**Professor/ Associate Professor Eligibility Criteria and Document Checklist**

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| --- | --- | --- | --- |
| Applicant’s Name |  | ID No. |  |
|  |
| Department  |  | Current Position |  |
|  |
| Last Degree |  | Year |  |

|  |  |
| --- | --- |
| S/No. | Eligibility Criteria |
| **Requirements/ Criteria** | **Units** | **Eligible** |
| **Yes** | **No**  |
| 1 | **Qualification**Candidate must be a Ph.D. holder |  |  |
| 2 | **Current Position**Candidate must hold a position of an Assistant/ Associate Prof. |  |  |
| 3 | **Teaching Experience**Candidate must have 4 years teaching experience as an Assistant/ Associate Prof. |  |  |
| 4 | **College & Community Level Contributions**Candidate should have university/ college / community level contributions |  |  |
|  |
| 5 | **Research Publications**6 units for Professor (3 of which must be single authored)4 units to for Associate Professor (2 of which must be single authored) |
| If single author;One unit for each publication | X 1 |  |
| If two authors;½ unit for each publication | X ½  |  |
| In case of more than two authors; ½ unit for the principal author & ¼ unit for others for each publication | (X½ )  | (x1/4) |  |
| If more than two authors for collective work; ¼ unit for each author for each publication | (x1/4) |  |
| **Total Units** |  |
|  |
| 6 | **Conference/ Seminar** | Max 1 |  |
| 7 | **Text Books** (Prior approval by the Scientific Council) | Max 1 |  |
| 8 |  **Grand Total** |  |
| Observations/Comments |  |
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| **Recommendations** |  |
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**Reviewers**

Dr. Abdulwahab Shmailan Dr. Yunusa Umar

Dr. Abdullahi A. Masud Dr. Asan Vernyuy Wirba

Dr. Fares R. Al Mushref Mr. Syed Yasir Munawar

Dr. Mohamed Elzagheid

**Document Checklist**

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **Documents/ Requirements** | **Available** |
| **1** | **Copy of the appointment letter of current position** |  |
| **2** | **Copies of the academic certificates** |  |
| **3** | **Updated Curriculum Vitae** |  |
| **4** | **Copy of master and doctorate theses** |  |
| **5** | **Scientific Council’s approval letter for book publication** |  |
| **6** | **Letter from publisher for accepted publication** |  |
| **7** | **Five copies of each research paper/manuscript** |  |
| **8** | **List of referees in the same field of specialization (not less than 8 )** |  |
| **9** | **Pledge**  |  |
| **10** | **Application form** |  |
| **11** | **Department Council’s approval** |  |
| **12** | **College council’s approval** |  |
| **13** | **Approval letter from Managing Director** |  |