



# University Promotion and Appointment Committee

## Terms of Reference

Document Version: 2.1

**AUTHORS**

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This document was prepared by:

Office of the Provost

**VERSION HISTORY**

Date	Document Version	Document Revision History	Document Author/Reviser
September 9, 2018	1.0	Initial Draft	Provost
August 22, 2021	2.0	Change in committee membership	Provost Office
March 2, 2023	2.1	Revised TOR following Internal Audit recommendations	Provost Office

**APPROVALS**

Date	Document Version	Approver Name and Title	Approver Signature
August 22, 2021	2.0	Dr. Michael J. Benedik, Provost	
March 2, 2023	2.1	Dr. Michael J. Benedik, Provost	

## TABLE OF CONTENTS

<b>1. Preamble</b> .....	<b>1</b>
<b>2. Jurisdiction of the University Promotion and Appointment Committee (UPAC)</b> .....	<b>1</b>
<b>3. Responsibilities of the Committee Chair</b> .....	<b>2</b>
<b>4. Rights and Responsibilities of the Committee Members</b> .....	<b>2</b>
<b>5. General</b> .....	<b>2</b>
5.1 Membership .....	2
5.2 Declaration of Interest .....	3
5.3 CONFIDENTIALITY .....	3
5.4 Quorum and Decision-making.....	3
5.5 Frequency of Meetings.....	3
5.6 Proxies.....	4
<b>6. Evaluation and Review</b> .....	<b>4</b>

## 1. PREAMBLE

Attracting, inspiring, and retaining talent is at the core of HBKU. To achieve its vision of being a globally recognized research-intensive university, HBKU must have the best staff, students and – most especially – faculty. Our appointment and promotion policies have been designed to ensure that HBKU achieves this goal across all colleges by rigorously appointing top candidates from an already selective pool of applicants (established through minimum application requirements and strict screening) and that every college retains its most productive, globally recognized academic talent.

The Promotion and Appointment Committees shall act as the University agents in ensuring that HBKU retains and attracts the best talent. The Committees shall review and make recommendations on all candidates being considered for recruitment and appointment, renewal of a current appointment, promotion to the next higher academic rank.

## 2. JURISDICTION OF THE UNIVERSITY PROMOTION AND APPOINTMENT COMMITTEE (UPAC)

The UPAC is a *standing* committee appointed by the Provost to achieve the mandates mentioned above and provide the University with recommendations and best practices as well implementation mechanism, including the roles and duties of parties involved in the processes.

The UPAC shall have the jurisdiction to:

- Conduct academic reviews for appointment and current contract renewal of at least one year. Their role is advisory to the Provost;
  - The respective College Dean shall submit a full dossier of the candidate under review to the University Promotion and Appointment Committee along with his/her own recommendation together with that of the College Promotion Appointment Committee;
  - The Committee may request additional information from the College Dean. Committee decisions are based on simple majority in a secret ballot vote;
  - The Committee Chairperson shall communicate to the Provost the voting record and the Committee's deliberations. A minority report, if any, submitted shall be included;
  - Prepare a report that summarizes the outcome of the evaluation process along with the committee's recommendations. This report shall be forwarded to the Provost;
- Conduct academic reviews for promotion to advise the Provost of their findings;
  - The Provost forwards the full dossier as received from the Dean for each of the promotion applicants;
  - The Committee evaluates the promotion cases and submits a summary report detailing its evaluation on the three domains (teaching, research, and service). Each of the domains must be rated on the following scale:
    - Excellent
    - Very good
    - Good
    - Unsatisfactory
  - The Committee has the jurisdiction to return incomplete files to the College without review and only commence the review once the promotion file is complete as per the University requirement.
  - The Committee has the jurisdiction to reject independent reports if the committee determines that the assessment did not provide an objective, fair and detailed assessment of the applicant's scholarly achievements. In this case, the Committee shall revert back to the College and requests that the Dean secures input from independent assessors to complete the required

minimum number of independent reports. Strong justification of disqualification of reports by the University Promotion Committee must be placed in the dossier.

- The voting results and minority report, if any, must be included in the dossier.
- Advise and make recommendations to the Provost on policies, regulations, and matters related to appointments, academic reviews, and promotion; and
- Perform other duties as assigned by the Provost.

### **3. RESPONSIBILITIES OF THE COMMITTEE CHAIR**

The Chair shall be responsible for:

- Calling, cancelling or adjourning a meeting
- Setting the agenda for each meeting
- Approving the agenda for dissemination to members
- Ensuring that agendas and supporting materials are delivered to members in advance of meetings
- Managing conflicts of interest and meeting proceedings
- Ensuring broad participation from members in discussions
- Following up on action items
- Approving the minutes
- Communicating meeting decisions to the Provost on behalf of the committee.

### **4. RIGHTS AND RESPONSIBILITIES OF THE COMMITTEE MEMBERS**

Individual Committee members have the following rights and responsibilities:

- Request an item to be placed on the agenda prior to the meeting, provided that it is within the subject matter jurisdiction of the committee
- Propose a motion or an amendment to a motion
- Request amendments to the minutes if they are inaccurate
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Committee materials
- Support open discussion and debate during the meeting
- Notify the Chair of their planned absence in advance of the meeting
- Advise the Chair of their resignation from the committee or the fact that they no longer hold the necessary qualification for their membership category.

### **5. GENERAL**

#### **5.1 Membership**

The Committee shall consist of senior HBKU staff (full professors) who are not Deans of Colleges. The members are selected and appointed based on their merits and shall not serve as official or non-official representatives of their colleges or programs. The Committee shall be appointed by the Provost, with one of the members to be appointed as Chairperson. Members serve staggered two-year terms, which are renewable. Normally, members appointed to this University Committee shall not be members of the College Committee.

The membership of the committee consists of:

- Chair: Appointed by Provost
- Member and Secretary (Associate Provost for Academic Affairs or Designee by Provost)

- One faculty from each College or School. Each of these faculty must be a Full Professor and in the event that there are no faculty at the Professor rank within a College, then other qualified members within or outside HBKU can be invited to serve on the Committee
- One research staff to be selected from HBKU research institutes. Such staff must be qualified for appointment as a Full Professor at HBKU and shall be affiliated with one of HBKU colleges.

The members of the UPAC are listed in the table below.

**Table 1:** Membership of the UPAC for the term 1 September 2021 to 31 August 2023.

Dr. Nasser Hussein Zawia	Chair	Research Director, Qatar Biomedical Research Institute	nzawia@hbku.edu.qa
Dr. Amine Bennak	Member	Professor, College of Science and Engineering	abermak@hbku.edu.qa
Dr. Fadel Tissir	Member	Professor, College of Health and Life Sciences	ftissir@hbku.edu.qa
Dr. Zachary R. Calo	Member	Professor, College of Law	zcalo@hbku.edu.qa
Dr. Mohammad Hassan Hakimian	Member	Professor, College of Humanities and Social Sciences	mhakimian@hbku.edu.qa
Dr. Gavin N. Picken	Member	Professor, College of Islamic Studies	gpicken@hbku.edu.qa
Dr. Sultan Zuhdi A. Barakat	Member	Professor, College Public Policy	SBarakat@hbku.edu.qa

## 5.2 Declaration of Interest

Conflict of interest (COI) exists when there is a close personal, familial, business or professional relationship, or there is a conflict between a member's role on the committee and their position within the University. Conflict of interest or perceived conflict of interest by any or all members involved in the review process at all levels must be declared in writing to the appointing administrator. The appointing administrator shall evaluate the conflict or perceived conflict and ask the member to:

- Serve on the committee with full membership privileges;
- Serve on the committee, however abstain from voting;
- Excuse the member from the committee.

## 5.3 CONFIDENTIALITY

All of the proceedings in academic review, both at the College and University levels, must be treated in strict confidence. Violation of confidentiality by any individual involved in the review process shall be treated as a serious breach of professional ethics and shall be subject to appropriate sanctions. All aspects of the review process and the Committee's deliberations shall not be revealed to any person outside the Committee. The following behaviors and actions are expressly prohibited:

- Revealing any of the Committee's discussion;
- Revealing the results of the committee's vote on any case and/or any individual vote; and

## 5.4 Quorum and Decision-making

A quorum shall consist of all members. Voting is recorded by secret ballots. Both supporting and denying promotion must submit in writing support for their vote.

## 5.5 Frequency of Meetings

The Committee meets on as needed bases. The Chair in consultation with the members shall decide on the frequency of the meetings.

## **5.6 Proxies**

Members of the Committee are not entitled to send proxies to meetings.

## **6. EVALUATION AND REVIEW**

To ensure it is fulfilling its objectives, the Committee will:

- Conduct a biennial review and assessment of its performance against the Terms of Reference
- Review the Terms of Reference (at least once every two years) and recommend appropriate amendments to the Provost if required.