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University of Haifa
Office of the Rector
Academic Secretariat
Department of Appointments and Promotions

**Policy Guidelines for Appointments and Promotions in
Regular Academic Track**

- The language in this document strives for gender equality .
- This document does not constitute a legal document and is not to be considered a legal proposal or commitment. It is merely a general document declaring policy guidelines and is not intended to replace the professional academic discretion of the university, its institutions and its authorized officials.
- For more details, please refer to the regulations governing appointments and promotions. This document does not in any way detract from any other university document regarding appointments and promotions.

Introduction

This document summarizes the guidelines considered by the Committee for Appointments and Promotions at the University of Haifa in the process of assessing the

academic work and academic achievements of a candidate for appointment or academic promotion. The document reflects the University of Haifa's aspirations for academic excellence. The document is intended to help heads of academic units, including deans and department heads, understand the principles of the promotion policy. In addition, for candidates for academic appointments and promotions, the document is intended to clarify the policy guidelines regarding appointment and promotion criteria. The document reflects the general principles of the University of Haifa's appointment and promotion policy in the regular academic track. The document does not constitute any legal commitment whatsoever on the part of the university, which has complete professional discretion in this matter.

The complex process of academic promotion or appointment takes into consideration the aggregation of a faculty member's academic activities and achievements. This process includes examining the quality and quantity of the candidate's scientific publications, publication continuity, research grants, scientific reputation, participation in scientific conferences, teaching quality, supervision of research students, fulfillment of administrative obligations and contribution to the university and to the scientific community in general. At the same time it should be stressed that the major and leading considerations in making promotion decisions are works published on refereed platforms of a high standard that have undergone peer review and awards of competitive research grants, alongside other important considerations such as a high standard of teaching and supervision on all levels (BA, MA, PhD) and contributions to the department, the faculty and the university.

A. Scientific Publications

This category includes papers or books which, after undergoing proper and meticulous academic review, have been published or accepted for publication by peer-reviewed academic journals review or by publishers that apply proper and meticulous academic review. (For other types of publications see Section 2 below.) Note that scientific publications that have been accepted or are in press are considered as published papers and books. They therefore should not be included as new publications in the candidate's next promotion process. The university is very strict regarding the accurate recording of the details, place and nature of published works and their status at the time the candidate submits the CV and list of publications (e.g., the academic quality of the publication platform and its academic review procedure, and whether the publication has been accepted, is in print or has already been published). In any case of doubt, candidates should consult with the Department of Appointments and Promotions and regularly take note of its instructions.

Single author publications are an indication of individual research work and independent thinking. In addition, jointly authored publications also point to teamwork ability. The extent of joint publications within a candidate's total publications varies in different fields, departments and faculties. For example, in law and in the humanities, most publications are expected to be by a single author. In the social and natural sciences, many of the publications are jointly authored, and the candidate for promotion is expected to be the leading investigator in at least half of these publications. In any case,

the candidate must provide academic evidence of the ability to work independently, whether in the form of single author publications or as leading author relative to the other authors and as principal investigator (PI) in awarded research grants. In view of the above, the exact and desired ratio between jointly authored publications and single author publications is subject to the discretion of the rector in consultation with the dean of the relevant faculty. If necessary the rector and the dean will consult with the head of the relevant department. In the case of jointly authored publications, the order of authors and the placement of each relative to his or her research contribution are to be determined as customary in the discipline in which the candidate is seeking promotion/appointment and according to international academic standards.

1. Papers and books

Publication quality and quantity. The quality and quantity of scientific publications will be taken into account. High quality publications that have undergone scientific review on leading and prestigious international platforms in the field point to the scientific level of the researcher's work, indicating that the research is at the forefront of its scientific field and that its contribution meets the highest competitive academic standards. A reasonable and constant rate of high quality publications over the years, including those published in a given year alongside those that have been submitted and those in preparation, testifies to continuous work. The university expects candidates to work continuously over the years. Major time gaps during which a candidate did not publish any papers or books or did not apply for research grants require explanation.

Publication platforms. The proven level of quality of international publication platforms is major and particularly important evidence of the quality of a faculty member's research. In order to examine the quality of journals, those assessing CVs rely upon various quality indexes, including the ranking of the journal in a particular field, the impact factor, the acceptance rate and others. For every discipline that ranks its journals, this ranking list will be compiled as is customary at the best research universities worldwide.

Publication of an original scientific book. Publication of such a book is considered equivalent to publishing a number of papers, in accordance with the quality of the press, the scope of the book, the external reviews it receives and the extent to which it is unique and adds to the candidate's other publication. Preference will be given to books published by leading academic presses worldwide and attention will be directed at external evaluation letters written for the press during the book's review process. A book that is based almost completely on the candidate's doctoral research will have less weight as a basis for appointment and promotion than a new and original book not based on the candidate's doctoral research.

2. Additional publications

Editing a scientific book is not considered equivalent to writing a scientific book.

Editing is of relatively small importance even though it does serve as an indication of

contribution to the scientific community and of the editor's reputation. If the book includes a scientific introduction written by the editor or a paper by the editor, it can be considered equivalent to up to half a paper, in accordance with various standards such as quality of the press, importance of the book, level of the writers included in the book and the nature of the academic review prior to including papers in the book.

Publishing chapters in scientific books is considered to be less significant than publishing papers in academic peer-reviewed journals, as detailed above. Nevertheless, to a large extent this depends on the field, the level of the press and primarily on the scientific review process for including the chapter in the book. The rector, in consultation with the dean and the head of the relevant department, can decide upon what weight to give to the chapter.

Publishing papers in the proceedings of prestigious conferences. A paper that has undergone meticulous scientific review and is included in the proceedings of a conference will in certain fields only be considered a scientific publication in all senses. This is under the condition that this is acceptable at the top research universities worldwide in this particular field and at the discretion of the rector in consultation with the dean of the relevant faculty or if necessary with the dean and the head of the relevant department. Apart from exceptions in certain fields, a paper appearing in the proceedings of a conference will be considered less significant than a published paper.

Publication of entries in prestigious scientific encyclopedias that not only review and summarize the relevant material but also present new insights will be assessed positively. Nevertheless, these are not considered publications in any way equivalent to a scientific paper or book. Participating in the editing of encyclopedias of this type and taking responsibility for a particular topic in them point to the appreciation of the international scientific community.

A patent is not considered a paper. Nevertheless, in certain fields only, if the patent is registered and is not only temporary, and subject to explanation provided to the head of the relevant academic unit and the dean, it is possible that its academic importance will be deemed equivalent to that of a paper. This is conditional to proof that the patent underwent external scientific review and at the discretion of the rector.

Papers published in non-refereed journals (and papers that did not undergo scientific review published in any type of journal) are not considered scientific publications. Such papers will be considered as a contribution to society and to the community.

A book review published in a refereed journal is considered less significant than a scientific paper, yet for the most part is an indication of the candidate's status in the scientific community and professional reputation. Nevertheless, an extensive book review that puts forward a different perspective that challenges the theories on which the book is based and that provides comprehensive scientific documentation is considered to be a review article.

B. Proposals submitted and research grants awarded

Every researcher at the university is expected to obtain external research funding by means of research grants for academic research. Being awarded research grants is another important part of assessing a faculty member's research abilities. Special weight is given to research grants awarded by competitive funds, and particularly the thirteen leading funds according to the Planning and Budgeting Committee (PBC) of the Council for Higher Education (CHE). (See attached list as updated by the PBC from time to time.)

<https://ra.haifa.ac.il/List%20of%20competitive%20Grants%20Register%20according%20to%20VATAT.pdf>

The university encourages researchers to submit research grant proposals, particularly proposals to competitive research funds, for they are important both to the researcher and in supporting students participating in the research project. Obtaining grants from competitive research funds is a significant factor in academic promotion, alongside refereed academic publications as detailed above and at the discretion of the rector.

C. International status and reputation

Active participation in conventions, conferences, congresses, forums and workshops

testifies to a researcher's status in the international academic research community and achievements in bringing his or her research to prestigious international forums. Thus, every faculty member is expected to participate every year in different types of conferences, both in Israel and abroad.

Invitations to give keynote speeches or invited addresses at major and international conferences are usually a sign of leadership and recognition in the particular field.

Invitations to give keynote speeches are especially important for the rank of full professor. For researchers at the beginning of their careers, such invitations are also likely to point to the achievement of scientific breakthroughs.

Scholarships or funds to serve as a research fellow at a prestigious research institution or invitations from a prestigious international university to serve as a paid guest professor also provide positive evaluation of the candidate's status and reputation.

Editorship of scientific journal, membership on journal editorial board and editing special issue or special collection of articles in a journal all point to a central role and recognition of academic leadership in a particular field.

Academic reviewing for prestigious book publishers and high quality journals indicates recognition of the faculty member's international status in the relevant professional academic community.

D. Teaching and supervision

The job of a faculty member at a research university is twofold: research and teaching. Hence the quality of a faculty member's teaching and supervision of graduate students is a major criterion in the promotion process:

Teaching quality

The quality of the teaching of a faculty member is taken into consideration when discussing whether to begin the promotion process, when the promotion committee prepares the promotion file and when the appointment committee discusses the case. This is true for all ranks but is particularly relevant in cases involving the granting of tenure. The committees read the candidate's teaching evaluations and the reports on visits to the candidate's lessons. They also receive a report from the rector on the feedback provided by the students in the various courses. Being recognized for excellence in teaching or receiving positive student evaluations is of major value in assessing a faculty member.

Supervising graduate students (MA and Doctorate)

Supervision of graduate students is an integral part of the job of a faculty member. This supervision testifies to the candidate's contribution to teaching and research as well as his or her status in the academic community.

E. Contribution to the university community and the scientific community

Serving on university committees and holding academic positions constitute a contribution to the university's academic community and are taken into consideration for promotions.

Conference organization, positions in scientific organizations and other professional academic activities serve as a contribution to the scientific community in the relevant field and are taken into consideration for promotions.

F. Special criteria unique to each rank

Following are the guidelines unique to promotion for each particular rank. The criteria for each rank are cumulatively added to those for the previous rank.

Senior Lecturer. The rank of senior lecturer requires research independence evidenced by a clear indication that the candidate has independently begun to develop a research channel without a doctoral or post-doctoral supervisor. This can include, for example, submitting research proposals for competitive grants as an independent researcher or PI, publishing papers in leading international journals as a single author or main author, publication of an outstanding book by a prestigious academic press with a proper and meticulous review process, participation in conferences and particularly international conferences, and supervision of students. The rank of senior lecturer with tenure will be granted only after proof of research excellence over a continuous period of several years and proof of overall academic excellence.

Associate Professor. The rank of associate professor requires enhancement and expansion of the research and academic steps begun at the previous rank, demonstration of significant research progress since appointment to the rank of senior lecture as well as strengthening of the faculty member's academic status and international reputation. This can include, for example, continuing to publish high quality papers in leading research platforms, being awarded research grants by competitive research funds, organizing international conferences, collaborating on international projects, serving on relevant faculty committees.

Full Professor. In addition to continued ongoing research publications in important and prestigious academic platforms, research grants awarded by competitive research funds,

dedication to teaching and graduate student supervision, and all the other criteria outlined above, the candidate must demonstrate decisive evidence of international research leadership and an international reputation in the relevant field, as well as continuous and ongoing significant academic contribution throughout all the years at the university. This can include, for example, continued publications in leading and prestigious international research platforms, numerous citations on international citation indexes, competitive research grants, invitations to be a keynote speaker, editor of an international academic journal or membership on the editorial board of an international academic journal, membership in international and Israeli academic associations and on university committees.