**Tishk International University**

**Application Form for the Promotion of Academic Titles**

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| Name of the Applicant: |
| Faculty: Department: |
| Title: |
| Email: Mobile No.: |
| Current Academic title: Academic title applied for: |
| Application Date (date of submitting this form to the head of your department): |

**The applicant’s declaration**

My name is ……………………………………… I am a staff member of the university of …………………….. with the academic title …………………….. I have completed all the academic title requirements of …………………….. I have enclosed all the necessary documents with this application form. I, therefore, submit this application in order for my academic title promotion to be considered. I, hereby, declare that all my relevant personal information is complete and true. I understand that I will be held accountable for any incomplete or inaccurate information.

Signature:

Name:

Academic title:

Date:

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| The Applicant’s Information |
| Name:  |
| Title: Faculty: Department: Branch:  |
| General Specialty:  |
| Specific Specialty: |

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| Education Background (start with the most recent qualification) |
| From  | Until | Qualification  | Specialty  | University/Country  | University decree (for internal universities) orCertificate equalization decree (for overseas universities) |
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| Titles of higher education theses |
| Certificate  | Title of the thesis  |
|  |  |
|  |  |
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| Employment History (start with the most recent employment) |
| From  | Until  | Place of employment (name of the establishment) | Position  |
|  |  |  |  |
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| History of academic title promotion |
| Academic title | Date of conferment  | Conferment body  | University decree  |
|  |  |  |  |
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| The applicant’s previous publications (include all the published researches with the exception of those submitted for purposes of this promotion application) |
| No.  | Research title | Place and date of publication  | academic title submitted for |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. |  |  |  |
| 17. |  |  |  |
| 18. |  |  |  |
| 19. |  |  |  |
| 20. |  |  |  |
| Researches submitted for purposes of this promotion |
| No.  | Research title  | Place and date of publication  | Impact factor  | Electronic index (its URL) | Is it taken from an MA or PhD thesis?  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |

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| Book or chapter submitted for purposes of this promotion |
| No. | Book title  | Place of publication  |
| 1. |  |  |
| 2. |  |  |

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| Results of quality assurance for the years necessary for this promotion |
| **Year** | **Teaching Portfolio** | **CAD** | **Student Feedback** | **General Outcome** |
|  |  |  |  |  |
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| Note: the general outcome is considered a pass if the applicant passes 2/3 of the measurements |

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| The applicant’s part in running the university |
| No.  | Committee and post  | Number and date of ministerial, university or executive decree | Duration of the post or being in the committee  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| Note: state only those posts or committees with a ministerial, university or faculty executive decree – only those which the applicant has taken part in after his promotion.  |

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| The applicant’s participation in the process of supervision at higher education level |
| No. | Degree level  | Student’s name | Number and date of the university decree for the conferment of the degree  | Issue date |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| Note: state names of the higher diploma, MA, or PhD students you have supervised. |

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| The applicant’s participation with research in conferences (after promotion) |
| No.  | Conference name  | Place and date of the conference  | Number and date of the university decree for sponsoring the applicant’s participation in the conference  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| Note: state only the conferences in which you have presented some research  |

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| Appreciation and recognition (after promotion) |
| No. | Appreciation issuer (the party) | Number and date of the appreciation and recognition decree  | Reason for the appreciation or recognition  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| Membership in non-profit organizations or syndicates |
| No.  | Name of the syndicate or organization  | Identity number | Membership date  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

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| Any other relevant points the applicant wishes to make |
|  |

**The report of the head of the department on the applicant**

Following a review of the works and activities of ……………………………………… at the department level regarding:

\* Presence in meetings and seminars

\* Presenting suggestions for the development of the department

\* Cooperating with students and fellow colleagues to serve the aims of the department

\* Renewing himself and advancing his or her scientific level

\* Being punctual and ideal presence during classes and office hours

\* Active participation in departmental committees (once assigned to such committees)

\* Coming forward once assigned with a departmental duty

\* Supervising higher education students once asked to do so

I suggest that:

 the mentioned teacher’s dossier be sent to the Dean so it be sent to the *academic title* *promotion committee* for consideration.

 the mentioned teacher’s dossier be delayed for

 six months

 one year

For ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name of the Head of the Department:

Signature:

Academic title:

Date:

**Note:** if, between his previous promotion of his academic title and now, the applicant did not take part in any committee at the level of the department, faculty, university or ministry (on condition that the applicant was asked to be part of such a committee but refused to do so), the head of the department has no right to bury the applicant’s dossier, but has to, depending on the situation, delay it for six months or one year.

**The Report of the Dean of the Faculty**

Following a review of the works and activities of ……………………………………. At the level of faculty regarding:

\* Presence at meetings and seminars

\* Active participation in faculty committees (once asked to do so)

\* Coming forward once assigned with a faculty duty

I suggest that:

 the mentioned teacher’s dossier be sent to the *academic title* *promotion committee* for consideration.

 the mentioned teacher’s dossier be delayed for

 six months

 one year

For ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name of the Dean of the Faculty:

Signature:

Academic title:

Date:

**The Final Report of the Faculty Promotion Committee for Academic Titles**

**For Lecturer and Assistant Professor**

**List of requirements for these promotions**

The following table is to be filled out after the applicant’s researches come back from evaluation. Put down only the researches that are credited with the necessary points by the assessment committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No.  | Measurement  | Number  | In line with the conditions (yes/no) | Note  |
| 1. | Number of the researches within Iraq |  |  |  |
| 2. | Number of the researches outside Iraq |  |  |  |
| 3.  | Number of the researches with effect factor  |  |  |  |
| 4. | Number of the artistic works for artistic specialties  |  |  |  |
| 5.  | Number of the years following his/her promotion |  |  |  |
| 6. | Number of the years passed in quality assurance  |  |  |  |
| 7.  | Certificate for teaching methods  |  |  |  |
| 8.  | University decree for getting the most recent academic title |  |  |  |
| 9.  | Report of the recipient committee  |  |  |  |
| 10. | Report of the head of the department, confirming the seminars the applicant has presented |  |  |  |
| 11. | The approval of the head of the department  |  |  |  |
| 12.  | The approval of the dean of the faculty |  |  |  |

**The Recommendation of the Academic Title** **Promotion Committee**

 **The dossier meets all the requirements. It will, therefore, be referred to the Central Committee for verification.**

 **The dossier will be returned, because it lacks the following:**

**1.**

**2.**

**3.**

**Member Member Member**

**Member Member Member**

**Decision Writer Head of the Committee**

**The Final Report of the Central Committee for the Promotion of Academic Titles**

**(for titles of Lecturer and Assistant Professor)**

**The Recommendation of the Central Committee for the Promotion of Academic Titles**

 **The dossier meets all the requirements. It will, therefore, be referred to the University Council in order for the university decree to be issued for the conferment of the title.**

 **The dossier will be returned, because it lacks the following:**

**1.**

**2.**

**3.**

**Member Member Member**

**Member Member Member**

**Decision Writer Head of the Committee**

**The Final Report of the Central Committee for the Promotion of Academic Titles**

**(for the title of Professor)**

**List of the requirements for this promotion**

The following table is to be filled out after the applicant’s researches come back from evaluation. Put down only the researches that are credited with the necessary points by the assessment committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No.  | Measurement  | Number  | In line with the conditions (yes/no) | Note  |
| 1. | Number of the researches within Iraq |  |  |  |
| 2. | Number of the researches outside Iraq |  |  |  |
| 3.  | Number of the researches with effect factor  |  |  |  |
| 4. | Number of the artistic works for artistic specialties  |  |  |  |
| 5.  | Number of the years following his/her promotion |  |  |  |
| 6. | Number of the years passed in quality assurance  |  |  |  |
| 7.  | Certificate for teaching methods  |  |  |  |
| 8.  | University decree for getting the most recent academic title |  |  |  |
| 9.  | Report of the recipient committee  |  |  |  |
| 10. | Report of the head of the department, confirming the seminars the applicant has presented |  |  |  |
| 11. | The approval of the head of the department  |  |  |  |
| 12.  | The approval of the dean of the faculty |  |  |  |

**The Recommendation of the Central Committee for the Promotion of Academic Titles**

 **The dossier meets all the requirements. It will, therefore, be referred to the University Council in order for the university decree to be issued for the conferment of the title.**

 **The dossier will be returned, because it lacks the following:**

**1.**

**2.**

**3.**

**Member Member Member**

**Member Member Member**

**Decision Writer Head of the Committee**