

# **REGULATIONS NO. 1 FOR THE YEAR 2012 and its Amendments**

## **Issued in accordance with Article (17) of the Jordanian Public Universities Law No. 20 for the Year 2009 and its amendments Regulations for the Promotion of Yarmouk University Faculty Members**

### **Article 1:**

These regulations shall be cited as "Regulations for the promotion of Yarmouk University Faculty Members for the year 2012" and shall be effective as of February 13, 2012.

### **Article 2:**

The following terms, wherever they appear in these regulations, shall have the following meanings assigned to them hereunder unless otherwise indicated by context:

University: Yarmouk University

Council: Yarmouk University Deans' Council

President: Yarmouk University President

International Journal: An academic refereed, specialized and indexed periodical (in print or electronic), international in terms of its editorial or consultative board, authors and distribution. It should also be listed in international databases.

Accredited Journal: An academic refereed specialized periodical (in print or electronic), accredited by the Council.

## **Promotion**

### **Article 3:**

To be promoted from one academic rank to a higher one, a faculty member should fulfill the following conditions:

1. He should have completed a minimum of four (4) years in the academic rank from which he will be promoted.
2. He should be successful in teaching.

3. <sup>(1)</sup> He should have maintained successful relations record throughout his university career, and any disciplinary punishment which is more severe than a warning punishment should not be issued against him during the year that preceded his submitting for the promotion.
4. He should have rendered effective services to the University and the local community.
5. He should have published, or have had accepted for publication while holding the rank from which he is to be promoted valuable academic work which has contributed to the advancement of knowledge in the field of his specialization.
6. <sup>(2)</sup> At least 70% of his research work submitted for promotion should be in his field of narrow specialization, other research work should be in the general specialization or in the interrelated participative specializations.

#### **Article 4:**

- a. An instructor, an assistant professor or an associate professor may apply for promotion to a higher rank, if he has completed the legally prescribed period required for promotion provided that he has met the other legal conditions needed to hold that rank.
- b. The date of promotion to the higher rank shall be the date of the Council's decision approving this promotion.

#### **Article 5:**

The following criteria shall be used to judge the acceptability of the academic work submitted for promotion:

- a. The following shall be accepted without need for initial evaluation:
  1. Published articles or articles accepted for publication in international or accredited journals.
  2. Articles extracted from university theses and dissertations published or accepted for publication in international or accredited journals.
  3. Articles extracted from students' projects published or accepted for publication in international or accredited journals.

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(1) Article (3) Item (3) was amended in accordance with Dean's Council Decision No. 172/2014 taken at session No.(25/2014) on 23/6/2014.

(2) Article (3) Item (6) was amended in accordance with Dean's Council Decision No. 81/2013 taken at session No.(11/2013) on 1/4/2013

4. <sup>(1)</sup> Articles published in the proceedings of refereed specialized conferences, provided that the faculty member which submitted the promotion application had attended the conference.
  5. Case Reports, book reviews and academic notes published in international or accredited journals.
  6. International or local patents.
  7. Artistic or creative work published in international or accredited journals.
  8. Research projects funded from outside the University.
  9. Published reports on a medical case, a court verdict or a software program.
- b. <sup>(2)</sup> The following shall be accepted after initial evaluation arranged by the President and upon the recommendation of the department and faculty. Books that are evaluated and published by the Deanship of Scientific Research and Graduate Studies at the University shall be exempted from the evaluation :
1. A book authored in the field of specialization.
  2. A book translated in the field of specialization.
  3. An edited old manuscript in the form of a book in the field of specialization.
  4. A written or translated chapter in a book in the field of specialization.
  5. Creative artistic or applied work in the field of specialization.
- c. The maximum academic work published or accepted for publication in one journal should not add up to half the academic work submitted for promotion.
- d. <sup>(3)</sup> Edited Books shall not be accredited within the academic work which is submitted by the faculty member to be promoted from one academic rank to a higher one, unless he had a contribution in writing part of the book and in this case, what was previously mentioned in item (b) from article (5) shall be applied .

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(1) Article (5) Item (4) was amended in accordance with Dean's Council Decision No. 346/7/2012 taken at session No.(48/2012) on 3/12/2012.

(2) Article (5) Item (b) was amended in accordance with Dean's Council Decision No. 199/2014 taken at session No.(28/2014) on 14/7/2014.

(3) Article (5) Item (d) was amended in accordance with Dean's Council Decision No. 138/2012 taken at session No.(21/2012) on 22/5/2012.

## Article 6

The academic work accepted for promotion shall be classified into two categories and shall be assigned weight represented in points as follows:

Category	Academic Work	Points Assigned
<b>First</b>	Article published or accepted for publication in an international journal	3 (Three)
	Article extracted from a university thesis or graduation projects and published in an international journal	3 (Three)
	Published outstanding artistic, creative or architectural work	3 (Three)
	An internationally registered patent	4 (Four)
	A locally registered patent	3 (Three)
	A scientific review or note published in an international journal	3 (Three)
<b>Second</b>	Article published or accepted for publication in an accredited journal	2 (Two)
	A written, or translated book or an edited old manuscript	2 (Two)
	Article extracted from a university thesis or a student's project published in an accredited journal	2 (Two)
	Article published in the proceedings of a refereed international conference	2 (Two)
	A written or translated chapter in a book	2 (Two)
	Artistic, creative or architectural work	2 (Two)
	A report on a medical case published in an international journal	2 (Two)
	Research projects funded from outside the University	

	(above JD 50.000) during the researcher's work at the University	2 (Two)	
	Research projects funded from outside the University (between JD 10.000-50.000) during the researcher's work at the University	1 (One)	
	A report on a medical case, court verdict, software program, scientific note or paper published in the proceedings of a non-international refereed conference, a specialized study within a project or a published article extracted from B.A. students' projects	1 (One)	

**Article 7:**

In addition to what has been stated in Article (3) of these regulations, a faculty member shall fulfill the following conditions to be promoted from the rank of instructor to assistant professor:

- a. He should have obtained a PhD as a full-time student from a university accredited by the University in one of the specializations taught at his Department.
- b. His grade should not be lower than "good" in the B.A. and "very good" in the MA and PhD degrees.
- c. He should have completed at least four years as an instructor after obtaining the PhD.
- d. <sup>(1)</sup>He shall submit at least five articles and works which meet the conditions stated in Article 5 of these regulations, provided that they include at least one single-author article, and two articles of which the applicant is first author, or two single-author articles.
- e. At least two of the submitted works shall have been published.

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(1) Article (7) Item (d) was amended in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 and shall be effective starting from the academic year 2015/2016.

**Article 8:**

A faculty member shall fulfill the following conditions to be promoted from the rank of assistant professor to associate professor:

- a. <sup>(1)</sup>The applicant for promotion shall submit at least (5) five articles and works which meet the conditions stated in Article 5 of these regulations, provided that they include at least 1 (one) single-author article and 2(two) articles in which the applicant is first author, or 2 (two) single-author articles.
- b. At least two of the submitted articles shall have been published.
- c. Two articles extracted from M.A. theses or PhD dissertations or students projects supervised by the applicant may count as acceptable for submission towards his promotion,
- d. Only one article published in the proceedings of a conference may be used for promotion.
- e. The weight points accumulated by an applicant for promotion shall add up to a minimum of 12 (twelve) points.

### **Article 9:**

A faculty member shall fulfill the following conditions to be promoted from the rank of associate professor to professor:

- a. <sup>(2)</sup>The applicant for promotion shall submit a minimum of 7 (seven) articles and works which meet the conditions stated in Article 5 of these regulations, provided that they include at least 1 (one) single-author article and 3 (articles) in which the applicant is first author, or 3 (three) single-author articles .

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(1) Article (8) Item (a) was amended in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 and shall be effective starting from the academic year 2015/2016.

(2) Article (9) Item (a) was amended in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 and shall be effective starting from the academic year 2015/2016.

- b. A minimum of four articles and works shall have been published.
- c. Three articles extracted from M.A. theses, Ph.D. dissertations or students' projects supervised by the applicant may count as acceptable for promotion.
- d. Only one article published in the proceedings of a conference may be used for promotion.
- e. The weight points accumulated by an applicant for promotion shall add up to a minimum of 16 (sixteen) points.

### **Article 10:**

- a. The applicant for promotion shall not include among his articles or artistic works any which had been used in a previous promotion or to obtain an academic degree or rank.

- b. Textbooks shall not count for promotion purposes.
  - c. A maximum of four points for purposes of promotion to associate professor and six for professor shall be used from among the works listed in Article 5 (a), Items 5-9.
  - d. Only one scientific work from those listed in Article 5(b) shall count for promotion to all academic ranks after initial evaluation.
  - e. Fine Arts Faculty members shall be exempted from (d) above so that two artistic works may count towards promotion to associate professor and three for professor after initial evaluation.
  - f. <sup>(1)</sup> Firstly: An applicant for promotion at the faculties of Science, Hijjawi for Engineering Technology, Information Technology and Computer Sciences, Economics and Administrative Sciences, Archeology and Anthropology, Tourism and Hotels, Medicine, Pharmacy and in the fields of English Language, Modern Languages, Translation, and Teaching English Methods is required to include among his scientific work submitted for promotion to associate professor two research papers published or accepted for publication in an international journal, and for promotion to professor three research papers.
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(1) Enumeration was added in accordance with Dean's Council Decision 2/2015 on 13/1/2015.

<sup>(1)</sup>Secondly : When submitting the application of promotion from the academic rank of Assistant Professor to the rank of Associate Professor, a Faculty member who is specialized in languages shall be asked to include at least 2 (two) articles / work written in the language of his specialization in his academic work.

<sup>(2)</sup>Thirdly: When submitting the application of promotion from the academic rank of associate professor to the rank of Professor, a Faculty member who is specialized in languages shall be asked to include at least 3(three) articles / work written in the language of his specialization in his academic work.

g. <sup>(3)</sup>The Journal in which a scientific work has been published shall fulfill the following conditions in order to accredit the scientific work:

1.The paper journal shall complete at least two years before the date of sending the academic work to it with the exception of the Jordanian papers which have been created by Jordan's Scientific Research Support Fund.

2.Journals issued electronically should be at least five years old, if they were not issued in hardcopy before two years .

3. The Journal shall be published regularly whether in hardcopy or electronically.

4.<sup>(3)</sup>The Journal shall not be considered unaccredited by a decision issued by the Council.

h. <sup>(4)</sup> The academic work presented for promotion shall not be acceptable if published in a journal which is unaccredited under a decision issued by the Council before the date of receiving the scientific work of the applicant by the journal.

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(1) The paragraph (secondly) was added to article (10) in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 and shall be effective starting from the academic year 2015/2016.

(2) The paragraph (thirdly) was added to article (10) in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 and shall be effective starting from the academic year 2015/2016.

(3) The item 4/g was added to article (10) in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 and shall be effective starting from this date.

(4) Item (h) of article (10) was amended in accordance with Dean's Council Decision No. 2/2015 on 13/1/2015 by replacing the word " sending" with the word " receiving ".

#### <sup>(1)</sup>**Article 11:**

- a. The academic work carried out by a faculty member during his leave (sabbatical, unpaid leave), secondment, assignment ,or dispatch is acceptable for purposes of promotion.
- b. Despite of what is stated in item (a) of this article, the number of points scored by the applicant while he is still working at the University and during his sabbatical leave shall not be less than half the minimum number of points required for promotion. For the purposes of this item, the date of receiving the academic work by the journal shall be taken into consideration to calculate the number of points.

#### <sup>(2)</sup>**Article 12:**

- a. The application for promotion shall be submitted to the department chairman including six copies of the academic work and the applicant's curriculum vitae to be presented to the department council to make the appropriate recommendation. The department chairman submits the department council's recommendation to the dean of the faculty within a maximum period of four weeks from the date of completing the application. The dean of the faculty presents the application to the faculty council within a maximum period of four weeks from the date of completing the application to make the appropriate recommendation to be submitted to the President's office within a maximum period of one week to complete the promotion procedures.
- b. The Dean or the department chairman can ask for any necessary papers to complete the application in accordance to these regulations and be sure of their accuracy. The application shall be considered complete when submitting all required documents.
- c. The correspondences preceding the publication of the scientific research ( letter of sending the research to be published, the letter of receiving the scientific

research from the addressees, referees reports, and the letter of the scientific research's final acceptance.) shall be submitted with the promotion application.

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- (1) Article (11) was amended in accordance with Dean's Council Decision No. 43/2014 on 3/11/2014 and shall be effective starting from the academic year 2015/2016.
  - (2) Article (12) was amended in accordance with Dean's Council Decision No. 172/2014 taken at session No.(25/2014) on 23/6/2014.
- d. The application for promotion may be submitted to the academic department four months prior to the due time required for promotion. The department chairman or the dean may form *ad hoc* committees to study promotion applications before presenting them to the department's council or the faculty's council. In all cases, if the council issued a positive decision for promotion before completing the specific period in the rank from which the applicant wants to be promoted, the decision of promotion should be implemented on the date following the last day of the specified period .

### **Article 13:**

The concerned dean of the faculty and the department chairman (irrespective of their academic rank) shall submit a report about the faculty member applying for promotion including the following:

1. Teaching.
2. Supervising graduate students.
3. Rendering services to the University and the local community through:
  - participation in the University councils and committees.
  - any activity that enhances the University's status and furthers its progress.
  - full-time dedication to academic duties at the University.
  - contribution to community development.
  - participation in public lectures.
  - participation in conferences and symposia.
  - participation in societies and committees.
4. Other characteristics and qualities:
  - relationship with students, colleagues and other staff.
  - possession of team spirit and acceptance of others' opinions.
  - commitment to University conventions, values, traditions, and public order.
  - administrative capacity and leadership.
  - the ability to use one's initiative and present new ideas.

### **Article 14:**

<sup>(1)</sup>The Council shall consider the faculty member's application for promotion, his academic work and the recommendations of the department council, the faculty council and their reports to take the appropriate decision ,whether to approve the launching of promotion procedures or not, in a period not to exceed 8 weeks.

### **Article 15:**

The academic work shall be sent to referees in the field of the applicant's specialization together with a brief curriculum vitae of the applicant and the rank to which he is to be promoted. The referees shall be requested to submit their report within a period not to

exceed two months from receiving the academic work.

The report shall include:

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(1) Article (14) was amended in accordance with Dean's Council Decision No. 199/2014 taken at session No.(28/2014) on 14/7/2014.

a. an assessment of each work using the following scale:

- Excellent
- Very Good
- Good
- Fair
- Poor

b. overall assessment of the whole work stating whether:

- promotion is recommended
- promotion is not recommended

**<sup>(1)</sup>Article 16:**

- a. Upon receiving the referees' reports, the Council shall consider the different aspects of the application for promotion.
- b. The Council may, six months after the date of the decision approving the launching of promotion procedures, consider the application for promotion, irrespective of the number of reports received, to take the appropriate decision.
- c. Despite what is stated in items (a,b) of this article, the decision on the promotion should be postponed after completing its components for a period of ten months, if any disciplinary punishment which is more severe than a warning punishment was issued against the applicant during the promotion procedures.

**Article 17:**

- a. The Council shall decide the promotion or non-promotion of the applicant.
- b. If the Council decides against promotion, the faculty member may file a new application after four months of the date of the decision, adding new work obtaining at least two weight point. Filing this application shall be made pursuant to the procedures stated in these regulations.

**Article 18:**

- a. Full-time research faculty members appointed at the Centers or Marine Science Station are required to submit for every promotion additional work achieving a minimum of an extra six weight points.
- b. A faculty member on unpaid leave may apply for promotion during his leave provided that he has fulfilled the time requirement for launching promotion procedures prior to inception of his leave.

- c. The applicant for promotion shall have spent a minimum of two years working at Yarmouk University. A faculty member who had previously worked at the University and was then reappointed may apply for promotion within one year of his reappointment.
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(1) Items (b,c) of article (16) No.2/2015 on 13/1/2015 were amended linguistically .

## TRANSFER

### **Article 19:**

- a. For a faculty member to be transferred from one category to another within the same rank, the following conditions must be fulfilled:
- 1- He must have a minimum salary seniority of five years in his present rank except an instructor who is required to have a minimum of seven years' seniority.
  - 2- He shall have already published a minimum of two works in his field of specialization during his service at the University; He shall be first-author in at least one of these works.
- b. The application for transfer from one category to another within the same rank shall be filed with the department chairman containing an original copy of each academic production to be submitted to the department council for consideration within three weeks. The department chairman shall refer the department council's opinion to the dean of the faculty for presentation before the faculty council within three weeks. The dean shall submit the application to the President of the University for completing the transfer procedures.
- c. The academic work submitted for transfer purposes shall be subject to the same conditions as those for promotion purposes, except for the procedures followed in refereeing such work.
- d. The decision of transfer from one category to another within the same rank shall take effect as of the date on which the council's decision is issued.
- e. Unpaid leave granted to a faculty member shall not count for purposes of transfer from one category to another.

### **Article 20:**

The President, the deans, and the concerned director are responsible for executing these regulations

### **Article 21:**

These regulations shall cancel the Regulations for Promotion of Yarmouk University Faculty Members for the year 2011 and any other decisions that contradict them.

