Research Engineer Promotion Evaluation Criteria

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	17/11/2025	17/11/2025	Initial Release	President

1 Purpose

This document outlines the Rank-Specific evaluation criteria for the promotion of research engineers at HBKU for advancing from Engineer to Senior Engineer, and from Senior Engineer to Principal Engineer.

2 Scope

This document and the defined criteria apply only to engineers employed by HBKU who are directly engaged in research and development activities and projects within the University's research institutes and colleges. This document and the defined criteria does not apply to engineers or other employees engaged primarily in administrative, operational, or other support functions or roles within the university.

3 Promotion Criteria and Evaluation

3.1 Promotion from Engineer to Senior Engineer

3.1.1 Rank-Specific Criteria

Rank-Specific Criteria for the promotion of research engineers from the rank of Engineer to Senior Engineer are based on clear evidence that the candidate has made significant contributions in the areas of (1) Technical Expertise, (2) Project Contribution and Delivery, (3) Collaboration, and (4) Stakeholder Engagement.

1. **Technical Expertise**
    - Demonstrated advance ability to solve complex technical problems.
    - Proven advanced experience in the design, development, and prototyping of solutions in the form of technology, systems, or processes, or other as relevant to the discipline.
    - Implementation and validation of efficient and scalable tools or methodologies relevant to the discipline and to HBKU's projects.
    - Evidence of originality in the developed solutions.
2. **Project Contribution and Delivery**
    - Contribution to the design, planning and development of complex systems and solutions.
    - Effective completion of key project milestones and delivering solutions on time.
    - Participation in improving development practices and tools to enhance team efficiency.
    - Effective handling of assigned tasks with high-quality deliverables and high degree of independence.
3. **Collaboration**
    - Mentoring junior team members providing guidance and feedback
    - Contribution to knowledge sharing and documentation.
    - Effective teamwork and collaboration, resolving challenges and fostering a collaborative environment.
    - Effective collaboration with faculty and/or scientists on HBKU's projects.
4. **Stakeholder Engagement**
    - Effective communication with stakeholders to gather and clarify requirements.
    - Effective engagement with stakeholders on solution validation and piloting.
    - Participation in external forums, conferences, or professional networks or associations.
    - Participation in cross-team initiatives and in achieving broader university objectives.

3.1.2 Evaluation and Scoring

To assess whether a candidate is ready for promotion from the rank of Engineer to Senior Engineer, promotion committees evaluate each of the four areas—(1) Technical Expertise, (2) Project Contribution and Delivery, (3) Collaboration, and (4) Stakeholder Engagement—using a combination of qualitative and quantitative evidence.

Scoring Framework: Based on the provided evidence, the promotion committees will assign a score for each of the four criteria and an explanation justifying why that score was awarded as follows:

1 = Does not Meet Expectations
2 = Partially Meets Expectations
3 = Fully Meets Expectations
4 = Exceeds Expectations
5 = Outstanding

Criteria will be weighted as follows: Technical Expertise (40%), Project Contribution and Delivery (30%), Collaboration (20%), and Stakeholder Engagement (10%). An average score of 3.0 or above typically indicates the candidate has demonstrated sufficient breadth and depth of contribution to warrant promotion to Senior Engineer.

Committee Recommendations: After reviewing all evidence and assigning scores, the committee shall:

1. Provide a concise, written rationale for the final scores, highlighting the candidate's strengths and any areas for further development.
2. State a clear overall recommendation—whether to promote or to recommend further growth—and summarize how they arrived at that conclusion.

3.2 Promotion from Senior Engineer to Principal Engineer

3.2.1 Rank-Specific Criteria

Rank-Specific Criteria for the promotion of research engineers from the rank of Senior Engineer to Principal Engineer are based on clear evidence that the candidate has made significant contributions in the areas of (1) Technical Expertise and Innovation, (2) Project Contribution and Delivery, (3) Mentorship and Knowledge Sharing, (4) Collaboration and Team Leadership, and (5) Stakeholder Engagement and Outreach. Candidates for promotion to the rank of Principal Engineer must demonstrate leadership through a sustained record of significant accomplishments, recognition, and contributions to their discipline and profession.

1. **Technical Expertise and Innovation**
   - Expert in the technical domain with demonstrated high level knowledge, deep technical insight, and the ability to solve complex problems.
   - Proven high level experience in the design, development, and prototyping of solutions in the form of technology, systems, processes, or other as relevant.
   - Implementation and validation of new technologies, tools, or methodologies relevant to the discipline and HBKU's projects.
   - Evidence of high level of innovation in the developed solutions (systems, processes, or others where relevant).
2. **Project Contribution and Delivery**
   - Leadership in the design, planning and development of complex systems and solutions.
   - Leadership and oversight of large-scale cross-functional or high-impact projects and initiatives with measurable outcomes.
   - Consistent delivery of outputs within time and budget constraints with proven ability to anticipate and mitigate risks.
   - Contributions to organizational efficiency through process improvements.
3. **Mentorship and Knowledge Sharing**
   - Demonstrated record of high-quality mentoring and coaching of research engineers and members of the research staff.
   - Leadership in knowledge-sharing initiatives such as delivery of workshops, seminars, and training programs.

- Contribution to advancing technical knowledge through publications, presentations, technical reports, or other knowledge sharing means.
- Contributions to building a culture of innovation and continuous learning within HBKU.

4. Collaboration and Team Leadership

- Leadership in building and managing high achieving cross-functional teams.
- Demonstrated ability to resolve complex challenges fostering a collaborative environment and resolving conflicts effectively.
- Effective collaboration with faculty, scientists, and external partners on HBKU's projects.
- High degree of autonomy in leading teams, projects, and initiatives.

5. Stakeholder Engagement and Outreach

- Building productive partnerships and collaborations.
- Demonstrated effective engagement with internal and external stakeholders.
- Representation in impactful external forums, conferences, or professional networks or associations.
- Engagement with stakeholders on requirement gathering and solution design, validation, and piloting.

3.2.2 Evaluation and Scoring

To assess whether a candidate is ready for promotion from the rank of Senior Engineer to Principal Engineer, promotion committees evaluate each of the five areas—(1) Technical Expertise and Innovation, (2) Project Contribution and Delivery, (3) Mentorship and Knowledge Sharing, (4) Collaboration and Team Leadership, and (5) Stakeholder Engagement and Outreach—using a combination of qualitative and quantitative evidence.

Scoring Framework: Based on the provided evidence indicators, the promotion committees will assign a score and a detailed explanation justifying why that score was awarded for each of the five above criteria as follows:

1 = Does not Meet Expectations
2 = Partially Meets Expectations
3 = Fully Meets Expectations
4 = Exceeds Expectations
5 = Outstanding

Criteria will be weighted as follows: Technical Expertise and Innovation (20%), Project Contribution and Delivery (25%), Mentorship and Knowledge Sharing (15%), Collaboration and Team Leadership (25%), and Stakeholder Engagement and Outreach (15%). A candidate must achieve an average score of 3 or above across all criteria to be considered for promotion to Principal Engineer. Additionally, candidates are expected to score a minimum of 2.0 in each individual criterion to demonstrate balanced competency.

Committee Recommendations: After reviewing all evidence and assigning scores, the committee:

1. Provide a concise, written rationale for the final scores, highlighting the candidate's strengths and any areas for further development.
2. State a clear overall recommendation—whether to promote or to recommend further growth—and summarize how they arrived at that conclusion.

4 Source, Responsible Office, Authority

This document has been developed by the Office of Vice President for Research in collaboration with the Office of the Provost and the Office of the Institutional Effectiveness, was reviewed and endorsed by the Provost and approved by the VPR.