

TIU GUIDELINES FOR PROMOTION CRITERIA

Objective:

The objective of this guideline is to specify the promotion criteria.

Scope:

The guideline covers promotions to the following positions:

- Assistant Lecturer
- Lecturer
- Assistant Professor
- Professor

Important Note: the following terms are used interchangeably in this document

- a) University means Tishk International University
- b) President means President of Tishk International University
- c) Faculty Council means Faculty Council at Tishk International University
- d) University Council or Senate means Senate of Tishk International University
- e) Promotion Committee means Promotion Committee at Tishk International University
- f) Dean means Deans of Faculties at Tishk International University
- g) Head of Department means Heads of Departments at Tishk International University

Article 1

PROMOTION TO ASSISTANT LECTURER and LECTURER

A) Assistant Lecturer

The applicant for ‘Assistant Lecturer’ academic title must fulfill the following requirements:

1. The applicant must hold a master’s or PhD degree certificate. The applicant must provide his/her bachelor and master diplomas along with transcripts. (If the certificate is from an abroad university, it has to be equalized at the Ministry of Higher Education, KRG).
2. The applicant must provide the application form of promotion along with approval of head, dean and faculty scientific committee.
3. A seminar should be presented successfully in one of the universities of the Kurdistan Region.
4. The total average of the Bachelor degree should be more than 60.

5. If the total average of the Bachelor degree is less than 60, the applicant should be a full-time staff at one of the private universities/institutes in the Kurdistan Region and have published two research papers in international journals. The research papers should not have been translated and should have been published after the Master or PhD degree. In addition, the applicant should be the first author in one of these two papers.
6. Certificate of the course of pedagogy or methods of teaching (original copy). A certificate taken from an institution other than Kurdistan Regional Institutions is not accepted.
7. The applicant must get a minimum IELTS score of 5 and its equivalents (TOEFL IBT 65 and Pearson 54). Certificate of the English Language Proficiency test or its should not have been expired and is approved by the test center. When the applicant participates in the pedagogy course and for those who have completed the course and are applying for the academic title, it is essential that the certificate of the English Language Proficiency test is not expired (original copy).
8. Master degree of the applicant must be in the same subject as his/her bachelor degree.
9. A copy of the contract between the applicant and the private university/institute; in the contract it should clearly be stated that the applicant is full-time or part-time lecturer.
10. A Confirmation Letter that the applicant is not an employee at any governmental institution. If the applicant is an employee at a governmental institution, s/he should submit a non-objection letter from his workplace.

B) Lecturer with and without PhD

The applicant for ‘Lecturer’ academic title must fulfill the following requirements:

1. The applicant must either have a PhD or be an assistant lecturer (see the requirement #10 below). The applicant must provide his/her bachelor and master diplomas along with transcripts. If the certificate is from an abroad university, it has to be equalized at the Ministry of Higher Education, KRG.
2. If the applicant has a PhD degree then PhD degree must be in the same subject as his/her master degree. A PhD holder has got the right to promote to the lecturer position provided that he/she has worked as an assistant lecturer for three years. A Quality Assurance certificate of three years is required.
3. The applicant must provide the application form of promotion along with approval of head, dean and faculty scientific committee.

4. The applicant must have published two papers. S/he should be the first corresponding author in one of them. One of these papers can be a paper published in conference proceeding.
5. A seminar should be presented successfully in one of the universities of the Kurdistan Region (for each of the papers submitted for promotion).
6. All papers submitted for promotion should have been registered at relevant department prior to publication dates (an official document regarding that should be submitted).
7. Certificate of the course of pedagogy or methods of teaching (original copy). A certificate taken from an institution other than Kurdistan Regional Institutions is not accepted.
8. The applicant must equalize all his/her diplomas taken from universities other than Kurdistan Regional universities.
9. The applicant who works as an assistant lecturer for three years but does not have a PhD degree can apply for promotion to lecturer title on condition that s/he has two academic publications as specified in #4.
10. If the applicant applies with a master degree then the master degree must be in the same subject as his/her bachelor degree.
11. A copy of the contract between the applicant and the private university/institute; in the contract it should clearly be stated that the applicant is full-time or part-time lecturer.
12. A Confirmation Letter that the applicant is not an employee at any governmental institution. If the applicant is an employee at a governmental institution, s/he should submit a non-objection letter from his workplace.
13. The applicant cannot quote from his/her master and/or PhD theses in his/her publications. That is, papers published as part of the applicant's master or PhD thesis are not considered for promotion. Applicant must provide confirmation letter for each published paper which is submitted for promotion from a public university within KRG.

Article 2

PROMOTION TO ASSISTANT PROFESSOR

The applicant for 'Assistant Professor' academic title must fulfill the following requirements:

1. The applicant must be PhD holder [or a master degree provided that he has teaching experience of four years since his/her last academic promotion].

2. The applicant must be a 'Lecturer' at a university for four years. A Quality Assurance certificate of four years is required.
3. The applicant must provide the application form of promotion along with approval of head, dean and faculty scientific committee.
4. The applicant cannot perform an application for promotion if s/he has a disciplinary action.
5. Certificate of the course of pedagogy or methods of teaching (original copy). A certificate taken from an institution other than Kurdistan Regional Institutions is not accepted.
6. The applicant must provide his/her bachelor, master, and PhD diplomas along with transcripts. The applicant must equalize all his/her transcripts taken from universities other than Kurdistan Regional universities.
7. The applicant must produce at least three papers, in one of which the applicant must be the sole author.
8. One of the papers produced by the applicant must be published in a journal indexed by Thomson Reuters (newly Clarivate Analytics) and SCOPUS (SSCI and/or SCI) or papers published in Kurdistan Regional Universities provided that they are recognized by Ministry of Higher Education. Candidate must make sure that the journal is not in the Blacklist of Ministry of Higher Education announced on NUR-KRG.
9. One of the three papers required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.
10. A seminar should be presented successfully in one of the universities of the Kurdistan Region (for each of the papers submitted for promotion).
11. All papers submitted for promotion should have been registered at relevant department prior to publication dates (an official document regarding that should be submitted).
12. All the publications of the applicant must be related to his/her academic field of study.
13. Only the first three authors of a paper or a book will be taken into consideration.
14. The applicant cannot quote from his/her master and/or PhD theses in his/her publications. That is, papers published as part of the applicant's master or PhD thesis are not considered for promotion. Applicant must provide confirmation letter for each published paper which is submitted for promotion from a public university within KRG.
15. The publishing process of the papers/books must be completed.
16. A copy of the contract between the applicant and the private university/institute; in the contract it should clearly be stated that the applicant is full-time or part-time lecturer.

17. A Confirmation Letter that the applicant is not an employee at any governmental institution. If the applicant is an employee at a governmental institution, s/he should submit a non-objection letter from his workplace.

Article 3

PROMOTION TO ‘PROFESSOR’

The applicant for ‘Professor’ academic title must fulfill the following requirements:

1. The applicant must be a PhD holder [or a master degree provided that he has teaching experience of six years since his/her last academic promotion].
2. The applicant must be working as an ‘Assistant Professor’ at a university for six years. A Quality Assurance certificate of six years is required.
3. The applicant must provide the application form of promotion along with approval of head, dean and faculty scientific committee.
4. The applicant cannot perform an application for promotion if s/he has a disciplinary action.
5. Certificate of the course of pedagogy or methods of teaching (original copy). A certificate taken from an institution other than Kurdistan Regional Institutions is not accepted.
6. The applicant must provide his/her bachelor, master, and PhD diplomas along with transcripts. The applicant must equalize all his/her transcripts taken from universities other than Kurdistan Regional universities.
7. The applicant must produce at least six papers, one of which the applicant must be the sole author.
8. One of the papers produced by the applicant must be published in a journal indexed by Thomson Reuters (newly Clarivate Analytics) and SCOPUS (SSCI and/or SCI) or papers published in Kurdistan Regional Universities provided that they are recognized by Ministry of Higher Education. Candidate must make sure that journal is not in the Blacklist of Ministry of Higher Education on NUR-KRG.
9. One of the six papers required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.
10. A seminar should be presented successfully in one of the universities of the Kurdistan Region (for each of the papers submitted for promotion).

11. All papers submitted for promotion should have been registered at relevant department prior to publication dates (an official document regarding that should be submitted).
12. All the publications of the applicant must be related to his/her academic field of study.
13. Only the first three authors of a paper or a book will be taken into consideration.
14. The applicant cannot quote from his/her master and/or Ph.D. theses in his/her publications. That is, papers published as part of the applicant's master or PhD thesis are not considered for promotion. Applicant must provide confirmation letter for each published paper which is submitted for promotion from a public university within KRG.
15. The publishing process of the papers/books must be completed.
16. The applicant must have supervised at least 2 master and one PhD thesis.
17. A copy of the contract between the applicant and the private university/institute; in the contract it should clearly be stated that the applicant is full-time or part-time lecturer.
18. A Confirmation Letter that the applicant is not an employee at any governmental institution. If the applicant is an employee at a governmental institution, s/he should submit a Non-objection letter from his workplace.

Article 4

ACADEMIC PROMOTION COMMITTEE

- 1) President: An academic staff with a 'Professor' or an 'Assistant Professor' title who is assigned by the Faculty Council (Senate)
- 2) Members: Four academic staff with a 'Professor' title and from different areas of expertise. If there are not enough academic staff with 'Professor' title, then staff with 'Assistant Professor' title who is assigned by the Faculty Council can be a member of the promotion committee.
- 3) Unless academic staff with the same area of expertise is available in the promotion committee, the university can demand for members from other Iraqi universities.
- 4) The University will select one of the members as a rapporteur.
- 5) The committee will have a secretary who is fluent in a foreign language (preferably English).
- 6) Members will be renewed in every three years.

Article 5

APPLICATION PROCEDURES FOR THE APPLICANTS

- 1) The applicant presents a written request for academic promotion to the head of the related department three months before the required period, and attaches all required documents and four

copies of his/her papers and/or books. (Use the promotion application form and see the relevant promotion checklist aimed at in pbs/Forms)

2) The head of department will send the request with the same attachments to the Dean and Faculty Scientific Committee within one week after the request is received.

3) Faculty Scientific Committee reaches a conclusion on the applicant's promotion. If the applicant's requirements are considered satisfactory, faculty scientific committee sends all documents to Academic Vice President then based on necessity Academic Vice President sends it to related units (like Quality Assurance and other Units).

4) After necessary feedbacks from related units, fully completed and satisfactory documents will be sent by Academic Vice Presidents to Tishk International University Academic Promotion Committee provided that the documents fulfill the requirements for promotion.

5) Tishk International University Academic Promotion Committee will send final satisfactory documents with proper committee report to Academic Vice President. Then, Academic Vice President will send the documents to the Central Promotion Committee at Ministry of Higher Education with a cover letter.

Article 6

ASSESSMENT PROCEDURE

The request of the applicant will be assessed by the academic promotion committee. Unless the application for promotion fulfills the requirements, the committee will inform the head of department within fifteen days. If the applicant is considered satisfactory by the promotion committee, the papers, books and the confidential letters and documents will be sent to Central Promotion Committee in Ministry of Higher Education.

Article 7

The applicant can object to the decision either to the Promotion Committee or to the Ministry of Higher Education within thirty days s/he receives the results.