

Academic Promotion Policy

An-Najah National University

Nablus – Palestine

Officially Enacted on October 1, 2021

Academic Promotion Policy

Chapter I

Definitions

Article (1): Definitions

This document sets forth the core principles and criteria of promotion at An-Najah National University. Thus, the following words and expressions shall have the meanings they imply unless their equivalents convey otherwise:

- A. The University: An-Najah National University – Nablus – Palestine
- B. Patent: is a type of intellectual property that gives its owner the legal right to exclude others from making, using, or selling an invention for a limited period of years in exchange for publishing an enabling disclosure of the invention. If registered officially by recognized patent agencies, patents are used to gain academic promotion. Patents for promotion include two classes:

Patent (Class A):

- 1. United States offices for patents and trademarks
- 2. European patent offices
- 3. Patent offices in Japan, South Korea and the UK
- 4. World Intellectual Property Organization (WIPO)

Patent (Class B):

This type of patent is registered by institutions other than those mentioned in Class A.

- C. International Publisher (Class A): a group of reputable international publishers (appendix 1)
- D. Non-International Publisher (Class B) Publishing house with more than five peer-reviewed scientific journals uncategorized by Clarivate.
- E. Refereed Book (Class A): a book published by International Publisher (Appendix 1). It includes scientific research or educational abstract for specializations related to the author's specialization.

- F. Refereed Book (Class B): a peer-reviewed book by specialized experts, but published by a Class B publisher (academic or research institution, or non-international publishing house). It also includes scientific research or educational abstract for specializations related to the author's specialization.
- G. Non-Refereed Book: a scientific book published by unclassified local or international publisher, without any evidence of scientific review by professional experts.
- H. International Scientific Journal: a scientific journal issued by international publishing house that publishes primary research, or scientific reviews, and it has a recognized editorial board. Its publications are available periodically printed or electronic or both, taking into account the online journal standards accredited by the Promotion Committee (Chapter 4 – Item 18).
- I. Local/Non-International Scientific Journal: a refereed scientific journal issued by a recognized and accredited publishing house, or academic or research institution. It is issued periodically and has an editorial board. It is accredited by the University for Academic Promotion Purposes (taking into account the Arab journals names issued by Arab countries that are accredited by the Promotion Committee and the Deanship of Scientific Research).
- J. Original Research (article): is a published research or research with final acceptance to be published in a scientific journal. It includes new important results built on scientific bases including lab and scientific experiments, simulation, design, surveys, interviews, analysis or any other accepted deductive method that is internationally recognized for data collection.
- K. Original Scientific Review: discusses a scientific topic concerning investigation, criticism, comparison and is characterized with critical analysis.
- L. Chapter in Research Book: This includes original research results published in one chapter of a specialized research book issued by a publishing house recognized by An-Najah National University.
- M. Impact Factor (IF): is a scientometric index calculated by Clarivate that reflects the yearly mean number of citations of articles published in the last two years in a given journal, as indexed by Clarivate's Web of Science, according to its annual reports; Science Citation Index and Social Citation Index. Other impact factors by other resources are not calculated.
- N. Other Research: The University accepts other research within the framework of "Case Report" in Health Sciences field.
- O. Scopus: is Elsevier's abstract and citation database that indexes content according to certain criteria.

- P. Refereed Conference Proceedings: are scientific research papers published in refereed research conferences (under the supervision of a recognized academic or research institution or international publishing house) that have the structure of original research. They should be published officially as a whole in the conference proceedings and through a publisher recognized by the University.
- Q. Predatory Journals: online journals unclassified by Clarivate or any other Class A international publishing houses, and they have fake editorial boards. Usually this kind of publication is issued by predatory publishing houses as well. They are not well known on the scientific academic level, and are listed in Predatory Journal List.
- R. Group (A) Faculties: are all academic faculties at the University and their majors except Arabic Language and Literature and all majors of Faculty of Islamic Law.
- S. Group (B) Faculties: are Faculty of Islamic Law and all its majors as well as Arabic Language and Literature of the Faculty of Humanities.
- T. Recognized University: Any university indexed in the World Higher Education Database (WHED), and supervised by the International Association Universities.
- U. Lecturer: an academic rank taken after earning a Master's degree in a certain discipline. Lecturers are hired to teach at An-Najah National University or any other university recognized by it according to certain criteria.
- V. Assistant Professor: an academic rank generally taken after earning a doctoral degree practicing academic teaching at An-Najah National University or any other university recognized by it according to certain criteria. It is equal to Associate Lecturer position in the UK Education System. Experience years are calculated if the researcher or academic has worked in a recognized university occupying a full time position of Senior Researcher, Postdoctoral Researcher, or Research Fellow, or worked in special labs of scientific research recognized by the University.
- W. Associate Professor: is an academic rank offered to an academic staff who worked as an assistant professor for a certain period, or its equivalent at An-Najah National University or any other university recognized by it according to certain criteria. Associate Professor equals Senior Lecturer position in educational institutions that follow the UK Education System.
- X. Full Professor: is an academic rank offered to an academic staff who worked as an associate professor for a certain period, or its equivalent at An-Najah National University or any other university recognized by it according to certain criteria

- Y. Distinguished Professor: an academic rank offered to an academic staff who worked as a full professor for a certain period at the University according to certain criteria.
- Z. Other Degrees: the University also recognizes the degrees of Habilitation and Doctor of Science.

Chapter II

Article (2): Eligibility Criteria for Promotion

A staff member is promoted to lecturer, associate professor and full professor according to the following criteria:

1. Scientific Research: any research results published in a scientific journal or a refereed book or conference.
2. Scientific Production: published scientific research, translation, authored book or chapter in a book, or patent.
3. Scientific effort in serving the University and the community: any scientific academic effort not mentioned in points 1 or 2.
4. Teaching
5. Public services offered to the University, campus life and the society

Article (3): Research and Scientific Production

Scientific Production is evaluated as follows:

1. Patent (Class A): 10 points are awarded, provided that the name of An-Najah National University is included in the patent official letter.
2. Refereed book (Class A): each author is awarded 10 points.
3. One chapter or more from a refereed book (Class A): 5 points are awarded to each author once only. In case the book is Class B, each author will be awarded 3 points once only.
4. Refereed book (Class B) is evaluated as follows and once for each author:
 - a) Single authorship: 8 points
 - b) Joint authorship (dual): 6 points for each
 - c) Joint authorship (3 authors): 5 points for each
 - d) Joint authorship (four or more authors): 4 points for each

5. Translated book in the specific specialization (Class A published) is evaluated as follows and calculated once for each participant:
 - a) Single translator awarded (4) points
 - b) Joint translator (dual) awarded (3) points
 - c) Joint translator (3 translators and more) awarded (2) points
6. Original research published or accepted for publication in a scientific journal:
 - a) Single authorship: 10 points
 - b) Joint authorship (dual): 8 points for the first author and 6 for the second
 - c) Joint authorship (3 authors or more): 6 points for each for the first author, 5 for the second, 4 for the third, and 3 for each after the third until author 20. No more points are awarded if the number of authors exceeds 20. The research papers with more than 100 authors are excluded from promotion points, but calculated within the scientific effort in serving the University item.
7. Short Communication or Case Report or any research paper that falls under the umbrella of Report (published or accepted for publication). It is evaluated as follows:
 - 5 points for single authorship
 - 4 points for the first author in joint authorship, and 3 points for each author afterwards until author number 20.
8. Scientific Review: (published or accepted for publication) usually five scientific reviews are calculated for the applicant of associate professor rank, and six for full professor or distinguished professor. In both cases, it is evaluated as short communication with regards to awarded points, provided that these reviews are published by high impact journals or journals indexed by Scopus (taking into account item 18 in Chapter 4 about online journals).
9. Abstract/Summary: in a refereed conference of the specific specialization for the applicant, two points are awarded for the first author, and one for the second or the other authors no matter how many they are. A single author is awarded 2 points. Usually five abstracts/summaries are calculated for the applicant, provided that the abstract/summary is published by peer-reviewed journal recognized by the University, and the abstract or part of it was not published as a full research by any other journal at any time.
10. Full Original Research Article: published in Peer Reviewed Conference Proceedings and on the Internet by the sponsoring academic or research institution. (5) points are awarded for the first author, (4) for the second, and (3) for the other authors. The single author is awarded (5) points,

and usually two researches are calculated for the applicant. If the conference researches are fully published by a peer-reviewed journal recognized by the University, they are evaluated as original research (Item 6).

11. For faculties of A category: research extracted from graduation project or Master's or PhD thesis for a student. 4 points will be awarded to researchers whose names are included in the paper, provided that the paper is published by high impact journal or a journal indexed in Scopus (taking into account item 18 of Chapter 4 about online journals). Number is unlimited.
12. For faculties of B category: research extracted from graduation project or Master's or PhD thesis for a student, and published by a peer-reviewed periodical. The thesis supervisor is awarded 4 points. If the thesis has more than one supervisor, the first supervisor will be awarded 3 points and the second supervisor or any other researcher will be awarded 2 points. Usually five extracted research papers published by recognized peer-reviewed journals are calculated for the applicant.
13. Editorial, Note or Letter Research awards one point for each author and 3 as a maximum. However, research correspondences published in impact factor journals award one point for each correspondence, and the number is unlimited.
14. Refereed scientific production after receiving the PhD degree, and before being hired for the current position at the University. This type awards half the points given for similar work conducted after being hired at the University.

Article (4): Scientific Effort to Serve the University and the Community

Scientific effort to serve the University and the community is estimated as follows:

1. Studies or reports assigned to the applicant, and a scientific service is offered paid or not, where one point is awarded for each work (two points are awarded as a maximum for all studies/reports).
2. Participation for one year in editorial boards of the University journals or other journals recognized by the University. One point is awarded for participation in an editorial board for any University journal (two points are awarded as a maximum for all participations).
3. One point is awarded for participation in a jury of specialized scientific awards (two points are awarded as a maximum for all participations).
4. Supervising Master's theses at the University's Faculty of Graduate Studies, or participating in defense committee. One point is awarded for each thesis (10 points are awarded as a maximum for all participations).

5. Participation as member of scientific and technical committees or preparatory committee of scientific conference about the promotion applicant specialization. One point is awarded for participation in each committee (two points are awarded as a maximum for all participations).
6. Participation in department and faculty committees. One point is awarded for every participation, and two points are awarded as a total for all participations.
7. Participation in evaluating scientific ranks in universities recognized by An-Najah National University. One point is awarded as a maximum.
8. Participation in University committees. One point is awarded for every participation, and two are awarded as a total for all participations.
9. Participation in writing program accreditation form. Two points are awarded for each participant.
10. Participation in evaluation of program accreditation form. One point is awarded for every participation, and two are awarded as a total for all participations.
11. Participation in Kilo-authored, Mega-authored or Mass authorship research, which includes a large number of authors (more than 100). Two points are awarded for each research, and four are awarded as a total for all participations.

Article (5): Teaching

Teaching competency of applicant for promotion or applicant for rank appointment is evaluated by awarding 10 points as a maximum. These points are calculated according to the value of the academic evaluation submitted by students in the courses taught by the applicant for the 5 years prior to application.

Article (6): Public Services Offered to the University, Campus Life and the Community

These services are estimated by points as one point is awarded for the one item of the following with a total of two points:

1. Membership of public committees
2. Participating in public seminars, meetings or lectures
3. Offering guidance or consulting services related to the applicant specialization to benefit the University and the community
4. Preparing studies assigned by the University, or any local institution recognized by the University
5. Participating in non-academic activities that serve the University or the community

Chapter III

Article (7): Promotion Criteria to Lecturer

1. **A candidate for promotion to the rank of Lecturer in category A faculties:**
 - a) Must have spent 5 years as a full time instructor at An-Najah National University.
 - b) Has no valid academic warning in his/her academic file.
 - c) Has a minimum total point of 20 in scientific research and production, provided that s/he submits at least two research papers, one of them is published by a Scopus indexed journal (taking into account item 18 in Chapter 4 about online journals). In addition, the applicant must obtain 12 points in other fields.
2. **A candidate for promotion to the rank of Lecturer in category B faculties:**
 - a) Must have spent 5 years as a full time instructor at the university offering the position.
 - b) Has no valid academic warning in his/her academic file.
 - c) Has a minimum total point of 30 in scientific research and production, provided that s/he submits at least three research papers. In addition, the applicant must obtain 12 points in other fields.
 - d) In case the applicant submits a paper published by a Scopus indexed journal, the required total points for promotion in scientific research and production becomes 20 points only (taking into account item 18 in Chapter 4 about online journals).

Article (8): Promotion Criteria to Associate Professor

1. **A candidate for promotion to the rank of Associate Professor in category A faculties:**
 - a) Must have spent 5 consecutive or nonconsecutive years as a full time assistant professor or its equivalent, spending at least two years at An-Najah National University.
 - b) Has no valid academic warning in his/her academic file.
 - c) Has a minimum total point of 40 in scientific research and production, provided that s/he submits at least four research papers. In addition, the applicant must obtain 15 points in other fields.
 - d) The proposed research production must include at least 20 points directly related to the specific specialization of the applicant, which is stated in the applicant's Master's or PhD thesis that includes the names of his/her department and specialization.

- e) At least one research paper must be published by impact factor journal for the publication year according to Science Citation Index or Science Citation Index Expanded, or Social Citation Index or Social Citation Index Expanded, which are owned by Clarivate. The research must be related to the applicant's general specialization.
- f) Applicant must be corresponding author of at least four research papers of the researchers proposed for associate professor rank promotion.

2. A candidate for promotion to the rank of Associate Professor in category B faculties:

- a) Must have spent 5 consecutive or nonconsecutive years as a full time assistant professor or its equivalent, spending at least two years at An-Najah National University.
- b) Has no valid academic warning in his/her academic file
- c) Has a minimum total points of 60 in scientific research and production, provided that he/she submits at least six research papers. In addition, the applicant must obtain 15 points in other fields.
- d) Obtained at least 35 points in the specific specialization of the applicant which (the specialization) is stated in the applicant's MA or PhD thesis.
- e) Applicant must be corresponding author of at least five research papers of the researchers proposed for the associate professor rank promotion.
- f) In case the applicant submits a paper published by impact factor journal for the publication year according to Social Citation Index or Social Citation Index Expanded, owned by Clarivate, s/he must obtain a total point of 40, provided that the research is related to the general specialization of the applicant.

Article (9): Promotion Criteria to become a Full Professor

1. A candidate for promotion to the rank of Full Professor in category A faculties:

- a) Must have spent 5 consecutive or nonconsecutive years as a full time associate professor or its equivalent, spending at least two years at An-Najah National University.
- b) Has no valid academic warning in his/her academic file.

- c) Has a minimum total point of 70 in scientific research and production, provided that s/he submits at least seven research papers. In addition, the applicant must obtain 15 points in other fields.
- d) The proposed research production must include at least 35 points related to the specific specialization of the applicant, which is stated in the applicant's Master's or PhD thesis that includes the names of his/her department, faculty and specialization. The applicant must include a copy of the first page of his/her Master's and PhD thesis that shows the name of the applicant's department, faculty and specialization.
- e) Applicant must be corresponding author of at least seven research papers of the researches proposed for the full professor rank promotion.
- f) At least two research papers must be published by impact factor journal for the publication year according to Science Citation Index or Science Citation Index Expanded, or Social Citation Index or Social Citation Index Expanded, which are owned by Clarivate. The researches must be related to the applicant's general specialization.

2. A candidate for promotion to the rank of Full Professor in category B faculties:

- a) Must have spent 5 consecutive or nonconsecutive years as a full time associate professor or its equivalent, spending at least two years at An-Najah National University.
- b) Has no valid academic warning in his/her academic file
- c) Has a minimum total point of 90 in scientific research and production, provided that s/he submits at least nine research papers. In addition, the applicant must obtain 15 points in other fields.
- d) Must have obtained at least 45 points in the specific specialization of the applicant, which is stated in the applicant's Master's or PhD thesis. The applicant must include a copy of the first page of his/her Master's or PhD thesis that shows the name of his/her department, faculty and specialization.
- e) Applicant must be corresponding author of at least nine research papers of the researches proposed for the full professor rank promotion.
- f) In case the applicant submits two papers published by impact factor journals for the publication year according to Social Citation Index or Social Citation Index Expanded,

owned by Clarivate, s/he must obtain a total point of 70, provided that the researches are related to the general specialization of the applicant.

Article (10): Promotion Criteria to become a Distinguished Professor

A candidate for promotion to the rank of Distinguished Professor in category (A or B) faculties:

1. Must have obtained a Full Professor rank, and spent at least three years as full professor.
2. Has a minimum total point of 70 (category (A) faculties), and 90 (category (B) faculties) in scientific and research production. These points must be obtained after having the full professor rank.
3. Must have obtained at least 50 points in his/her specific specialization, which is stated in the Master's or PhD thesis. The applicant must include a copy of the first page of his/her Master's or PhD thesis that shows the name of his/her department, faculty and specialization.
4. For category (A) faculties, at least four research papers must be published by impact factor journal for the publication year according to Science Citation Index or Science Citation Index Expanded, owned by Clarivate. The research must be related to the applicant's general specialization.
5. For category (B) faculties, at least four research papers must be published by Scopus indexed journals for the publication year. The research must be related to the applicant's general specialization (taking into account item 18 in Chapter 4 about online journals).
6. Applicant must be corresponding author of at least seven research papers for category A faculties and nine for category B faculties of the researches proposed for a distinguished professor rank. The publication date of these papers must be after obtaining the full professor rank. The papers also must be published by different periodicals and must be related to the general specialization of the applicant, according to the data in the Master's and PhD certificates.
7. Applicant must still have his/her job at the University as a full timer.

Chapter IV

Article (11): General Promotion Rules

1. Applicants for the aforementioned ranks have the right to apply six months at most prior to the deadline of claiming the promotion. Applicants should fill out an online and a written form to apply for the intended promotion. Two copies of the applicant's research production for a lecturer rank, four copies for the associate professor rank, five copies for the full professor rank and three for the distinguished professor rank must be included. The applicant submits all documents to the Department's Head.
2. The department reviews the applications with department's members of ranks higher than the applicant's, and specialized in the same specialization of the applicant if possible. This is to submit recommendations about earning the promotion and examine if the production is suitable. Reviewing the files must be individual and confidential according to experts' reviewing principles. If the department or division has no experts with a higher rank than the applicant's, the application is submitted through the Department/Division Head to the Faculty Dean for review by those of higher ranks at the Faculty. If this also cannot be fulfilled, the application is submitted to the Promotion Committee Secretary.
3. The Department submits its recommendation to the Faculty Dean and attaches the colleagues' recommendations separately and confidentially to the application. Applicant's data and scientific production must also be attached no later than two workweeks from receiving the application.
4. The Faculty Dean submits the promotion application as a whole attaching the Department's Head recommendation and all other recommendations to the Promotion Committee no later than one workweek from receiving the application.
5. The Promotion Committee calculates the points, without showing the results to the evaluators. Evaluators' are only to award points according to scientific production. It is possible to award points for each scientific production separately (strong or weak) according to the evaluators' point of view and judgment.
6. After displaying the application to the Promotion Committee in its official session, applicant has no right to add, drop or change anything to his/her scientific production or the application in general.
7. The Promotion Committee makes sure that applications match the required terms. Then, the Committee Chair discusses with specialists committee members and others to choose academic evaluators as follows:
 - a) One evaluator for scientific production to a lecturer. The evaluator must be an associate professor or its equivalent or above in the specific specialization of the applicant.

- b) Three evaluators for scientific production to an associate professor rank. The evaluator must be an associate professor or its equivalent or above in the specific specialization of the applicant.
- c) Four evaluators for scientific production to a full professor rank. The evaluator must be a full professor in the specific specialization of the applicant. Selecting and assigning academic evaluators must be confidential, and evaluators are expected to keep their names confidential. It is strictly not allowed for the applicant to know the evaluators names or raise objection to their selection.
- d) The Committee Secretary sends the following to the evaluators:
 - 1. A copy of the full scientific production approved by the Promotion Committee
 - 2. A copy of the filled promotion application form
 - 3. A copy of promotion policy at An-Najah National University
 - 4. A copy of the first page of Master's and PhD theses

Academic evaluators then are asked to send their feedback directly to Committee Secretary via confidential letters no later than 3 months of sending them the above-mentioned documents.

- 8. Each evaluator must convey his/her opinion very clearly and subjectively. The evaluation of points must be with reference to the promotion policy of An-Najah National University taking into account authenticity, quality and the contribution to the existing body of knowledge, focusing on the applicant specialization, and the matching of his/her scientific production to his/her general and specific specialization.
- 9. If one answer or more is ambiguous by the evaluators, or the total points awarded are higher than the maximum total point calculated by the Promotion Committee, the Committee has the right to revise the answers or appoint another/other evaluator/s.
- 10. An applicant for lecturer rank can earn the promotion if s/he receives one "yes" answer, while an applicant for associate professor rank can earn the promotion if s/he receives at least two "yes" answers. In addition, an applicant for full professor can earn the promotion if s/he receives at least three "yeses" from the evaluators.
- 11. When all academic evaluators' make their decision, the Promotion Committee Secretary displays their answers to the Committee. If the minimum total point is achieved, the Committee writes the earned recommendation.
- 12. The Promotion Committee submits its recommendation through the Committee Chair to the University Board of Trustees during one year of application submission to the department. If the

recommendation cannot be submitted during this period, the Promotion Committee recommends promoting the applicant retroactively after the end of this period, except in cases the delay is due to academic reasons related to the applicant himself/herself.

13. If evaluators deny the promotion application, applicant can reapply for the promotion one year after the date listed on the denied signed application.
14. The Promotion Committee holds four annual meetings during the eighth and sixteenth weeks of the first and the second semesters. New application forms are not accepted during the summer break.
15. Applicants must not include in their applications any research papers submitted for a previous promotion, or received by which a scientific rank.
16. Research paper/s extracted from the applicant Master's or PhD theses that s/he submitted to obtain these degrees must not be included in the research production for the promotion.
17. Applicant must not include any researches in which s/he was an internal/external examiner, unless s/he has a clear authentic research contribution, and s/he is awarded maximum 8 points for that.
18. Promotion applicant must take into consideration the following with regards to his/her scientific production:
 - a) Research papers must be published in refereed recognized journals, issued periodically by universities, associations, scientific centers or publishing houses. These journals must include specialist referees and must have issued at least three volumes.
 - b) The journals must not be online journals except those with impact factor according to Clarivate or those among top Q1 or Q2 journals in Scopus (and issued by a prestigious publishing house – Appendix 1) or an A category journal according to the Australian Classification.
 - c) Published research papers must not be in Predatory Journals according to the criteria approved by the Deanship of Scientific Research and the Promotion Committee.
 - d) It is preferable that scientific and research production for the applicant is published by impact journals or classified by Scopus within the first or the second category (Q1 & Q2) if possible for the benefit of the applicant and the University.
 - e) For the journals issued in Arabic, published research papers in unrecognized journals are excluded. These journals are identified by the Promotion Committee and the Deanship of Scientific Research.

- f) Research papers must be published by various journals, and scientific publication must not be restricted to one journal. Rate of published scientific and research production in any Arab country must not exceed 25% of the total points for promotion.
- g) Books submitted for promotion should be published by prestigious publishing houses of first or second classes, and there should be official letters between the applicant and the publishing house that proves scientific review.
- h) Conferences abstracts shall not be accepted unless the conferences are refereed and have accredited preparatory committee by an academic or research institution, and the abstracts must be published by peer-reviewed scientific journal.
- i) The rate of published research and scientific production in local journals must not exceed 25% of the promotion total points.
- j) The maximum rate of published scientific research in one journal must not exceed 25% of scientific production, unless the journals have impact factor. In case promotion points are not calculated for a certain published research (due to exceeding the 25% of the total points for a journal or due to accepted reasons), the applicant still has the right to calculate the research as a corresponding author, provided that the journal is recognized and the applicant is the corresponding author in that research.
- k) Presented research papers for the promotion published in Arabic journals must include the name and address of the university in Arabic and English.
- l) Conferences' abstracts published previously as full researches are not recalculated for the promotion and must not be attached with the application.
- m) If a colleague applies for a promotion, his/her file is dealt with according to the latest updated promotion policy. If the promotion policy is modified after submission, the application shall be accepted following the old rules if matching all criteria, and as long as it was applied to the Promotion Committee, discussed or submitted to the evaluator or a feedback was received.
- n) Research papers published after applying for a certain rank could be calculated for promotion to the next rank, provided that the research is submitted for publication after applying for the first rank.
- o) Applicant must attach a copy of the first page of the Master's and PhD theses that state his/her name, specialization and the department, which granted him/her the certificate.

Chapter V

Article (12): Modifying Promotion Policy

The University Presidency, the Promotion Committee or any employee who is eligible for applying for a promotion can submit proposal to modify the promotion policy. The modification process is based on the following methodology:

1. The modification proposal must be submitted in writing to the Chair of the Promotion Committee.
2. The Promotion Committee discusses the modification proposal. If approved, the Committee Chair recommends the proposal to the Board of Trustees. If the Board of Trustees approves the recommendation, the Committee Chair informs the academic staff at the University about the changes, and the new submitted applications must follow the updated promotion policy.

Article (13): Implementation

1. Issued in Nablus city on August 13, 2020, and officially enacted on October 1, 2021
2. Any previous instructions that are incompatible with the new instructions will be eliminated.

Appendix 1

International Publishing Houses recognized by An-Najah National University (Class A) to mention a few:

1. Elsevier
2. Wiley
3. Springer
4. Taylor and Francis Group
5. Cambridge Press
6. Oxford Press
7. Harvard Press
8. IEEE
9. IET
10. Sage
11. Walter de Gruyter
12. Emerald Group
13. MIT Press
14. Biomed Central
15. Nature
16. Blackwell
17. De Gruyter
18. IOS
19. Karger
20. PLOS
21. McGraw Hill
22. Any other international publishing houses recognized by the Promotion Committee, based on the number of issued journals and classified by Clarivate and Scopus.