

PhD Holders’ Academic Promotion at GIU – Check-List for a Lecturers’ Promotion to Associate Professor

Executive Summary

This check-list will help all those lecturers holding a PhD to get promoted to Associate Professor at GIU. It is based on the document “PhD Holders’ Academic Promotion Guidelines at GIU”. These guidelines are considered as academic bylaws for promoting PhD holders from a Lecturer position to an Associate Professor position, a Lecturer Position to a Full Professor position, and from an Associate Professor position to a Full Professor position. The process of promotion is a two-step procedure involving quantitative and qualitative criteria to measure the performance of PhD holders in research, teaching and university management affairs. It is highly recommended to study these guidelines in detail before submitting any documents starting the process of academic promotion.

First of all, some site remarks are given which are important to know when starting the process of academic promotion.

- (1) The academic promotion is not linked by any means to any vacant higher academic position, since all GIU academic positions are regularly occupied through open competition including external candidates.
- (2) An academic promotion at GIU is independent of the individual contract and does not have any financial impact.
- (3) Only full-time appointed academic staff at GIU is eligible for academic promotion.
- (4) If a first application for academic promotion has been denied for some reasons, a second application can only be submitted after 12 months of the denial, at the earliest point in time, and only once.
- (5) As an orientation, the process of academic promotion should on the average be concluded within 6 to 9 months.

In order to assist in the preparation of all the documents to be submitted for her/his academic promotion at GIU the main items of this check-list are summarized below.

Check-List for PhD Holders' Academic Promotion – From Lecturer to Associate Professor Level

To begin with the German International University (GIU) is continuously interested to get and maintain the best academics from Egypt and abroad, and to offer a career path for those, who did already perform very well, for the benefit of GIU.

This check-list summarizes the necessary requirements to start the process of academic promotion at GIU. It is based on the document “PhD Holders” Academic Promotion Guidelines at GIU”. These guidelines are considered as academic bylaws for promoting PhD holders from a Lecturer position to an Associate Professor position, a Lecturer Position to a Full Professor position, and from an Associate Professor position to a Full Professor position. The process of promotion is a two-step procedure involving quantitative and qualitative criteria to measure the performance of PhD holders in research, teaching and university management affairs. It is highly recommended to study these guidelines in detail before submitting any documents.

First of all, some site remarks are given which are important to know when starting the process of academic promotion.

- (1) The academic promotion is not linked by any means to any vacant higher academic position, since all GIU academic positions are regularly occupied through open competition including external candidates.
- (2) An academic promotion at GIU is independent of the individual contract and does not have any financial impact.
- (3) A position for the promotion must be available. The Human Resources Department of GIU will give some information on request.
- (4) Only full-time appointed academic staff at GIU are eligible for academic promotion.
- (5) If a first application for academic promotion has been denied for some reasons, a second application can only be submitted after 12 months of the denial, at the earliest point in time, and only once.
- (6) As an orientation, the process of academic promotion should on the average be concluded within 6 to 9 months.

The Promotion Booklet (TPB)

All the necessary documents of the promotion booklet have to be submitted to the Human Resources Department at GIU in softcopy (USB drive) and hardcopy format (Folder with printed files), each page must be signed and dated by the applicant. The following information should be included in the booklet:

1. Brief education history (max 1p A4)
2. Work experience (max 2p A4, at least for the last 3 years)
3. A research summary (visions, missions, and history record at GIU, max 3p A4)
4. A list of **refereed** articles in scientific journals and proceedings. As the scientific requirements vary from faculty to another depending on the nature of the faculty, community acknowledged arts and design work as well as as-built objects (buildings, compounds etc. in architecture) will be accepted.
5. A list of conference publications and speech invitations
6. Contributions to books, monographs (books and book chapters authored and/or edited)
7. A list of supervised PhD students at GIU (differentiated in completed and on-going supervision), including date of award and name(s) of co-supervisor(s).
8. A list of supervised MSc/MEng/MBA students at GIU (differentiated in completed and on-going supervision), including date of award and name(s) of co-supervisor(s).
9. History record of research grants for GIU, awards and prizes
10. A report about teaching objectives at GIU, no longer than 2p A4.
11. A list of courses taught at GIU with the students' evaluation for each
12. A list of supervised Bachelor theses at GIU
13. A list of Further Academic Activities at GIU (academic self-government within GIU, record of services done at GIU and its bodies/committees)
14. A list of supervisory students' extracurricular activities, if available
15. A list of contribution that assist in enhancing GIU's image and continued development
16. An updated CV

Check-List in Detail

Before the preparation of the files for the promotion booklet please answer the following questions carefully, to be sure that you are eligible to be considered for academic promotion from Lecturer to Associate Professor level.

- ☐ Did you spent at least **three years** after obtaining your PhD in a full-time appointment at GIU? If yes, how many years are you with GIU:
- ☐ Do you believe to earn an academic promotion at GIU? Why? If yes, put your visions, missions, and self-assessment into your research summary (No. 3 TPB)
- ☐ Did you make any contribution that you think is outstanding for promoting GIU rather than the regular contracted work description for research and teaching?

A. Publications

- ☐ Did you publish **at least 7** scientific articles in refereed journals, refereed proceedings and monographs?
- ☐ Did you publish at least **one** single-authored article in peer-reviewed journals, proceedings and/or monographs?
- ☐ Have you reached the **score of 9** in the publications criteria?

B. Supervision

- ☐ Did you supervise **at least one** PhD student during your full-time appointment at GIU? Did the PhD student already defend her/his thesis?
- ☐ How many MSc and/or MBA Theses you have supervised during your full-time appointment at GIU (the minimum number is **three**)? Did all MSc and/or MBA students defend their theses?
- ☐ Just in case you could not yet fulfill the PhD supervision criterion, please outline the reason. In very restricted cases and for a clear and acceptable reason the PhD supervision may be substituted by the supervision of 2 MSc and/or 3 MBA theses. How many additional supervisions of Master's students you would like to be granted?
- ☐ Have you reached the **score of 6** in the supervision criteria?

C. Professional Activities

- ☐ Have you been successful in attracting external research funds during your GIU full-time appointment? How many US\$? (<100K are scored **1**, 100 to 300K are scored **2**, 300-500K are scored **3**, and >500 are scored **5**)
- ☐ Have you (co-)organized workshops, symposia and congresses? (A workshop with <100 participants is scored **1**, 100-200 participants is scored **2** and >200 participants is scored **3**).
- ☐ Have you organized **at least 1** workshop at GIU during your GIU full-time appointment?
- ☐ Have you been awarded with prestigious international, national and/or local awards and/or patents?
- ☐ Have you reached the **score of 3** of the professional activities criteria?

Summarizing the scores for being eligible to become promoted Associate Professor at GIU you should have reached **at least 18**. If yes, please submit your promotion booklet to the Human Resources Department of GIU. **Good luck!**

Enclosure: Calculator