

EVALUATION GUIDELINES FOR FACULTY ROLLING CONTRACTS

1. INTRODUCTION

HBKU Policies on Faculty promotions and terminations govern all faculty contracts as per their specifications and scope. This document complies with existing policies and provides evaluation guidelines for the issuance of rolling contracts.

2. EVALUATION CRITERIA

The evaluation criteria include overall excellence based on the annual performance reviews and excellent records of research, teaching, and service, as detailed in the following paragraphs. Only a limited number of rolling contracts may be offered annually. Candidates should not necessarily interpret unsuccessful applications as a reflection on their portfolio, as the limited pool of rolling contracts makes the process competitive.

Overall Excellence

Normally, candidates should have received “Exceeds Expectations” at least once in the past three annual performance review cycles. Exceptions may be considered based on the candidate’s justification. Candidates should be in good standing and should not have had disciplinary action.

Research Excellence

Candidates should demonstrate high research performance in their field. Specifically, successful candidates are expected to provide evidence that they meet both of the following criteria:

- Demonstrated excellence in scholarly/creative work as evidenced by the quality (Q1 journals and seminal books published by top-ranked publishers in their field) and sustained research output while at the university, especially in the past three years.
- Demonstrated impact and dissemination of scholarship. Evidence of impact and dissemination of scholarly work may include, but is not limited to, the following factors: bibliometrics (citations and field-weighted citation impact), funded research grants, referees’ opinions on the originality and impact of the scholarly production, research honors and awards, intellectual impact, social impact, economic impact, and policy impact.

Teaching Excellence

Successful candidates are expected to provide evidence that they meet both of the following criteria:

- Demonstrated excellence in teaching and innovative pedagogy at HBKU.
- Demonstrated student mentoring and supervision activities at HBKU appropriate for the discipline.

Service Excellence

Successful candidates are expected to provide evidence that they meet both of the following criteria:

- Demonstrated service to HBKU students, faculty, or administrative units in important and unique ways. Factors that contribute to this criterion include academic and career advising of students, career advising of postdocs, and contributing to the development of programs and curricula.
- Demonstrated service that expands the impact or reputation of HBKU in larger communities. Factors that contribute to this criterion include professional service in the field/discipline, serving on journal editorial boards, contributing to local and international conferences, and public engagement and outreach.