**Promotion Request Form for Faculty Members**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part one: Personal information and Qualification.** | | | | | | | | | | | | |
| **A) Personal information:** | | | | | | | | | | | | |
| Name | | |  | | | | | | | | | |
| Nationality | | |  | | | Residence Permit number (Iqama) | | | |  | | |
| Mobile | | |  | | | Email | | | |  | | |
| College | | |  | | | specialty | | | |  | | |
| Department | | |  | | | Academic rank | | | |  | | |
| Academic rank to be promoted to | | | | | | Associate Professor ( ) Professor ( ) | | | | | | |
| Date of approval by the Scientific Council | | | / / H  / / G | | | the date that the present rank was appointed. | | | | | / / H  / / G | |
| Contract commencement date | | | / / H  / / G | | | The date of commencement | | | | | / / H  / / G | |
| Have you applied for promotion to this rank previously? Yes ( ) No ( )  If yes, please specify the number of times  1. Scientific Council Decision no. ……. issued in Session no. …….., dated / / H  2. Scientific Council Decision no. ………. issued in Session no. ….., dated / / H | | | | | | | | | | | | |
| **B) Academic Qualifications:** | | | | | | | | | | | | |
| **First: Doctoral (PhD) Degree** | | | | | | | | | | | | |
| Awarding institution | |  | | | | | | Country | | |  | |
| General specialty | |  | | | | | | General specialty | | |  | |
| Dissertation title | |  | | | | | | | | | | |
| For those who obtained it from a non-Arabic university, or scientific majors , or English language majors) | | | | | | | | | | |
| Supervisor's name | |  | | | | | | Affiliation | | |  | |
| Name of the co-supervisor | |  | | | | | | Affiliation | | |  | |
| Award date | |  | | | | | | | | | | |
| **Second: Master's Degree** | | | | | | | | | | | | |
| Awarding institution | |  | | | | | | Country | | |  | |
| General specialty | |  | | | | | | General specialty | | |  | |
| Dissertation title | |  | | | | | | | | | | |
| For those who obtained it from a non-Arabic university, or scientific majors , or English language majors) | | | | | | | | | | |
| Supervisor's name | |  | | | | | | Affiliation | | |  | |
| Name of the co-supervisor | |  | | | | | | Affiliation | | |  | |
| Award date | |  | | | | | | | | | | |
| **Third: Bachelor’s Degree:** | | | | | | | | | | | | |
| Awarding institution | |  | | | | | | Country | | |  | |
| Specialization | |  | | | | | | | | | | |
| Award date | |  | | | | | | | | | | |
| **Part Two: Employment History.** | | | | | | | | | | | | |
| Position title | | Affiliation | | | | | Duration | | | | | |
| To | | | | To | |
| Teaching Assistant | |  | | | | | / / | | | | / / | |
| Lecturer | |  | | | | | / / | | | | / / | |
| Assistant Professor | |  | | | | | / / | | | | / / | |
| Associate professor  (If applicable) | |  | | | | | / / | | | | / / | |
| **Part Three: Scholarly output submitted for promotion.** | | | | | | | | | | | | |
| **First: All Researches published or accepted for publication** | | | | | | | | | | | | |
| Number of Researchs | |  | | | | | Number of Units | | | |  | |
| No. | Research title | Journal/ Date of publication and publisher | | | Number of Units | | Journal  Indexing  wos-indexed /Scopus-indexed/ unindexed | Status of Publication Published/ Accepted for publication | | | Authorship  Single / Joint | Quotation  percentage |
|  |  |  | | |  | |  |  | | |  | % |
|  |  |  | | |  | |  |  | | |  | % |
|  |  |  | | |  | |  |  | | |  | % |
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|  |  |  | | |  | |  |  | | |  | % |
|  |  |  | | |  | |  |  | | |  | % |
|  |  |  | | |  | |  |  | | |  | % |
|  |  |  | | |  | |  |  | | |  | % |
|  |  |  | | |  | |  |  | | |  | % |
| **Second: peer-reviewed, non-classified journals published or accepted for publication** | | | | | | | | | | | | |
| 1 | Research title | | | | Research ( ) | | Research ( ) | Research ( ) | | | Research ( ) | Research ( ) |
|  | |  |  | | |  |  |
| 2 | Journal | | | |  | |  |  | | |  |  |
| 3 | journal's specialty | | | |  | |  |  | | |  |  |
| 4 | Academic degree of Journal editing | | | |  | |  |  | | |  |  |
| 5 | Editorial board members' academic degrees | | | |  | |  |  | | |  |  |
| 6 | The guidelines for publication are straightforward. | | | |  | |  |  | | |  |  |
| 7 | The journal is authorized with an ISSN number. | | | |  | |  |  | | |  |  |
| 8 | A journal published by a scientific institution, a research organization, or one or more regional or global groups that have been approved by the Scientific Council | | | |  | |  |  | | |  |  |
| 9 | The journal has at least 6 issues that have been released. | | | |  | |  |  | | |  |  |
| 10 | The journal has been published for at least two years. | | | |  | |  |  | | |  |  |
| 11 | The journal is not one of the multidisciplinary journals that includes different disciplines | | | |  | |  |  | | |  |  |
| 12 | Journal’s website link | | | |  | |  |  | | |  |  |
| **Third: Papers presented at specialized scientific conferences and published in peer-reviewed proceedings:** | | | | | | | | | | | | |
| 1 | Research title | | | | Research ( ) | | Research ( ) | Research ( ) | | | Research ( ) | Research ( ) |
|  | |  |  | | |  |  |
| 2 | The conference is hosted by a scientific or research institution, as well as a local, regional, or international organization that has been approved by the Scientific Council (please define this) | | | |  | |  |  | | |  |  |
| 3 | The conference proceedings (book) contains the full research. | | | |  | |  |  | | |  |  |
| 4 | If the research is accepted for publishing, the acceptance statement indicates that it will be published in its entirety in the conference proceedings. | | | |  | |  |  | | |  |  |
| **Part Four: Endorsement** | | | | | | | | | | | | |
| I hereby declare....................................................  submitted by the candidate for promotion to the of...................................: with The following :  1- The data shown above is accurate.  2- the Scientific Council has the authority to exclude any research or work from the scientific production submitted for promotion if it can be demonstrated that it does not fall within the specific or general scientific specialization based on the testimony of two arbitrators.  3- My scientific work is an original work that does not contain any plagiarism or plagiarism from the work of another researcher or from my earlier work that has been published. It also does not contain any published or written materials by anyone other than the people I have cited in the main body of this research and in the references. | | | | | | | | | | | | |
| **Name: signutre:** | | | | | | | | | **Date:** | | | |
| **القسم الخامس: (يعبأ من قبل رئيس/ة القسم)**  **العبء التدريسي وخدمة الجامعة والمجتمع** | | | | | | | | | | | | |
| **الدرجة التي حصلت عليها** | | | | **التفصيل** | | | | | | | **البيان** | |
|  | | | | العبء التدريسي خلال ثمانية فصول دراسية ( ) ساعه بمعدل ( ) ساعات أسبوعيا | | | | | | | العبء التدريسي من 25 درجة | |
|  | | | | جهود عضو التدريس في خدمة الجامعة والمجتمع | | | | | | | النشاطات الأخرى من 15 درجة | |
| -العبء التدريسي للفصول الثمانية التي تسبق تقدم عضو هيئة التدريس للترقية، ويدخل فيها الفصل الدراسي الذي تقدم فيه للترقية، ولا يدخل ضمن الفصول الثمانية الفصول الصيفية، وعلى رئيس/ة القسم التأكد من صحة بيانات العبء التدريسي ومطابقة ذلك مع ما هو موجود في نظام البانر.  -يجب ألا يقل العبء التدريسي لمن هم/هن برتبة أستاذ مساعد عن (14) ساعة، ولمن هم/هن برتبة أستاذ مشارك عن (12) ساعة، وفي حالة كون المتقدم / المتقدمة تشغل منصباً فيذكر أن سبب تدني العبء التدريسي يعود إلى ذلك، وفي كل الأحول لا يجب أن يقل العبء التدريسي لمن تشغل منصباً إدارياً عن (3) ساعات، ومن لا يحمل عبئاً أو أن عبئه متدنٍ دونما سبب يرفق موافقة الجهة التي سمحت له بذلك وتكون مخولة باستثنائه من أن يحمل عبئاً تدريسياً). | | | | | | | | | | | | |
| قرار مجلس القسم باجتماعه الــ ................................. للعام الدراسي / هـ المعقود بتاريخ / / هـ .  (لا يقبل محضر بالتمرير أو قرار بناء على تفويض الصلاحيات في طلب الترقية ) .  أفيد بصحة جميع البيانات في الاستمارة وبنظامية تقدم عضو هيئة التدريس الدكتور/ة .................................................................................................................... للترقية لرتبة ....................................... | | | | | | | | | | | | |
| **رئيس/ة القسم :** | | | | | | | | | | | **التوقيع:** | |
| **القسم السادس: (يعبأ من قبل عميد/ة الكلية)** | | | | | | | | | | | | |
| قرار مجلس الكلية باجتماعه الــ ................................. للعام الدراسي / هـ المعقود بتاريخ / / هـ .  (لا يقبل محضر بالتمرير أو قرار بناء على تفويض الصلاحيات في طلب الترقية) . | | | | | | | | | | | | |
| **عميد/ة الكلية :** | | | | | | | | | | | **التوقيع:** | |