

Key Points in the Selection of External Reviewers for Publications from Teachers in the College of Engineering in National Chung Hsing University

Formulated and approved by the Management Meeting of the College on 21 October 2008
Approved and kept for future reference by the University's Teacher Review Committee at its 1st meeting for the 26th anniversary on 22 December 2008

- I. The Key Points are established in accordance with the Principles for the Selection of Teachers' Publications Reviewers for Post-Secondary Schools, the University's Criteria for Assessing the Promotion of Teachers, Criteria for the Submission of Publications for Appointment and Promotion, etc.
- II. External reviewers should be external to the University. They should be selected to match the academic expertise of the applicant. If an applicant submits a book that spans different fields of academic expertise, the main consideration will be given to the field of expertise represented, and the external reviewers shall be professors or equivalent professors (researchers) accredited by the Ministry of Education. In the absence of a suitable candidate for Professorship, for cases submitted for review below the rank of Associate Professor, a candidate with an Associate Professorship (Associate Research Fellowship) accredited by the Ministry of Education may serve as an external reviewer, provided that such external reviewers do not review cases for promotion (or appointment) to Professorship.
- III. Regarding the list of recommended external experts and academics for promotion (reappointment) or new appointments review, the Convenor of the Department's Teacher Evaluation Committee shall compile a list of at least ten external experts and scholars to the College confidentially. The Dean of the College and the President may also add additional candidates to the list of external experts and scholars. The College is responsible for the external review of publications.
- IV. With regard to the recommendation of external reviewers, he/she shall be recused if any of the following circumstances apply.
 - (I) He/she is the supervising professor of the applicant's degree thesis.
 - (II) He/she is a co-author or co-researcher of the applicant's work.
 - (III) He/she has served in the same unit or school (especially in the same department) as the applicant.
 - (IV) He/she and the applicant are relative to each other or as provided for in Article 32 of the Administrative Procedures Act.
- V. In order to ensure fairness and balance, the following principles should be taken into account in the selection of external when possible:
 - (I) It should be avoided, when possible, that the reviewers of the same case are

professors from the same school.

(II) It should be avoided, when possible, if the reviewers are the professors of the school from which the applicant graduated, alumni of each other, or even graduated from the same department or same timeframe. (Particular for those who have formerly graduated from the same department within 10 years)

(III) Those who have worked with the applicant on relevant research should be recused as far as possible.

VI. Confidentiality of external reviewers:

(I) The list of external reviewers shall be kept confidential.

(II) For confidentiality purposes, the review comments sent back by external reviewers should be collated, and handwritten review comments should be retyped and proofread, but the names of the reviewers should not appear.

VII. The Key Points shall be approved by the Management Meeting of the College of Engineering and sent to the University's Teacher Evaluation Committee for review before implementation. The same applies to amendments.

Note: Article 32 of the Administrative Procedures Act: A person shall recuse himself/herself if any of the following circumstances apply:

(I) Where the government officer himself or his spouse, former spouse, any of his relative by blood within the fourth degree or relative by marriage within the third degree, or a person having previously such relationship with the government officer, is a party to the matter.

(II) Where the government officer himself or his spouse or former spouse is connected with the party in a relationship of joint holders of rights or co-obligors in the matter;

(III) Where the government officer is currently or was once an agent for or assistant to the party in the matter; or

(IV) Where the government officer was once a witness or expert witness in the matter.