

	<b>Promotional Criteria of Tishk International University</b>		Document No	TIU.RC.IN.026E
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### I-REVISION AND APPROVAL

This procedure is released, checked and approved as follows.

Prepared by	Reviewed by	Approved by
Cagri Mart	Dr. Mehmet Ozdemir Vice president of Academic Affairs	Dr. Idris Hadi Salih President

### II-Revision History

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	16/02/2016	0	3 years	Original Release	Cagri Mart	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

### Objective:

The objective of the guideline is to specify the promotion criteria.

### Scope:

The guideline covers promotions to the following positions:

Assistant Lecturer

Lecturer

Assistant Professor

Professor

**Important Note:** The following terms are used interchangeably in this document

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- a) University means Tishk International University
- b) President means Tishk International University President
- c) Faculty Council means Tishk International University Faculty Council
- d) University Council or Senate means Tishk International University Senate
- e) Promotion Committee means Tishk International University Promotion Committee
- f) Dean means Tishk International University Deans
- g) Head of Departments mean Tishk International University Head of Departments

## Article 1:

### PROMOTION TO 'LECTURER and ASSISTANT LECTURER' POSITION

#### a) Assistant Lecturer

The applicant for “Assistant Lecturer” position must fulfill the following requirements:

- The applicant must hold a master’s degree
- The applicant must provide an application letter for promotion along with approval of head, dean and faculty scientific committee.
- The applicant must show performance to a satisfactory level in all aspects in classroom observations. The observers provide a report about the performance of the applicant.
- The applicant must have a pedagogical formation certificate (a certificate taken from an institution other than Kurdistan Regional Institutions is not accepted); the course duration is (240 hours).
- The applicant must get a minimum IELTS score of 5 and its equivalents (TOEFL IBT 65 and Pearson 54).
- For the applicants who graduated after 2012 but has not received an academic promotion since then, the bachelor degree average must be a minimum of 60.
- The applicant must get equivalence of all his/her diplomas taken from universities other than Kurdistan Regional universities.
- The applicant must provide his/her bachelor and master diplomas along with transcripts.
- Master degree of the applicant must be in the same subject as his/her bachelor degree

#### b) Lecturer

The applicant for “lecturer” position must fulfill one of the following requirements:

- The applicant must either have a Ph.D. or be an assistant lecturer (in this case please see the 8<sup>th</sup> requirement below).
- The applicant must provide an application letter for promotion along with approval of head, dean and faculty scientific committee.

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- The applicant must show performance to a satisfactory level in all aspects in classroom observations (or the applicant's performance can be monitored by the committee). The observers provide a report about the performance of the applicant.
- The applicant must have a pedagogical formation certificate (a certificate taken from an institution other than Kurdistan Regional Institutions is not accepted).
- The applicant must accumulate a minimum of 50 Research Points.
- The applicant must equalize all his/her diplomas taken from universities other than Kurdistan Regional universities.
- The applicant must provide his/her bachelor and master diplomas along with transcripts.
- If the applicant applies with a master degree then the master degree must be in the same subject as his/her bachelor degree. The applicant who works as an assistant lecturer for three years but does not have a PhD degree can apply for promotion to lecturer position on condition that he/she has two academic publications.
- If the applicant has a PhD degree then PhD degree must be in the same subject as his/her master degree. A PhD holder has got the right to promote to the lecturer position provided that he/she has worked as an assistant lecturer for three years.

## Article 2:

### PROMOTION TO 'ASSISTANT PROFESSOR' POSITION

The applicant for "Assistant Professor" position must fulfill the following requirements:

- a) The applicant must be a "Lecturer" at a university for four years.
- b) The applicant must be Ph.D. holder.
- c) The applicant must accumulate a minimum of 70 Research Points in all these years.
- d) The applicant must produce at least three articles, in one of which the applicant must be the sole author.
- e) One of the articles produced by the applicant must be published in a journal indexed by Thomson Reuters, Elsevier, Springer etc. (SSCI and/or SCI) or articles published in Kurdistan Regional Universities provided that they are recognized by Ministry of Higher Education are also accepted.
- f) One of the tree articles required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.
- g) The applicant cannot perform an application for promotion if he/she has a disciplinary action.
- h) The applicant must show performance to a satisfactory level in all aspects in classroom observations. The observers provide a report about the performance of the applicant.
- i) The applicant must have a pedagogical formation certificate (a certificate taken from an institution other than Kurdistan Regional Institutions is not accepted).
- j) The applicant must equalize all his/her diplomas taken from universities other than Kurdistan Regional universities.
- k) The applicant must provide his/her bachelor, master, and PhD diplomas along with transcripts.

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- l) All the publications of the applicant must be related to his/her academic field of study.
- m) Only the first three authors of an article or a book will be taken into consideration.
- n) The applicant cannot quote from his/her master and/or Ph.D. theses in his/her publications
- o) The publishing process of the articles/books must be completed.
- p) The applicant must provide an application letter for promotion (the whole form should filled in)

### Article 3:

#### PROMOTION TO 'PROFESSOR' POSITION

The applicant for "Professor" position must fulfill the following requirements:

- a) The applicant must be a Ph.D. holder.
- b) The applicant must be working as an "Assistant Professor" at a university for six years.
- c) The applicant must accumulate a minimum of 70 Research Points in all these years.
- d) The applicant must produce at least six articles, one of which the applicant must be the sole author.
- e) One of the articles produced by the applicant must be published in a journal indexed by Thomson Reuters, Elsevier, Springer etc. (SSCI and/or SCI) or articles published in Kurdistan Regional Universities provided that they are recognized by Ministry of Higher Education are also accepted.
- f) One of the tree articles required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.
- g) All other articles must be published in indexed articles.
- h) A conference proceeding is acceptable provided that it is not the first cycle of the conference.
- i) The applicant cannot perform an application for promotion if he/she has a disciplinary action.
- j) The applicant must supervise at least 2 master theses and one Ph.D. thesis.
- k) All the publications of the applicant must be related to his/her academic field of study.
- l) Only the first three authors of an article or a book will be taken into consideration.
- m) The applicant cannot quote from his/her master and/or Ph.D. theses in his/her publications
- n) The publishing process of the articles/books must be completed
- o) The applicant must provide an application letter for promotion (the whole form should filled in)

### Article 4:

#### ACADEMIC PROMOTION COMMITTEE

- 1) President: An academic staff with a 'Professor' or an 'Assistant Professor' title who is assigned by the Faculty Council (Senate)
- 2) Members: Four academic staff with a 'Professor' title and from different areas of expertise. If there are not enough academic staff with "Professor" title, then staff with "Assistant Professor" title who is assigned by the Faculty Council can be a member of the promotion committee.
- 3) Unless academic staff with the same area of expertise is available in the promotion committee, the university can demand for members from other Iraqi universities.
- 4) The University will select one of the members as a rapporteur.
- 5) The committee will have a secretary who is fluent in a foreign language (preferably English).

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6) Members will be renewed in every three years.

#### **Article 5:**

#### **APPLICATION PROCEDURES FOR THE APPLICANTS**

- 1) The applicant presents a written request for academic promotion to the head of the related department three months before the required period, and attaches four copies of his/her articles and books.
- 2) The head of department will send the request with the same attachments to the Faculty Scientific Committee within one week after the request is received.
- 3) Faculty Scientific Committee reaches a conclusion on the applicant's promotion. If the applicant's requirements are considered satisfactory, faculty scientific committee sends all documents to Quality Assurance Unit.
- 4) Quality Assurance Unit sends the documents to Tishk International University Academic Promotion Committee provided that the documents fulfill the requirements for promotion.

#### **Article 6:**

#### **ASSESSMENT PROCEDURE**

The request of the applicant will be assessed by the academic promotion committee. Unless the application for promotion fulfills the requirements, the committee will inform the head of department within fifteen days. If the applicant is considered satisfactory by the promotion committee, the articles, books and the confidential letters and documents will be sent to Central Promotion Committee in Ministry of Higher Education.

#### **Article 7:**

The applicant can object to the decision either to the Promotion Committee or to the Ministry of Higher Education within thirty days he/she receives the results.



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