

## **GUIDELINES FOR USING THE ASSESSMENT BY METRICS OPTION FOR PROMOTION**

1. Applicants are required to complete forms UAB M1 (Evidence for author metric assessment, H-Index) and UAB M2 (List of Exhibits in Indexed Databases and Impact factors) as instruments for assessment of research and scholarly works for the metric option for promotion.
2. Applicant shall complete UAB M1 and attach evidence of the stated H-Index from the database of choice (SCOPUS/GOOGLE SCHOLAR/WEB OF SCIENCE).
3. Applicants shall also complete UAB M2, detailing the exhibits that are found in the recommended databases and the sum of impact factors of the journals.
4. For promotion to Senior Lecturer/Associate Professor/Professor, the School/Institute/Centre Management Committee shall review the applicant's metrics exhibits and if found to be suitable, provide a metrics assessment report for submission to the College Appointments Committee.
5. For applications to Senior Lecturer/Senior Research Fellow, the College Appointments Committee will review the metrics assessment report from School/Institute/Centre Management Committee, check for all other requirements and make a decision on the application.
6. For applications to Associate Professor or Professor, the College Appointments Committee will review the metrics assessment report from School/Institute/Centre Management Committee, check for all other requirements and send their recommendation to University Appointments Board.
7. If an applicant meets the minimum requirement for the H-Index, the number of papers in commended databases, and the stipulated sum of impact factors, the applicant will be deemed to have passed the Research and Scholarly works (RSW) component. Promotion is subject to applicant meeting all the other requirements for the rank applied for, including Teaching and University and Public Service.
8. Since the assessment by metrics results in a pass/fail and does not return a quantitative score, the calculation of the overall score of the applicant would now only include the Teaching and University and Public Service. Therefore, these two components will be taken as 100% while maintaining the respective relative weighting of the two components for the specific applicant category. For example, for a Teaching Staff applying for promotion from Lecturer to Senior Lecturer, the regular weighting for Teaching: Research and Scholarly Works: University/Public Service is 60:30:10 or 6:3:1. Therefore, when using the assessment by metrics option, the score will now be calculated using Teaching: University/Public Service in 6:1 ratio. For promotion from Senior Lecturer to Associate Professor, it would be calculated using Teaching: University/Public Service in 3:1 ratio. Similarly, for promotion from Associate Professor to Professor, it would be calculated using Teaching: University/Public Service in 2:1 ratio.
9. The final decision to promote rests with the Appointing Authority.

**Key indicators for Metrics option for promotion:**

- i. Evidence that the exhibits provided by the applicant meet the minimum required H-Index as in Table 1 and are indexed in GOOGLE SCHOLARS/SCOPUS/WEB OF SCIENCE.
- ii. Evidence that a minimum number of the new exhibits submitted for the current position applied for can be found in the recommended databases SCOPUS/WEB OF SCIENCE and meets the minimum requirement as in Table 2.
- iii. Evidence that the sum of IMPACT FACTORS for the new exhibits submitted for the current position applied meets the minimum requirement. For Humanities the minimum value for sum of Impact factors is 2.0 while for the Sciences it is 5.0

***Table 1: Recommended Author Metric (H-Index) for Promotion***

<b>Google Scholar</b>	<b>Teaching</b>	<b>Teaching/Research</b>	<b>Research Fellow</b>
Senior Lecturer/Senior Research Fellow	6	8	10
Associate Professor	8	10	12
Professor	10	12	14
<b>Scopus/WOS</b>	<b>Teaching</b>	<b>Teaching/Research</b>	<b>Research Fellow</b>
Senior Lecturer/Senior Research Fellow	3	4	5
Associate Professor	4	5	6
Professor	5	6	7

***Table 2: Recommended minimum number of Publications in PubMed/Scopus/WOS***

Please note that these numbers are different from the minimum numbers required for promotion, which have not changed and must still be met.

<b>Ranks</b>	<b>Teaching</b>	<b>Teaching/Research</b>	<b>Research Fellow</b>
Senior Lecturer/Senior Research Fellow	Minimum 4	Minimum 6	Minimum 8
Associate Professor	Minimum 10	Minimum 12	Minimum 14
Professor	Minimum 10	Minimum 12	Minimum 14

**UAB M1**

EVIDENCE FOR AUTHOR METRIC ASSESSMENT (H- INDEX)

NAME OF APPLICANT: \_\_\_\_\_

AREA OF SPECIALIZATION OF APPLICANT: \_\_\_\_\_

Candidate's preferred bibliometric database {tick only one}

GOOGLE SCHOLAR

SCOPUS

WEB OF SCIENCE

State your H-INDEX Here

**PLEASE ATTACH THE EVIDENCE FROM THE SELECTED DATABASE THAT GIVES THE STATED H-INDEX**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**UAB FORM M2**

**LIST OF EXHIBITS IN INDEXED DATABASES**

NAME OF APPLICANT: \_\_\_\_\_

AREA OF SPECIALIZATION OF APPLICANT: \_\_\_\_\_

APPLICATION FOR PROMOTION TO: \_\_\_\_\_

Provide Exhibits for Current Promotion Application

NUMBER	FULL CITATION (Please use the UG-approved referencing style, APA Style, and BOLD your Name)	Indexed Database SCOPUS/WEB OF SCIENCE	Impact factor
1			
2			
3			
4			
5			
6			
7			
8			
9			
.			
.			
N			
Total number of articles in database and sum of impact factors		xx	xx.xx

\* Please note that the articles listed here should be those submitted for the current promotion application.

TOTAL NUMBER OF EXHIBITS SUBMITTED: \_\_\_\_\_

SIGNATURE OF  
APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_