

	Bayan College	
	Academic Rank and Faculty Promotion Policy	
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Objective

1. The objective of this policy is to establish a standard minimum qualification for the recruitment and promotion to fulltime teaching staff. The mere attainment of these qualifications does not imply that they shall be the only criteria for granting recruitment or rank promotion.
2. Academic rank or rank promotion is only granted by the College's academic council.

The principal academic ranks of the College

The principal academic ranks of the College shall be professor, associate professor, assistant professor, lecturer and instructor. Qualifications required for these ranks shall be as follows:

Professor

- A doctorate in the relevant field of study awarded by a recognized university.
- Minimum ten years of teaching experience at higher education institutions.
- Minimum eight years of post-PhD full time teaching at the degree level.
- Five years of experience as an associate professor.
- Good record of effective teaching, extensive research, and community service.

Associate Professor

- A doctorate in the relevant field of study awarded by a recognized university.
- Minimum eight years of teaching experience at higher education institutions.
- Minimum five years of post-PhD full time teaching at the degree level.
- Three (3) years of experience as an assistant professor.
- Good record of effective teaching, extensive research, and community service.

Assistant Professor

- A doctorate in the relevant field of study awarded by a recognized university.

- Minimum five years of teaching experience at higher education institutions.
- Minimum three years of post-PhD full time teaching at the degree level.
- Good record of effective teaching, extensive research, and community service.

Lecturer

- Master Degree in the relevant field of study.
- Minimum three years of fulltime teaching experience at the degree level.
- The candidate should have shown effective classroom teaching, research abilities and contribution to the community.

Instructor (for Foundation Program)

- BA/BSc. Degree in the relevant field of study, with a certificate in teaching English (for example cerTESOL / Celta); An MA/MSc is preferable.
- Minimum five years of fulltime teaching experience at the degree level.
- The candidate should have shown effective classroom teaching

Criteria for Promotion

Rank promotion is based upon the following criteria (providing that candidates meet the educational and experience requirements for the new position):

- Research activities.
- Effective teaching.
- Community Service.

Research

College faculty shall be involved in research activities, individually and collaboratively. These points should be observed:

- Originality, authenticity and creativity of the research.
- An application for promotion to associate professor rank should include four researches ,at least one of them individually completed by the applicant , or two where the applicant is a senior researcher
- An application for promotion to professor rank should include six researches, at least two of them individually completed by the applicant, or four where the applicant is a senior researcher.
- Researches should be published or accepted for publication in refereed journals .At least one of these researches should be published in an international refereed journal in case an application is for associate professor promotion, and two for professor promotion.
- The application should include the original acceptance- for- publication letter.

- None of the above researches should have been used before in a promotion application.
- At least 50% of the researches are in the applicant's specific field of study.
- None of the researches should have taken from PhD or MA/MSc thesis or from already published studies.

Effective Teaching

An applicant for promotion should spend at least four years in his/her current ranks, two of them spent in his current institution. Effectiveness will be documented by student, peer, department head and/or dean evaluations, as well as teaching load and all teaching-related activities.

Community Service

These contributions should be strongly linked with the objectives of the College and the educational needs of the students.

- Books authored or coauthored, articles published in magazines and newspapers and creative works.
- Membership of committees inside & outside College,
- Participation in local, regional and international organizations and associations
- Participation in conferences
- Membership in appropriate professional organizations (relevant to a faculty teaching interests or area of specialization.)
- Consultation activities to public /private sectors and to international organizations.
- Participation in activities linked to the academic programs of the College
- Lecturing or running workshops
- Participation in activities ,academic meetings and shows in the media
- Any other community service activity.

Promotion Process

- The process for recommending promotion is designed to systematize and encourage such cooperation and mutual confidence.
- A faculty member should have at least two years of employment at Bayan College before applying for promotion.
- The process should complete in one month from the date of application.
- The faculty member may decide, at any step in the process, to withdraw his/her request for promotion in rank.
- An instructor, after obtaining the MA/MSc degree and presenting an attested document from the granting institution to his/her HoD, may be promoted to the rank of lecturer, with approval of College academic council. A lecturer , upon after obtaining the doctoral degree and presenting an attested

document from the granting institution to his/her HoD , may be promoted to the rank of lecturer , with approval of College academic council .

- If an applicant is a member of the promotion committee, he/she should recess from committee till his/her application is processed.
- A special committee handles all promotion activities. This committee is chaired by the senior among academic ranks. It consists of three members. In case an applicant is more senior to the members of the committee, external members should be involved. Membership to this committee is limited to two- year period.

It responsible for:

- a. examining all applications to ensure that they meet promotion requirements
- b. recommending referees
- c. contacting referees chosen
- d. Writing minutes of promotion approvals/disapprovals.

Referees

These referees:

- Should be at least associate professors and three in number
- A referee should be senior in rank to the applicant; in case of the same academic rank, the referee should have got the rank before the applicant.
- At least two of the referees should be from recognized institutions.
- The referee should be specialized in the same field of the applicant.
- The referee should not be a supervisor for the applicant's PhD/MA/MSc thesis
- The referee should not be a co-author in any of the applicant's research papers presented for promotion
- The referee is not a relative (to the fourth degree) of the applicant
- The referee is not a teaching staff in the same institution with the applicant.
- The referee is not a teaching staff in the same institution/institutions affiliated/cooperated with the institution where the applicant works.
- The referee should not be a member in the promotion committee, and has no contact with it during the promotion process.

Step 1

The faculty member should apply for promotion to the department head. The application should contain all required documentations related to teaching, research and contributions to community.

Step 2

The HoD examines the application and forwards it with an approval or disapproval statement to the dean.

Step 3

The dean reviews the application and forwards it with an approval or disapproval statement to the College's academic council.

Step 4

The council will notify the faculty member through his HoD. If the College's academic council recommends disapproval of the application, the faculty member may write an appeal to the faculty promotion appeals committee within 10 calendar days of being notified of the disapproval. The faculty promotion appeals committee will study the application, examine documentations presented, do its inquiries and meet all concerned people.

Step 5

The faculty promotion appeals committee will decide by confidential voting, and forward its recommendation to the dean, who notifies the HoD of the committee's recommendation. The HoD notifies the faculty member. The decision made by the faculty promotion appeals committee is final.