

Notes to the Various Departments on Reviewing Teacher Promotion Information in the College of Engineering (2014.10.03)

- I. The representative publications (or degree thesis) **must comply with the relevant provisions of "the Teacher Appointment and Promotion Evaluation Regulations for the College of Engineering in National Chung Hsing University"**.
- II. To be eligible for promotion, the academic research of the proposed teacher must **meet the minimum threshold set by the respective department.** (Article 7)
- III. Teachers in the College who wish to apply for promotion are required to submit "representative publications" completed within five years and "reference publications" completed within seven years of **their original rank**. The date of publication of the representative work: for promotion on 1 August, it should be published by 15 February of the year in question, and for promotion on 1 February, it should be published by 15 August of the previous year. A letter of acceptance by the journal from the date of publication of the reference work up to the effective date of the promotion should be submitted before the Meeting of the Department/College's Teacher Evaluation Committee, and a letter of proof that the reference work was published before the effective date of the promotion. The same applies to a combined edition published in two parts or volumes (I) and (II). A "representative work" for the Regulations shall be limited to a research paper or monograph published in an academic journal (where censorship is available) by **the first author or a corresponding author**. Edited and translated works may not be referred to as "reference works". A "representative work" is limited to one research paper or one monograph. A series or continuous research paper may also be referred to as a "representative work". (Article 9)
- IV. The teacher who wishes to be promoted must submit an application to the Department's Teacher Evaluation Committee within the prescribed time limit by compiling relevant personal publications and information. **After the Department's Teacher Evaluation Committee has reviewed and approved the work,** the external review will be conducted by the College. (Article 20)
- V. Representative and Reference Works: **The promotion of a degree thesis and its published work to the current level should be declared in advance and should not be included in the marking.** (Article 21)
- VI. A teacher of the College who has submitted a degree certificate and a degree thesis for review for appointment or reappointment to his or her present rank and who intends to be promoted or reappointed again **shall submit a research work other than the degree thesis (including the work published by using the degree thesis) which his/her original appointment/reappointment to the current rank corresponds to for using as a representative work and research work** to the College's Teacher Evaluation Committee. (Article 31)

◎Self-Checklist for Promotion (Please tick all that apply ())

Check items	Teachers to be promoted
1. Must meet the " minimum threshold " set by the relevant department for research results.	<input type="checkbox"/>
2. The applicant for promotion must be the " first author or corresponding author " of the representative work.	<input type="checkbox"/>
3. All publications listed in the list of publications within the seven-year period are " publications within the original rank ".	<input type="checkbox"/>
4. The format and contents of the columnar table are correct and complete.	<input type="checkbox"/>
5. Seniority must meet the requirements for promotion.	<input type="checkbox"/>
6. All other promotion requirements of the department, college and university must be met.	<input type="checkbox"/>

If the above is confirmed to be correct, you will be responsible for any returned documents.

Signature of applicant for promotion:

Signature/Seal of the Convener of the Department's Teacher Evaluation Committee:
