GMU

GULF MEDICAL UNIVERSITY

College of Pharmacy

Smart Promotion Workflow

The complete user manual — how to prepare, review, decide and record a faculty promotion, screen by screen.

Candidate | Department Chair | Committee Member | Dean | Administrator

Policy GMU-POL-S05-020 & S05-031-COP
Criteria for academic promotion

Application build 2026-10-15.2
Third edition

What is in this manual

The manual is arranged by role. Read the chapter for the job you do; the first chapter is worth ten minutes whoever you are, because it explains the one idea the whole system is built on.

EVERYONE

1 How the system works 3

The ladder · versions and rounds · signing in · being turned away · the screen you see

IF YOU ARE BEING CONSIDERED FOR PROMOTION

2 The candidate 11

Your dossier folder · the publication ledger · the checklist · readiness · submitting in time · the Clinical Pharmacy credential route · a dossier that comes back

IF YOU REVIEW

3 The Department Chair 29

Your queue · reading a dossier · verdicts and comments · AI assistance · returning and approving

4 The Committee Member 36

Both members report before anything moves · one consolidated return · conflicts of interest · what the stage before you decided

5 Later rounds 39

What carries forward · the four bands · what a colleague's return does to your verdict

IF YOU DECIDE

6 The Dean 44

What everyone before you concluded · the review history · the dossier folder · closing a stalled stage · the decision report

IF YOU RUN THE SYSTEM

7 The Administrator 54

People and roles · cycles and the submission window · settings · notifications · the audit trail · after a release

8 Reference 61

Which checklist you answer · status marks · who may see what · glossary

CHAPTER ONE

How the system works

One idea explains almost everything else: a promotion is a conversation between four desks, and the system's job is to make sure nothing said at one desk is lost before it reaches the next.

Read this chapter **whatever your role**

The ladder

Every dossier climbs the same four steps. It can only move up, and it falls all the way to the bottom if any step sends it back.

STEP ONE

Candidate

Assembles the dossier, certifies each required document and submits.

STEP TWO

Department Chair

Reads every item, rules on each one, and approves or returns.

STEP THREE

Committee

Two members sign individually. Either one can return it alone.

STEP FOUR

Dean

Decides, and the decision becomes the signed record.

THE RULE THAT SURPRISES PEOPLE

A return always goes back to the **candidate**, and when the candidate resubmits it starts again at the **Department Chair** — not at the desk that sent it back. If the committee returns a dossier, the Chair sees it again before the committee does. That is deliberate: the Chair is accountable for what leaves the department, so nothing reaches the committee a second time without passing them.

Versions and rounds

Each time a candidate resubmits, the dossier becomes a new **version**. Reviews stay attached to the version they judged, so a reviewer always reads a named, frozen state of the file rather than a moving target. This is why the system can show you, a month later, exactly what was in front of someone when they signed.

WORD	WHAT IT MEANS HERE
Dossier	The whole application: the Drive folder of evidence, the checklist, the publication ledger and the candidate's details.
Version	One submitted state of the dossier. Version 1 is the first submission; every resubmission raises the number.
Round	One pass up the ladder. A dossier returned twice has been through three rounds.
Item	One numbered requirement from the policy checklist — the CV, the HR letter, the publication list, and so on.
Verdict	A reviewer's ruling on one item: accepted as is, needs minor revision, or needs extensive revision.
Decision	A reviewer's ruling on the whole dossier: approve or return. Published decisions are permanent.

Signing in

Open the web address your administrator circulated. The system uses your Gulf Medical University Google account — there is no separate password. If you are signed into more than one Google account, use the account picker to choose your **@gmu.ac.ae** address; the system will not admit any other domain.

If you are turned away

There are two quite different reasons the system may not let you in, and it tells you which one applies to you. Read the heading before doing anything else — it decides whether there is anything to be done.

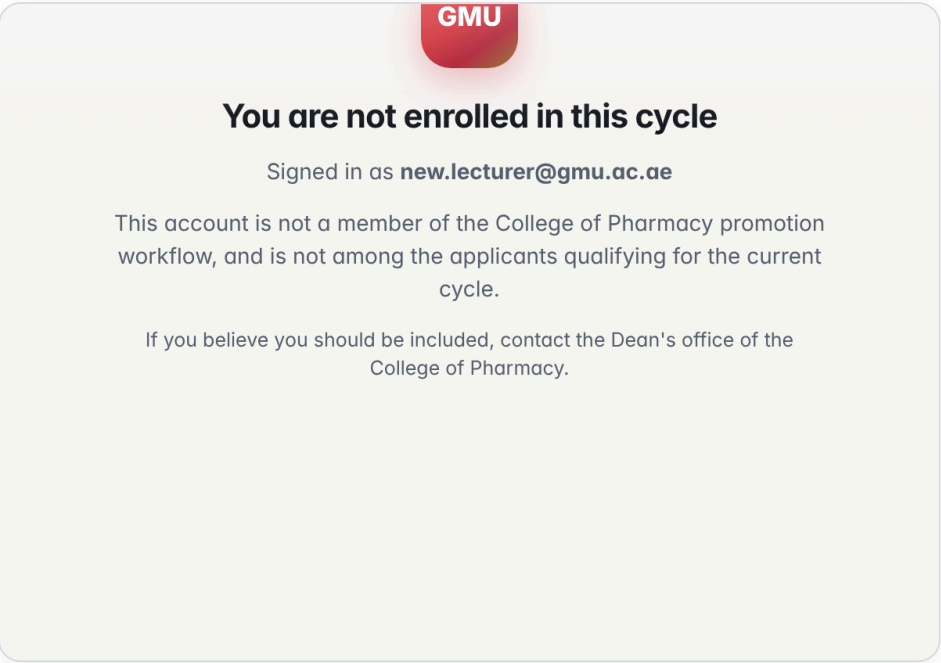


Figure 1.1 — A Gulf Medical University account that is not part of this cycle. The address you are signed in as is named, because signing in with the wrong one of several Google accounts is the commonest cause.

IF IT SAYS	THEN
You are not enrolled in this cycle	Your account is on the university domain but is not a member of the College of Pharmacy workflow, and is not among the applicants qualifying for the round now open. If you believe you should be, contact the Dean's office of the College of Pharmacy. Nothing you can do in the system will change it.
Restricted to Gulf Medical University	You are signed in with an account outside **@gmu.ac.ae** — a personal Gmail address, most often. Switch accounts using Google's account picker and open the link again.

The screen

Every screen shares the same frame. What appears in the sidebar depends entirely on your role, so two people looking at the same system see different lists.

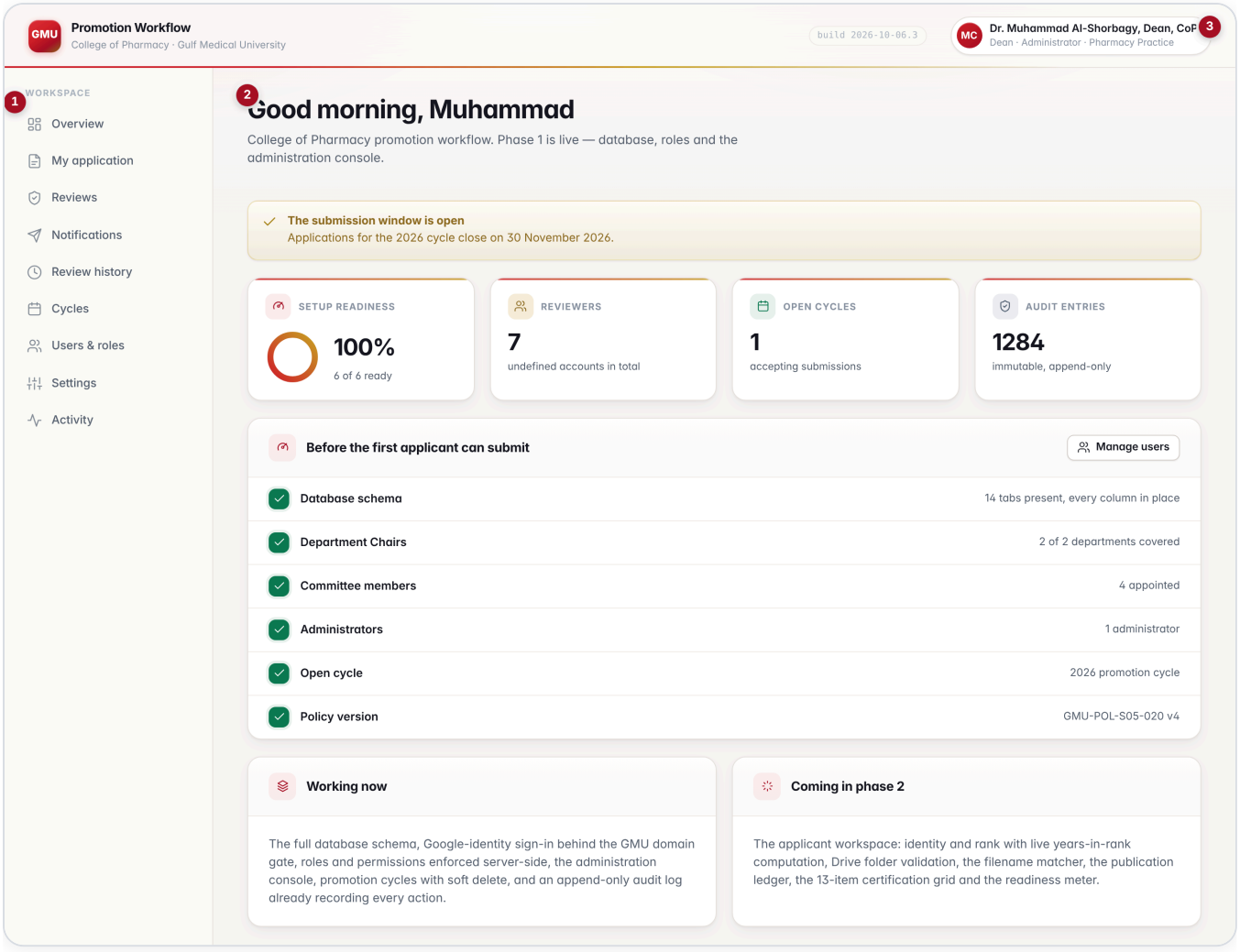


Figure 1.2 — The frame, with the sidebar, the page heading and your identity. A Dean sees every entry shown here; a candidate sees three.

1. **The sidebar.** Your workspace. Only the sections your role may use are listed.
2. **The page heading.** Says what you are looking at and, often, what is waiting on you.
3. **Your identity.** Name, role and department. Check this before you act — it is the quickest way to notice you are signed in as the wrong person.

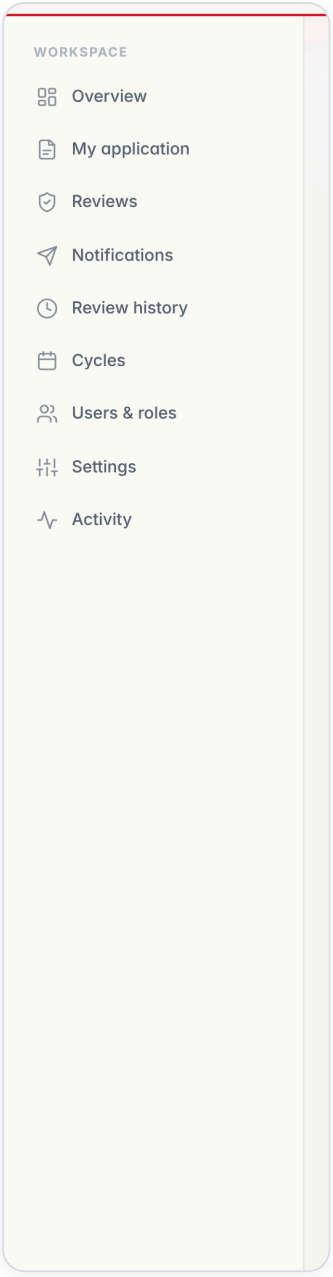


Figure 1.3 — The full sidebar, as an administrator with the Dean's role sees it.

SECTION	WHO SEES IT	WHAT IT IS FOR
Overview	Everyone	System status and the submission window.
My application	Candidates	The dossier you are preparing.
Reviews	Chair, Committee, Dean	Dossiers waiting on you.
Review history	Everyone, scoped	The full record of a dossier, round by round.
Notifications	Dean, Administrator	Messages the system has queued or sent.
Cycles	Everyone, edited by Administrator	Each year's round of applications.
Users & roles	Administrator	Who may do what.
Settings	Administrator	How the system behaves.
Activity	Administrator, Dean	The audit trail.

The overview

The first screen after signing in. It answers two questions before you ask them: is the system properly set up, and is the submission window open.

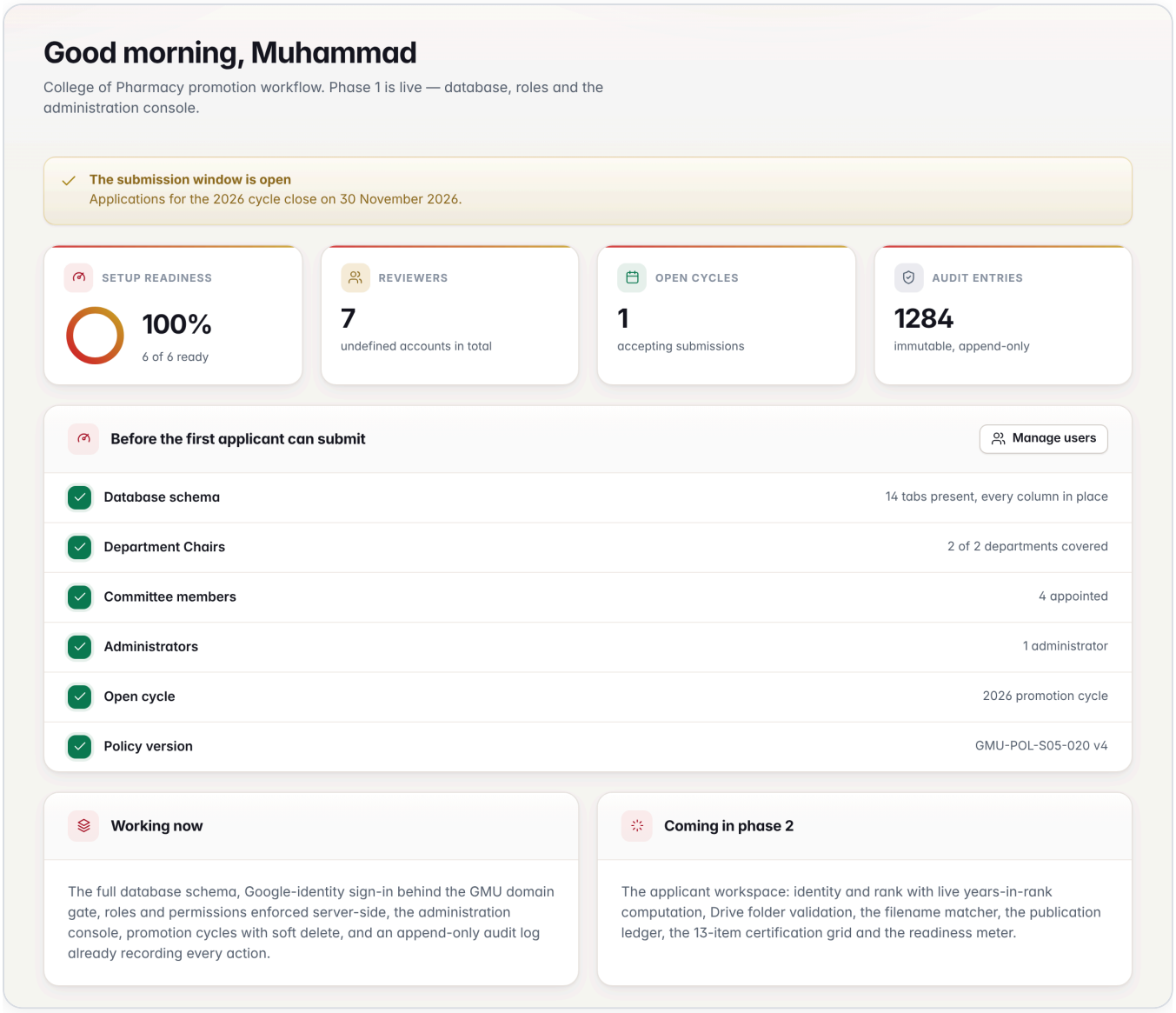


Figure 1.4 — The overview. The submission window is a **flag, not a lock**: a dossier submitted outside it is accepted and marked for the committee's attention, never refused.

Four roles, and what each one can do

CHAPTER 2

Candidate

Prepares and submits the dossier, answers what reviewers ask, and resubmits. Sees only their own file.

CHAPTER 3

Department Chair

The first and the returning desk. Rules on every item for dossiers from their own department.

CHAPTER 4

Committee Member

Sits on the College Promotion Committee, which is not department-scoped. Both members read every dossier, and nothing moves until both have reported.

CHAPTER 6

Dean

The final decision, the complete record of every dossier in the College, and the signed report.

NOBODY REVIEWS THEIR OWN FILE

If a dossier is yours, the system will show it to you but refuse to let you decide on it, naming the policy clause. The same applies where your rank is below the rank being sought: an Associate Professor may not rule on a promotion to Professor.

CHAPTER TWO

The candidate

Assembling a dossier that will not be sent back. The system checks what it can check mechanically so the committee can spend its attention on what it cannot — and it tells you what is missing while you can still fix it.

For faculty **applying for promotion**

Before you open the system

Create one folder in your Google Drive for this application and put every piece of evidence in it. Name the files so the system can match them to the checklist — the numbering comes straight from the policy.

NAME THE FILE	AND IT MATCHES
01_Letter-of-Intent.pdf	Item 1 — your letter of intent
02_CV_Your-Name.pdf	Item 2 — curriculum vitae
03_HR-Letter.pdf	Item 3 — years in rank
05b_Publications/	Item 5b — a folder, one file per paper

LECTURER TO ASSISTANT PROFESSOR IN CLINICAL PHARMACY?

That route is judged on credentials rather than on a publication count, and it has its own form and its own checklist — including different file names for items **05a** to **05e**. Read **If you are applying under the Clinical Pharmacy route** later in this chapter before you name anything.

FOLDERS COUNT

A **folder** named for an item is the evidence for that item, and everything inside it is claimed — including files nested several levels down, such as a folder of evaluations arranged by academic year. You do not have to flatten anything.

SHARING

Set the folder to **Anyone with the link can view**. The system reads the folder as you, but reviewers open the files directly; a folder shared only with yourself will read as empty to everyone else.

Your workspace

Open **My application**. Everything is on one page, and everything saves as you type — there is no separate save step, though the button at the foot confirms it.

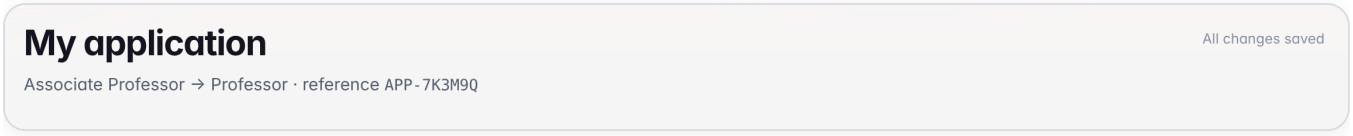


Figure 2.1 — The heading tells you where the dossier is and whether you may still edit it.

Readiness

The panel on the right is the one thing to watch. It counts the checks that pass and lists, by name, every blocker standing between you and the Submit button.

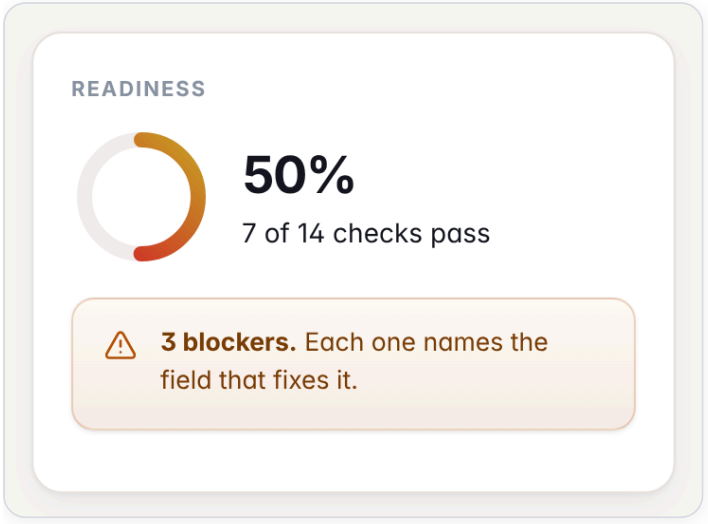


Figure 2.2 — Readiness. Each blocker names the field that fixes it, so there is never a guess about what the system wants.

Linking your dossier folder

Paste the Drive link and the system reads the folder, listing everything it can see and which checklist item claimed each file.

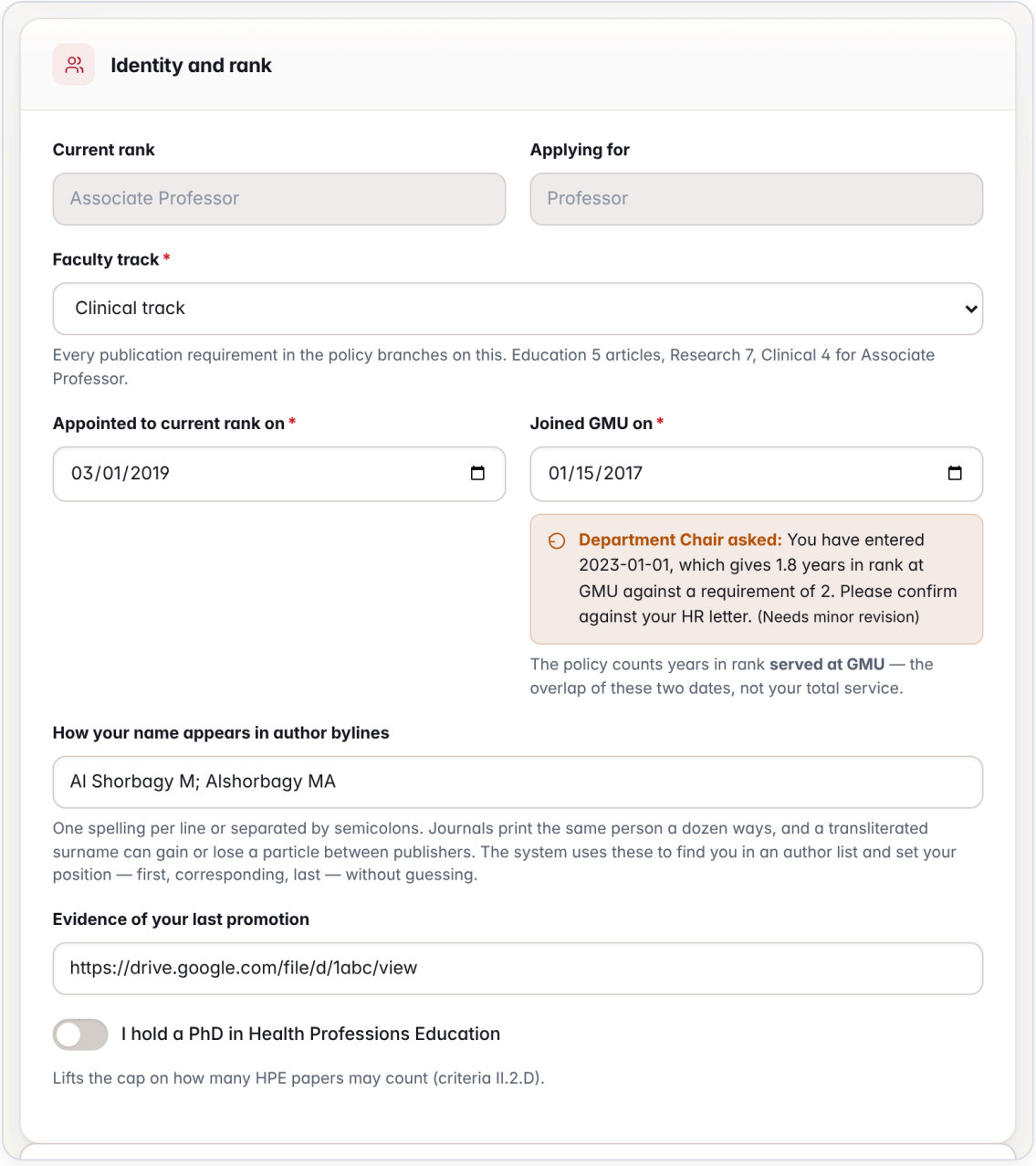


Figure 2.3 — The folder check. The inventory at the foot is deliberate: when you believe a file is there and the system says it is not, this separates a naming problem from a sharing problem in one glance.

1. **Copy the folder link from Drive.**
   Open the folder, press Share, then Copy link.

2. **Paste it into the field**
   and let the check run.

3. **Read the inventory.**
   Every file the system can see is listed with the item it was matched to, or as unclaimed.

4. **Rename anything unclaimed**
   to start with the item number, and run the check again.

> **A CONTENTS PAGE IS NOT A PUBLICATION**
>
> If you put a Word or PDF file in the publications folder that simply lists what is in it — a summary table of the papers — the system recognises it and does **not** count it as another manuscript. It is reported separately, as an index rather than as evidence, so adding one for the reviewers' convenience can never inflate your publication count. Name it so it reads as what it is — anything containing summary table, list of publications, publication summary or table of contents is recognised, as is any file whose name begins 00_, or that is called simply Index, Summary or Contents.

The publication ledger

The policy counts indexing, author position and post-rank acceptance **for each paper separately**. A merged PDF of six papers is one file and still needs six ledger rows — which is why the ledger exists rather than a file count.

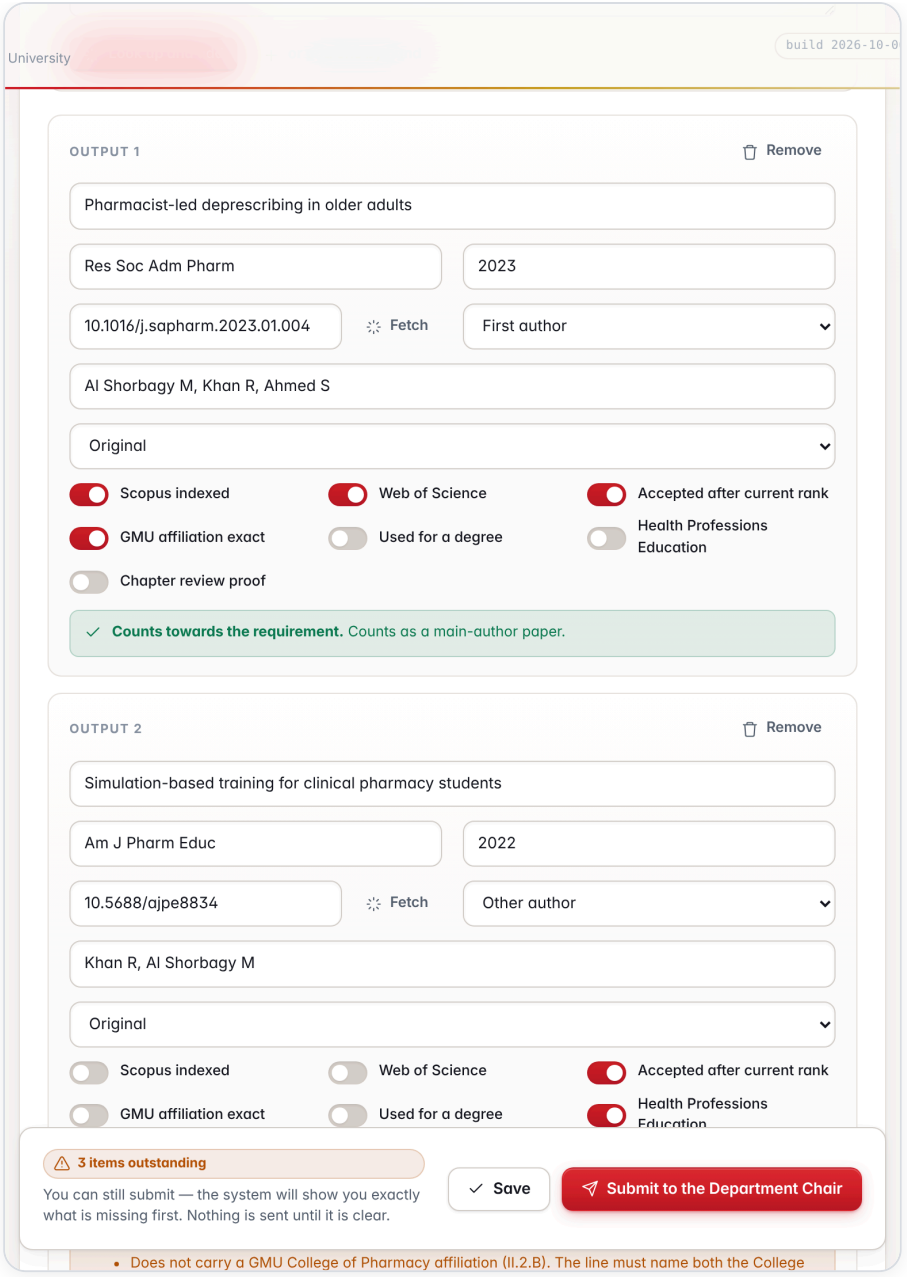


Figure 2.4 — The ledger. Each row carries its own verdict and the reason for it, so a count of zero always explains itself.

1. **Enter your byline.**
   Type your name exactly as it appears in author lists, so the system can find your position among the authors.

2. **Add a paper by DOI.**
   Paste the DOI and the title, journal, year, author list and your position are fetched for you. Check what comes back — you are certifying it.

3. **Or enter it by hand**
   if there is no DOI, such as a book chapter.

4. **Read the verdict under each row.**
   Counted, over the cap, or not admissible with the policy clause that excludes it.

WHY A PAPER MAY NOT COUNT

The usual reasons are that it is not indexed in Scopus or Web of Science, that it does not carry a GMU College of Pharmacy affiliation, that it was accepted before your current rank, or that it falls beyond the cap on review articles. Each is stated on the row itself.

The checklist

Every required document, in policy order. For each one you certify its state. This is a declaration, not a formality — a reviewer rules on what you certified.

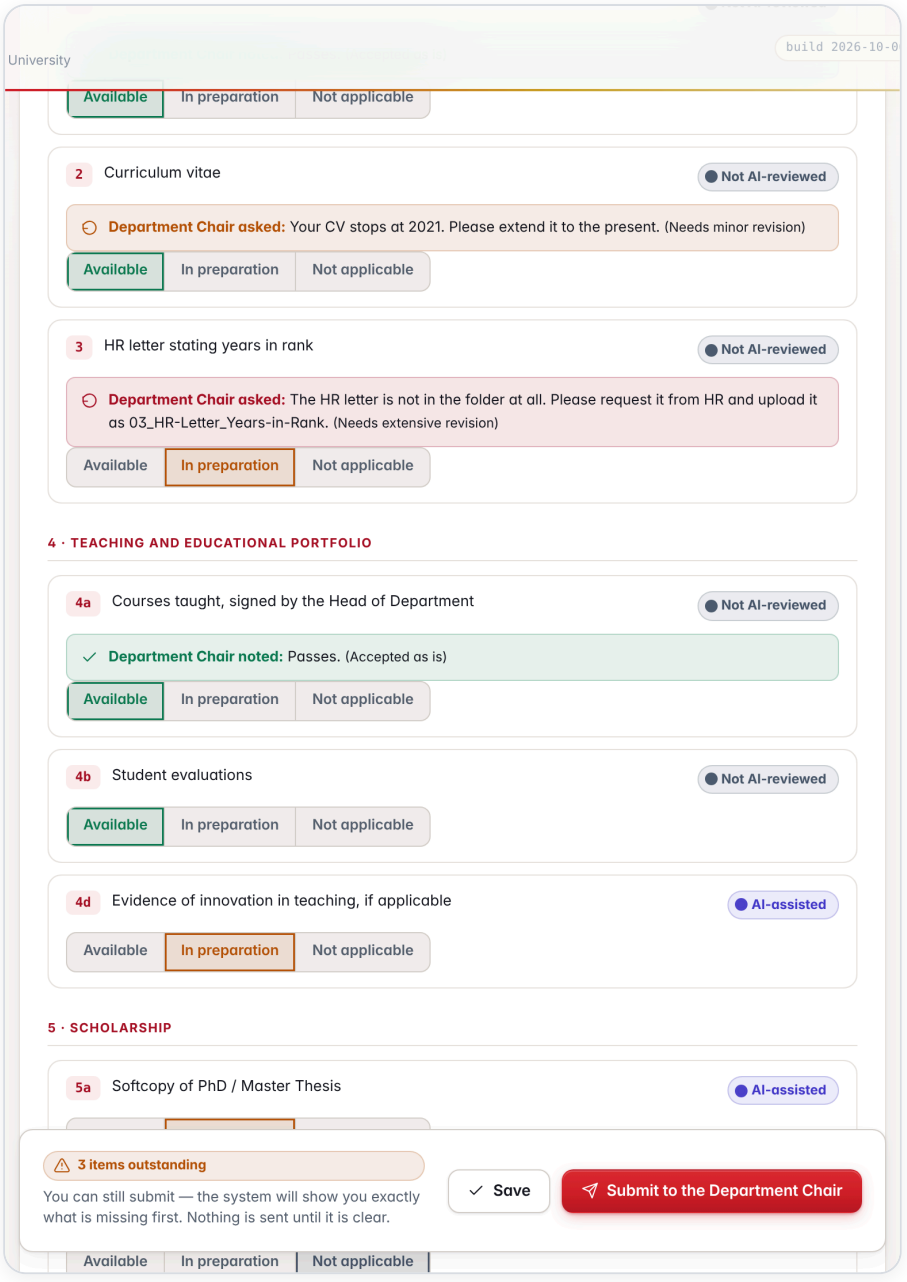


Figure 2.5 — The checklist, with the matched evidence file shown beneath each item.

MARK IT	WHEN
Available	The document exists and is in the folder.
In preparation	Not ready yet. This blocks submission.
Not applicable	The item genuinely does not apply to you — and you must give a reason of at least twenty characters saying why.

Submitting

The Submit button sits at the foot of the page and names its destination. If the dossier is not ready, pressing it lists what is outstanding rather than failing silently.

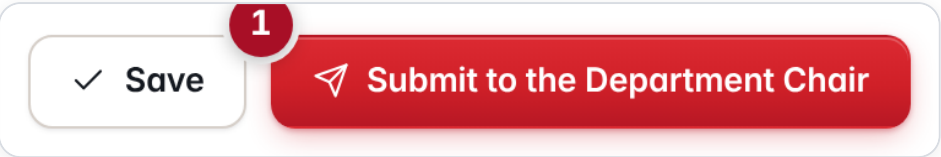


Figure 2.6 — Submit. It names the desk it is going to.

> **PRESS IT ONCE**
>
> The button disables itself while the submission is in flight. Do not refresh or press it again — a second submission creates a version nobody has reviewed.

Submitting in time

A cycle opens in the first week of February or September and stays open to the end of the **following** month — so a September round accepts work until 31 October. The Dean may set different dates on a particular cycle, and those dates are then the ones that count.

Inside the window the system says nothing about it. Submit after it closes and your dossier is **accepted and flagged**, never refused: the Chair, the committee and the Dean all see that it was late, and the Dean decides what that is worth.

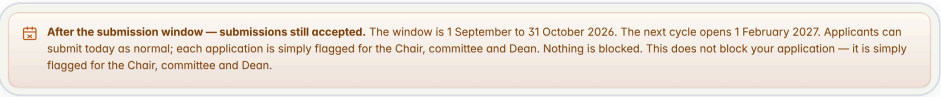


Figure 2.7 — A late dossier. The notice names the window that closed and when the next one opens, and nothing is blocked.

What blocks a submission

BLOCKER	HOW TO CLEAR IT
Dossier folder	Add the Drive link and make sure the check reads it.
Processing disclosure	Read and accept the note about which items are analysed by Google's Gemini API.
An uncertified item	Mark every checklist item Available or Not applicable.
A reason that is too short	A Not applicable item needs at least twenty characters of explanation.
Publication shortfall	Add admissible papers, or correct the rows the ledger has excluded.
An unanswered point	On a resubmission, every point a reviewer raised must carry your answer.

If you are applying under the Clinical Pharmacy route

Promotion from **Lecturer to Assistant Professor in Clinical Pharmacy** is governed by a separate policy, **GMU-POL-S05-031-COP**, and is decided on clinical credentials and residency training rather than on a count of published papers. Choose that route when you start your dossier and the whole form changes: there is no publication requirement to satisfy, and the four Scholarship of Discovery items are replaced by a credentials section.

Everything else in this chapter applies to you unchanged — the dossier folder, the readiness panel, submitting, and what happens when a dossier comes back.

Choosing your pathway

The policy offers three ways to qualify. Declare which one you are claiming, then turn on the credentials you actually hold.

PATHWAY	REQUIRES
Pathway 1	PharmD, a PGY-1 residency and a PGY-2 residency, plus **one year** of clinical or academic experience afterwards.
Pathway 2	PharmD, a PGY-1 residency and a clinical fellowship of at least two years. No further period is required.
Pathway 3	PharmD, a PGY-1 residency and an established publication record, plus **three years** of experience after the residency.

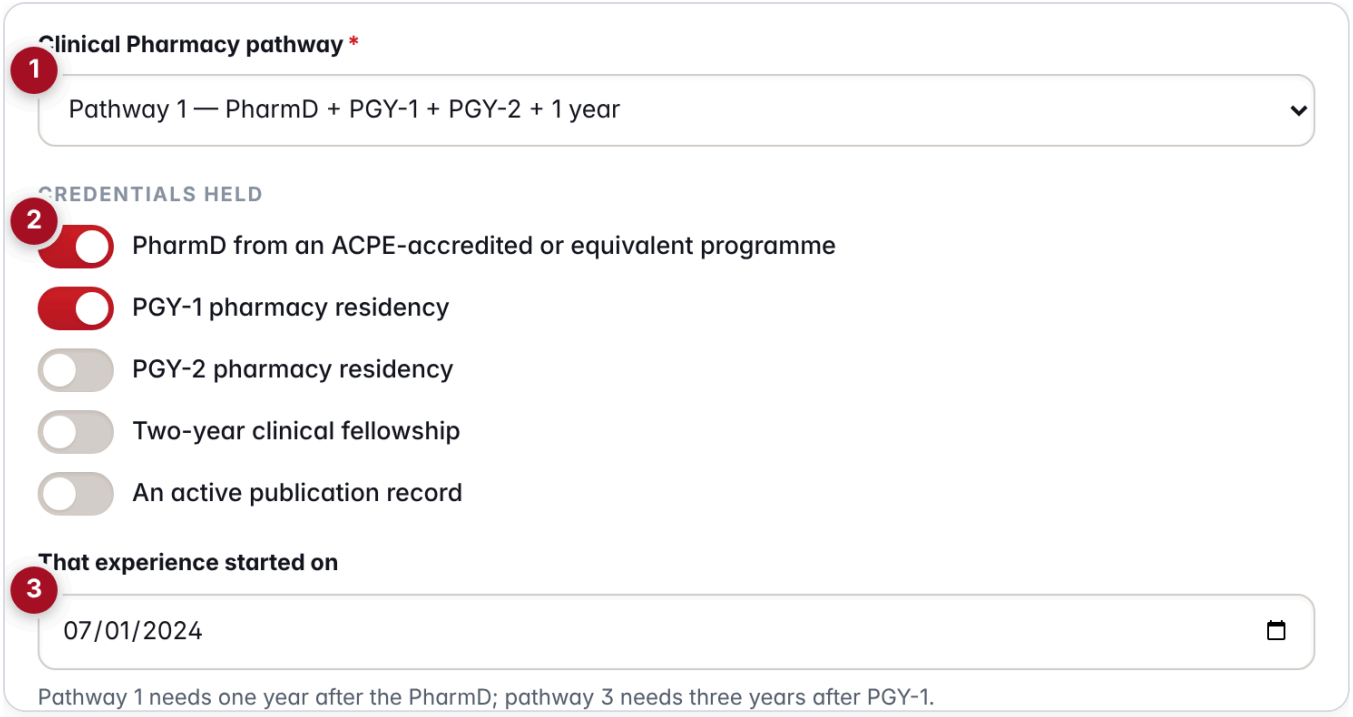


Figure 2.8 — The identity panel on this route. The track selector is gone; the pathway, the credentials and the date your qualifying experience began take its place.

1. **The pathway.** Pick the one you are claiming. The readiness panel then asks only for what that pathway needs.
2. **Credentials held.** Turn on each one you hold. A credential your pathway requires and you have not declared is listed as a blocker, by name.
3. **That experience started on.** The date the qualifying period began. Pathway 2 does not use it; pathways 1 and 3 count forward from it.

BOARD CERTIFICATION IS A JUDGEMENT, NOT A TICK

Specialty board certification is recorded and put to the Dean. The system never passes or fails it mechanically, because the policy does not.

Your checklist

Items 1 to 4d and 6a to 6b are exactly as they are for everyone else — letter of intent, curriculum vitae, HR letter, the teaching evidence and the two service letters. In place of items 5a to 5d you answer a credentials section, **C1** to **C5**.

ITEM	NAME THE FILE	EVIDENCE
C1	**05a_PharmD-Degree.pdf**	Your PharmD certificate with transcript, and the equivalency or attestation if the degree was earned outside the UAE. Required on every pathway.
C2	**05b_PGY1-Residency-Certificate.pdf**	The PGY-1 certificate, showing start and completion dates. Required on every pathway.
C3	**05c_PGY2-Residency-Certificate.pdf**	The PGY-2 certificate, with the specialty and completion date. **Pathway 1 only.**
C4	**05d_Fellowship-Certificate.pdf**	The fellowship certificate, with host institution, specialty and inclusive dates. **Pathway 2 only.**
C5	**05e_Publication-Record/**	Copies of the papers that make up your record — a folder, one file per paper. **Pathway 3 only.**

Only one pathway's credentials apply to you, so mark the other two **Not applicable** and say in a line which pathway you are on. That is a reason a reviewer can read, and it takes ten seconds.

> **FOUR OF THE FIVE ARE NEVER READ BY A MODEL**
>
> C1 to C4 are degree and residency certificates, which identify you on every page. They are classified so that no part of them is ever sent to an AI model — a reviewer reads them. Only C5, which is published work already in the public record, may be AI-assisted.

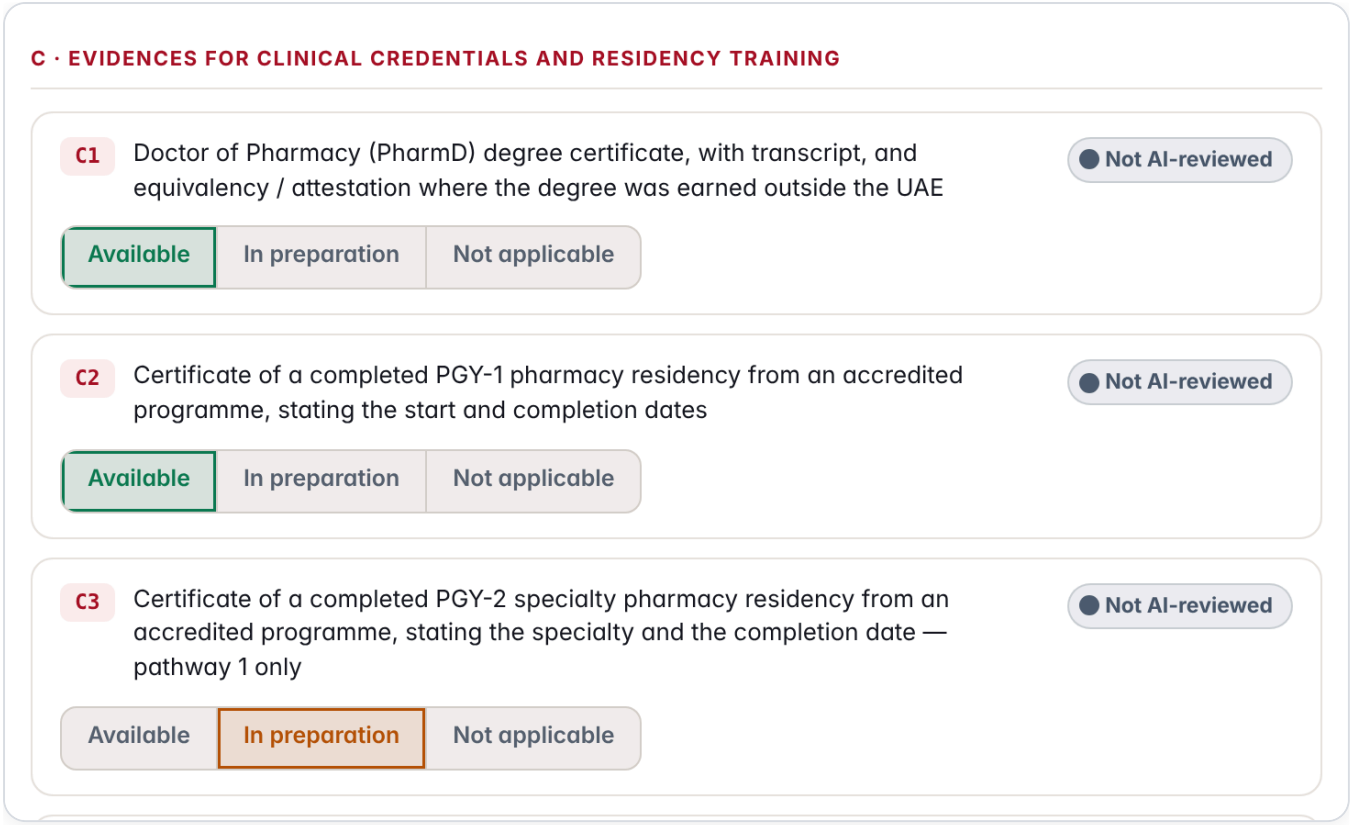


Figure 2.9 — The credentials section on a pathway 1 dossier. The PharmD and PGY-1 certificates are in the folder; the PGY-2 certificate is still being obtained, which blocks submission until it is marked.

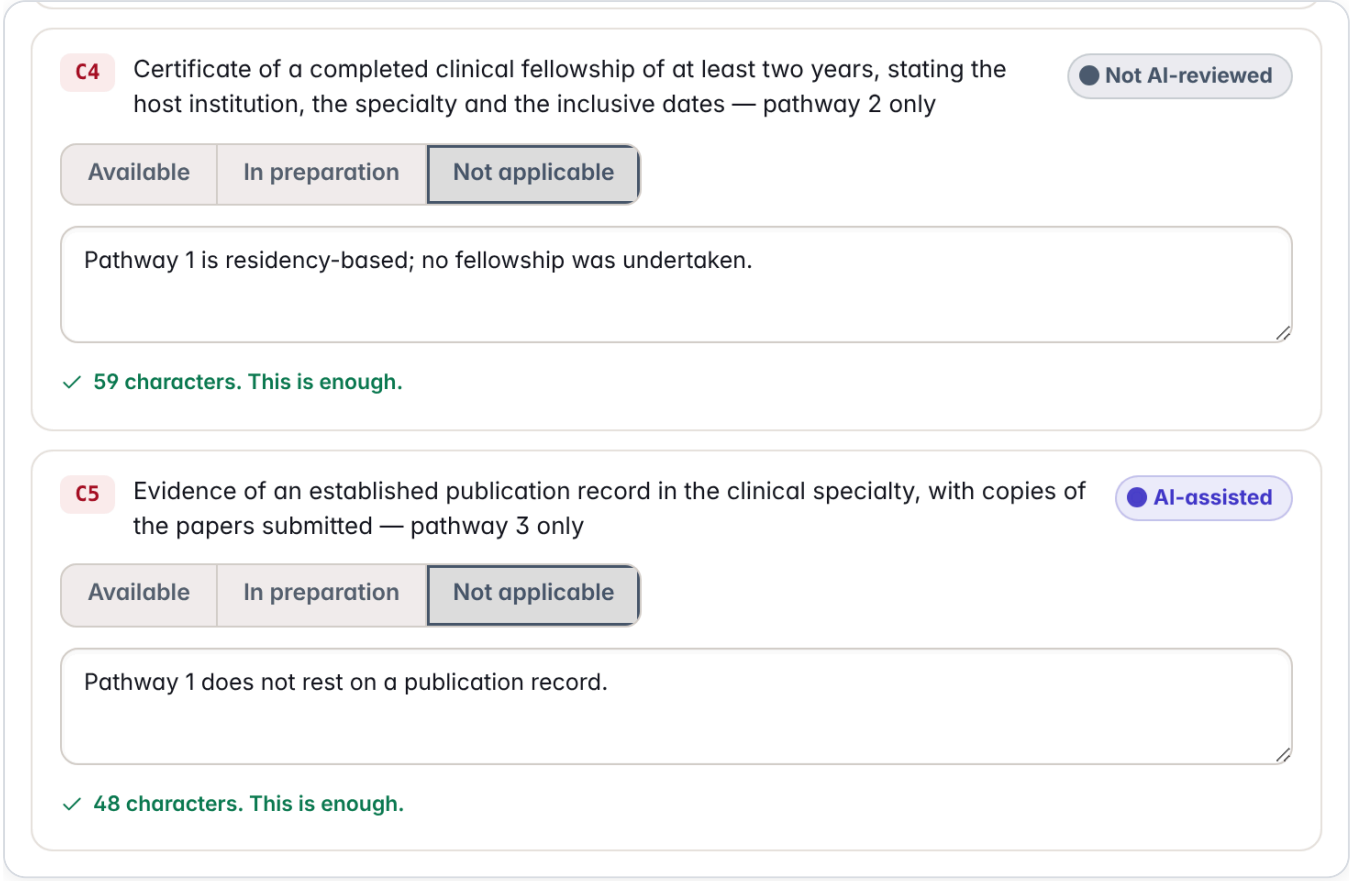


Figure 2.10 — The same dossier's last two items. Pathway 1 needs neither a fellowship nor a publication record, so each is marked Not applicable with a line saying why. Note the badge on C5: it is the one credential item that may be AI-assisted.

What the reviewers see

Exactly the same list you answered. Your Chair, the committee and the Dean each rule on C1 to C5 individually, with a comment where one is required, in the same way they rule on every other item. A reviewer never sees items from the other policy on your dossier, and the decision report prints your list, not the standard one.

When a dossier comes back

A returned dossier opens with a panel at the top of your workspace listing exactly what was asked, by which stage. Items accepted as they stand are folded away in green so that what needs work is the only thing in front of you.

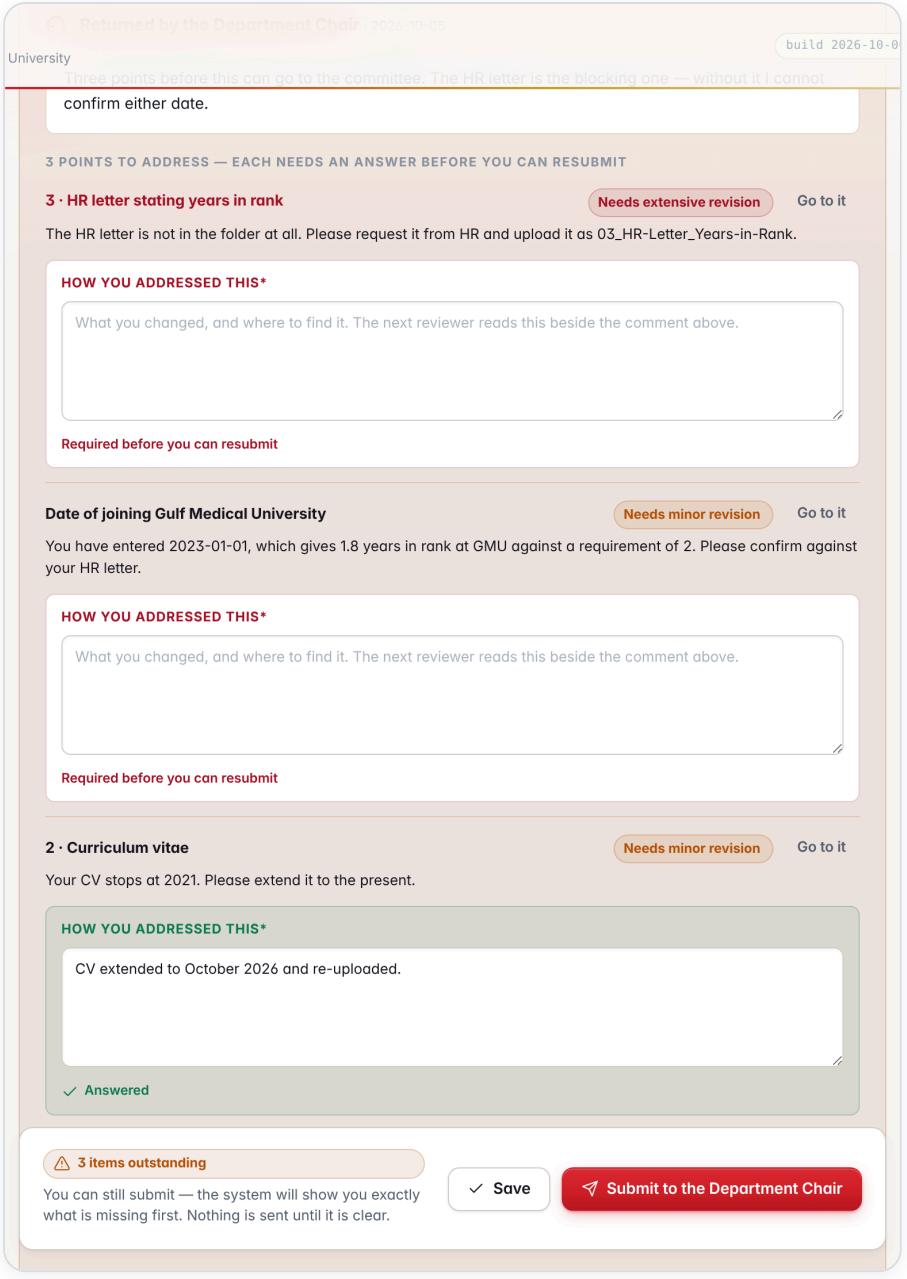


Figure 2.11 — A returned dossier. The headline counts only the points that need action; everything already settled is collapsed.

When two committee members have commented

The College Promotion Committee has two members, and **nothing reaches you until both of them have finished**. If one rules on Tuesday and the other on Thursday, you hear on Thursday — once, with everything in it. You are never asked to start answering a half-read dossier, and no member's reading is lost because a colleague pressed a button first.

What arrives is **one task, not two**. Each member's covering note is shown separately, numbered and dated, so you can tell who said what. Below them the points are merged: one row for each item and **one answer box**, with every member's words quoted above it and attributed. Where both members flagged the same item, a **Raised by 2** mark says so — write one answer that satisfies both.

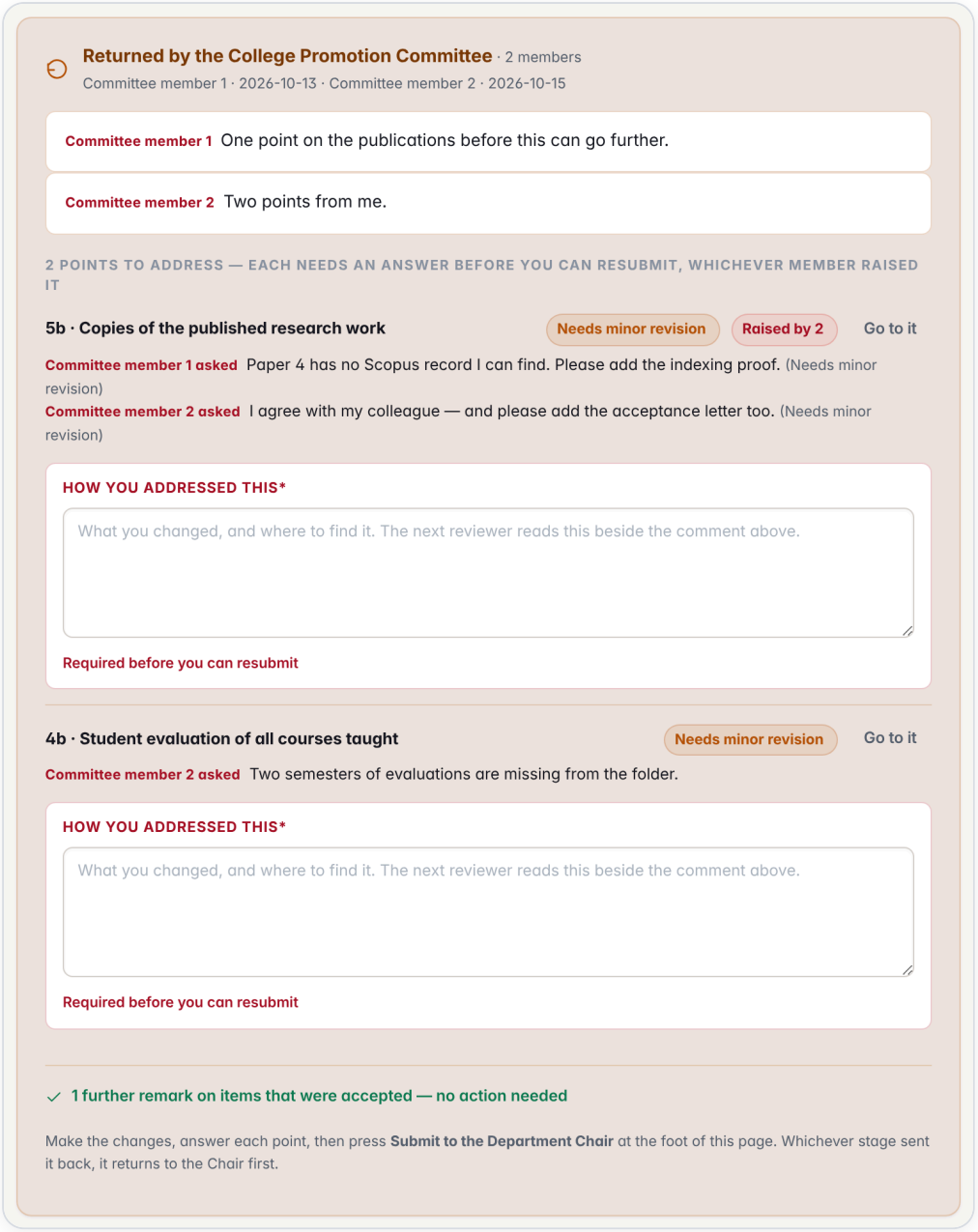


Figure 2.12 — Both members returned the same dossier. Their covering notes stay separate at the top; their points are consolidated beneath, one answer box each, with the shared point marked *Raised by 2*.

THE NUMBERING IS STABLE

Members are numbered by who published first, not alphabetically. Committee member 1 means the same person on every screen for the life of your dossier — including the record, and including later rounds — so you can follow one reviewer's thinking across the whole cycle. The numbers appear only when more than one member has spoken.

Answering each point

Every flagged point carries a box for your answer. It is **mandatory**: the system will not let you resubmit until each one is filled in — whichever member raised it.

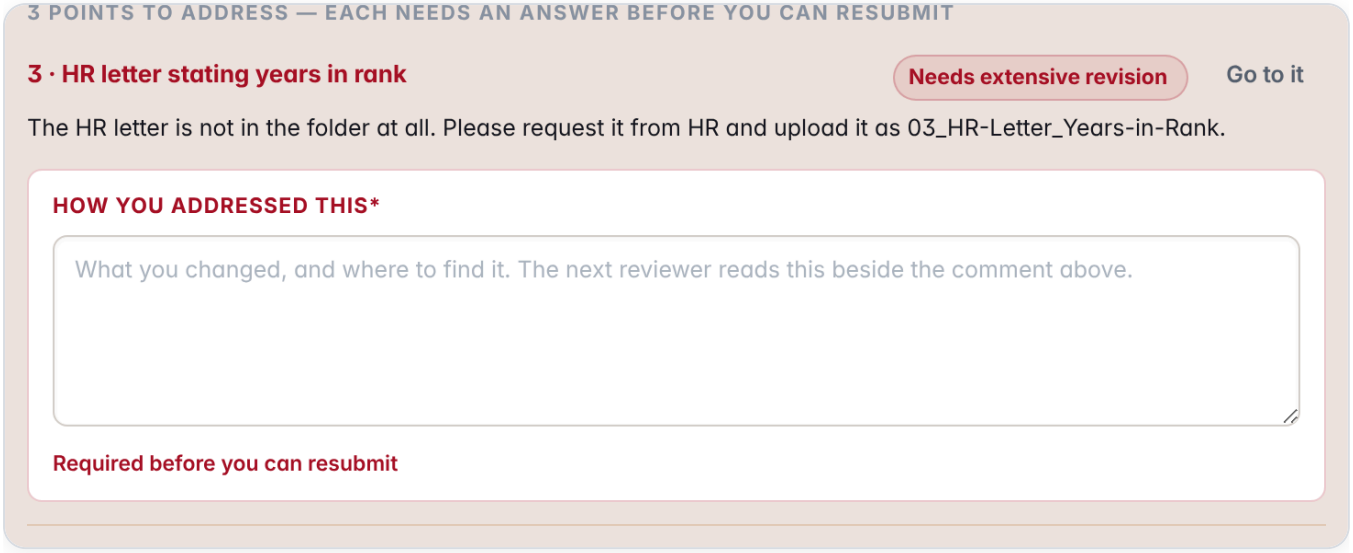


Figure 2.13 — A point and its answer. Say what you changed and where to find it; the next reviewer reads your answer directly beside the original comment.

1. **Read the point**
   and press **Go to it** to jump to the field that fixes it.
2. **Make the change**
   — update the ledger, re-upload the file, correct a date.
3. **Write your answer**
   in the box beneath the point. One or two sentences: what you changed, and where it now is.
4. **Submit again.**
   It returns to the Department Chair, whichever stage sent it back.

A GOOD ANSWER

“CV extended to September 2026 and re-uploaded as 02_CV_Full-Name.pdf” tells the reviewer what to look at. “Done” makes them hunt for it, and hunting is how a second return happens.

Seeing everything that has been said

Open **Review history** for the complete record of your own dossier: every round, every decision, every comment addressed to you, with dates. You will not see reviewers' private notes or their names — you see the office that decided, not the officer.

CHAPTER THREE

The Department Chair

The first desk, and the one every returned dossier comes back to. You rule on each item individually, so the next stage knows not merely that you were satisfied but what you were satisfied about.

For **Department Chairs** — and the foundation for chapters 4 and 6

Your queue

Open **Reviews**. Only dossiers from your own department, at your own stage, appear here.

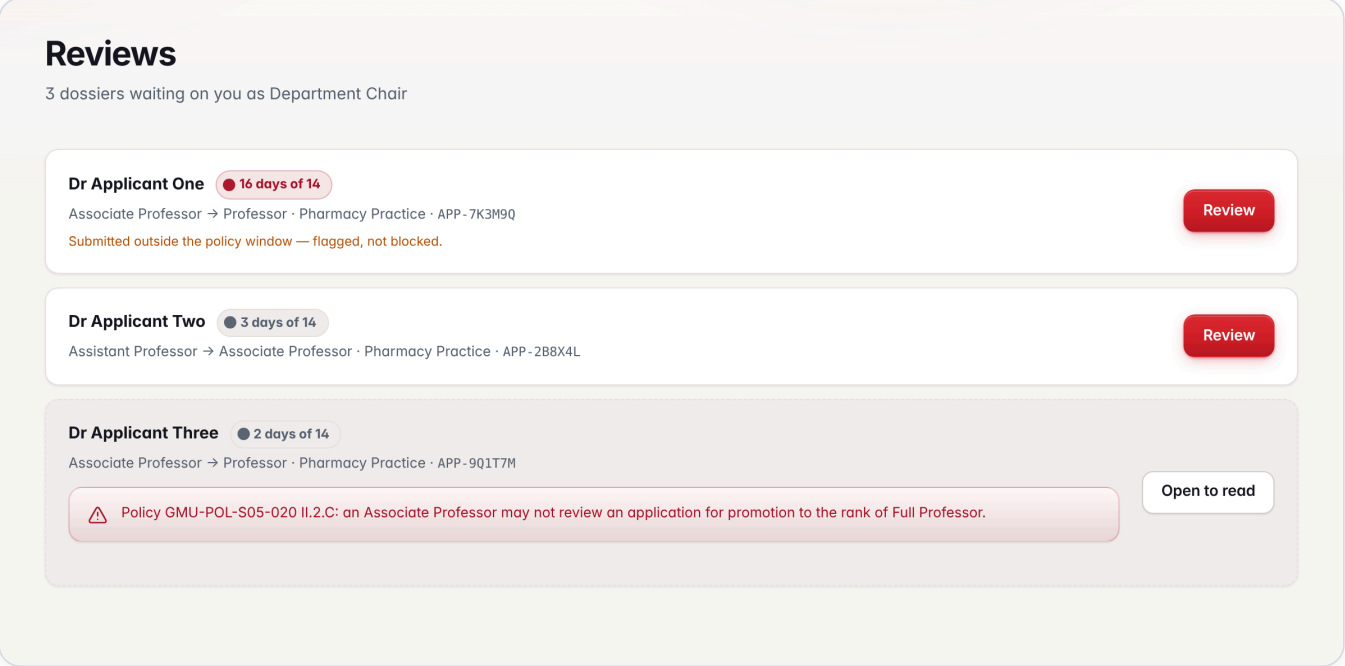


Figure 3.1 — The queue. Each card shows the promotion sought, how long it has waited against the fourteen-day service standard, and any flag the system wants you to see before you open it.

A CARD YOU CANNOT ACT ON

Some dossiers appear but refuse to open for decision, naming the reason: it is your own application, or the rank sought is above your own. You may read it; you may not rule on it.

Reading a dossier

Press **Review**. The dossier opens as a single page: the candidate's particulars, the two eligibility dates, the publication ledger, the checklist, and your decision at the foot.

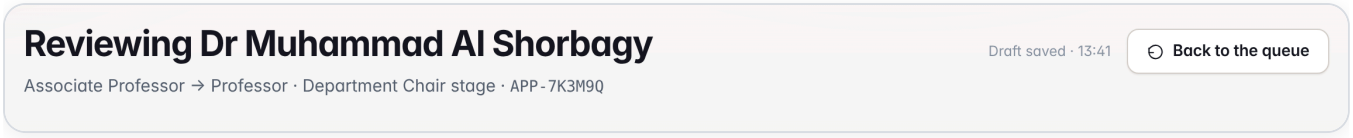


Figure 3.2 — The heading names the candidate, the promotion sought and your stage.

Ruling on an item

Each checklist item carries one verdict and two comment fields. The distinction between the two fields is the most important thing on the screen.

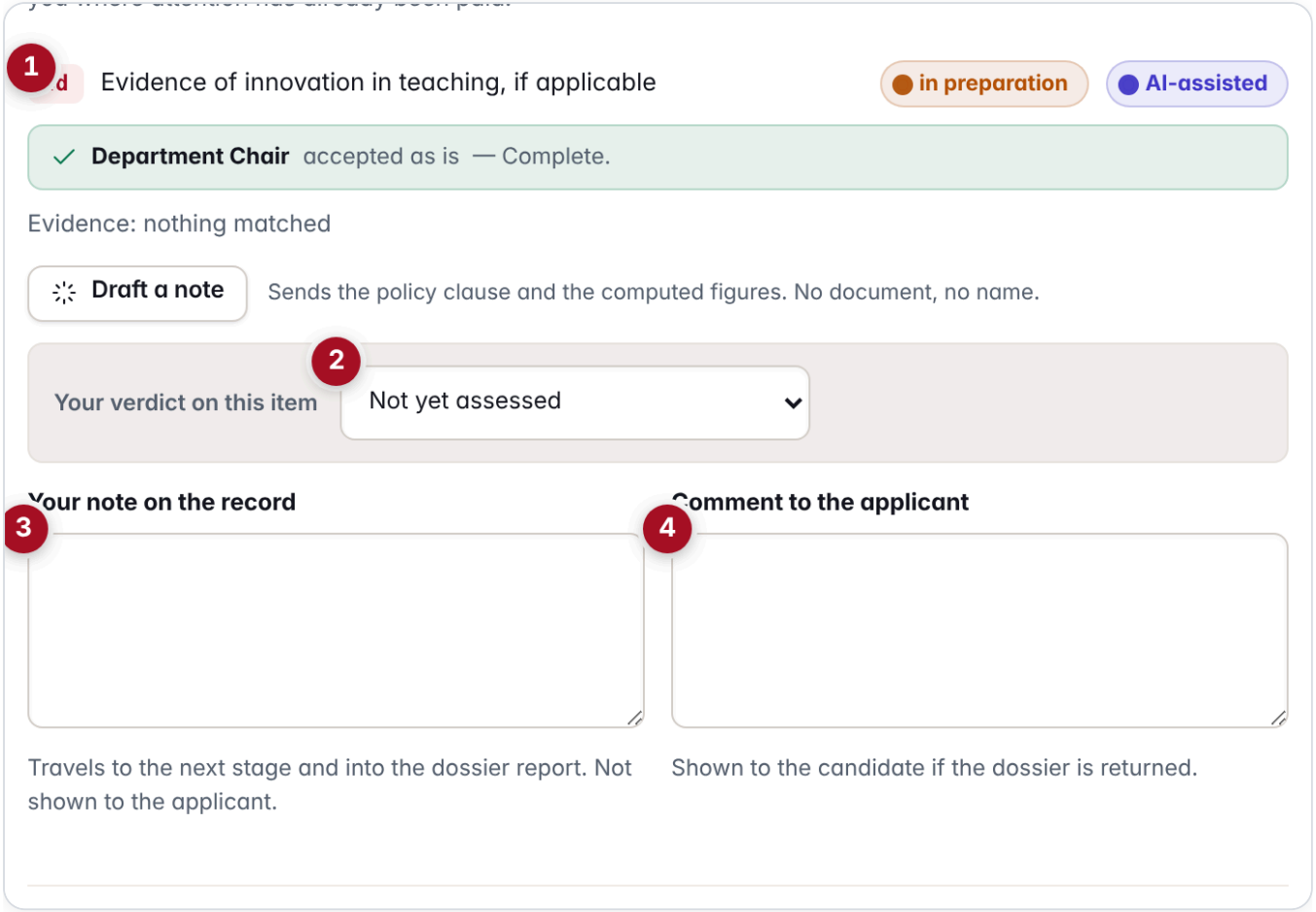


Figure 3.3 — One item, in full.

1. **The item** with the candidate's certified status and the evidence file matched to it.
2. **Your verdict.** Accepted as is, needs minor revision, or needs extensive revision.
3. **Your note on the record.** Travels to the next stage and into the report. **Never shown to the candidate.**
4. **Comment to the applicant.** What the candidate reads if the dossier is returned.

THE TWO FIELDS ARE A PRIVACY BOUNDARY

They exist so you can tell the Dean something without telling the candidate. Anything you put in **Comment to the applicant** will be read by them; anything in **your note on the record** never will. Decide which one you are writing in before you start typing.

When a comment is required

IF YOUR VERDICT IS	THEN A COMMENT IS
Accepted as is	Optional. An item you are content with needs no explanation.
Needs minor revision	**Required** — in either field.
Needs extensive revision	**Required** — in either field.

The rule is enforced when you publish, not as you type: a half-finished review is a normal state and being nagged through it is not help. At the point of recording a decision, an item marked for revision with nothing said about it is refused by name.

AI assistance

The system can draft a note for some items using Google's Gemini. It is a drafting aid and nothing more: nothing is sent anywhere until you press the button on that item, and nothing is recorded until you accept the draft.

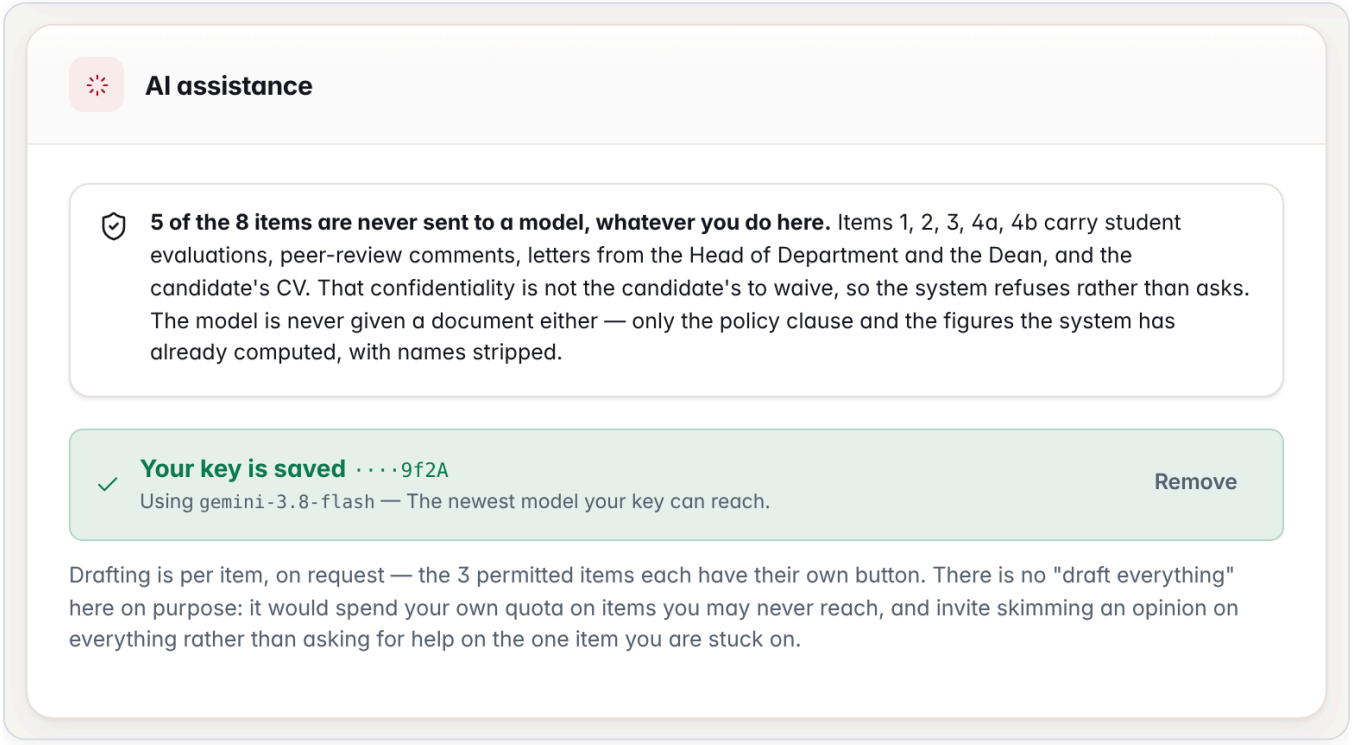


Figure 3.4 — AI assistance. The key is held against **your own address** and used only on your own reviews.

TIER	WHAT IS SENT	WHICH ITEMS
Tier 1	Figures the system computed, with no names and no documents.	Arithmetic checks
Tier 2	The policy clause and the computed figures, stripped of the candidate's name, email and byline.	Most judgement items
Tier 3	**Nothing. Ever.** These items are never sent to any model.	The CV and all third-party content

Setting up your key

The panel walks you through it in three steps. Create a free Gemini API key on a **personal Google account**, not your university one — the free tier is not offered on Google Workspace accounts, so an @gmu.ac.ae address is refused at Google's end with an error that explains nothing. Paste the key into the panel. It is checked against Google before it is stored, so you find out at once rather than halfway through a review, and it is never shown back to you: only the last four characters, so you can tell which key the system holds.

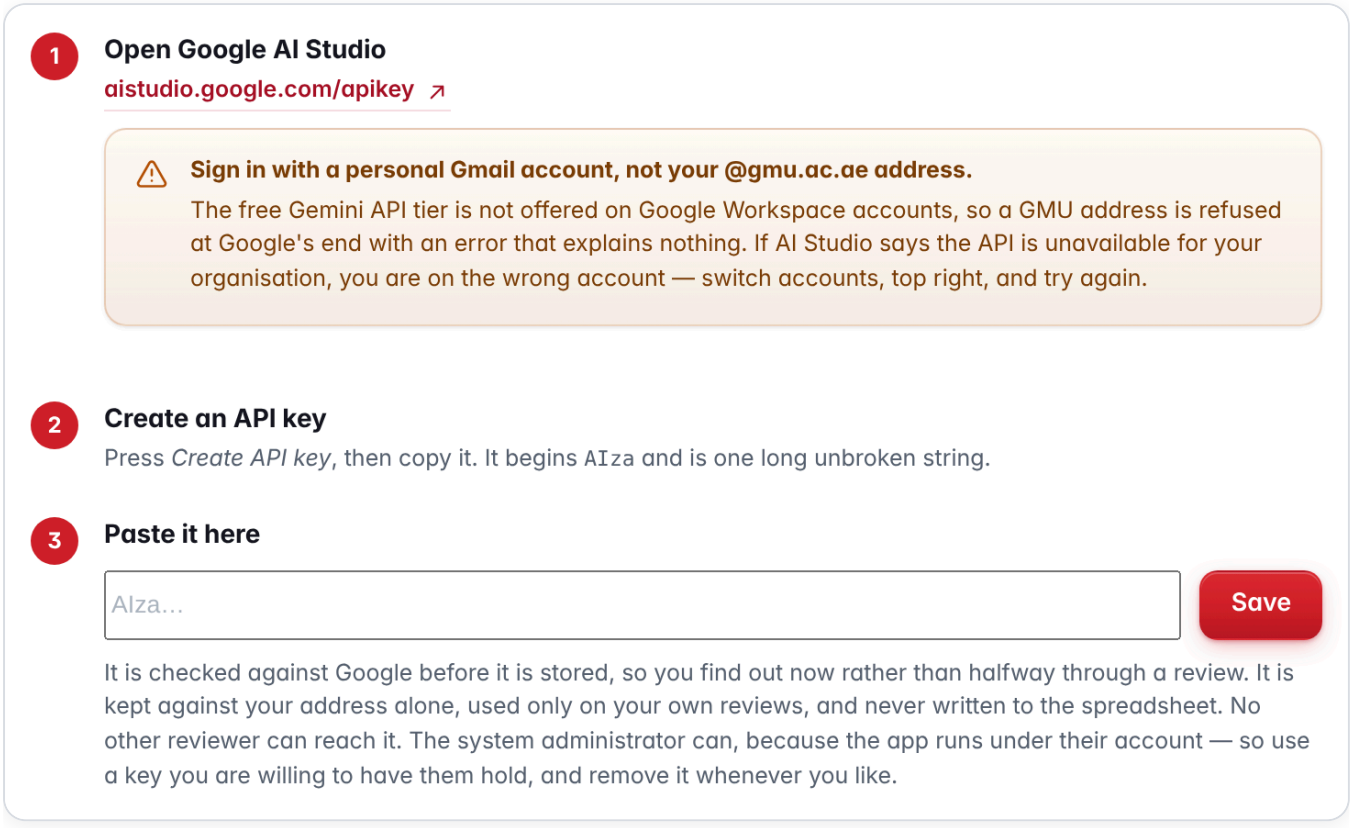


Figure 3.5 — The three steps, and what the system does with the key once it has it.

WHO CAN AND CANNOT SEE YOUR KEY

Your key is held against your address alone, is used only on your own reviews, and is never written to the spreadsheet. **No other reviewer can reach it.** The system administrator can, because the web application runs under their account — that is what keeps the promotion database itself private, and on that footing no store exists that the owner of the script cannot read.

So the honest statement, which the screen itself makes: use a key you are willing to have the administrator hold, and remove it whenever you like. AI assistance is optional throughout. Nothing in the workflow requires it, and a reviewer who never sets up a key loses no function — DOI lookup and author-position detection are not AI features and work regardless.

Saving and finishing later

Everything you type saves as you work. **Save and finish later** confirms it and returns you to the queue; the dossier stays yours and nothing is published. The banner at the top of a resumed review tells you when you last touched it and how much is already written.

Approving or returning

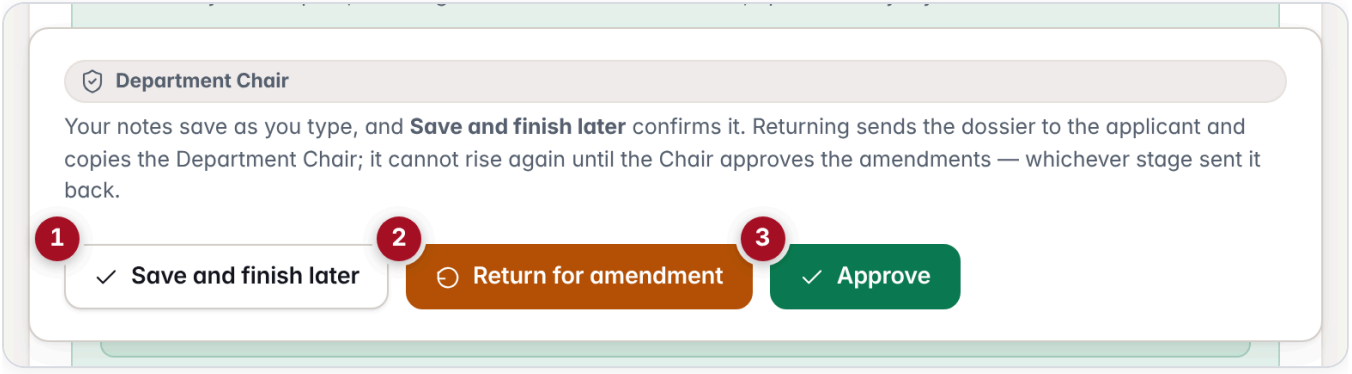


Figure 3.6 — The decision bar, at the foot of the dossier.

1. **Save and finish later** — confirms everything is stored and returns you to the queue. Nothing is published and the dossier stays yours.
2. **Return for amendment** — sends it to the candidate. Requires an overall note.
3. **Approve** — sends it up the ladder. Permanent.

1. **Write the overall note.**
   Required on a return — a dossier sent back without a reason tells the candidate nothing.

2. **Declare any conflict of interest.**
   Co-authorship is flagged and recorded; it never blocks you from reviewing.

3. **Press Approve or Return for amendment.**
   You are shown a summary of every item you marked for revision before it is published.

> **A PUBLISHED DECISION IS PERMANENT**
>
> It becomes part of the record and cannot be edited. If you need to change something after publishing, the dossier has already moved — speak to the Dean.

What happens next

YOU CHOSE	AND THE DOSSIER
Approve	Moves up to the College Promotion Committee.
Return	Goes back to the candidate, who must answer every point you flagged before they can resubmit. It returns to you first.

CHAPTER FOUR

The Committee Member

The College Promotion Committee reads what the department has already approved. Your screen is the Chair's screen — chapter 3 applies in full — with four differences that matter.

For members of the **College Promotion Committee**

One: the committee is not department-scoped

A Chair sees only their own department. You see any dossier that has reached the committee stage, whichever department it came from. That is deliberate: the committee is a College body.

Two: the committee speaks once, when both of you have reported

Nothing moves until both members have published a decision. Whichever of you goes first, the dossier stays exactly where it is — your colleague can still open it, read it and rule on it, and the candidate is told nothing. When the second of you finishes, the committee speaks with one voice: if **either** of you returned it, it goes back to the candidate carrying both readings; if you both approved, it goes to the Dean.

This is a change from earlier builds, and it is the reason for it: when the first decision moved the dossier, a member who read it two days later found it already gone, and their reading was discarded. Two members are appointed because two readings are wanted.

> **WHERE YOU STAND IS ON THE CARD**
>
> Your queue marks a dossier that is waiting on a colleague, and the banner at the top of the dossier says how many decisions have been recorded and how many are expected. A dossier you have already ruled on stays visible to you, so you can see what becomes of it.

IF A COLLEAGUE CANNOT REPORT

Waiting for both of you would otherwise let one absence park a promotion indefinitely. The Dean — and only the Dean — can close the committee stage early, with a written reason that is kept in the audit log beside the name of whoever was not waited for. It decides nothing on their behalf: it settles the stage the way those who did report decided it. Ask the Dean's office rather than approving on a colleague's behalf.

And a return carries both of you

When you both return a dossier, the candidate does not receive two separate tasks. Your covering notes are shown separately and numbered; your points are merged into one list, with one answer box per item and each of your comments quoted above it and attributed. An item you both raised is marked as raised by two, and the candidate writes one answer to it.

Next round you will see your colleague's points from the previous round, and the candidate's answer to each, beside your own. That is context, not inheritance — their verdict is never entered as yours, because a verdict is a signature.

Three: you can see what the Chair concluded

Where you have not yet ruled on an item, the system shows you what the earlier desk concluded on that same version, attributed to them. It is context, never inheritance: nothing is filled in for you, your own dropdown stays empty, and the note disappears the moment you rule.

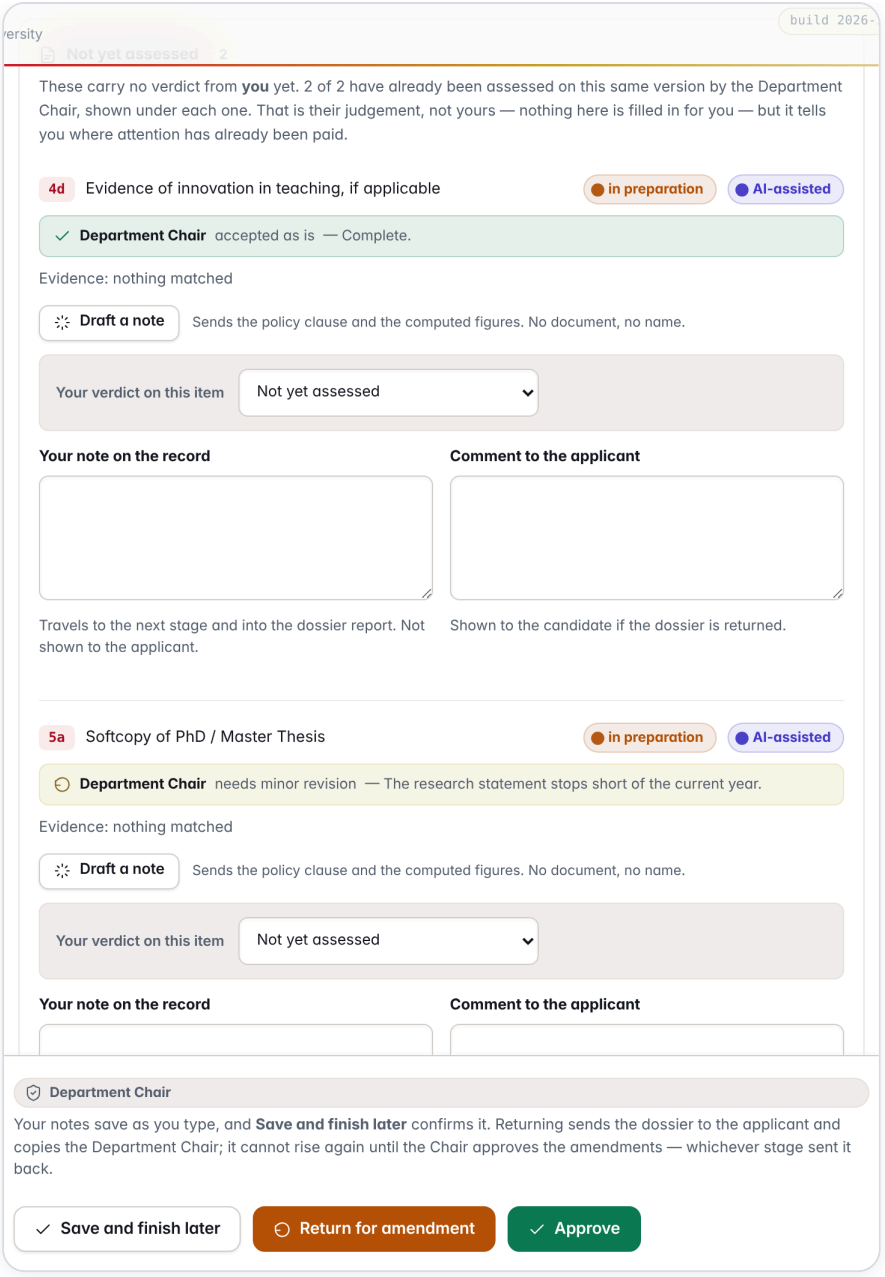


Figure 4.1 — Items you have not ruled on, each carrying what the Department Chair concluded on this same version.

Conflicts of interest

Declare one in the header of the dossier. Co-authorship with the candidate is detected and flagged for you. A declared interest is recorded, printed beside your signature on the decision report, and never prevents you from reviewing — the College's position is that disclosure, not exclusion, is the remedy.

CHAPTER FIVE

Later rounds

A second round is not a blank sheet. Your own judgement carries forward, the page reorders itself around what is left to do, and anything a colleague sent back comes to the top whatever you thought of it last time.

For **every reviewing role** — Chair, Committee and Dean

What carries, and what does not

WHAT	CARRIES FORWARD?
Your own verdicts	Yes, where they still apply.
A colleague's verdicts	Never. Inheriting another reviewer's ruling would be signing their name.
Your comments	No. A comment belongs to the round that made it; carrying it would show the candidate the same remark twice as though freshly written.
The question you asked	Yes — printed beside the candidate's answer, so you can judge the one against the other.

The four bands

On a later round the checklist regroups itself by what is left to do. The first round keeps its policy order untouched.

Needs a second look

Points **you** sent back. The verdict is cleared, because whether the revision is good enough is a new judgement — but your original question rides along beside the candidate's answer.

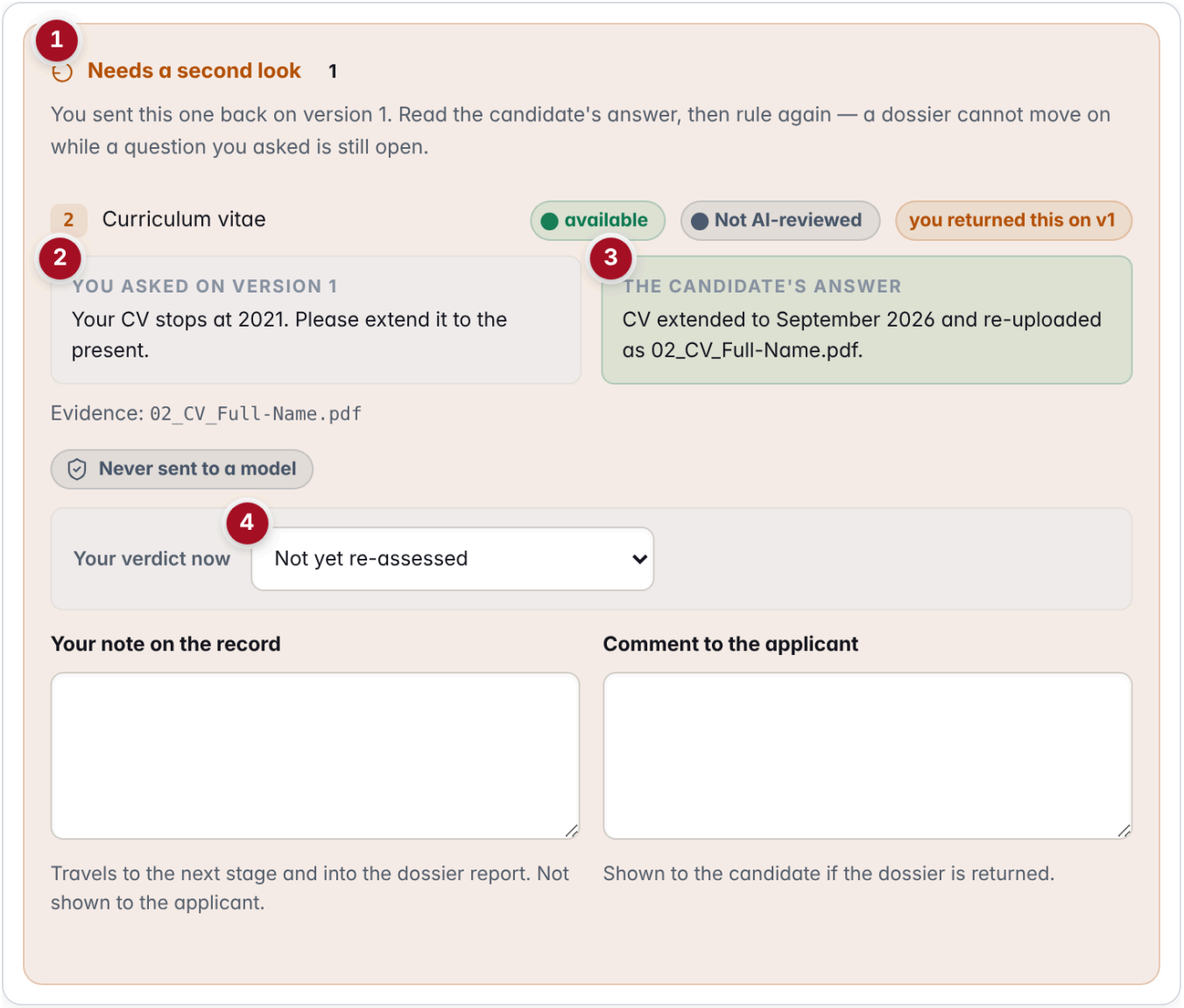


Figure 5.1 — A point you returned, come back for a second look.

1. **The band** gathers everything you sent back last round.
2. **What you asked**, in your own words, on the version you asked it.
3. **What the candidate answered.** Green when answered; red when nothing was recorded.
4. **Your verdict now.** It reads “not yet re-assessed”, because this item *was* assessed — by you, last round.

Sent back by another stage

The rule that catches people out. If the committee returns a dossier over an item you had **accepted**, that item comes back to you with its verdict cleared. Your acceptance was of the earlier document, before the objection and before the candidate's answer to it — carrying it forward would pass a revision up the chain that nobody had read.

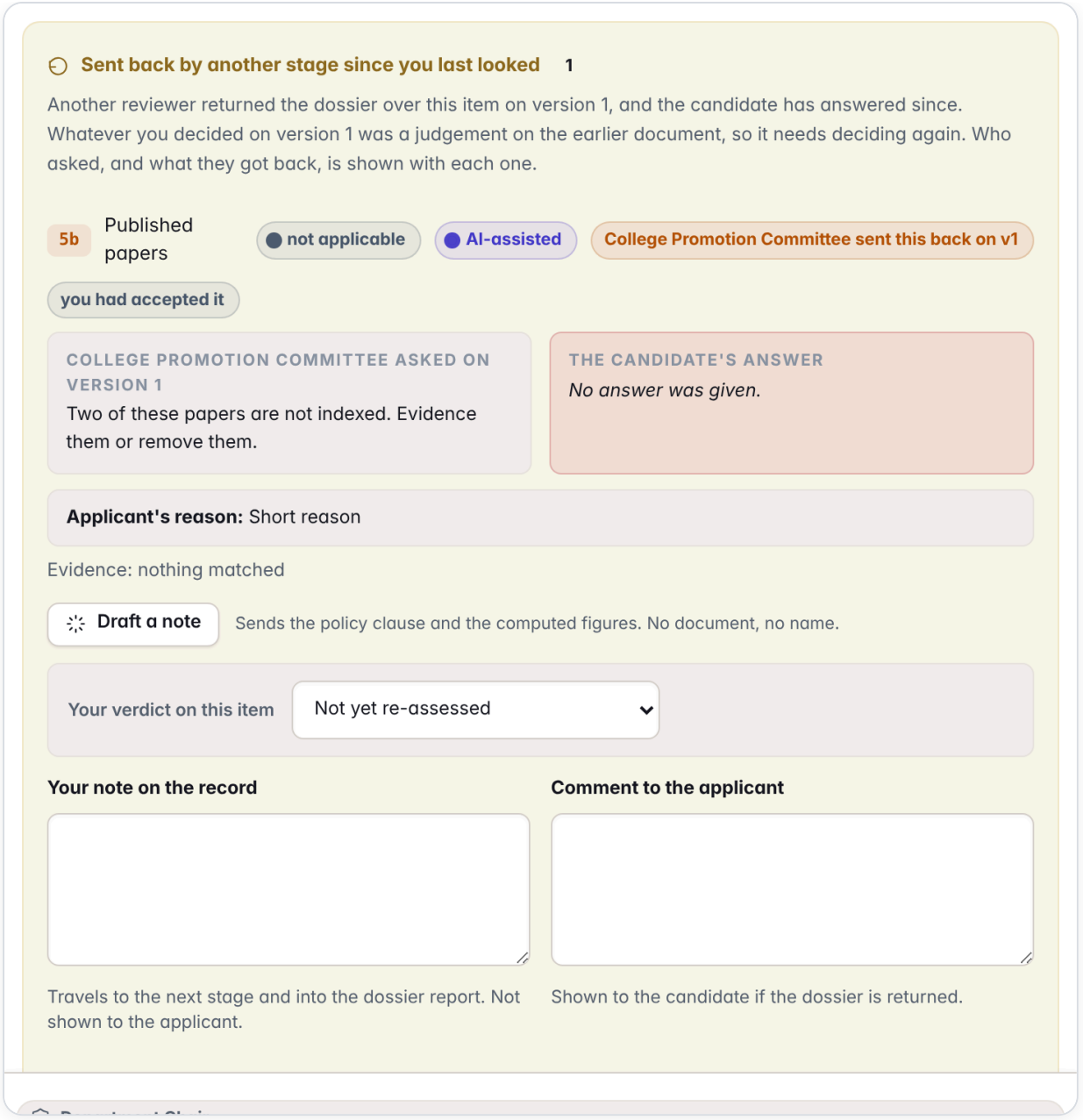


Figure 5.2 — An item reopened by another desk, naming who raised it and showing what they asked.

Accepted before, but changed since

You accepted the item and the candidate has edited it since. An acceptance is of a document, not of a title, so it does not survive a change to the thing accepted.

Settled on the earlier version

Accepted, and nobody has disturbed it. Your verdict stands. These fold away in green, and you need not open them unless you want to revisit one.



Figure 5.3 — Items settled on the earlier version, folded away.

YOU CANNOT PUBLISH WHILE A QUESTION IS OPEN

Having asked for a revision, you must say whether you got one. The system refuses to record your decision while any carried point still has no verdict this round, and names the items.

The history, on the dossier itself

Every dossier carries a fold at the top opening onto its complete correspondence — every round, every decision, every point and answer, with dates.



Figure 5.4 — Opens on demand, so it costs nothing on the screens where you do not want it.

IF THE WHOLE SHEET READS AS UNASSESSED

A banner at the top will say why, in plain words — most often that this desk has no published review on an earlier version, so there is nothing of yours to carry. It also names any version nobody reviewed.

CHAPTER SIX

The Dean

The final decision, and the only view of the whole College. Your review screen is the one described in chapter 3; this chapter covers what is yours alone — the complete record, and the report that carries the signatures.

For the **Dean** of the College

Deciding

A dossier reaches you having been approved by the department and by **both** members of the College Promotion Committee. One approval is not enough to put it in front of you: the committee stage stays open until the second member has reported, and if either of them returns it, it goes to the candidate instead of to you. Your approval ends the process and the dossier becomes **Approved**; your return sends it to the candidate, and it climbs from the Chair again.

What everyone before you concluded

Your review screen is the one described in chapter 3, with one difference that matters on the two date fields — the date of appointment to the current rank, and the date of joining the University — because eligibility turns on them and on the overlap between them.

Each of those fields carries every earlier verdict on it, **named**. You see which desk ruled, which person it was and at what address, what they decided, and anything they wrote. Where two committee members disagreed, you see both, so a dissent is visible rather than averaged away. Above them sits the evidence the date rests on — the HR letter, the CV — each a link that opens the file in Drive, so the date can be checked against the document without leaving the screen.

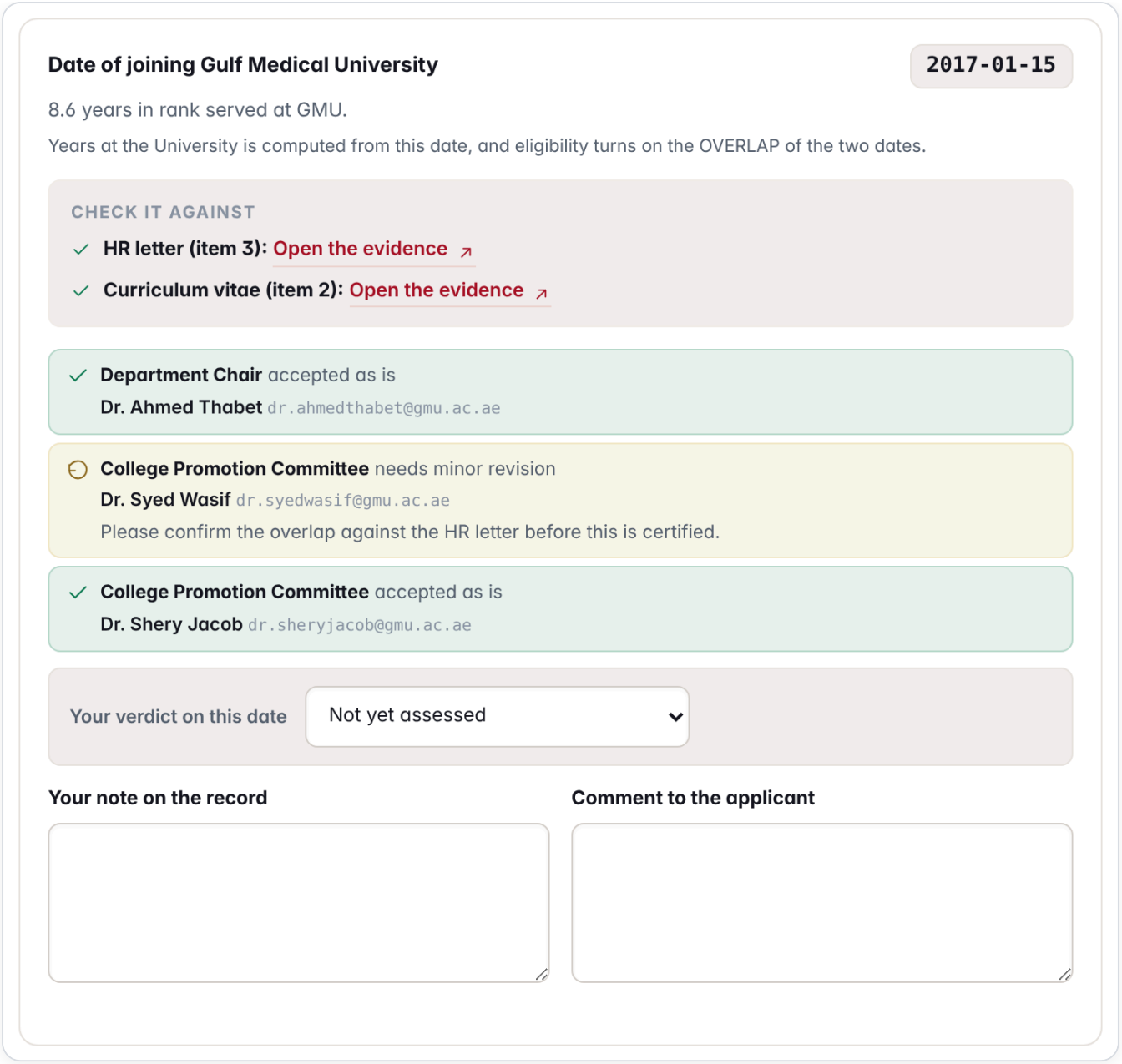


Figure 6.1 — A date field as the Dean sees it: the evidence to check it against, then every earlier verdict with the name and address of whoever gave it. The committee is not unanimous here, and the screen says so.

The review history

Open **Review history** for every dossier in the College that has left draft — in flight as well as decided. The point is being able to look mid-process, not only afterwards.

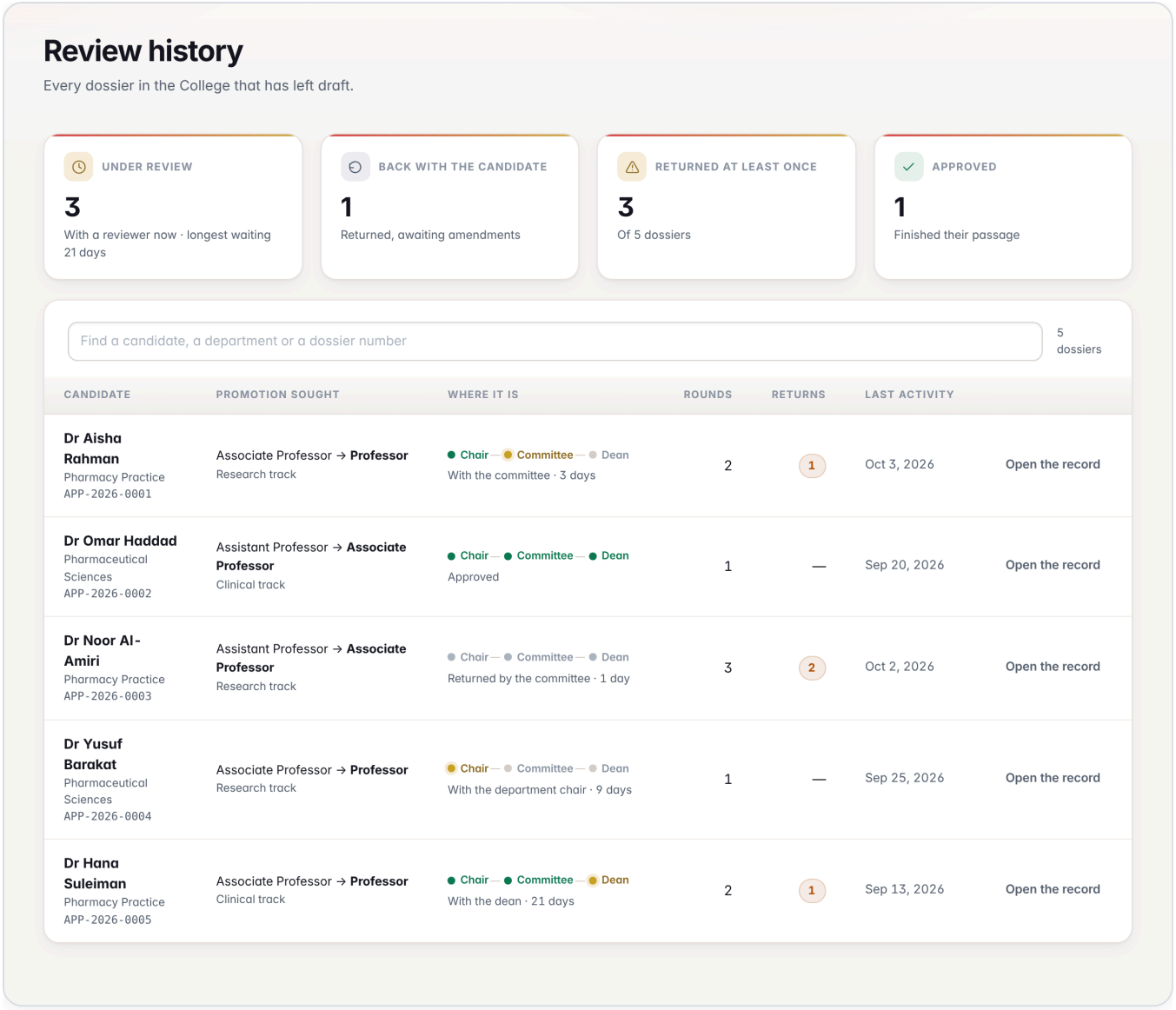


Figure 6.2 — The College's dossiers. The four tiles count what is under review, what has gone back to candidates, what has been returned at least once, and what has been approved.

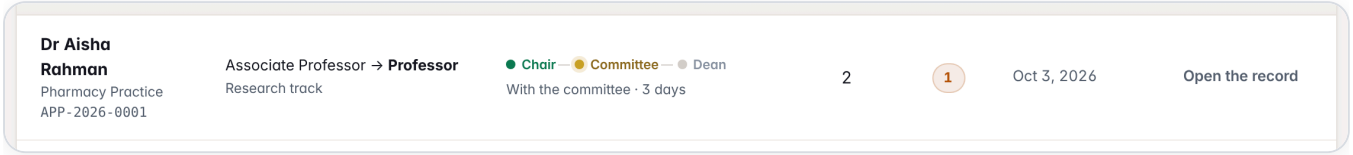


Figure 6.3 — Each row shows where the dossier sits on the ladder, how many rounds it has taken, how many times it has been returned, and how long it has been waiting.

One dossier's record

Open a record and the whole correspondence reads as a story, newest version at the foot: who decided what and when, each point with the comment and the candidate's answer paired side by side, and private notes marked in crimson as not shown to the candidate.

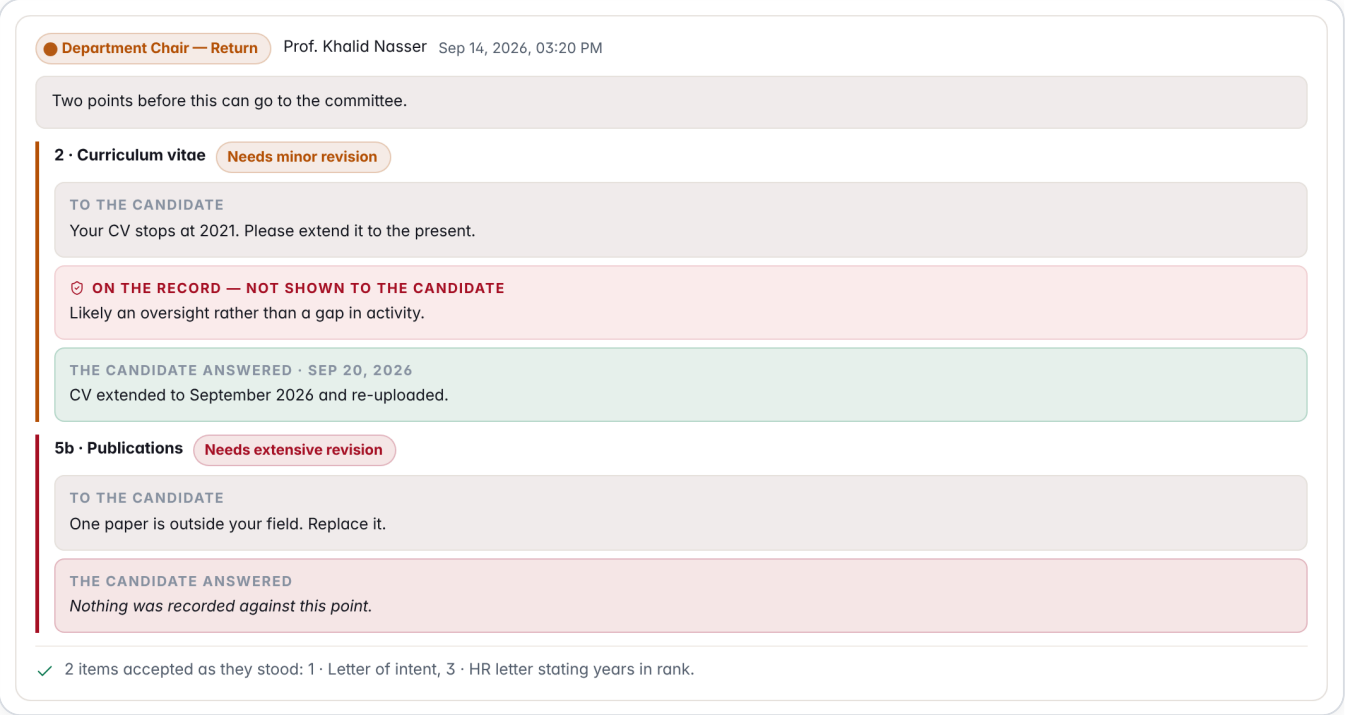


Figure 6.4 — One decision in the record. A review still in progress is named but never quoted — nothing unpublished is shown.

The header of a record

Three controls sit beside the candidate's name, and which of them appear depends on where the dossier is.

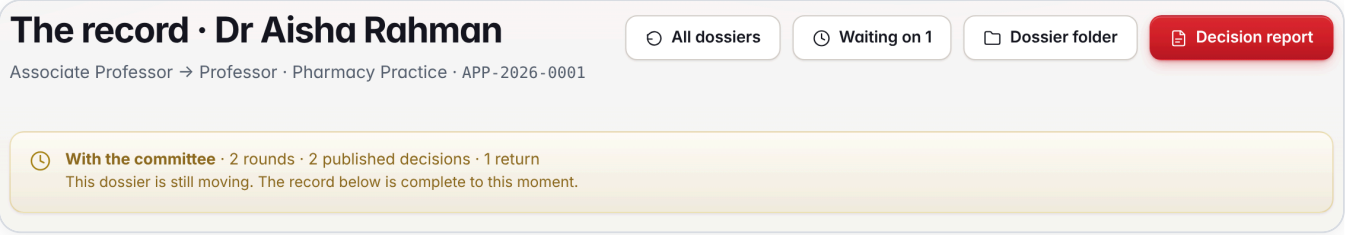


Figure 6.5 — The record header. *Waiting on 1* appears only while a stage is short of a reviewer, and only for you.

CONTROL	WHAT IT DOES
Dossier folder	Opens the candidate's Drive folder in a new tab. It is here at every point in the cycle **and after final approval**, so the evidence behind a decision can be reached from the decision itself, years later, without hunting for an old email.
Waiting on *N*	Appears when a stage has not heard from every reviewer assigned to it. Yours alone — no one else sees it.
Decision report	The signed sheet and its supporting record, described below.

When a reviewer does not report

A stage waits for everyone assigned to it, which is right until one of them is on leave and a candidate's promotion is sitting behind them. **Waiting on *N*** closes that stage without them.

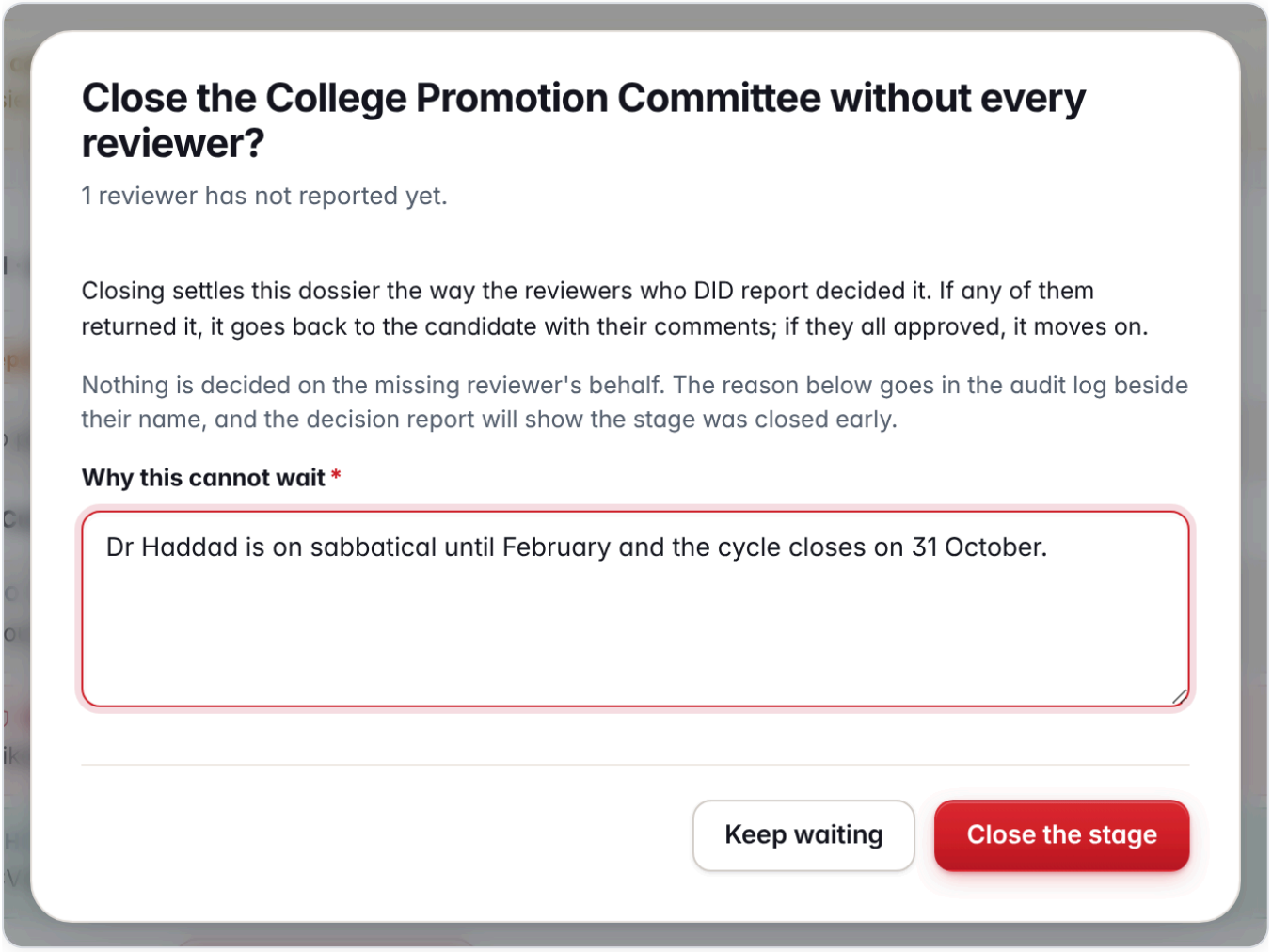


Figure 6.6 — Closing a stage early. The reason is required, and is kept in the audit log beside the name of whoever was not waited for.

It decides nothing on the absent reviewer's behalf. The dossier is settled **the way the reviewers who did report decided it**: if any of them returned it, it goes back to the candidate carrying their comments; if they all approved, it moves on. The system refuses in two cases — when the stage is already complete, because there is nothing to close, and when **nobody** at that stage has reported, because closing then would advance a dossier no one had read.

> **USE IT SPARINGLY, AND SAY WHY PROPERLY**
>
> The reason must be a sentence, not a word; the system refuses anything shorter than fifteen characters. It prints nowhere the candidate can see it, but it is permanent, it names the reviewer who was passed over, and the committee member concerned can read it in the record. “Dr X is on sabbatical until February and the cycle closes on 31 October” is a reason. “Late” is not.

The decision report

From any record, press **Decision report**. It is two documents on one page, and it prints in colour.

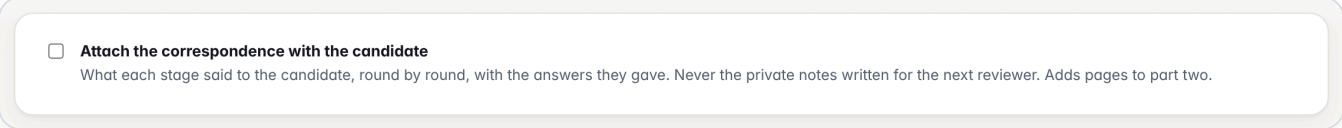
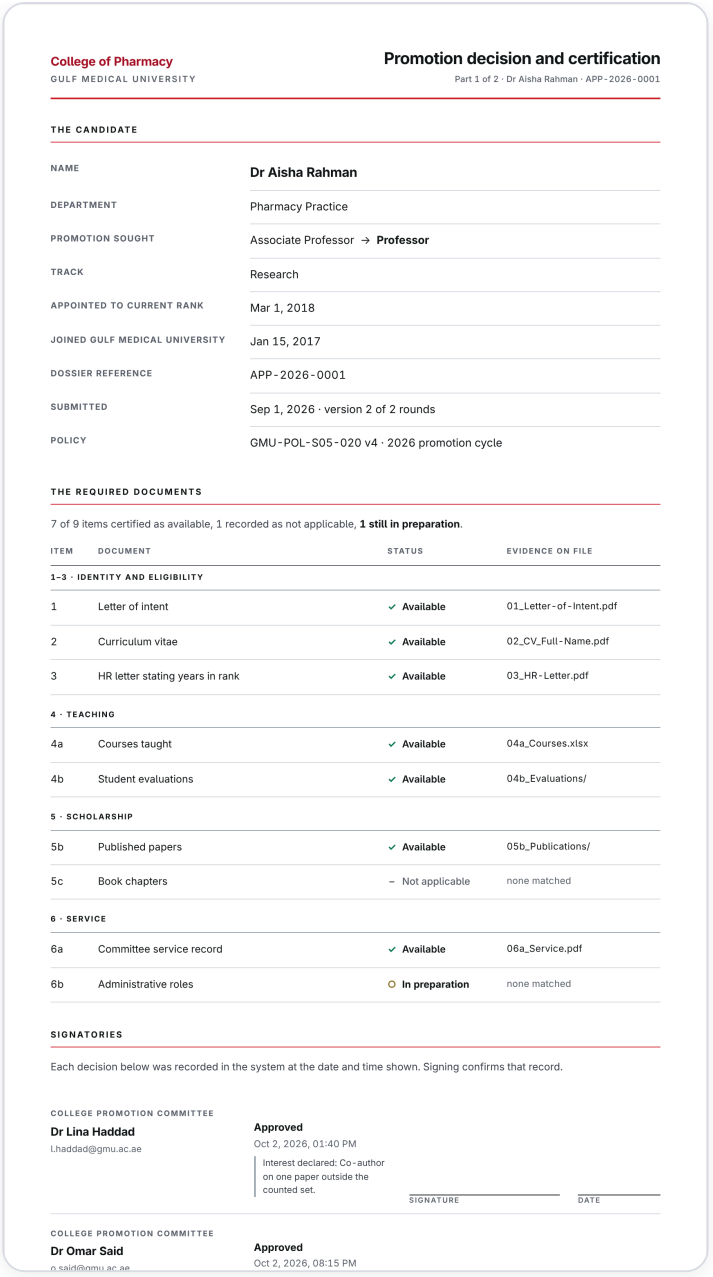


Figure 6.7 — Before printing, choose whether to attach the correspondence with the candidate. It is off by default.

Part one — the sheet that is signed

The candidate's particulars, every checklist item with the status it was certified at, and the signatories.



College of Pharmacy
GULF MEDICAL UNIVERSITY

Promotion decision and certification
Part 1 of 2 · Dr Aisha Rahman · APP-2026-0001

THE CANDIDATE

NAME	**Dr Aisha Rahman**
DEPARTMENT	Pharmacy Practice
PROMOTION SOUGHT	Associate Professor → **Professor**
TRACK	Research
APPOINTED TO CURRENT RANK	Mar 1, 2018
JOINED GULF MEDICAL UNIVERSITY	Jan 15, 2017
DOSSIER REFERENCE	APP-2026-0001
SUBMITTED	Sep 1, 2026 · version 2 of 2 rounds
POLICY	GMU-POL-S05-020 v4 · 2026 promotion cycle

THE REQUIRED DOCUMENTS

7 of 9 items certified as available, 1 recorded as not applicable, **1 still in preparation**.

ITEM	DOCUMENT	STATUS	EVIDENCE ON FILE
1–3 · IDENTITY AND ELIGIBILITY			
1	Letter of intent	✓ **Available**	01_Letter-of-Intent.pdf
2	Curriculum vitae	✓ **Available**	02_CV_Full-Name.pdf
3	HR letter stating years in rank	✓ **Available**	03_HR-Letter.pdf
4 · TEACHING			
4a	Courses taught	✓ **Available**	04a_Courses.xlsx
4b	Student evaluations	✓ **Available**	04b_Evaluations/
5 · SCHOLARSHIP			
5b	Published papers	✓ **Available**	05b_Publications/
5c	Book chapters	– Not applicable	none matched
6 · SERVICE			
6a	Committee service record	✓ **Available**	06a_Service.pdf
6b	Administrative roles	○ **In preparation**	none matched

SIGNATORIES

Each decision below was recorded in the system at the date and time shown. Signing confirms that record.

COLLEGE PROMOTION COMMITTEE
Dr Lina Haddad
l.haddad@gmu.ac.ae

Approved
Oct 2, 2026, 01:40 PM
Interest declared: Co-author on one paper outside the counted set.

SIGNATURE DATE

COLLEGE PROMOTION COMMITTEE
Dr Omar Said
o.said@gmu.ac.ae

Approved
Oct 2, 2026, 08:15 PM

Figure 6.8 — Part one.

The signatories

Three lines: the two College Promotion Committee members, and you. Each carries what the system holds — name, address, decision and the moment it was recorded, none of it typed by hand — with a ruled line beside it for a wet signature. Signing confirms a decision already on the record.

The Department Chair does **not** sign. The Chair's reading is a departmental screening that decides whether a dossier goes forward at all, and it is recorded in full in part two and in the record; the sheet that is signed carries the College's decision, which is the committee's and yours.

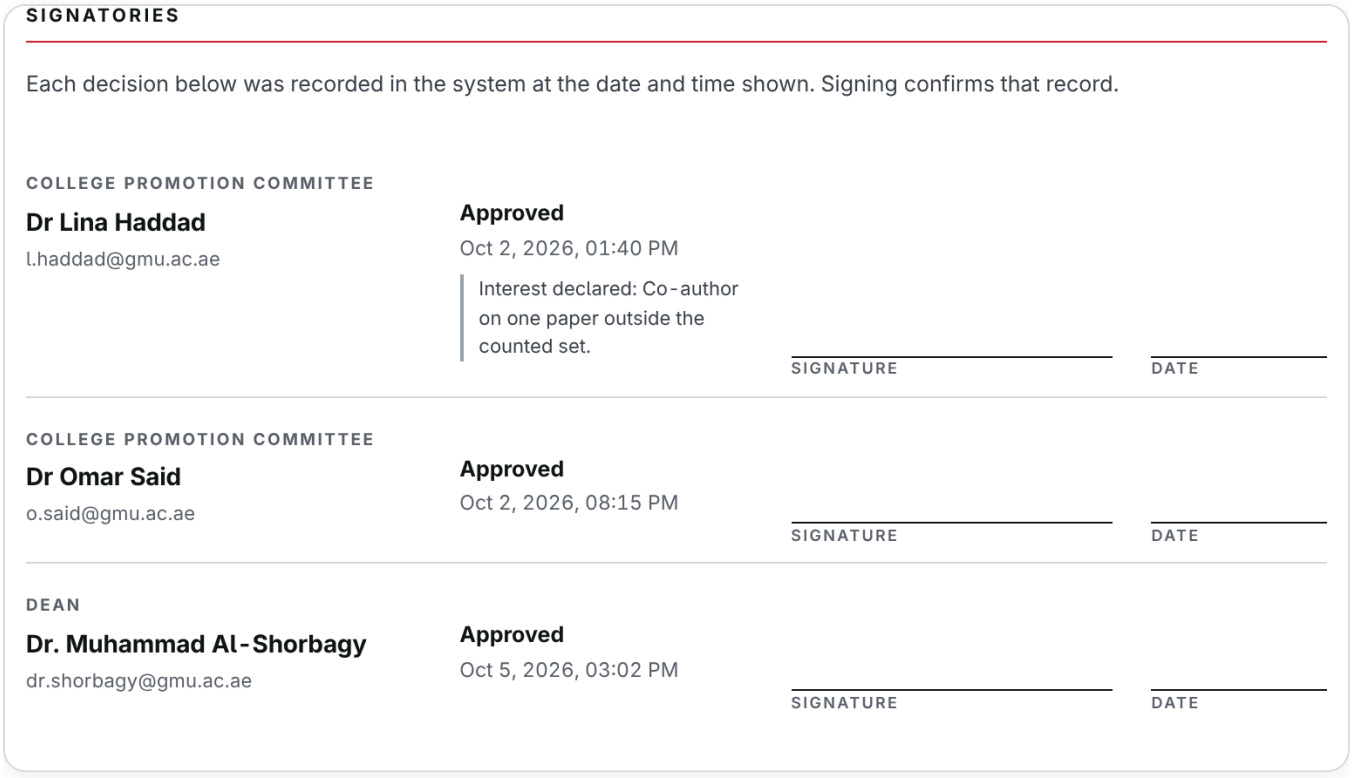


Figure 6.9 — The signature block. Only the final round is signed; a declared conflict of interest prints beside the signature it belongs to.

Part two — the supporting record

On its own sheet, and nobody signs it: the publication ledger with the clause behind every exclusion, the policy findings, and the correspondence if you attached it.

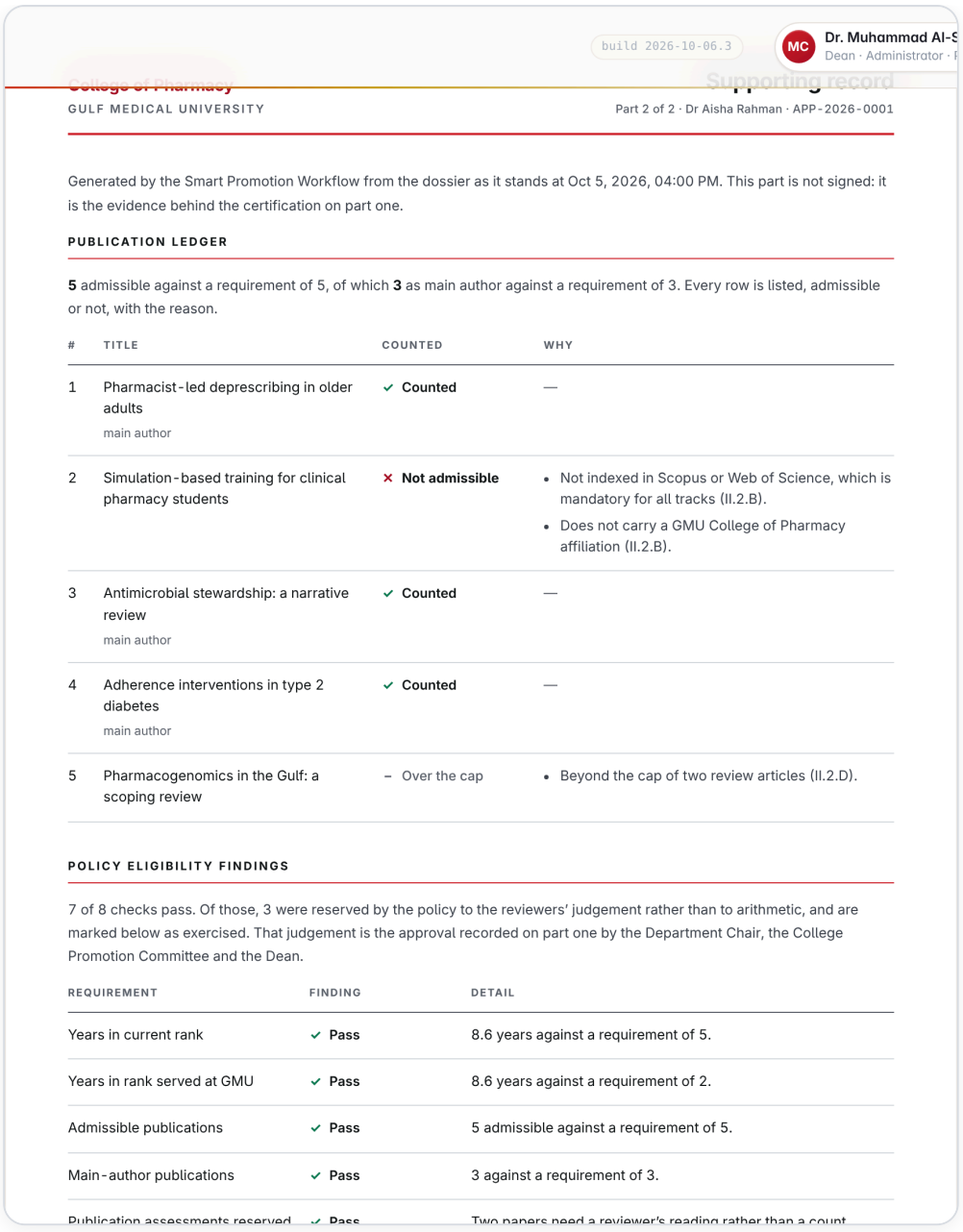


Figure 6.10 — Part two.

PRINTING

Press **Print**. In the browser's dialog choose **A4**, **Colour**, and tick **Background graphics** under More settings. The sheet is designed to read identically in greyscale, so a black-and-white printer loses nothing but the crimson.

A RESERVED JUDGEMENT, ONCE EXERCISED

Some policy requirements cannot be settled by arithmetic — the weight of an educational portfolio, the sufficiency of community service. While a dossier is in flight these read as reserved to the reviewers. Once you approve, they read as **passed**, with a note saying the approvals on part one are that judgement.

PRINTING BEFORE A DECISION

You can print the sheet before approving — a committee about to sit will want it in front of them. It prints a **DRAFT** stamp and names where the dossier actually is, so it cannot be mistaken for a record.

CHAPTER SEVEN

The Administrator

Running the machine. Note what is **not** here: an administrator cannot read a confidential dossier or decide anything. Running the system and holding academic office are different things, and the Dean's view is reached by holding the Dean's role.

For the **system owner**

People and roles

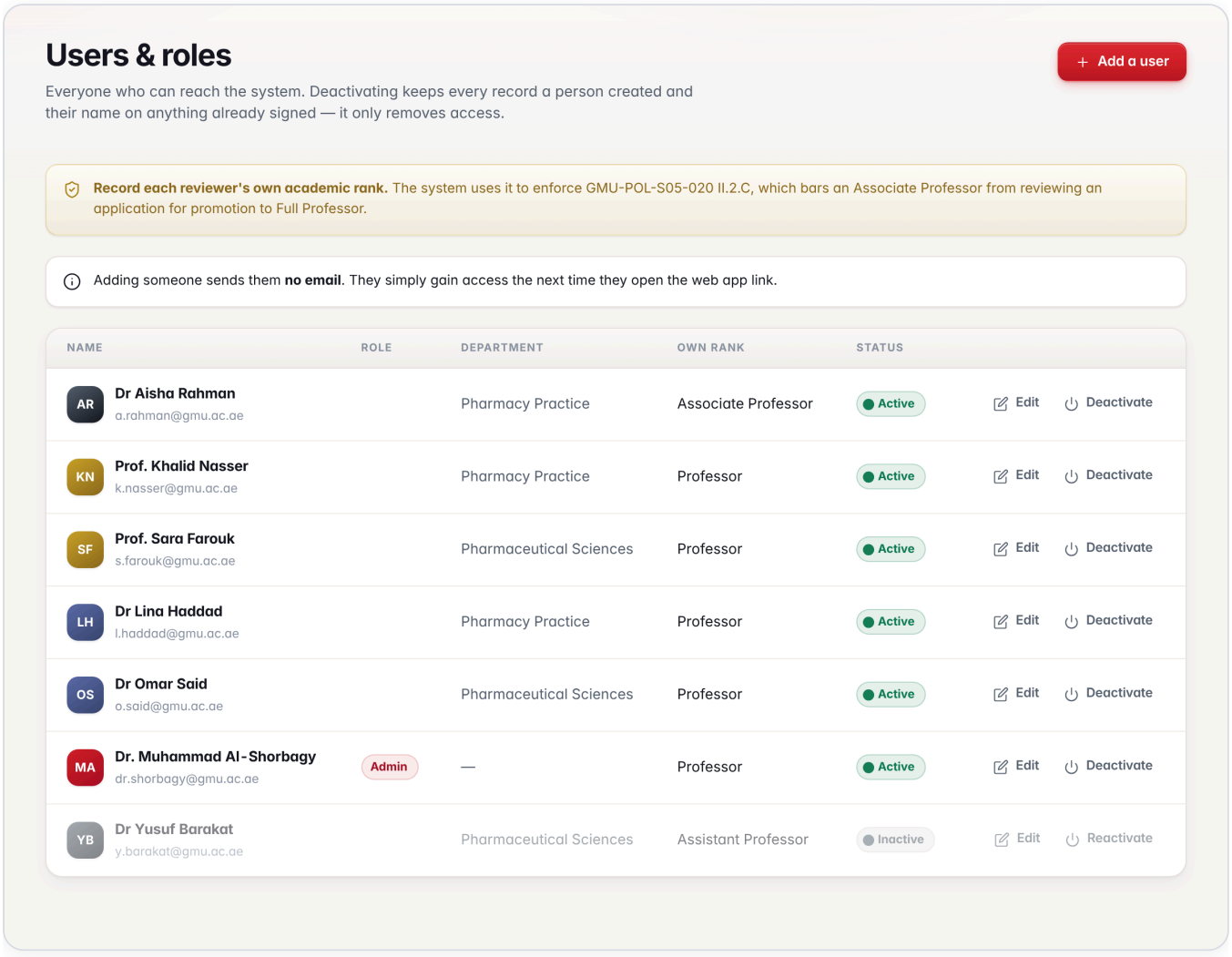


Figure 7.1 — Each person holds exactly one role. Deactivating someone keeps their history intact while removing their access.

1. **Add the person**
   with their @gmu.ac.ae address, full name and department.

2. **Give them one role.**
   Applicant, Department Chair, Committee Member or Dean.

3. **Set their own rank**
   — the system uses it to stop anyone reviewing a promotion to a rank above their own.

> **ADDING SOMEBODY SENDS NO EMAIL**
>
> Deliberately. You decide when and how people are told, so a half-built system cannot invite anyone into it.

Cycles

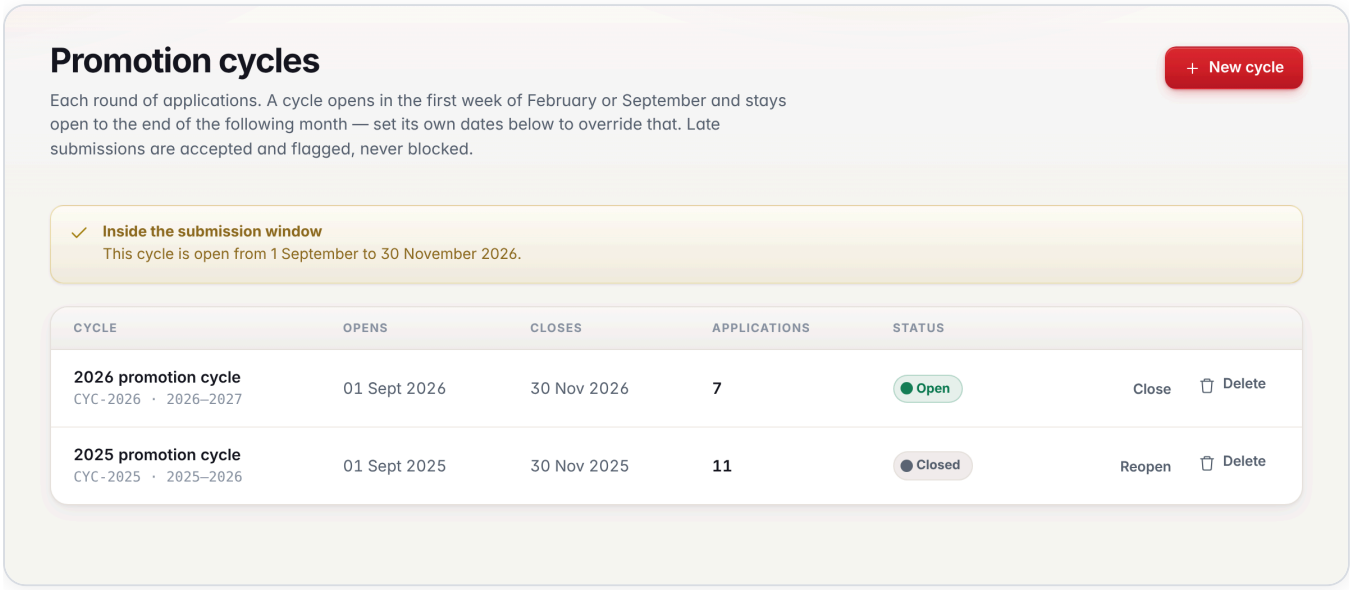


Figure 7.2 — Each year's round, with the dates it accepts work between. Here the 2026 cycle has been given its own closing date of 30 November, which overrides the two-month pattern — and the banner above reports the cycle's dates, not the pattern's.

When a cycle accepts work

Give a cycle an **opens on** and a **closes on** date and those dates decide, full stop. Leave them blank and the system falls back to the policy pattern: the window opens on the first of the month the cycle launched in and runs to the end of the following month, so a September cycle closes on 31 October.

SETTING	WHAT IT DOES
window.openMonths	The months a cycle opens in, as numbers. **2,9** is February and September.
window.spanMonths	How many calendar months the window covers, counting the opening month. **2** gives 1 September to 31 October.
window.enforcement	**warn** accepts a late dossier and flags it; **block** refuses it. Warn is the standing decision — blocking tends to produce submissions by email, which defeats the point of having the system.

BLANKING A SETTING DOES NOT CLEAR IT

An empty value reads as *not set*, and the system falls back to its built-in default. To turn the window off entirely, put a word rather than a month number in **window.openMonths**; nothing is then ever flagged as late.

AFTER CHANGING A WINDOW SETTING, RECONCILE THE FLAGS

Whether a dossier was late is decided when it is submitted and **stored on the application** — and the Chair, the committee and the decision report all read the stored answer, not the rule. Change the dates and every dossier already in flight keeps the old verdict. `reconcileWindowFlags()` in the Apps Script editor re-asks the question of every dossier against its own cycle — a submitted one on the day it was sent, a draft on today — corrects only what changed, and prints what it did. It is safe to run as often as you like.

Settings

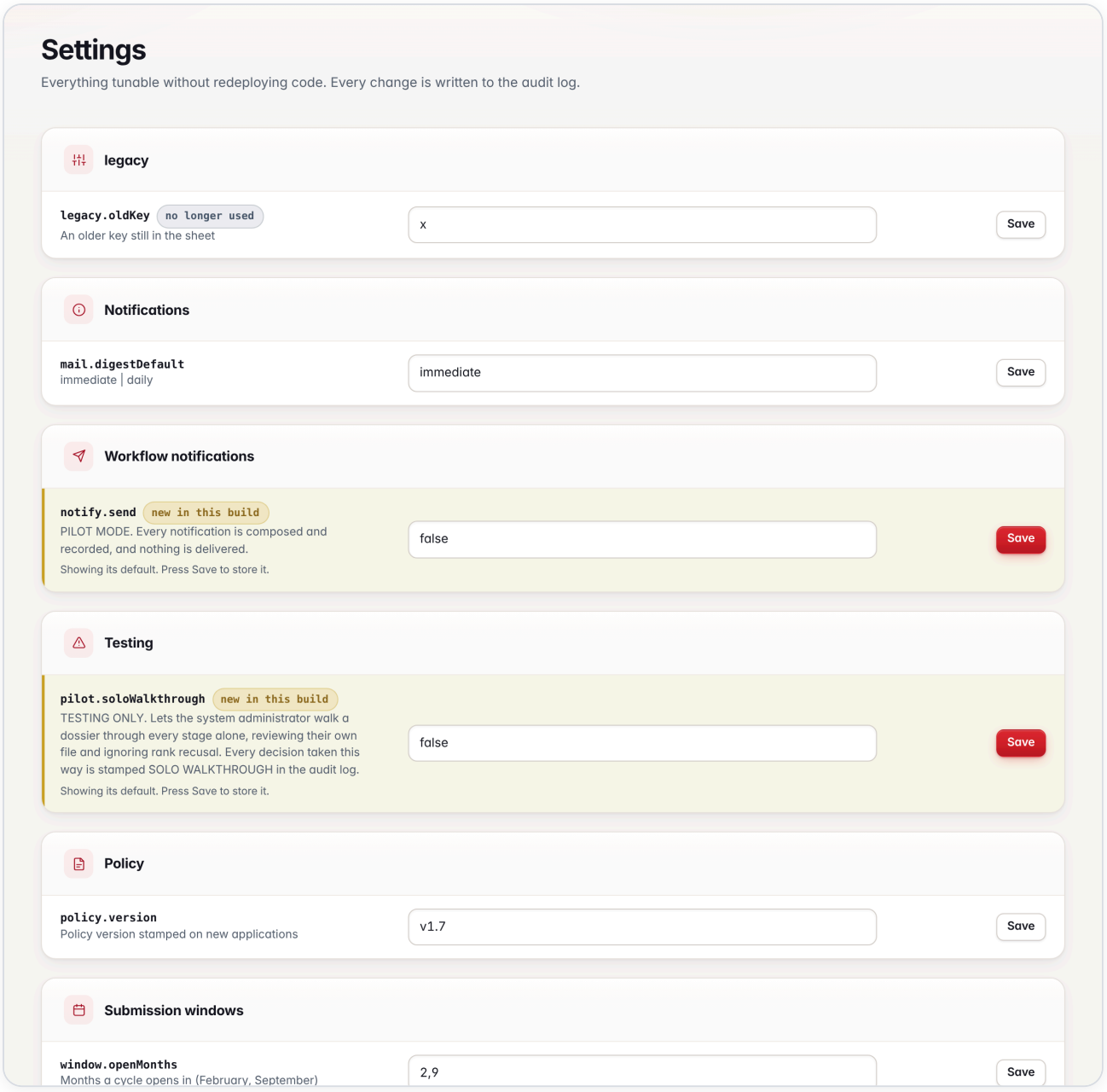


Figure 7.3 — How the system behaves, including the three window settings. Settings never yet changed are marked, so you can see what is a default and what is a decision.

SETTING	WHAT IT DOES
pilot.soloWalkthrough	Lets one account stand in for every role, so the whole cycle can be tested from a single login. Every decision is stamped SOLO WALKTHROUGH in the audit log. **Turn it off before any real dossier is submitted.**
notify.send	When false, messages are composed and queued but never sent. Useful during a pilot.
policy.version	Stamped onto every application, so a dossier is always judged by the policy in force when it was submitted.

Notifications

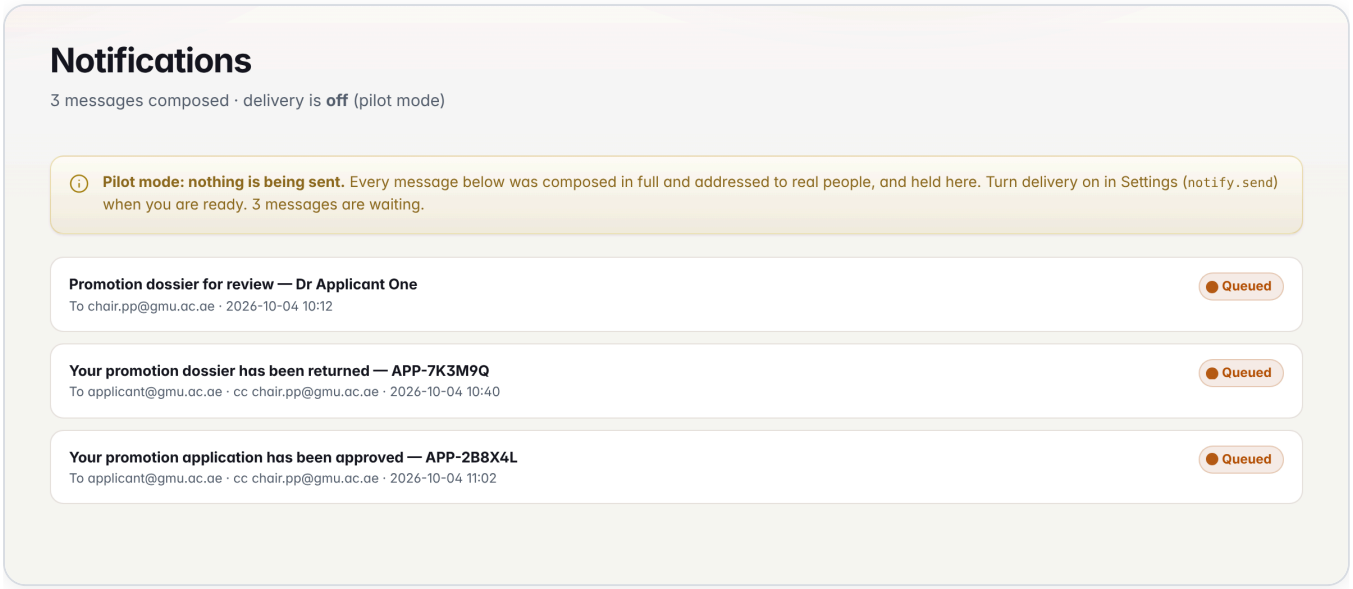


Figure 7.4 — Every message the system has composed, whether or not it was sent. During a pilot nothing leaves the building, but you can read exactly what would have gone.

The audit trail

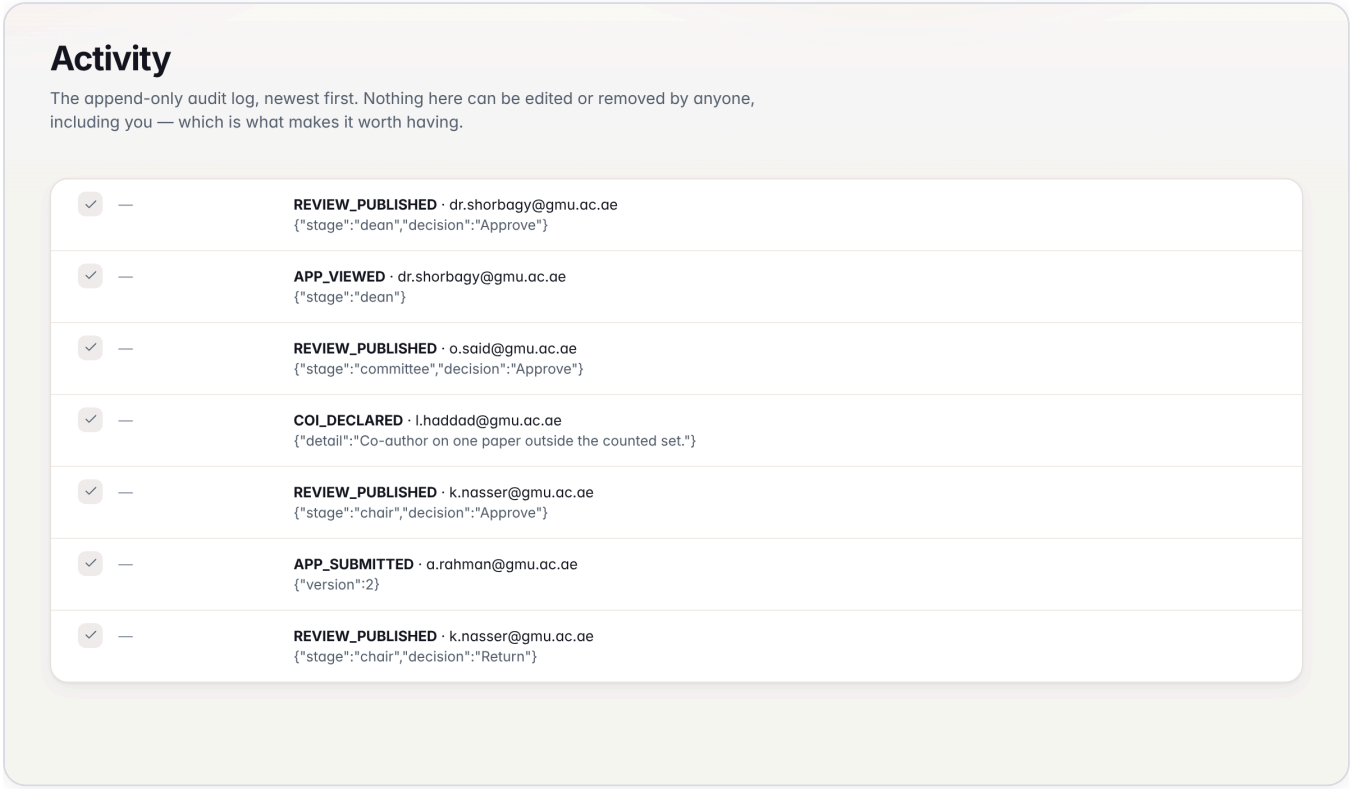


Figure 7.5 — Append-only. Nothing in it is ever updated or deleted, and the sheet is protected against hand editing.

After a release

CONFIRM THE BUILD BEFORE BELIEVING A BUG REPORT

The overview screen names the build in use — “You are using build 2026-10-15.2” — and it is also stamped in the top bar of every screen. If it does not match the release you pushed, the deployment did not update and nothing else in the report is evidence about the code. Ask the person reporting a problem to read you that stamp first.

RUN SETUPDATABASE() WHEN A RELEASE ADDS A COLUMN

The system writes to the database by column position. A column that exists in a new release but not yet in the sheet is **silently discarded** — the row looks saved and the feature simply does not work. The Overview screen names any missing column; when it does, run **setupDatabase()** from the Apps Script editor before anything else.

Checking what the system actually sees

When behaviour and expectation disagree, these functions in the Apps Script editor print what the server holds rather than what the code intends. Read their output rather than reasoning about what ought to be happening — that habit has saved more rounds here than any other.

FUNCTION	PRINTS
diagnoseFolder()	Every file the Drive walk can see, with its path and the item that claimed it.
diagnoseRound()	The real columns on the sheet, every review row, what each round inherited, and desk by desk what a fresh open would carry.
reconcileWindowFlags()	Every dossier re-checked against its own cycle's dates, with each correction named. Writes only where the answer changed.
canMyPeopleGetIn()	The pre-flight to run after **every** deployment. Six sections: who the server thinks you are, which URL is in use, whether the database is reachable and how it is shared, every enrolled person with a verdict on whether they would be admitted, who holds a Gemini key — and the two things it cannot check for you.

THE TWO SETTINGS NO FUNCTION CAN SEE

Execute as and **Who has access** are deployment settings with no interface behind them, so nothing in the code can read them back. They must be confirmed by eye, in **Deploy › Manage deployments**:

- **Execute as: Me** — the Dean. This is what keeps the promotion database private: the script reaches the sheet under the Dean's authority, so nobody else needs any access to it at all.
- **Who has access: Anyone within Gulf Medical University.**

On 8 October 2026 the first of these was set to *User accessing the web app*, and the consequence was that **every enrolled colleague was refused at the door** — correct domain, correct role, correct row in the sheet — because reading that sheet was being attempted under their own account, and the sheet is the Dean's. The screen they saw said “no access to this system”, which is what a genuinely unenrolled person sees, so the message pointed at the one thing that was not wrong. If several people report being locked out at once, check this setting before anything else.

CHAPTER EIGHT

Reference

The tables worth keeping to hand.

Which checklist you answer

Two promotion policies are in force, and a dossier answers the one its route belongs to. The common items carry the same numbers, the same titles and the same file names in both.

ROUTE	ITEMS
The three faculty tracks Education, Research or Clinical, to Associate Professor or Professor. GMU-POL-S05-020.	Thirteen items: 1, 2, 3, 4a–4d, 5a–5d, 6a, 6b. Mark anything that genuinely does not apply to you **Not applicable**, with a reason.
Clinical Pharmacy, by credential Lecturer to Assistant Professor. GMU-POL-S05-031-COP.	Fourteen items: 1, 2, 3, 4a–4d, **C1–C5**, 6a, 6b. The Scholarship of Discovery items do not appear.

Status marks

Every status is carried by a mark **and** a word, never by colour alone, so the screen and the printed report read the same in greyscale.

MARK	MEANS	WHERE YOU MEET IT
✓	**Available · Counted · Pass**	Checklist, ledger and policy findings
○	**In preparation**	A checklist item not yet ready — blocks submission
✕	**Not admissible · Fail**	A ledger row excluded by the policy
–	**Not applicable · Over the cap**	Genuinely does not apply, or beyond a policy limit

Who may see what

ROLE	DOSSIERS	PRIVATE NOTES
Candidate	Their own only	Never. They see the office that decided, not the officer.
Department Chair	Their own department, and any they have held	Yes, on dossiers they may read
Committee Member	Any at the committee stage, and any they have held	Yes, on dossiers they may read
Dean	Every dossier in the College	Yes
Administrator	None by this route	No — reached only by holding the Dean's role

Service standard

Fourteen days at each desk. The queue shows the age of every dossier against it and turns red when it is exceeded. Nothing is blocked by it; it exists so that a dossier cannot sit unseen.

Where to get help

IF	THEN
A file is in the folder but reads as missing	Check the file name starts with the item number, and that the folder is shared as “Anyone with the link”.
You cannot submit and do not know why	Read the readiness panel — every blocker names the field that fixes it.
A dossier will not let you decide	The card names the reason: it is your own, or the rank sought is above your own.
The whole checklist reads as unassessed	Read the banner at the top of the dossier; it states which of several reasons applies.
Anything else	Your administrator, with the dossier reference — **APP-…** — from the heading.