



United Arab Emirates University

**Academic Staff Promotion Procedures
Faculty of Medicine & Health Sciences**

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Procedure	:	07-02
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Responsible Office	:	Associate Provost and Chief Academic Officer



UNITED ARAB EMIRATES UNIVERSITY

Academic Staff Promotion Procedures

Faculty of Medicine and Health Sciences

(1) POLICY AND ELIGIBILITY

1. Policy

Promotion in rank represents an affirmative decision by the University based upon a faculty member's convincing record of achievements and accomplishments and the individual's potential for continuing contributions to the institution's mission in teaching, scholarship, and service. Because of the importance of this decision to the institution, the United Arab Emirates University has established appropriate criteria and standards for promotion in rank and a comprehensive process for the review of applications for promotion. Although individuals may differ in the emphasis they give to these three areas of performance, some level of accomplishment is expected in all three areas. Minimum performance standards are set forth in these procedures.

2. Eligibility

The following conditions represent the minimum requirements, which shall be fulfilled by the applicant:

- I. Length of Service: An applicant for promotion under these Guidelines shall have fulfilled the following requirements:
 - a. Have held the academic rank immediately below the one he/she has applied for promotion to or served substantially in that rank with appropriate documentation to support this at the FMHS or in a recognized scientific institution or a university faculty.
 - b. Have undergone a period of experience, subsequent to the date of achievement of preliminary qualification requirements for appointment to an equivalent position at the FMHS.
 - c. For individuals without prior experience, the period of service normally expected before application for promotion is six years of full-time service as a faculty member at UAEU. The last date to apply is the beginning of his/her seventh full year of service at UAEU. However, the application can be made at the beginning of the sixth year and this is recommended. In exceptional cases, the minimum period for promotion above may be reduced upon approval by the Chief Academic Officer.

- d. An Assistant Professor with prior experience in rank normally will not be permitted to apply for promotion before the completion of her/his second full year of service in rank at UAEU.
- e. For an Assistant Professor, the last date to apply is the beginning of his/her seventh (basic medical science) or ninth (clinical faculty) full year of service at UAEU. An eighth year of service (for basic medical science faculty) or, tenth year (for clinical faculty) at UAEU without promotion is a terminal year under all circumstances.
- f. An Associate Professor normally will not be permitted to apply for promotion to the rank of Professor before the completion of her/his fourth full year of service in rank, two of which must be in the service of UAEU. There is no maximum period of service during which an individual must be promoted to the rank of Professor. In exceptional cases, the minimum period for promotion above may be reduced upon approval by the Chief Academic Officer.
- g. For those who have past years of service in research positions at well-known institutions, the required years of university service stipulated above may be replaced by years of service equivalent to university service time.

II. Promotion Standards and Criteria for Faculty Ranks

- a. A faculty member's record of performance in teaching, scholarship, and service established through annual reviews provides the foundation for the promotion review process.
- b. Each faculty member is judged every year as excellent, satisfactory, or unsatisfactory on performance in each of the three areas of performance (*See Policy № (7) - HR: Academic Staff promotion, Procedure № (1-7) – Academic Staff promotion procedures*).
- c. These evaluations for multiple years and supporting documentation take the form of a portfolio. Ideally, the faculty member will submit three portfolios: one each for teaching, scholarship, and service. These portfolios will constitute the bulk of the evidence in support of a faculty member's application for promotion.
- d. An applicant shall be considered qualified for promotion pursuant to recommendation by the Promotion Subcommittees if he/she achieves “**Excellent**” in research and/or education. If the applicant scored “**Satisfactory**” in either of these, his/her rating should not be less than “**Excellent**” in the other. All candidates should score a minimum of “**Satisfactory**” in Service. (See characteristics of “**Excellent**” and “**Satisfactory**” later.)

(2) ASSESSMENT AND GRADING

1. Assessment of Teaching

In the area of teaching, appraisal of performance and achievements in undergraduate and postgraduate teaching are judged by the Education Subcommittee of the FMHS Promotion Committee in terms of faculty educational activities, particularly those pertaining to the following areas:

I. Educator Portfolio

An Education portfolio containing information pertaining to the faculty member's educational activities shall be submitted by the faculty member. (*Appendix 1 p.9*)

II. Assessment of Teaching by Peers

A report of observation of teaching by three peers who are of full professorial rank (a suitably qualified person from outside the Faculty may be included if this is considered necessary or appropriate), organized by the Department of Medical Education at the request of the Chairman of the Department of the applying candidate (*Appendixes 2a, 2b p.10-11*)

III. Assessment of Teaching by Students

A compilation of assessments by students over the previous two years and organized by the Department of Medical Education (*Appendixes 3a, 3b, 3c p.12-14*)

IV. Grading of Teaching Activities:

The Education subcommittee of the FMHS Promotion Committee shall develop criteria for grading each candidate. A summary score shall be created classifying the candidate into the following categories: Excellent, Satisfactory, Unsatisfactory.

2. **Assessment of Research Activities**

- I. A research portfolio shall form an essential part of the applicant's credentials. Publications relevant to the specialty of the applicant shall form the major basis for the appraisal of the quality of research which shall be done by external referees and the Research Subcommittee of the FMHS Promotion Committee

II. The minimum required number and types of publications to be satisfied:

- a. The minimum number shall be **eight** in the case of promotion to Associate Professor, and **twelve** in the case of promotion to Professor. A maximum of two publications may be categorized as reviews, books or book chapters, editorials or commentaries or case reports, provided they are of high quality and have been refereed.
- b. A minimum of **four** papers (Associate Professor) or **six** papers (Professor) must have the applicant as first or corresponding author.

- III. The applicant must state clearly his/her contribution to each publication (*Appendix 4 p.15*). If appropriate, verification of this contribution might be sought.

- IV. Research papers should have been published in refereed and indexed periodicals/journals while the applicant occupied a position at the current academic rank.

- V. One or more of the research papers submitted for assessment should derive from work done at FMHS.

- VI. In all cases, published research papers presented for promotion must include new scientific material that has not previously been used for promotion to the present rank.

- VII. Reprints of all the publications listed for evaluation shall be submitted to the FMHS Promotion Committee and be appraised by external referees.

VIII. Grading of Research Achievements

- a. Publications presented for evaluation by external referees shall be appraised by a numerical scoring system ranging from 1 to 7

- b. A publication will be considered high quality if the mean of the points assigned to it by the external referees is five or more.
- c. In the case of promotion to Associate Professor, the applicant shall be given an **“Excellent”** grading for research activities if the mean of all the points is five or more and the number of publications of high quality is at least **six**, whereas the applicant shall be given a **“Satisfactory”** grading if the number of high quality papers is at least **four**.
- d. In the case of promotion to Professor, the applicant shall be given an **“Excellent”** grading for research activities, if the mean of all the points is five or more, and the number of high quality publications is at least **nine**, whereas the applicant shall be given a **“Satisfactory”** grading if the number of high quality publications is at least **six**.
- e. A Research Subcommittee of the Promotion Committee shall review the external referee reports and accompanying documentation. The Research Subcommittee shall also review other research accomplishments of the candidate that may enhance the chances of promotion (*Appendix 5 p.16*) and assign grading in research using the following classification:

Excellent

Satisfactory

Unsatisfactory

3. Assessment of Service

A Service Subcommittee of the Promotion Committee shall review material supplied in the Service Portfolio, by the candidate in each chosen achievement area (*Appendix 6 p.17-18*) and grade the achievement in Service as Excellent, Satisfactory, or Unsatisfactory.

(3) PROCESSING APPLICATION FOR PROMOTION AT FMHS

1. Formation of FMHS Promotion Committee

At the beginning of every academic year, the Chief Academic Officer shall form an FMHS Promotion Committee which shall comprise ten Professors. The Dean shall nominate a chair of the committee whose role is to coordinate the proceedings of this committee as a non-voting member.

2. Formation of Departmental Promotion Committee

- I. The Dean shall form Departmental Promotion Committees in those departments where faculty members have indicated interest to be promoted. The Committee shall be chaired by a Professor who is normally the Department Chair. The Committee is composed of the Department Chair, one other member of the Department above the rank of the applicant and a Professor from another Department. All members shall be entitled to vote.
- II. If the Chair of the Department is not a Professor and/or there are not enough members in the Department to serve on the Departmental Promotion Committee, the Dean shall arrange to constitute the Departmental Promotion Committee.

3. Procedure for Application

- I. In the case of an Assistant Professor or Associate Professor wishing to be promoted, a completed Promotion Application Form (*Appendix 7a p.19*) shall be submitted to the department chair no later than March 31, at least 14 months prior to completion of the required period for promotion, which is May 31 of the next academic year.
- II. The applicant shall in addition submit a file, to include the following:
 1. Five copies of the applicant's *Curriculum Vitae* (*Appendix 7b p.20*).
 2. An Educator Portfolio.
 3. A Research Portfolio as described above that includes:
 - a. A full list of scientific publications
 - b. Four copies of published research papers (best 8 to 10 for promotion to Associate and best 12 to 15 for promotion to full Professor) for appraisal.
 - c. A statement of his contribution to publications in which he/she is not the first or corresponding author attested by the first or corresponding author.
 - d. Any other required or supplemental documents (*Appendix 5 p.16*).
 4. A service portfolio containing documentation to support achievements in the various areas (*Appendix 6 p.17-18*).
- III. If the candidate is a Chair of Department, promotion application shall be submitted directly to the Dean who shall take over all department chair responsibilities and duties.

4. Role of Departmental Committee

- I. Application shall be submitted to the Departmental Promotion Committee, where an initial evaluation of the candidate's dossier will be made in regard to contributions to Teaching, Research, and Service to determine if the application should proceed. The Departmental Committee's role is to provide advice and counseling to applicants.
- II. The Department Promotion Committee shall write a report on whether to proceed with the application or not, giving reasons for its recommendations.
- III. The Chair of Department as the Chair of the Departmental Promotion Committee shall submit the candidate's dossier to the Dean, attaching the following documents:
 - a. An original copy of the Promotion Application together with the candidate's file.
 - b. A copy of the letter issued by the Human Resources Department, indicating that the candidate meets the time conditions for promotion.
 - c. A copy of the Department Promotion Committee report.
- IV. An applicant who is convinced he/she merits consideration for promotion but is denied opportunity of processing his/her application shall have a right of appeal to the Faculty Dispute Resolution Committee.

5. External Referees

- I. The Dean shall, in consultation with the Department Chair, select and rank a list of ten or more names of referees of distinguished academic status in the field of candidate's field of specialization, in order to evaluate the academic work of the candidate.
- II. None of the selected referees should have participated in advising the candidate in his or her Master's or Doctoral degree work, or have conducted joint research, or have worked at the UAEU or have a close personal association with the candidate.
- III. All referees should normally hold the rank of Professor or be of equivalent academic seniority.
- IV. The selected referees shall be separately contacted to confirm their willingness to assess the candidate's publications.
- V. The Chair of the FMHS Promotion Committee shall submit the research publications, curriculum vitae of the applicant and a copy of the UAEU FMHS Faculty Promotion Guideline to each of the first three selected referees with a request to evaluate each research paper using appropriate form. (*Appendix 8 p.21*)
- VI. If a referee's report is delayed for more than one month, a letter shall be sent to the referee to expedite completion and dispatching of the report. If the report is not received within a further month, the next ranked alternative referee from the list shall be contacted.

6. Faculty Promotion Committee

- I. The FMHS Promotion Committee shall receive the reports of the external referees.
- II. The FMHS Promotion Committee shall divide into three subcommittees to review and evaluate each candidate's dossier regarding education, research and service according to the stated criteria.
- III. The FMHS Promotion Committee shall meet to review all available documentation to determine if the candidate has fully met the promotion requirements.
- IV. Six members of the Committee are required for a quorum. Each member, excluding the Chair, shall vote by secret ballot and the vote shall be recorded. In the case of a tie vote, the Chair of the Committee may cast the deciding vote.
- V. If the FMHS Promotion Committee decides not to recommend promotion, the Chair of the Committee shall return the candidate's file with refusal justifications to the Dean who shall inform the candidate of the Committee's decision. In this case, the candidate may submit a written grievance to the Dean, giving reasons for reconsideration. The grievance shall first be submitted to the FMHS Promotion Committee for review, and reconsideration. If the Committee maintains its decision, the candidate may then appeal to the Dean whose decision is final.
- VI. If the FMHS Promotion Committee recommends promotion, the Dean shall submit the candidate's file to the Chief Academic Officer no later than April 15. This file should include the following documents:
 - a. The promotion application together with the Department report.

- b. Recommendations of the FMHS Promotion Committee.
- c. An evaluation report by the Dean.

VII. The Chief Academic Officer review of the candidate's file shall begin no later than April 15 and shall end no later than May 15.

7. University Promotion Advisory Group

- I. The Chief Academic Officer may accept or reject the Dean's recommendation and, if applicable, that of the FMHS Promotion Committee.
- II. The Chief Academic Officer may or may not request a deliberation in closed session with the Promotions Advisory Group, which would advise the Chief Academic Officer to proceed with or to deny the promotion. Note that recommendations of the Promotions Advisory Group are advisory to the Chief Academic Officer.
- III. The Chief Academic Officer may recommend approval or denial of the promotion to the Provost.
- IV. The Provost may recommend approval or denial of the promotion to the Vice Chancellor (by May 22).
- V. When the Vice Chancellor has reached a decision to approve or deny promotion, he/she shall inform the Chief Academic Officer, who shall return the decision together with the relevant decree and the complete candidate's file to the Dean (by May 31).
- VI. The Dean shall inform the candidate and the Department Chair of the outcome.
- VII. If the Vice Chancellor disapproves a promotion application, the faculty member may reapply for promotion after completion of one year of service from the date of the last disapproval.
- VIII. Promotion to the new rank shall be effective as of September 1 of the next academic year.

8. Appeals

- I. All appeals of the promotion process and/or its decisions must be in writing to the Chief Academic Officer.
- II. Appeals are limited to five hundred words and should reach the Chief Academic Officer within one week of issuing Vice Chancellor's decree regarding the promotion.
- III. The Chief Academic Officer may or may not request a closed session with the Promotions Advisory Group, to consider the appeal. Note that recommendations of the Promotions Advisory Group are advisory to the Chief Academic Officer.
- IV. The Chief Academic Officer may recommend approval or denial of the appeal to the Provost.
- V. The Provost may recommend approval or denial of the appeal to the Vice Chancellor.
- VI. The Vice Chancellor may choose to deny the appeal or agree to accept the appeal and reverse the original decision.

9. Confidentiality

All correspondence, reports, deliberations in relation to promotion at all levels and names of external referees are deemed confidential information.

10.Implementation of Guideline

Upon recommendation by the Academic Affairs Council, the Vice Chancellor shall issue regulations and guidelines necessary for the implementation of this Guideline.

Vice Chancellor’s Approval

Date

EDUCATOR PORTFOLIO

A portfolio submitted by the Faculty member containing information pertaining to the following areas:

1. Teaching Activity

Loads assigned and the diversity of courses taught within and outside the specific subject area.

2. Education Development

Academic programmes – MBBS, MMedSc Curriculum Course content

3. Education Management

Course director or co-director.

Unit, module or clerkship coordinator.

Quality assurance and evaluation.

Membership of education committees.

4. Assessment of Students

Preparation of examinations and tests

Development of effective evaluation tools

Marking

Invigilation

Internal examiner

External examiner

5. Teaching Methods

Diversity of styles (seminar, practical, case study, MDS, PBL, clinical skills).

Development and use of appropriate, innovative methods and techniques.

6. Supervision of student tasks and projects which form integral parts of courses.

7. Mentoring of students – consultation and counseling.

8. Professional Development

Personal – participation in education-related courses and programmes.

Presentation or organisation of programmes for continuing professional development.

PEER EVALUATION OF LECTURE-BASED/SEMINAR TEACHING

INSTRUCTIONS: Using the teacher's behaviors listed below, rate the teaching of the identified instructor on a scale of **1 - 7** where **1 = Never**, **7 = Always**. Remember that you are evaluating specific teaching behaviors, not judging the worth of a person. Add under "**COMMENTS**" specific strengths, weaknesses and recommendations for improvements for this teacher.

NAME OF TEACHER: _____

[Write the name of the teacher for whom this evaluation is being made]

COURSE: _____

DATE: _____

Rating Scale:

1

2

3

4

5

6

7

[Circle one for each item below]

Never

Always

TO WHAT EXTENT DID THIS TEACHER:

1. Cover learning aims and objectives for the session?	1	2	3	4	5	6	7
2. Present well organized, stimulating material?	1	2	3	4	5	6	7
3. Speak clearly and audibly?	1	2	3	4	5	6	7
4. Use teaching aids?	1	2	3	4	5	6	7
5. Stimulate students' participation?	1	2	3	4	5	6	7
6. Use and distribute lecture time?	1	2	3	4	5	6	7
7. Summarize at the end of the lecture?	1	2	3	4	5	6	7

Overall rating

1

2

3

4

5

6

7

COMMENTS:

1. Specific strengths: _____

2. Specific weaknesses: _____

3. Recommendations for improvement: _____

Evaluator name: _____

Signature: _____

Date: _____

PEER EVALUATION OF CLINICAL TEACHING

INSTRUCTIONS: Using the teacher's behaviors listed below, rate the teaching of the identified instructor on a scale of **1 - 7** where **1 = Never**, **7 = Always**. Remember that you are evaluating specific teaching behaviors, not judging the worth of a person. Add under "**COMMENTS**" specific strengths, weaknesses and recommendations for improvements for this teacher.

NAME OF CLINICAL TEACHER: _____

[Write the name of the teacher for whom this evaluation is being made]

TYPE OF CLINICAL TEACHING:

[please tick]

Bedside ☐

Case Discussion ☐

Other *[specify]* _____

CLERKSHIP: _____

DATE: _____

Rating Scale:

[Circle one for each item below]

1

2

3

4

5

6

7

Never

Always

THIS CLINICIAN:

1. Was enthusiastic and maintained students' attention when presenting	1	2	3	4	5	6	7
2. Actively encouraged students' participation	1	2	3	4	5	6	7
3. Provided students with helpful feedback about their learning in this rotation	1	2	3	4	5	6	7
4. Encouraged students to apply diagnostic reasoning and problem solving	1	2	3	4	5	6	7
5. Encouraged students to research information and appraise it critically	1	2	3	4	5	6	7
6. Is an effective role model	1	2	3	4	5	6	7

Overall rating	1	2	3	4	5	6	7
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COMMENTS:

1. Specific strengths: _____

2. Specific weaknesses: _____

3. Recommendations for improvement: _____

Evaluator name: _____

Signature: _____

Date: _____

STUDENT EVALUATION OF LECTURE-BASED/SEMINAR TEACHING

INSTRUCTIONS: Using the teacher's behaviors listed below, rate the teaching of the identified instructor on a scale of **1 - 7** where **1 = Never**, **7 = Always**. Remember that you are evaluating specific teaching behaviors, not judging the worth of a person. Add under "**COMMENTS**" specific strengths, weaknesses and recommendations for improvements for this teacher.

NAME OF TEACHER: _____

[Write the name of the teacher for whom this evaluation is being made]

COURSE: _____

DATE: _____

Rating Scale:

[Circle one for each item below]

1

2

3

4

5

6

7

Never

Always

TO WHAT EXTENT DID THIS TEACHER:

1. Cover learning aims and objectives for the session?	1	2	3	4	5	6	7
2. Present well organized, stimulating material?	1	2	3	4	5	6	7
3. Speak clearly and audibly?	1	2	3	4	5	6	7
4. Use teaching aids?	1	2	3	4	5	6	7
5. Stimulate students' participation?	1	2	3	4	5	6	7
6. Use and distribute lecture time?	1	2	3	4	5	6	7
7. Summarize at the end of the lecture?	1	2	3	4	5	6	7

Overall rating	1	2	3	4	5	6	7
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COMMENTS:

1. Specific strengths: _____

2. Specific weaknesses: _____

3. Recommendations for improvement: _____

Evaluator name: _____

Signature: _____

Date: _____

STUDENT EVALUATION OF CLINICAL TEACHING

INSTRUCTIONS: Using the teacher's behaviors listed below, rate the teaching of the identified instructor on a scale of **1 - 7** where **1 = Never**, **7 = Always**. Remember that you are evaluating specific teaching behaviors, not judging the worth of a person. Add under "**COMMENTS**" specific strengths, weaknesses and recommendations for improvements for this teacher.

NAME OF CLINICAL TEACHER: _____

[Write the name of the teacher for whom this evaluation is being made]

TYPE OF CLINICAL TEACHING:

[please tick]

Bedside ☐

Case Discussion ☐

Other *[specify]* _____

CLERKSHIP: _____

DATE: _____

Rating Scale:

[Circle one for each item below]

1

2

3

4

5

6

7

Never

Always

THIS CLINICIAN:

1. Was enthusiastic and maintained my attention when presenting information	1	2	3	4	5	6	7
2. Actively encouraged my participation	1	2	3	4	5	6	7
3. Provided me with helpful feedback about their learning in this rotation	1	2	3	4	5	6	7
4. Encouraged me to apply diagnostic reasoning and problem solving	1	2	3	4	5	6	7
5. Encouraged me to research information and appraise it critically	1	2	3	4	5	6	7
6. Is an effective role model	1	2	3	4	5	6	7

Overall rating	1	2	3	4	5	6	7
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COMMENTS:

1. Specific strengths: _____

2. Specific weaknesses: _____

3. Recommendations for improvement: _____

Evaluator name: _____

Signature: _____

Date: _____

STUDENT EVALUATION OF TUTOR IN PBL

INSTRUCTIONS: Please evaluate your tutor's contribution to the learning of your group, rate the teaching of the identified instructor on a scale of **1 - 7** where **1 = Never, 7 = Always**. Please attempt to comment on specific behaviors, rather than inferences. This feedback will be useful to the tutor and should contribute to the overall effectiveness of your small group. Add under "**COMMENTS**" specific strengths, weaknesses and recommendations for improvements for this teacher.

NAME OF TUTOR: _____

[Write the name of the teacher for whom this evaluation is being made]

COURSE: _____

DATE: _____

Rating Scale:

[Circle one for each item below]

1

2

3

4

5

6

7

Never

Always

1. KNOWLEDGE OF PROCESS

Understands the objectives of the PBL process; familiar with problems; understands what students can learn in the time available.

1

2

3

4

5

6

7

2. ATTITUDES

Shows enthusiasm as a tutor; is interested in students and their learning; attends sessions as planned; provides timely feedback and completes evaluations.

1

2

3

4

5

6

7

3. SKILLS

Asks non-directive, challenging questions; avoids mini-lecturing; is able to direct the group to alternate sources of information and learning materials; is able to assist group focus on learning issues and objectives; provides re-direction where necessary; facilitates feedback and evaluation process; encourages critical thinking and a thorough look at available material; assists in the creation of a comfortable, non-threatening atmosphere for learning.

1

2

3

4

5

6

7

Overall rating

1

2

3

4

5

6

7

COMMENTS:

1. Specific strengths: _____

2. Specific weaknesses: _____

3. Recommendations for improvement: _____

Evaluator name: _____

Signature: _____

Date: _____

SIGNIFICANT CONTRIBUTIONS TO PUBLICATIONS

Where the applicant is not the first or corresponding author of a paper, he/she should explain how his/her contribution was significant. Examples of significant contributions include:

Conception and design

Analysis and interpretation of the data

Drafting of the article

Critical revision of the article for important intellectual content

Final approval of the article

Provision of study materials or patients

Statistical expertise

Obtaining of funding

Administrative, technical, or logistic support

Collection and assembly of data

Other

OTHER SIGNIFICANT RESEARCH CONTRIBUTIONS THAT MAY ENHANCE PROMOTION

Evidence that a substantial component of research work was performed at the FMHS.

Evidence that the research endeavour has contributed to realization of the Department/FMHS/University/working group mission or has responded to local (UAE) needs relevant to his/her discipline.

Supervision of a research group or postgraduate students or development of a research programme at the FMHS or University level.

Development of collaborative research links with experts outside the UAE, which are seen as likely to enhance the standing of the FMHS and University.

Invitations to visit at a senior level in other tertiary institutions or government agencies, invitations to undertake professional advisory work, invitations to give keynote addresses at national or international learned/scientific societies, or to chair scientific sessions or debates at international meetings.

Presentation of research papers at national or international scientific meetings provided the papers are competitively assessed.

Receipt of academic awards or distinctions, including honorary degrees and prizes.

Originality in research, such as development of a new technique or improvement of an established technique which has been accepted by the research community.

Publication of a paper or papers in journals of high international standing, and citations of these are evident in the research literature.

Editorship and refereeing in regard to research publications.

Successful application for patents and licenses based on original research.

Success as Principal Investigator for refereed research grants gained while in the employment of the FMHS.

EXAMPLES OF SERVICE CONTRIBUTIONS

University Service

Participation in the activities of committees, task forces and/or assessment teams at the University, College or Department level

Establishment, supervision or development of an academic unit (Department, Programme, College or any special unit)

Planning and/or delivering professional development activities for faculty on-campus

Participation in peer evaluations for academic purposes

Taking part in students' advising and counselling activities or any other activity pertaining to student services

Contribution to students' extracurricular activities

Taking part in the exchange of academic and professional expertise with universities, associations and other specialised academic institutions

Community Service

Participation in the activities of national, regional or international professional organizations/associations in connection with his/her field of specialization

Providing consultancy or advisory services in relation to his/her area of expertise

Participation in the activities of off-campus professional committees

Organizing professional workshops and/or training programmes to off-campus community

Contribution to the transfer and application of modern technology that advances the country's development

Membership of editorial/advisory boards of academically refereed publications, to include scientific journals, periodicals and magazines

Refereeing research papers published in scientific periodicals or conference proceedings

Professional Service

Professional service to a specific client/patient individual/group by virtue of advanced professional qualification/specialty

Provision of afterhours/emergency services to a client/patient individual/group

Development of innovative professional services to a client/ organisation/patient group

Development of professional policies, procedures, guidelines for an organisation or institution

Preparation and delivery of graduate educational and developmental activities for non-FMHS professionals and staff

Membership of and/or leadership roles in organizations or institutions involved in health care

Participation in professional quality assurance and peer review processes

Participation in the assessment or accreditation of professionals, posts or institutions

Activities related to the integration of FMHS and non-FMHS staff and services

Provision of national, regional or international consultancy services to clients/patients /individuals, organizations or institutions

Activities promoting/collaborating in research outside the FMHS in the area of professional expertise

UNITED ARAB EMIRATES UNIVERSITY
FACULTY OF MEDICINE AND HEALTH SCIENCES

PROMOTION OF ACADEMIC STAFF

APPLICATION FORM

Instructions:

1. Applicants should refer to the document "Academic Staff Promotion Guidelines, Faculty of Medicine and Health Sciences" to ensure that all requirements are met.
2. Applicants should discuss their application with their department chair before submission.
3. The completed application is to be signed by both the applicant and the department chair.
4. The original application (printed on one side only), plus one copy should be submitted to the applicant's department chair no later than 31 October.
5. Original reprints of publications, if available, should be used in the original and three copies.

APPLICATION SUMMARY AND SIGNATURES

Promotion sought: Assistant Professor to Associate Professor (*tick as appropriate*)

☐

Associate Professor to Professor (*tick as appropriate*)

☐

Applicant's Family Name: _____ Initials: _____

Applicant's Department: _____

Appointment History: _____

Date of appointment to present grade in FMHS: _____

Date of first appointment in present grade: _____

Total years of University experience in this grade: _____

Publication Record:

Number of publications in internationally refereed journals: _____

Number of publications in internationally refereed journals while in present grade: _____

Attestation of Applicant: To the best of my knowledge, the information and supporting documentation contained in this application is true and complete.

Signature of Applicant: _____ Date _____

Attestation of Applicant's Department Chairman: On the basis of discussion with the applicant and after having perused the information contained herein, I support this application for promotion. A letter supporting the application has been sent in confidence to the Dean.

Signature of Chairman: _____ Date _____

CURRICULUM VITAE

The applicant's curriculum vitae should contain, in addition to the standard entries, the following information:

1. A complete list of degrees and other qualifications held, including the awarding institution and its location, and the date conferred.
2. A complete employment history.
3. A complete description of teaching experience.
4. A complete description of clinical experience, if applicable.
5. Other relevant experience, including administrative and other forms of service.
6. A description of current research activities.
7. A complete bibliography, including a section containing those publications during the period of eligibility for the promotion being sought presented as outlined below.

NOTES ON METHOD OF PRESENTATION OF PUBLICATIONS IN INTERNATIONALLY REFEREED JOURNALS IN CURRENT GRADE

1. Number serially according to publication date, starting with earliest.
2. List full authorship as published, year, full title of the article, full title of the journal, volume number, and inclusive pages.
3. Indicate with an asterisk (*) the papers in which you are a main author, *i.e.*, a main contributor to the research reported and in the writing of the paper.
4. Indicate with double asterisks (**) those papers which you wish to be submitted to external referees for rating of quality.

