



To: Professor Hassan Hamdan Al Alkim, President

From: Prof. Stephen Wilhite, Provost

Re: Academic Council Actions AY 2021- 2022 / MTG 3

Date: 26 September, 2021

The Second Academic Council Meeting was held on 26 September 2021 at 10:30 a.m. through Microsoft Teams due to application of precautionary measures to limit the spread of COVID-19. The main purpose of this meeting was to approve curriculum changes and to consider Faculty Promotion Policy and Procedure Revisions.

The Chair and seven other members attended the meeting. Dr. Vazeerjan was invited to attend this meeting in place of Prof. Joseph who is on leave. No guest were invited to attend this meeting.

The Provost applied the motion procedure in considering all of the agenda items.

At its meeting of 26 September, 2021 the AURAK Academic Council took the following actions, which I hereby submit for your consideration:

AY21-22.3.1 Welcome

- The meeting started at 10:30 am with welcome remarks made by the Provost.

AY21-22.3.2 Minutes and Actions from Previous Meeting:

- The Academic Council members unanimously approved the First Academic Council Minutes which were circulated on 15 September, 2021 without any changes.
- The Academic Council members unanimously approved the Second Academic Council Minutes which were circulated on 24 September, 2021 without any changes
- The Provost confirmed that the pre-requisite and other course changes do not have to be listed in Academic Council Minutes since it is listed in the catalog.

➤ Action grid:

- ✓ The Provost confirmed that request below has been completed:

AY21-22.2.3	The Provost asked the Associate Provost of Enrollment Management to do a benchmarking among SACSCOC accredited institutions with regard to the Remedial / Developmental Courses and how they are appearing in the transcript.
-------------	---

- ✓ The Provost confirmed that he will form a sub-committee to revise and prioritize the actions that can be taken to create the Ranking Action Plan soon.



AY20-21.3.3 Policies and Procedures:

I. Faculty Promotion Policy Revision:

- The Academic Council members unanimously approved the Faculty Promotion Policy Revision with the understanding that a slight modifications will be made by the Provost to be consistent with the amended Faculty Promotion Procedure Revision.

(Please find attachment number 2. **Please note that the changes are highlighted.**)

II. Faculty Promotion Procedure Revision

- The Academic Council members unanimously approved the Faculty Promotion Procedure Revision after applying the following changes:
 - Page 3 the sentence below :
- ✓ **Selection of External Reviewers Team (Associate and Full Professor Candidates only)**

- Page 7 last paragraph to be as follows:

To be eligible for promotion to Associate Professor, the candidate's application should contain a minimum of six (6) significant scholarly activities from the list given above (no more than one of which can be an article published in an indexed, peer-reviewed conference proceedings). At least one of these activities must be accomplished while the candidate is on the faculty at AURAK, and the candidate must be the first author or creator for at least two (2) of the scholarly works being presented as part of the portfolio of scholarship. For journal articles, conference proceedings, scholarly books and other works indexed in Scopus or Thompson ISI, it is expected that two (2) or more of these works will be published in a highly ranked outlet (e.g., Scopus/Thompson ISI Q1 or Q2 **at the time the work is submitted or published**). The research submitted in the application for promotion must be original work completed during appointment at the assistant professor rank. If the submitted research is directly related to the applicant's Master's Thesis or PhD Dissertation, the applicant must demonstrate in the research narrative that this work is an extension of the thesis or dissertation work and not) simply the publication of research as it appeared in the thesis or dissertation.

- Page 9 last paragraph and page 10 first paragraph to be as follows:



To be eligible for promotion to **Full Professor**, the candidate's application should contain a minimum of twelve (12) significant scholarly activities from the list given above (no more than two of which can be an article published in an indexed, peer-reviewed conference proceedings). At least two of these activities must be accomplished while the candidate is on the faculty at AURAK, and the candidate must be the first author or creator for at least two (2) of the scholarly works being presented as part of the portfolio of scholarship. For journal articles, conference proceedings, scholarly books and other works indexed in Scopus or Thompson ISI, it is expected that four (4) or more of these works will be published in a highly ranked outlet (e.g., Scopus/Thompson ISI Q1 or Q2 **at the time the work is submitted or published**). The research submitted in the application for promotion must be original work completed during appointment at the associate professor rank. If the submitted research is directly related to the applicant's Master's Thesis or PhD Dissertation, the applicant must demonstrate in the research narrative that this work is an extension of the thesis or dissertation work and not) simply the publication of research as it appeared in the thesis or dissertation.

- Page 3 point 18 to be as follows:

18. The Dean of School will give the Department Chairperson (unless they are the applicant) an opportunity to submit recommendations for six **or more** external reviewers in addition to the list of potential external reviewers provided by the applicant. Those proposed must meet the criteria set out below.

- External reviewers must have a history of significant research accomplishments in the applicant's field.
- Typically, they should have no personal or professional relationship with the applicant. Where such a relationship is unavoidable, the reviewer will be required to describe the relationship in the provided evaluation of the applicant. In no case should more than one reviewer have a prior personal or professional relationship with the applicant.
- External reviewers should normally be Full Professors, but must at least hold the academic rank that the applicant is seeking.

- Page 3 Point 19 to be as follows:

19. The Dean will forward to the School Promotion Committee a list of six **or more** potential external reviewers from the list provided by the applicant and Department Chairperson (if applicable). These will be the reviewers that the Dean of School judges to have the most appropriate expertise for the task and no obvious conflict of interest in assuming the role of external reviewer.

In the event one of the potential reviewers has a possible conflict of interest, the Dean will provide an explanation of why the potential reviewer is nevertheless included on the list.



(Please find attachment number 3. Please note that the changes are highlighted)

III. Copyright and Intellectual Property Rights Policy Revision

- The Academic Council members unanimously approved the Copyright and Intellectual Property Rights Policy Revision without any changes.

(Please find attachment number 4.)

AY21-22. 3.4 Course File:

- The council agreed that in reporting the course file using examples of the student who scored the most for the assignment, a student who scored in the median, and one of the lowest scoring students

AY21-22. 3.5 Online and Distance Learning Strategy:

- The Provost will form a Task Force Committee to study the proposed Online and Distance Learning Strategy and send recommendations to the Provost.

AY21-22. 3.6 DASPA and Assignments:

- This topic has been tabled for the next meeting.

AY21-22. 3.7 Any other relevant business

- **Nil**

Notes:

- ✚ The final recommended Policies, Procedure and Strategy will be submitted by Ms. Amanda Fiona Forte, Chief Strategy and Excellence Officer, on behalf of Academic Council.

The meeting was adjourned at 12:30 pm. The minutes of meeting will be sent soon.