



Academic Promotion System User Guide

Overview

The SQU **Academic Promotion System (APS)** is an electronic platform designed to streamline the promotion application process for academic staff.

User Roles

The system supports three types of users:

1. **Applicant** – Academic staff applying for promotion.
2. **Academic Promotion Committee Member** – Committee members reviewing applications.
3. **Referee (External to the SQU)** – External assessors providing evaluations.

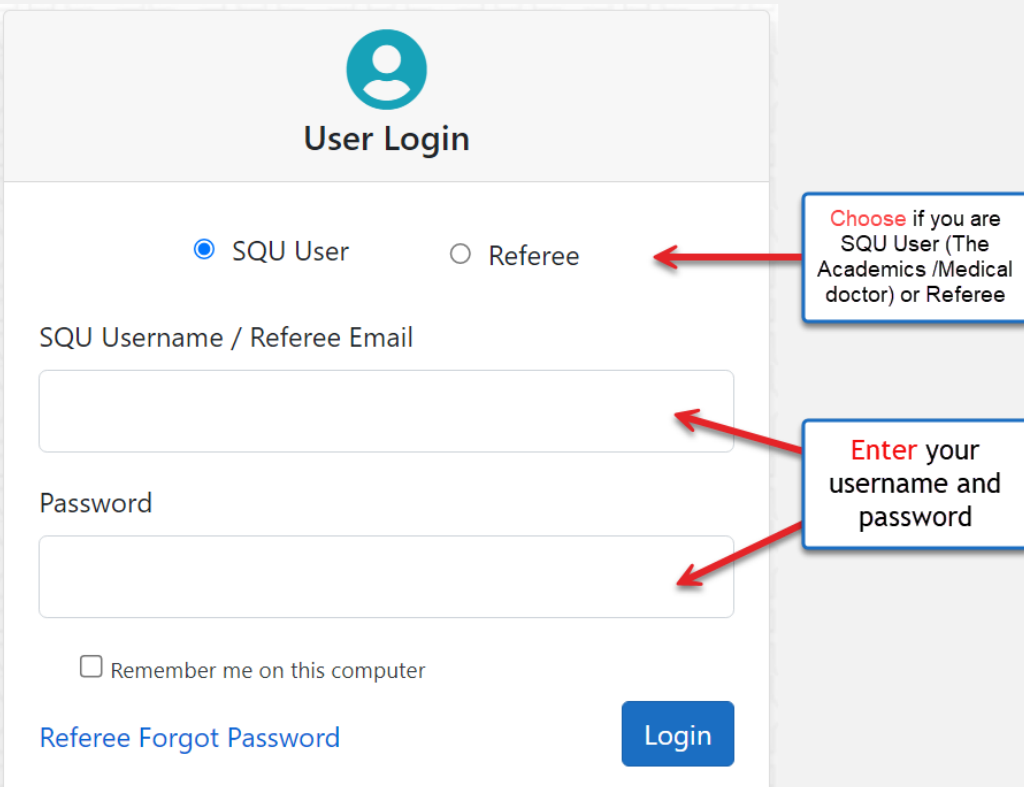
This guide provides step-by-step instructions for applicants on how to navigate and use the APS.

1. Accessing the APS

- Open the APS homepage using the following link: <https://aps.squ.edu.om/>

2. Login

- Applicants can log in using their SQU credentials.



The image shows a 'User Login' form with a teal user icon at the top. Below the icon, the title 'User Login' is centered. The form contains two radio buttons: 'SQU User' (selected) and 'Referee'. Below these is a text input field labeled 'SQU Username / Referee Email'. Underneath is a password input field labeled 'Password'. At the bottom left is a checkbox labeled 'Remember me on this computer'. At the bottom right is a blue 'Login' button. A blue link 'Referee Forgot Password' is located to the left of the 'Login' button. Two red arrows point from external text boxes to the form: one points to the radio buttons with the text 'Choose if you are SQU User (The Academics /Medical doctor) or Referee', and the other points to the username and password fields with the text 'Enter your username and password'.

User Login

☒ SQU User ☐ Referee

SQU Username / Referee Email

Password

☐ Remember me on this computer

[Referee Forgot Password](#) [Login](#)

Choose if you are SQU User (The Academics /Medical doctor) or Referee

Enter your username and password

Figure 1: Login page

3. Homepage Overview

After logging in, the homepage displays:

- **Application Period** (start and end dates)
- **Applicant Information** (e.g., department, email)

Click “Start New Application” to begin your promotion application.

The screenshot shows the 'Academic Promotion System' homepage. At the top, there is a header with the system name and a language dropdown set to 'العربية'. Below the header, there are navigation links for 'Applicant' and 'Regulations', and a 'Contact Us' link. The main content area is titled 'Applicant' and features a red banner indicating the application period from 01/09/2022 to 15/09/2022. A blue button labeled 'Start New Application' is visible. The user's profile is displayed in a table format, with a blue box highlighting the 'PERSONAL INFORMATION' section. A blue arrow points to the 'Employee ID#' field with the text 'Here view your Personal Information'. The profile information includes:

| | | |
|------------------------------------|---|---|
| Employee ID# 1234XX | Full Name FirstName LastName | College College Of Medicine & Health Sciences |
| Department Physiology | Current Academic Rank Associate Professor | Administrative Position Head of Physiology Department |
| Joining Date 01/08/1998 | Rank of Joining | PhD. Year 2007 |
| Email example@squ.edu.om | Birth Date 17/08/1971 | Last Pormotion Date 18/01/2012 |
| Mobile 98765432 | SQU Office Extension 4701 | |

Figure 2: Academic Promotion System Home Page

4. Starting a New Application

- Upon clicking “**Start New Application**”, a page will appear confirming the application period.
- Click “**Start New Application**” again to proceed.

Applicant Regulations

Start new application for academic promotion

You are about to start a new application for **academic promotion** from the rank of **Associate Professor (current academic PROFESSOR (next academic rank))**.

Note: The applicant must submit the application before the end of the deadline mentioned here

Application Deadline
9/15/2022 11:59:00 PM

[Start New Application](#) ← Click to start new application

Note: You can revisit and update the application anytime before the application deadline

Figure 3: Start New Application

5. Application Steps

The promotion application consists of **six steps**:

Step 1 – General Profile

Fill in the required personal and professional details, including:

- Uploading a recent **photograph**.
- Entering the **PhD conferred date**.
- Uploading your **Personal Statement**.
- Uploading your **Curriculum Vitae (CV)**.
- Providing links to your **Google Scholar**, **Scopus**, and **ResearchGate** profiles (if available).

Note: Ensure that uploaded files meet the specified **size and format requirements** (displayed when clicking the upload button).

New Promotion Application App#: 2022APS373

Step 1: General Profile

Promotion To: **PROFESSOR**

APPLICANT INFORMATION

1. Upload your personal photo

Emo# 1234XX

College College Of Medicine & Health Sciences

Birth Date 17/08/1971

Rank of Joining

Full Name First Name LastName

Department Physiology

Applying for the rank of PROFESSOR

Joining Date 01/08/1998

Current Academic Rank ASSOCIATE PROFESSOR

Last Promotion Date 18/01/2012

Administrative Position Head of Physiology Department

PhD. Year 2007

2. Fill the required date dd/mm/yyyy

Phd or Equivalent Conferred Date

SQU Office Extension 4701

APPLICATION STATEMENT

No file uploaded yet! Upload Statement

3. upload your application statement

CURRICULUM VITAE (CV)

No file uploaded yet! Upload CV

4. upload your CV

PROFESSIONAL PROFILES

5. Fill the required URLs

Google Scholar Profile URL

Research Gate Profile URL

Scopus Scopus Profile URL

Figure 4: Upload General Profile Information

Academic Promotion

Applicant Regulations

New Promotion Application

Step 1: General Profile

General Profile

Teaching

Applicant Information

Emp# 1234XX

College College Of M Sciences

Birth Date 17/05/1970

Rank of Join

Ph.D. Year 2007

EXAMPLE@SQU.EDU.OM 98765432

Upload Photo

Upload File

Application Photo

Select File... Browse

Max. file size: 2 MB Allowed file formats: .jpg, .png, .jpeg, .gif

Browse and Select Photo

File Upload Instructions:-

- A Maximum of 5 full manuscripts to be uploaded. For the rest of the manuscripts only a copy of the front page which has the required details is uploaded.
- The full titles and references of the rest of the published manuscripts should be in the Curriculum Vitae – together with the contribution of the Applicant in case of multi-author manuscripts.
- For books, only the title page and a maximum of 10 pages of the book are uploaded. Also it should mention the type of book and for whom is the book meant e.g. student textbook. Also indicate the total number of pages in the book and appropriate referencing.
- Limit number of Certificates of Appreciation, etc. – maximum of 10 certificates. Qarars for committees' membership are not required.
- If evidence is used more than once in the same area, cross referencing is used rather than re-uploading of the evidence.

Close

Figure 5: Upload Photo

Academic Promotion

Applicant Regulations

New Promotion Application

Step 1: General Profile

General Profile

Teaching

Applicant Information

Emp# 1234XX

College College Of M Sciences

Birth Date 17/05/1970

Rank of Join

Ph.D. Year 2007

EXAMPLE@SQU.EDU.OM 98765432

Upload Photo

Upload File

Application Statement

Select File... Browse

Max. file size: 2 MB Allowed file formats: .pdf

Browse and Select Statement file

File Upload Instructions:-

- A Maximum of 5 full manuscripts to be uploaded. For the rest of the manuscripts only a copy of the front page which has the required details is uploaded.
- The full titles and references of the rest of the published manuscripts should be in the Curriculum Vitae – together with the contribution of the Applicant in case of multi-author manuscripts.
- For books, only the title page and a maximum of 10 pages of the book are uploaded. Also it should mention the type of book and for whom is the book meant e.g. student textbook. Also indicate the total number of pages in the book and appropriate referencing.
- Limit number of Certificates of Appreciation, etc. – maximum of 10 certificates. Qarars for committees' membership are not required.
- If evidence is used more than once in the same area, cross referencing is used rather than re-uploading of the evidence.

Close

APPLICATION STATEMENT

No file uploaded yet! Upload Statement

Figure 6: Upload Statment

Academic Promotion

Applicant Regulations

New Promotion Application

Step 1: General Profile

General Profile

Teaching

Applicant Information

Emp# 1234XX

College College Of M Sciences

Birth Date 17/05/1970

Rank of Join

Ph.D. Year 2007

EXAMPLE@SQU.EDU.OM 98765432

Upload Photo

Upload File

CV

Select File... Browse

Max. file size: 2 MB Allowed file formats: .pdf

Browse and Select CV

File Upload Instructions:-

- A Maximum of 5 full manuscripts to be uploaded. For the rest of the manuscripts only a copy of the front page which has the required details is uploaded.
- The full titles and references of the rest of the published manuscripts should be in the Curriculum Vitae – together with the contribution of the Applicant in case of multi-author manuscripts.
- For books, only the title page and a maximum of 10 pages of the book are uploaded. Also it should mention the type of book and for whom is the book meant e.g. student textbook. Also indicate the total number of pages in the book and appropriate referencing.
- Limit number of Certificates of Appreciation, etc. – maximum of 10 certificates. Qarars for committees' membership are not required.
- If evidence is used more than once in the same area, cross referencing is used rather than re-uploading of the evidence.

Close

CURRICULUM VITAE (CV)

No file uploaded yet! Upload CV

Figure 7: Upload CV

Steps 2–5 – Evaluated Areas

These steps cover the relevant competencies, at the different academic ranks, associated with each evaluated area in the promotion process:

- **Teaching & Learning**
- **Scholarship**
- **Clinical Service** (*for medical doctors*)
- **University and Community Service**

Important:

- Attach all supporting evidence for each listed competency within an area.
- Evidence provided should match and support the claims made in your CV.
- Applicants for the **Professor** rank must provide evidence for **both** Associate Professor **and** Professor-level competencies.
- Medical doctors can opt for **either** Clinical Service **or** University and Community Service, but not both.

New Promotion Application App#: 2022APS373

Step 1 General Profile **Step 2 Teaching & Learning** Step 3 Scholarships Step 4 Clinical Service Step 5 CommunityService Step 6 Submit

Step 2 : University Teaching & Learning Note: The applicants can upload more than a file for one competency. Promotion To **PROFESSOR** [Help](#)

Attach Documented Evidence for University Teaching & Learning

ASSOCIATE PROFESSOR Rank Competencies [Total Evidences Attached: 0]

1. Contributes to and delivers quality university teaching and learning
[0] **1** [Teaching Survey] [0]
2. Participates actively in developing/reviewing programs and university teaching and learning processes
[0] **2** [0]
3. Demonstrates the quality of developed/reviewed academic programs and other university teaching and learning processes
[0] **3** [0]
4. Subscribes to university teaching and learning professional societies and attends professional meetings
[0] **4** [0]
5. Gains university/national recognition in the university teaching and learning in the field of specialization
[0] **5** [0]

PROFESSOR Rank Competencies [Total Evidences Attached: 0]

1. Sustains focused university teaching and learning activities and achievements
[0] **1** [0]
2. Leads scholarly work in university teaching and learning
[0] **2** [0]
3. Demonstrates leadership, has an active role and impact in developing university teaching and learning in the field of specialization
[0] **3** [0]
4. Gains regional/international recognition in university teaching and learning in the field of specialization
[0] **4** [0]

Upload all required documents

<< Step 1 Step 3 >>

Figure 8: Upload University Teaching & Learning Documents

New Promotion Application App#: 2022APS373

Step 1 General Profile Step 2 Teaching & Learning **Step 3 Scholarships** Step 4 Clinical Service Step 5 CommunityService Step 6 Submit

Step 3 : Scholarships Attach the required evidences Note: The applicants can upload more than a file for one competency. Promotion To **PROFESSOR** [HELP](#)

ATTACH DOCUMENTED EVIDENCE FOR SCHOLARSHIPS

ASSOCIATE PROFESSOR Rank Competencies [Total Evidences Attached: 0]

1. Produces peer reviewed scholarly work
[0] **1** [0]
2. Demonstrates quality scholarly achievements
[0] **2** [0]
3. Subscribes to professional societies and attends professional meetings
[0] **3** [0]
4. Gains university/national recognition
[0] **4** [0]

PROFESSOR Rank Competencies [Total Evidences Attached: 0]

1. Sustains focused scholarly work
[0] **1** [0]
2. Leads scholarly work
[0] **2** [0]
3. Demonstrates leadership, has an active role and impact in developing scholarly work
[0] **3** [0]
4. Gains regional/international recognition
[0] **4** [0]

<< Step 2 Step 4 >>

Figure 9: Upload Scholarship Documents

New Promotion Application App#: 2022APS373

Step 1 General Profile Step 2 Teaching & Learning Step 3 Scholarships **Step 4 Clinical Service** Step 5 CommunityService Step 6 Submit

Step 4 : Clinical Service

Upload Clinical Services evidences

Note: The applicants can upload more than a file for one competency.

Promotion To **PROFESSOR**

ATTACH DOCUMENTED EVIDENCE FOR CLINICAL SERVICES

ASSOCIATE PROFESSOR Rank Competencies [Total Evidences Attached: 0]

1. Contributes to and delivers quality clinical service 1 0
2. Participates actively and successfully in developing/reviewing clinical programs and service processes 2 0
3. Demonstrates quality in developing/reviewing clinical programs and service processes 3 0
4. Subscribes to professional societies and attends professional meetings 4 0
5. Gains university/national recognition in the profession 5 0
6. Contributes to clinical training programs/skills 6 0

PROFESSOR Rank Competencies [Total Evidences Attached: 0]

1. Sustains focused clinical service 1 0
2. Leads scholarly work in clinical service 2 0
3. Demonstrates leadership, has an active role and impact in developing clinical service 3 0
4. Gain regional/international recognition in the profession 4 0

This step for Medical Doctors Only

<< Step 3 Step 5 >>

Figure 10: Upload Clinical Service Documents

New Promotion Application App#: 2022APS373

Step 1 General Profile Step 2 Teaching & Learning Step 3 Scholarships Step 4 Clinical Service **Step 5 CommunityService** Step 6 Submit

Step 5 : University & Community Service

Note: The applicants can upload more than a file for one competency.

Promotion To **PROFESSOR**

ATTACH DOCUMENTED EVIDENCE FOR UNIVERSITY AND COMMUNITY SERVICE

[Total Evidences Attached: 0]

1. Participates actively in university and community service activities 1 0
2. Participates actively in areas other than those directly related to research, university teaching and learning and clinical activities 2 0
3. Serves in an administrative position and/or chairs committee, if any. 3 0
4. Popularizes, disseminates, simplifies knowledge, as applicable. 4 0

Upload Community Service documents

<< Step 4 Step 6 >>

Figure 11: Upload Community Service Documents

Step 6 – Review & Submission

- Review all uploaded files and ensure no required field is empty (no applicable area should show “0 files”).
- Upload the **Table of Evidence** as listed in “appendix B” of the SQU Academic Promotion Regulations.
- Select the checkbox to confirm that all information provided in your application is true and accurate before submitting.
- Then select “**Submit Application**”.
- A pop-up confirmation message will appear stating that your application is successful.
- You will also receive an **email confirmation** of your submission.

Note: Once submitted you may still be able to view (click view button), delete, or replace uploaded files (click edit button) **within the application period** until the deadline.

Applicant Regulations Contact Us

New Promotion Application App#: 2022APS373

Step 1 General Profile Step 2 Teaching & Learning Step 3 Scholarships Step 4 Clinical Service Step 5 CommunityService Step 6 Submit

Step 6 Submit Application Promotion To **PROFESSOR**

APPLICATION CHECK Check your uploaded files before the submission

| | |
|--|-------------------|
| Application Statement | Uploaded |
| Applicant CV | Uploaded |
| Universities Teaching and Learning | 12 Files Uploaded |
| Scholarship | 9 Files Uploaded |
| Clinical Service (for medical doctors) | 0 Files Uploaded |
| University and Community Service | 4 Files Uploaded |

TABLE OF EVIDENCES

Upload list of documented achievement to demonstrate evidence of competencies.

Table_of_evidence.pdf 0.25 MB

Upload File

Click to upload file

APPLICATION LETTER

Dear Head of the Department, Physiology Department, College Of Medicine & Health Sciences

Please consider my application for promotion from the rank of **ASSOCIATE PROFESSOR** (current academic rank) to the rank of **PROFESSOR** (next academic rank). I was appointed at SQU on 01/08/1998 and was last promoted (if relevant) on 1/18/2012 12:00:00 AM.

Tick After reading the letter

☒ I would like to declare that the contents of my application are true and accurate.

← Step 5 Click here to submit Submit Application

Figure 12: Submit Application

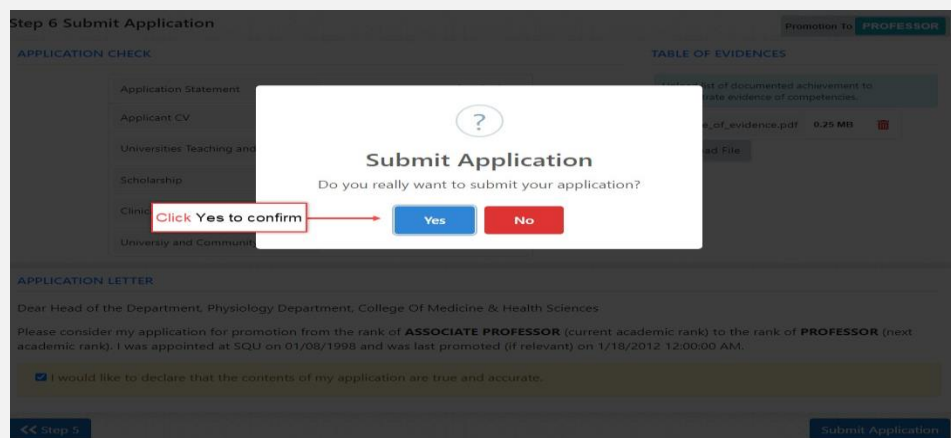


Figure 13: Confirm Submit Application

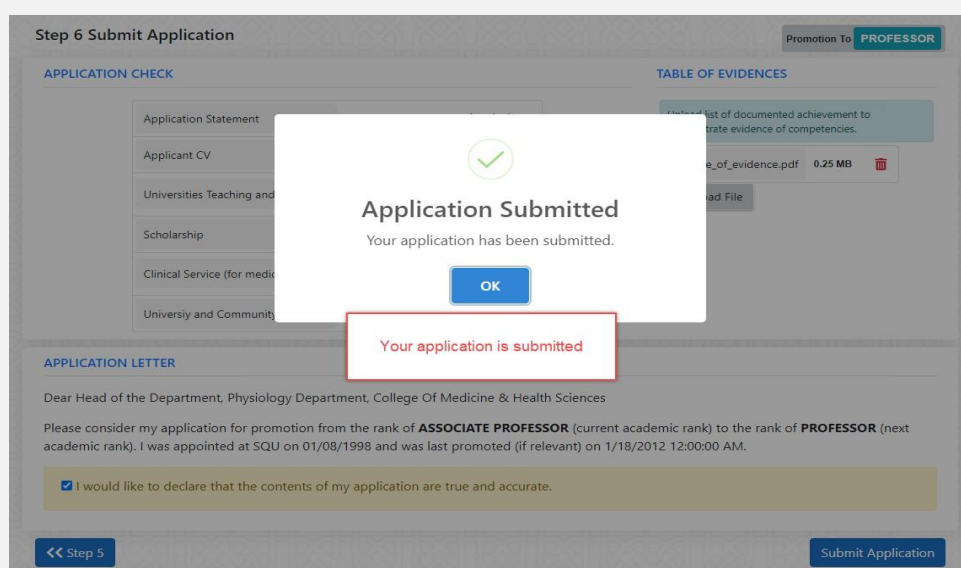


Figure 14: Application Submitted

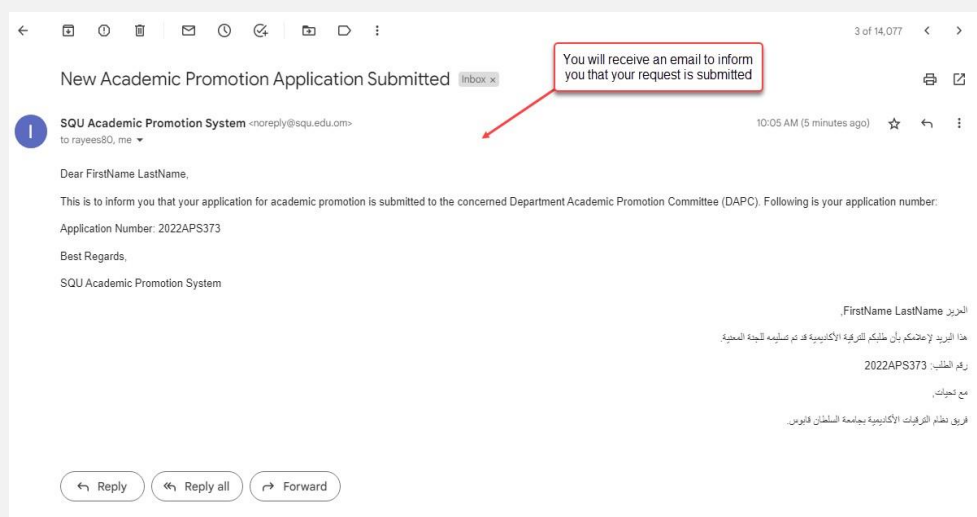


Figure 15: Email Confirmation

Applicant
Regulations
Contact Us

Applicant

The application period is from 01/09/2022 to 17/10/2022

PERSONAL INFORMATION

| | | |
|------------------------------------|---|---|
| Employee ID# 1234XX | Full Name FirstName LastName | College College Of Medicine & Health Sciences |
| Department Physiology | Current Academic Rank Associate Professor | Administrative Position Head of Physiology Department |
| Joining Date 01/08/1998 | Rank of Joining | PhD. Year 2007 |
| Email example@squ.edu.om | Birth Date 17/05/1970 | Last Promotion Date 18/01/2012 |
| Mobile 98765432 | SQU Office Extension 2856 | |

CURRENT APPLICATION

App#: 2022APS373

Promotion for:

PROFESSOR

Last Update:

17/10/2022

Note: You can View and Edit your Application after the submission but must be before the end of the Specified period

View Application
Edit

Figure 16: View and Edit Application

Academic Promotion Application

Promotion To: PROFESSOR

No Image Found

FirstName LastName
example@squ.edu.om, Mobile: 98765432, SQU Office Extension: 2856
Physiology, College Of Medicine & Health Sciences

Date Submitted: 17/10/2022
View More

App#: 2022APS373 Employee ID#: 1234XX

Table of Evidences
Statement
CV
R²
Scopus

Note:- You cannot add any new document. You can only delete or replace. A deleted document cannot be replaced.

List of Documented Evidence

You can only Delete or Replace documents here As below

University Teaching & Learning 12
Scholarships 9
Clinical Service 0
University & Community Service 4

ASSOCIATE PROFESSOR Competencies [Total Evidences Attached: 7]

Contributes to and delivers quality university teaching and learning 2
Participates actively in developing/reviewing programs and university teaching and learning processes 2
Demonstrates the quality of developed/reviewed academic programs and other university teaching and learning processes 1
Subscribes to university teaching and learning professional societies and attends professional meetings 1
Gains university/national recognition in the university teaching and learning in the field of specialization 1

PROFESSOR Competencies [Total Evidences Attached: 5]

Sustains focused university teaching and learning activities and achievements 1
Leads scholarly work in university teaching and learning 1
Demonstrates leadership, has an active role and impact in developing university teaching and learning in the field of specialization 2
Gains regional/international recognition in university teaching and learning in the field of specialization 1

Figure 17: View and Edit Application