

1. Scientific research published or accepted for publication while a faculty member enjoys a secondment, delegation, and unpaid leave, is counted for the faculty member applying for promotion.
2. A faculty member whose scientific research is accepted after the date of the decision to proceed with the procedures for promotion to the rank of associate professor, he/she can submit it to be promoted to the rank of professor.
3. As for accepting the referred journals, the following standards shall be adopted:

A. The age of the paper-based journal should not be less than two years prior to the date of sending the scientific production to it, an exception is made for the Jordanian journals that were established by the Jordanian Scientific Research Support Fund.

B. The electronic journal should have been issued not less than three years ago.

C. The journal should be regularly issued either paper-based or electronically.

D. The journal shall not be included in the lists of unacceptable journals issued by the Council.

E. The scientific production submitted for promotion will not be accepted if it was published in a journal that previously issued as unacceptable journal by the council before receiving the scientific research for promotion.

F. The Editor-in-Chief and the Editorial Board members of the journal must be at the rank of professor.

G. The journal is to be issued by an official educational institution or official research centers.

H. It is not permissible to publish more than two research papers in the same journal from the minimum required for promotion.

Article (13):

1. The promotion application is submitted to the relevant department including six copies of the scientific production, electronical copy, and resume to be presented to the department council, take the appropriate recommendation, and the department head submits the department council's recommendation to the Faculty Dean within two weeks at most, and the Faculty Dean presents the application to the Faculty council within three weeks at most; to take the recommendation in this regard, and submit it to the presidency of the University.

2. It is permissible to submit the application for promotion to the academic department six months before the completion of the legal period stipulated for the promotion, and the department head or Dean can constitute special committees to study the promotion application before presenting it to the department and faculty councils.

3. The Dean of the Faculty and the head of the department propose a list that includes the names of at least ten specialists who hold the rank of professorship, from outside Jordan, in order to feed the database of electronic promotions, and this rule is treated with complete confidentiality, and the President may amend the list by adding or deleting, in order to evaluate the scientific production, and taking into account that the nominated for evaluation are from multiple countries and universities, and the president handles all the necessary correspondence related to the promotion procedures.

4. If the number of faculty members in the department who hold a rank equivalent to the rank to which promotion is requested or at a higher rank are less than three, the head of the department forward the application to the dean of the faculty, the Dean submits the request to the appointment and promotion committee in the Faculty and then to the Faculty council in the presence of the faculty members in the department who hold the required Promotion rank or to a higher rank, and they have the right to participate in the debate without voting on it.

5. Subject to the provisions of paragraph 4 of this article, If the number of faculty members in the Faculty council who hold a rank equivalent to the rank to which promotion is requested or at a higher rank are less than three, the dean of the faculty

submits the request to president of the university to constitute a committee headed by the Vice President in order to review the application and make the appropriate recommendation, and submit it to the appointment and promotion committee.

6. In all cases, it is not permissible to vote on the promotion, either in the department council or the faculty council or dean council, except for the faculty members who are of a rank equivalent to or higher than the rank to which the promotion is requested.

7. The correspondence that precedes the publication of the scientific research shall be submitted with the promotion request (a letter of sending the research for publication, a letter of receipt from the sending party for publication including the arbitrators' reports, a letter of final acceptance and its dates).

Article (14):

1. In order for the faculty member to get promoted, the dean and the head of the department submit (regardless of the academic rank) a joint report that takes into consideration the following:

- a) Teaching
- b) Supervising graduate students.
- c) University and community service that includes the following:

- 1. Participating in university councils and committees.
- 2. Working on the progress and development of university.
- 3. Working on scientific duty at the university.
- 4. Participating in community development, voluntary work, and community service.
- 5. Participating in public lectures.
- 6. Participating in conferences and seminars.

7. Preparing online courses.

d. Qualities and properties of the faculty member as follows:

1. The relationships with students, colleagues, and other workers.
2. Working in team's spirit and accepting other opinions.
3. The extent of commitment to norms and values of university.
4. The extent of commitment to laws and regulations of university.
5. Administration and leadership.
6. Entrepreneurship and ability to generate new ideas.

2. The evaluation of the faculty member should not be less than (good) in order to get promoted.

3. The faculty member should be informed in writing by the secretary of councils that all conditions for promotion are realized.

Article (15):

1. Scientific production should be evaluated by experts in the same field (three achievements should be demonstrated in order to get promoted to the rank of associate professor, and four works to the rank of professor, as the candidate's resume and the rank for promotion should be enclosed with the scientific production as requested. In addition, the evaluators should prepare their reports within two months of submitting the scientific production. The level of achievement required for promotion should be stated in the report as follows:

Poor

Acceptable

Good

Very good

Excellent

2. The general evaluation of the scientific production is completely based on the following:

1. Recommended for promotion.
2. Not recommended for promotion.

Article (16):

1. According to appointment and promotion committee, three reports of the candidate's achievements are requested by the evaluators to demonstrate the promotion to the rank of associate professor and three reports to the rank of professor. Additionally, the recommendations of the committee are sent to Council of Deans to make the final decision.

2. If the six-month period ends and the required reports are not submitted, the candidate must be called by the university president in order to sign that reports must be submitted to the Council of Deans and the scientific production must be sent to different evaluators with his/her approval.

3. In case of submitting three positive reports of the candidate and the recommendations are clear regarding to his/her achievement, the faculty member obtains the promotion. However, the scientific achievement should be sent to fourth evaluator for promotion as not less than good, and same for the previous evaluators.

4. If a report states that any fraud or plagiarism occurred, promotion should be postponed in order to verify what was mentioned in the reviewers' reports and based on verification reports decisions made.

5. For the promotion to the rank of professor, the faculty member must have the following:

1. Four evaluation reports should be submitted with "a very good" evaluation for the candidate's achievements.

2. In case of submitting three positive reports of the candidate and the fourth was negative, the scientific achievement should be sent to fifth evaluator with an evaluation of not less than very good in order to recommend the candidate for promotion.

Article (17):

1. The candidate should be notified with the decision of Deans' Council, whether the decision of promotion is positive or negative.
2. In case that the Council of Deans recommends not to promote the candidate (based on reports of evaluators), he/she has the opportunity to apply for promotion again after less than six months. For the assistant professor that must be a principal investigator of the research, new research which is accepted for publication should be submitted. While two additional researches, that must be accepted for publication after the decision of Deans' Council to adopt the promotion of the scientific production as stated in instructions, should be submitted by the associate professor who must also be a principal investigator of the research.
3. If the Deans' Council doesn't approve the promotion of the faculty member for the second time, any suitable decision should be made by the Council according to reports of evaluators.

Article (18):

President, Deans, Council of Deans are responsible for implementing the instructions.

Article (19):

Instructions should be followed starting from the first semester 2020/2021. The candidate is allowed to apply for promotion before 1/1/2021 according to the instructions or previous instructions based on personal choice.

Article (20):

These instructions cancel any previous instructions issued in this regard.