



Electronic Promotion and Transfer User Manual

**Computer and Information Center
Jordan University of Science and Technology
2012-2013**

HOW TO USE THE SYSTEM

APPLICANT VIEW

- Login to the system using the username and password of the email address of the applicant. The link for the system can be reached from the employee services in the portal of the University, Figure 1.



Figure 1: The Login Page of the System.

- **Applicant's Applications Page** appears to the user as shown in Figure 2. This page contains current applications and assigned applications. The current applications are the applications that the applicant has already submitted to be studied by the department. The assigned applications are the applications that the user needs to review; as he/she is a committee member of the department or the faculty.

JUST Academic Members
Online Promotion, Transfer and Tenure System

Monday, 31 Dec 2012
Amer Mohammad Ahmad Magableh
Assistant Professor
Department of Electrical Engineering
Faculty of Engineering

[New Application](#) [My Applications](#) [Back To Services](#) [Exit](#)

Current Applications

Current Applications

Application Type	Date	Application History	
Promotion from assistant prof. to associate prof.	31-12-2012	Applicant Created an Application	Edit Submit

[New Application](#)

Assigned Applications

Assigned Applications

[Edit Application](#)

Figure 2: The Applications Page that Appears to the Applicant.

- If the applicant needs to submit a new application, he/she must click on the link (New Application), Figure 3.
The new application page contains the following information:
 - Application Type
 - Promotion from assistant professor to associate professor.
 - Promotion from associate professor to full professor.
 - Transfer from B to A within the same degree
 - Tenure
 - Acknowledgement checkbox that publications used in this application are not taken from master or doctoral thesis of the applicant.
 - Application Form.

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Amer Mohammad Ahmad Magableh
Assistant Professor
Department of Electrical Engineering
Faculty of Engineering

[New Application](#) [My Applications](#) [Back To Services](#) [Exit](#)

Application Information

Application Type
Select Application Type: Promotion from assistant prof. to associate prof.

Acknowledgment
☒ I acknowledge that the publications are not taken from my master's or doctoral thesis.

Application Form
[Download Application Form](#)

Upload Application Form
 [Browse...](#)
[Upload](#)

Download Application

You **must** download your application form of promotion using the link above as a word document file. If there are modifications you **must** apply them on the downloaded document, save it, and upload it.

Figure 3: The New Application Page.

- The application form is a word document file that contains the promotion form with filled data from Human Resources Unit and from Electronic Portfolio. The applicant can download this file and modify it. Then, he/she must save the file converted as a PDF and upload it to the system.
- The applicant must upload the required documents required for the promotion process. These documents are listed in Figure 4.

Supporting Documents - الأوراق المطلوبة للترقية

Upload	No. of Files	File Description	No.
Upload File	[1]	قرار التعيين	1
Upload File	[1]	قرار الترقية السابقة - إن وجد	2
Upload File	[1]	قرار الأقدمية - إن وجد	3
Upload File	[1]	السيرة الذاتية (C.V)	4
Upload File	[1]	شهادات التدريب أو الورشات الأكاديمية	5
Upload File	[0]	الأبحاث العلمية المقدمة للترقية	6

Figure 4: The List of Required Documents.

- When the applicant submits the application, an e-mail message will be received by the applicant informing him/her that the application has been submitted as shown in Figure 5. The application will be forwarded to the department head.

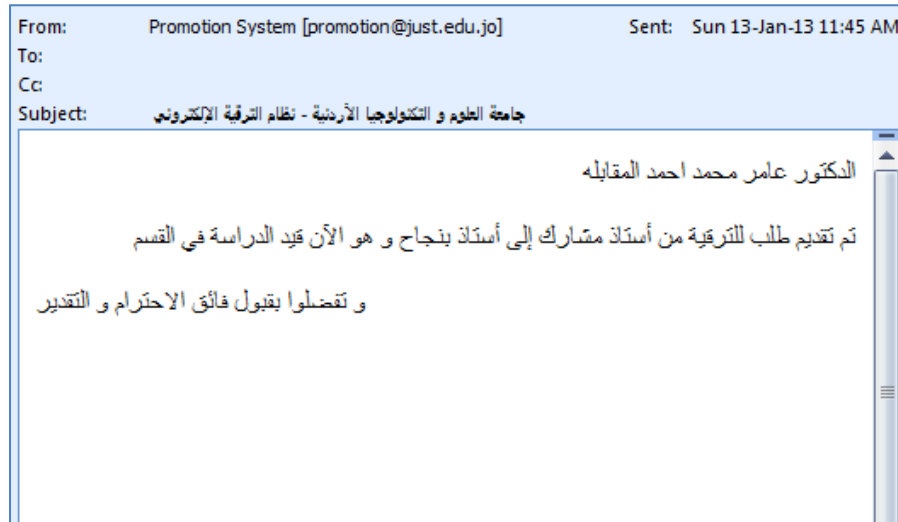


Figure 5: The Message Appears to the Applicant After Submitting the Application.

DEPARTMENT HEAD VIEW

- An email will be sent to the department head informing him of a new application. The department head then log in into the system. The department head will see two types of applications; new or submitted applications as shown in Figure 6. These applications are listed below the link of **Department Applications** Link in the main menu.
- The new applications are those submitted by the applicant to be studied by the department. The head of the department can view the application and creates the committee (Optional) with one member being the head of the committee. An e-mail message will be sent to the applicant informing him/her that the application is under processing and a committee has been assigned to discuss it. Note that the department head can process the application without creating a committee, Figure 7; however, the department council decision must be uploaded.
- Another e-mail message will be sent to each member of the department committee informing him/her that the department head has selected him/her to be in the department committee.
- After the committee is created by the department head, the application will be sent to the submitted application list in the Department Application view.
- The members of the department committee can login to the system and download a full report of the application as a PDF or compressed file.

Monday, 31 Dec 2012
Ibrahim Mousa Ibrahim Ghareeb
Associate Professor
Department of Electrical Engineering
Faculty of Engineering

[New Application](#) [Department Applications](#) [My Applications](#) [Back To Services](#) [Exit](#)

New Applications

▶ New Applications

Applicant Name	Type	Date	Status
Amer Mohammad Ahmad Magableh	Promotion from assistant prof. to associate prof.	31-12-2012	Applicant Submitted the Application – Application was Sent to Dept. Head View

Submitted Applications

▶ Submitted Applications

No Submitted Applications for your Department

Figure 6: Department Applications Page.

- Applicant Information**

Applicant Name	Amer Mohammad Ahmad Magableh	Applicant Number	www.scribd.com	
Faculty	Faculty of Engineering	Department	Department of Electrical Engineering	
Application Type	Promotion from assistant prof. to associate prof.	Degree	Assistant Professor	

Application Form

Download Application Form

Application Supporting Documents

File Name
Eletronic Promotion.docx

[Download All Uploaded Documents](#)

Department Head & Department Committees Information

Department Committee Members ☒ Send Email

Committee Member 1 (Head)	Committee Member 2	Committee Member 3
-- Please Select Member --	-- Please Select Member --	-- Please Select Member --

[Submit](#)
[Back](#)

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Department Head & Department Committees Information

▶ **Department Council**

Department Council Held: ☐

▶ **Department / Faculty Evaluation**

No Evaluation

▶ **Committee Members** ☒ Send Email DOWNLOAD REPORT

Committee Member 1 (Head)	Committee Member 2	Committee Member 3
-- Please Select Member --	-- Please Select Member --	-- Please Select Member --
No Member No Document		

▶ **Department Head Decision**

Decision

Decision Supporting Document

No Decision Document

Figure 8: Creating a Committee for a Department Decision.

FACULTY DEAN

- When the dean of the faculty logs into to the system, he/she will see two types of applications; new or submitted applications as shown in Figure 9. These applications are listed below the link of **Faculty Applications** Link in the main menu.
- The new applications are those that submitted by applicants to be considered in the faculty dean. The dean of the faculty can view the application and create a faculty committee. One of the members of the committee must be a head. An e-mail message will be sent to the applicant informing him/her that the application is under processing and a committee has been held in the dean's office to discuss it. Note that the dean can confirm the application without creating a committee.
- Another e-mail message will be sent to each member of the faculty committee informing him/her that the dean selects him/her to be in the faculty committee.
- After submission of the application by the dean and creating the committee, the application will be sent to the submitted applications list.
- The members of the faculty committee can login to the system and download a full report of the application as a PDF or compressed file.

- After creating a committee by the dean, the head of this committee can upload the supporting document and add the committee decision after investigating the application. Then, the dean will upload the evaluation of the applicant and add the faculty council decision. After that, the application will be sent to the President or Vice President.

Monday, 31 Dec 2012

Mousa Khaled Ahmed Abu Arabi
Professor
Department of Chemical Engineering
Faculty of Engineering

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Online Promotion, Transfer and Tenure System

New Application **Faculty Applications** My Applications Back To Services Exit

New Applications

New Applications

Applicant Name	Type	Department Head Decision	Department Committee Held	Date	Status
Amer Mohammad Ahmad Magableh	Promotion from assistant prof. to associate prof.	Approve	No	31-12-2012	Approved by Department View

Submitted Applications

Submitted Applications

Applicant Name	Type	Committee Member 1 (Head)	Committee Member 2	Committee Member 3	Date	Status
Awni Yousef Mahmoud Al-Otoom	Promotion from associate prof. to full prof.	No Member No Document			31-12-2012	Incomplete By Promotion department View

Figure 9: Dean Applications Page.

PRESIDENT OR VICE PRESIDENT

- An e-mail message will be sent the applicant informing him/her that the application is sent to the President/Vice President. The President/Vice President can view the application, process it further, or returns the application to the dean in case of any missing document. If the application is complete, the president/vice president forwards the application to the Unit of Councils Affairs or resends it to the dean for further modifications. The President/Vice President can add his/her notes to the application, Figure 10 and Figure 11.

COUNCILS' AFFAIRS UNIT

- Once the application received by the council's affairs unit, the Unit head will forward the application to the promotion department for revision, if he/she see that the application is complete. Otherwise, the head of this unit can send the application back to the dean of faculty informing him of what is missing in the application. If the application is complete, the head of the council affairs unit forwards the application to the promotion department. Again, if the promotion department thinks that the application is incomplete, the head of this

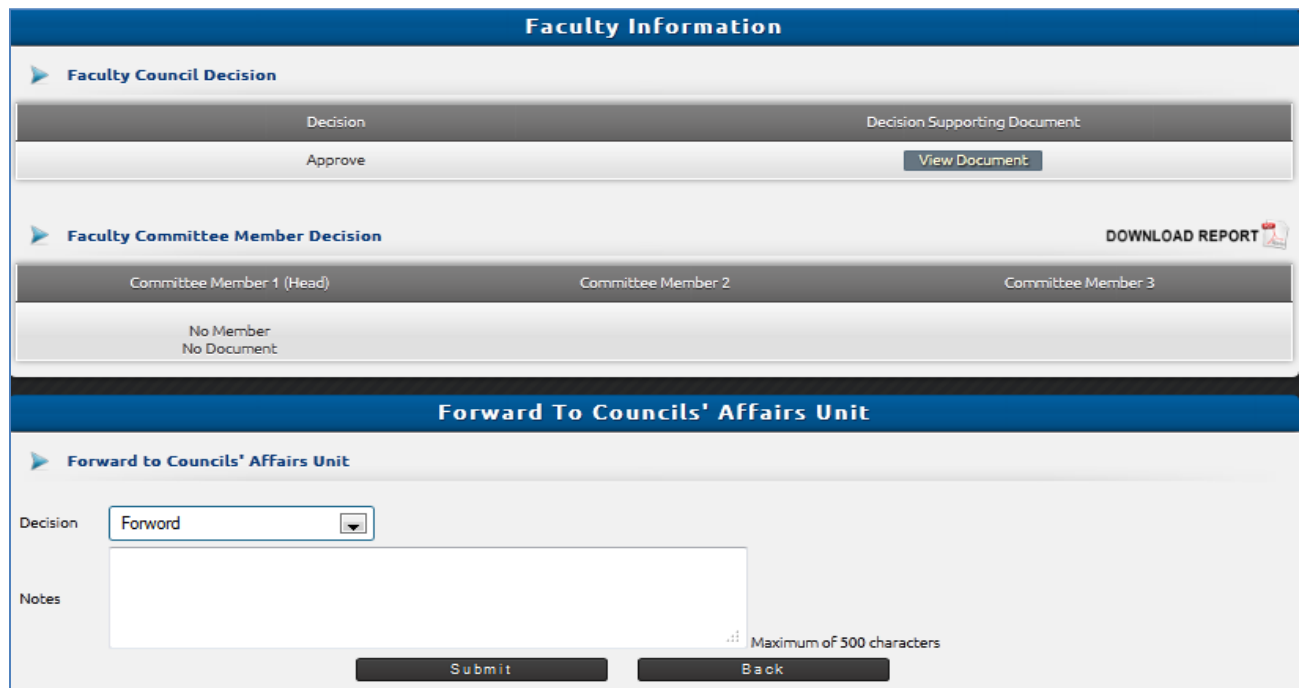
department sends the application back to the head of the council's affairs unit who will send it back to the dean of the faculty. If the application is complete, the application is sent to the council's affairs. Then, the councils' affairs department will attach the reports from the Committee of Recruiting and Promotion and Deans' Councils after their prospective meetings.

- If the application is rejected by Deans' Council, then the department of councils' affairs sends the application back to the councils' affairs unit and the application is considered rejected.
- If the application is approved by Deans' Councils then the department of councils' affairs sends the decision to the promotion department. After that, the application will be sent to external reviewers by e-mails or any suggested method in the future for evaluation.



Applicant Name	Type	Date	Status	
Amer Mohammad Ahmad Magableh	Promotion from assistant prof. to associate prof.	31-12-2012	Approved by Faculty	View
Awni Yousef Mahmoud Al-Otoom	Promotion from associate prof. to full prof.	31-12-2012	Approved by Faculty	View

Figure 10: President/Vice President Applications Page.



Decision	Decision Supporting Document
Approve	View Document

Committee Member 1 (Head)	Committee Member 2	Committee Member 3
No Member No Document		

Decision:

Notes:

Maximum of 500 characters

[Submit](#) [Back](#)

Figure 11: President/Vice President Decision Page.