



## **The Instruction of Joint Professor Deployment at Alzahra University**

Legal Citations in This Instruction:

- 19<sup>th</sup> clause of the first “Faculty Employment Regulation Article” approved by Ministry of Science, Research and Technology (MSRT)
- 119<sup>th</sup> article of the “Faculty Employment Regulation” approved by MSRT
- The instruction of joint professor deployment in the institution (the Appendix no.6 of the “Faculty Employment Regulation” approved by MSRT)

### **1<sup>st</sup> Article: Briefing**

**Joint professor:** A leading scientific person who is chosen to be employed in the university without constructing any new employment relations for a specific time according to the criteria of the MSRT “Faculty Employment Regulations and Rules”.

Joint professor deployment won't be considered as a new employment case.

**University:** Alzahra University of Tehran

**Vice-Chancellery (VC):** The Alzahra University's Vice-Chancellery of Education

**Faculty:** Each Faculty of Alzahra University

**Research Center:** Women Research Center (WRC) of Alzahra University

**Selected Committee:** The selected committee of Alzahra University’s professors’ promotion

### **2<sup>nd</sup> Article: The Aims**

- 2-1) The purpose of deploying a Joint Professor is to utilize the research and educational services of the leading scientific people who don't have any employment relations with the university, for a specific time.
- 2-2) To utilize International professors and experts’ knowledge in order to develop scientific, educational, and research status of the university
- 2-3) To develop scientific, educational, and research cooperation with other superior International universities

### **3<sup>rd</sup> Article: The General conditions of The Joint professor**

- 3-1) Must have a Ph.D. degree
- 3-2) Must have cooperation request from the Faculty/Research Center/University

3-3) Must have a matched expertise with the scientific fields required by the university

**Note:** The "joint professor" is responsible for getting the acceptance and needed licenses from the first organization.

#### **4<sup>th</sup> Article: The Exclusive Terms of the Joint professor**

4-1) The expert foreign university faculty member must have the following research activities:

4-1-1) To be at least Associate Professor

4-1-2) To have supervised at least 10 master's thesis or 4 doctoral dissertation

4-1-3) To have at least 8 scientific research articles published in journals with high impact factor like ISC

4-1-4) To have supervised at least 4 research project

4-2) The expert resident university faculty member must have the following research activities:

4-2-1) To have at least the Associate Professor

4-2-2) To have supervised at least 10 master's thesis or 4 doctoral dissertations

4-2-3) To have at least 12 scientific research articles published in journals with high impact factor like ISC

4-3) A non-faculty-member (expert researcher) who has authored books and published academic records and approved by the executive board of the university

**Note:** Sections number (4-1) and (4-2) can be replaced by the following research activities:

- Two scientific articles published in journals with high impact factor like ISC or two patents can be equivalent to a doctoral dissertation.
- One scientific research article published in journals with high impact factor like ISC can be equivalent to a master's thesis.
- One scientific invention accepted by relevant authorities can be equivalent to a mentioned terms in sections number (4-1-3) and (4-2-3).
- In some specific cases for some fields in which according to the audit board, there's no obligation for having an article published in journals with high impact factor like ISC, the joint professor will be treated due to the audit board's rules.

#### **5<sup>th</sup> Article: Duties of the Joint Professor**

5-1) Supervision and consultation of the higher education theses and dissertations

5-2) Publishing articles in scientific and research university journals

5-3) Carrying out research activities

5-4) Lecturing Post-Graduate Courses



- 5-5) Providing scientific and strategic advice requested by the Collaborating Department
- 5-6) Doing any other expertise activities needed from the university

#### **6<sup>th</sup> Article: Documents**

- 6-1) Documents needed from the joint professors
  - 6-1-1) The joint professor's information worksheet
  - 6-1-2) The last warrant (academic rank)
  - 6-1-3) The last education degree
  - 6-1-4) A copy of the passport
  - 6-1-5) The joint professor's photo
  - 6-1-6) Educational, research, scientific Curriculum Vitae
  - 6-1-7) The completed worksheet for the commute of foreigners which has been approved by the faculty vice chancellor of education
- 6-2) Needed documents to check the qualification of the non-resident Iranian professors
  - 6-2-1) The joint professor's information worksheet
  - 6-2-2) The last warrant (academic rank)
  - 6-2-3) The last education degree
  - 6-2-4) A copy of the passport and Identification card
  - 6-2-5) The joint professor's picture
  - 6-2-6) Educational, research, scientific Curriculum Vitae
  - 6-2-7) The completed worksheet for the commute of the foreigners which has been approved by the faculty vice chancellor of education

#### **7<sup>th</sup> Article: Admission**

- 7-1) Sending the request from the Faculty/Research Center/University to the VC along with the documents mentioned in the 6<sup>th</sup> article
- 7-2) Checking the preliminary review of the application and documents by the VC
- 7-3) Once preliminary review of the application is accepted by the VC, the selected committee will have determined the academic rank
- 7-4) Writing the contract by the Planning and Educational Development Management of the university and sending it to the joint professor for checking and getting the acceptance (VC considers the issue on the university executive committee)

- 7-5) Sending the documents to the university executive committee for checking the academic qualification of the professor in accordance with the 4<sup>th</sup> article of this instruction
- 7-6) After the executive committee's acceptance, issuing the warrant (academic rank) for the professor from the university presidency
- 7-7) Sending the last copy the filled contract to the joint professor and getting the confirmation

### **8<sup>th</sup> Article: The Cooperation Term**

The cooperation term of the joint professor will be 2 years.

### **9<sup>th</sup> Article: Advantages Given to the Joint Professor**

- 9-1) Using the special research grants according to the rules and regulation
- 9-2) Using the rewards of publishing scientific articles according to the rules and regulation
- 9-3) Getting tuition equivalent to other peer university faculty members
- 9-4) Using the university Joint Professor title (out of instruction)
- 9-5) Using the library, laboratories and other research facilities of the university (out of instruction)

**Note1:** The tuition and research fee, according to the paragraph3/ article 4, will be determined by the higher education assistance of the university.

**Note2:** The University will provide housing for the foreign joint professor due to the authorities and possibilities.

### **10<sup>th</sup> Article: The Joint Professor's Warrant Extension**

The joint professor's performance will be assessed through the 2-year term by the executive committee. If the joint professor's performance is acceptable his/her last warrant (academic rank) will be extended for 2 more years.