



Education Affairs

Permanent Scientific Committees at the Academy

Promotion Procedures **(For the Academic and Technological Cadres)**

The new regulations governing promotion will be put into effect starting 1/1/2015.

1. The staff member submits an application form for promotion to the head of the college department upon meeting all the requirements, the candidate can submit such an application form within a time period that does not exceed three months before the indicated deadline.
2. The number of research papers required for promotion is:
 - Five to ten papers (for obtaining the degree of an associate professor)
 - Three papers (for obtaining the degree of a second lecturer)
 - Four papers (for obtaining the degree of a first lecturer)
 - Five to ten papers (for obtaining the degree of a professor)
3. The applicant for promotion has to prepare four identical files which include the following:
 - a- Form (1): Data about the applicant for employment or promotion
 - b- Form (2): A complete list of all the applicant's scientific production
 - c- Form (3): A list of the submitted research papers to be evaluated, especially those published after obtaining the previous academic degree (numbered and ordered starting from the oldest to the most recent)
 - d- Form (4): Data about each research paper to be evaluated
 - e- Form (5): A statement about the theses that he/she has supervised
 - f- Form (6): A detailed statement about the teaching, research, and administrative activities he/she has done, as well as his/her practical work.

In addition to:

- A copy of the Summary and Conclusions of the Ph.D. thesis
- Complete copies of all the research papers submitted to be scrutinized, numbered and ordered according to the date of publishing starting from the oldest to the most recent

Important: The applicant has to submit a statement that he/she has completed uploaded all his/her scientific production to the Academy website. (i.e. all the research papers mentioned in form no. 2)

The application file has to include the following:

- a. A certificate of the Academy “staff members’ skills development” courses
 - b. A photocopy of the decree granting the earlier degree
 - c. A copy of the Ph.D. thesis in case of applying for the degree of associate professor
 - d. A copy of the Master’s and Ph.D. certificates
 - e. A photocopy of the summary and conclusions of the Master’s and Ph.D. theses
 - f. A copy of the doctoral degree equivalency certificate from the Supreme Council of Universities of the Headquarters State, especially for those applying for employment and the ones who have earned their doctoral degree abroad
 - g. Receiving a “High Seas Master”/“Principal Engineer” Certificate for applicants from the technological cadre
 - h. Submitting a CD which includes all the forms, research papers, and supplementary documents
4. The four files are sent to the Academy’s scientific committees reporter in a letter from the college dean.
 5. Upon the scientific committee’s recommendation, the staff member’s promotion takes place once the time duration, dictated by the regulations, is completed in case he/she has applied for promotion and submitted his/her

papers before that date. Otherwise, promotion takes place once the application for promotion has been completely submitted to the reporter of the scientific committee.

General Remarks

1. The scientific production presented in application for promotion must neither comprise any plagiarized researches, nor be derived from the candidate's Master's or Ph.D. theses.
2. Candidates are not allowed to submit research papers that have been previously used for academic promotion, neither are they allowed to use papers that have been published under a date that precedes their latest academic promotion.
3. Articles and research papers that do not belong to the candidate's field of specialization are excluded.
4. In case the research paper is accepted for publishing in a scientific journal, the original copy of the letter of acceptance has to be submitted.
5. A proof has to be submitted in case the research papers have been presented at conferences.
6. Research papers that have been previously evaluated by the scientific committees at the Academy are not reevaluated. (The candidate has to specify these research papers).
7. The only accepted research papers are those that indicate how the candidate is related to the Academy even if he/she is **transferred**, delegated, or on an internal or external scientific mission while working on the papers.