



Date : 12.05.2019

To : All College Deans / Department Chairs


Subject : Criteria for selection of external reviewers in relation to faculty promotion applications

The College Deans as well as the Department Chairs are requested to strictly adhere to the following criteria in finalizing the suggested lists of external reviewers in relation to faculty promotion applications:

- **Relevancy of reviewers in specific research areas of the applicants**
Only those external reviewers must be selected who are actively engaged in the applicants' specific research areas, since this is noticed in various cases that the proposed reviewers by the College / Department are not relevant in the specific research areas of the applicants.
- **Verifying reviewers' research data from Scopus source**
It has to be made sure while selecting the reviewers that their research data namely journal publications, citations and H-index should be verified from Scopus source only instead of considering any other source. In several occasions it is observed that the provided research data of the reviewers is incorrect. Special attention has to be paid in this regard.
- **Avoid overlapping in the lists of College / Department**
The list of reviewers suggested by the College should be different from the Department and there should be no overlapping in the lists of College / Department, since at various times the overlapping is observed in the proposed lists of College and Department.
- **Reviewers' affiliation**
The selected reviewers should be affiliated to highly reputed institutes and should have significant contribution in research areas of the applicants' specializations. Moreover, it is desired, those reviewers may not be chosen who have personal association or co-authorship with the applicants, which must be ascertained from the CV of the applicants.

Suggested list of external reviewers not complying the above criteria will be returned.

Best regards,


Prof. Nasser M. Al-Aqeeli,
Vice Rector for Research