**College of Engineering**

**Department Search and Screen Committee**

**Checklist and Form (V2)**

|  |
| --- |
| **Position Title (as per structure)**: |
| **Position Reports to:**  | **Department/Center Name:** |
| **IRC No. (i-recruitment):**  | **Any Other Advertising Platform if used**: |
| **Closing Date:** |

**Main Guiding Principles of Recruitment**

The following are the main guiding principles of recruitment in Qatar University:

* Recruit and hire the most highly qualified candidates who have the potential to further the vision, mission, and goals of the University.
* Recruit and hire faculty who will bring diversity to the University in terms of experience, qualifications, universities, and schools of thought.
* Ensure an equitable and inclusive hiring process from the initial stages to completion

**Submission Requirements**:

All required documents mentioned in the checklist must be attached to the form. The head of Department/Director should forward applications with complete documents to the Office of Associate Dean for Academic Affairs (E-mail: dean4acdm\_eng@qu.edu.qa )

**Part I: Checklist**

|  |  |  |
| --- | --- | --- |
| **Completed and Provided** | **Item** | **Date** |
| [ ]  | Criteria for shortlisting and evaluation of the applicants for the position |  |
| [ ]  | Shortlisted candidates |  |
| [ ]  | Criteria for ranking |  |
| [ ]  | Letter from Head of Department/Director of Center, including the recommendation  |  |
| [ ]  | Faculty/TA Load Analysis for the last 3 years  |  |
| [ ]  | Approved Position in the program structure (provide copy of PAF for new positions) (Full Time Faculty Only) |  |
| *For 3 Top-Ranked Candidates* |
| [ ]  | Cover Letter from candidate  |  |
| [ ]  | C.V.  |  |
| [ ]  | [Interview form](https://qucloud-my.sharepoint.com/%3Ab%3A/g/personal/im15494_qu_edu_qa/Ea5HSH1kQcJMvvZMA582LV8Bk6IzjB9NSfaoa9g99f5BZA?e=pxqePB) (it should sign with the committee chair) |  |
| [ ]  | Copy of Terminal Degree and Transcripts * TA Hiring (G and F Ranks): Provide copies of BSc and MSc degrees.
* Lecturers/Assistant, Associate, and Full Professor Ranks: Provide copies of MSc and PhD degrees.
 |  |
| [ ]  | [Credential Form](https://qucloud-my.sharepoint.com/%3Ab%3A/g/personal/im15494_qu_edu_qa/EdCHeDwFsk5HhL_KJXt3zuYBPh0JWJ7xnnbcYwSR3khR8w?e=yHITNC) Signed by HoD  |  |
| [ ]  | Proof of Academic Rank (most recent) |  |
| [ ]  | Experience Certificate  |  |
| [ ]  | Two Reference Letters  |  |
| [x]  | [Two Reference Check Form](https://qucloud-my.sharepoint.com/%3Aw%3A/g/personal/im15494_qu_edu_qa/EYgYsuQCqT1FsKRJmwqqepUB_mnIFKUGTegrdRKNS3uH-A?e=izSHQH): This should be in addition to the two reference/recommendation letters for two more referees. |  |
| [ ]  | Passport Copy  |  |
| [ ]  | QID (*If the Residence is Qatar*( |  |
| [ ]  | Video conference interview with the candidate |  |
| [ ]  | **Teaching**. Evidence of online lectures of a course related to the position. The online lecture should be conducted in the presence of the instructor of the course  |  |
| [ ]  | **Teaching.** Student Feedback on the online lecture  |  |
| [ ]  | **Research** presentation related to the position |  |
| [ ]  | Analysis of **strengths and weaknesses of the 3 top-ranked candidates** |  |

**Part II: Screening and Shortlisting**

|  |  |
| --- | --- |
| **Number of applications received**  |  |
| **Number of applications NOT selected**  |  |
| **Brief Reason for Rejection:** (e.g.:  Not matching the criteria; Unclear/inaccurate information; Unexplained gaps in the employment; Mismatched job titles and responsibilities)  | 1-2-3- |
| **Number of Applications Shortlisted**  |  |

**Part III: Department Search and Screen Committee Ranking and Evaluation of Candidates**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Committee****Member Name** | **Standing/****Ad hoc Member**  | **Strengths of the 3 top-ranked candidates** | **Weaknesses of the 3 top-ranked candidates** | **Candidates Ranking** | **Candidates’ Names** | **Candidates****Scores** | **Justification** |
| **Member 1** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |
|  |
| **Member 2** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |
|  |
| **Member 3** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |
|  |
| **Member 4** |  |  |  |  | Rank 1 |  |  |  |
|  |  | Rank 2 |  |  |  |
|  |  | Rank 3 |  |  |  |

**The Department Search and Screen Committee Recommendation:**

**Committee Chair Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Submission to Department Head / Director of Center:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part IV: Head of Department/Director of Center**

**The Department Head’s / Director's Recommendation:**

[ ]  **Approve** [ ]  **Reject**

 **Justification (in case of rejection):**

**Head of Department Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **of Submission to Associate Dean for Academic Affairs:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_