

# Teacher Appointment and Promotion Evaluation Regulations for the College of Engineering in National Chung Hsing University

Revised and approved by the Management Meeting of the College on 26 March 1997  
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## Chapter I. General Provisions

- Article 1. The Regulations are established in accordance with Article 2 of the Constitution of the Teacher Review Committee for the various colleges of the University.
- Article 2. The appointment and promotion of full-time and part-time teachers at the College must be in accordance with the Teacher Appointment and Promotion Regulations for the University and the Teacher Appointment and Promotion Evaluation Regulations for the College (hereinafter referred to as the Regulations). Extension of service is subject to the relevant personnel regulations.
- Article 3. New appointments, promotions, reappointments, and extensions of service of the College's teachers shall be reviewed and approved by the Department's Teacher Review Committee (hereinafter referred to as the Department's Teacher Review Committee) and then by the College's Teacher Review Committee (hereinafter referred to as the College's Teacher Review Committee). The appointment, reappointment, promotion, and extension of service of teachers employed by the College shall be in accordance with the relevant regulations of the Teacher Appointment and Promotion Regulations for the University.
- Article 4. The College's Teacher Review Committee shall consist of nine members. The Dean of the College shall be an ex-officio member and the remaining members shall be elected by the College's full-time lecturers or more senior members from among qualified professors of the College who have not been disciplined by the University's Teacher Review Committee for any breach of academic ethics. Each department shall elect a minimum of one and a maximum of two members for a term of one year, subject to re-election for one further term, but in the absence of a suitable candidate, the vacancy may not be filled.
- The members selected in the preceding paragraph should be professors with good academic qualifications, serious, impartial and enthusiastic in teaching, and should have one of the following conditions:
- I. A person who has published three or more papers (including inventions and patents, breeding of new varieties, technology transfer, etc.) in international journals listed in the JCR in the last five years (as the first author or corresponding author).

II. A person who has led a research project of the Ministry of Science and Technology for at least three years in the last five years.

If the Dean of the College is not qualified to be a member of the Committee, a member of the Committee shall be selected as the Convenor.

The aforementioned publications must comply with the "Criteria for Teacher Promotion and Criteria for Appointment, Promotion, and Submission of Publications for the University".

Article 5. The College's Teacher Review Committee shall be chaired by the Dean of the College, who shall act as Chairman at its meetings. In the absence of the Dean, one of the members shall be elected as Chairman.

Article 6. The College's Teacher Review Committee shall meet with at least two-thirds (inclusive) of its members present in person but shall recuse itself from teacher-student relationships, blood relatives within the third degree of kinship, relatives by marriage, academic collaborations, or related interests. If necessary, the relevant persons may be invited to attend the meeting. The University's Teacher Review Committee (hereinafter referred to as the University's Teacher Review Committee) shall be consulted only after the approval of two-thirds of the voting members (inclusive).

In the event that a member of the University's Teacher Review is supposed to disqualify himself/herself from a case as described in the preceding paragraph but has not done so, or if there are specific facts that warrant the disqualification of the member, the person concerned may apply to the College's Teacher Review Committee for the disqualification of the member and shall give the reasons for the disqualification. The recused member shall recuse himself/herself from the case in question and shall not be included in the number of persons who should be present.

Article 7. New, promoted, and reappointed teachers of the College must meet the minimum threshold of academic research set by each department in order to be eligible to apply.

Article 8. In the event that the Department's Teacher Review Committee cannot be formed due to a shortage of professors, the Head of the Department may recommend a candidate from among the qualified professors with relevant expertise from both within and outside the University to the Dean of the College to convey for the President's approval.

Article 9. The "representative work" to be submitted by the College for promotion or reappointment shall be published (or a letter of acceptance by the journal shall be submitted) no later than 15 February of the year in which it is proposed that the teacher be promoted on 1 August, or no later than 15 August of the previous year (or a letter of acceptance by the journal shall be submitted) in which it is proposed that the teacher be promoted on 1 February, and shall be limited to research papers or monographs published in scholarly journals (where censorship is in place) of which the teacher is the first author or corresponding author. The remaining specialized publications submitted by newly appointed, promoted, and reappointed teachers must comply with the provisions of Article 4 of the Criteria for Teacher Promotion and Criteria for Appointment, Promotion, and Submission of Publications for the University.

Article 10. The evaluation of the promotion and reappointment of teachers at all levels of the College shall be based on a full mark of one hundred and a pass of seventy (70) or more, with the criteria and evaluation form to be determined separately. New appointments and extensions of service shall be decided by members of the College's Teacher Review Committee by an affirmative vote.

The University's Teacher Review Committee shall be consulted only after a two-thirds majority of the members of the College's Teacher Review Committee have been present and a two-thirds majority of the voting members have approved the case.

Article 11. The term "reappointment and promotion of teaching assistants and lecturers" in the Regulations refers to current staff members who have obtained a lecturer or teaching assistant certificate before the Act Governing the Appointment of Educators was amended and published (March 19, 1997). If an assistant teacher or lecturer continues to teach without a break, his/her case

may be submitted for review in accordance with the original appointment and promotion method.

Article 12. Matters not covered by the Regulations shall be dealt with in accordance with the Criteria for Teacher Promotion and Criteria for Appointment, Promotion, and Submission of Publications for the University.

## **Chapter II. New Appointments**

Article 13. Newly recruited teachers at all levels of the College shall meet the following requirements respectively:

- I. Newly-appointed lecturers must have a master's degree or a doctoral degree. For an appointment with a master's degree, the new lecturer must have taught or conducted research for at least two years after receiving the degree, with excellent results.
- II. In principle the newly appointed Assistant Professors must have a doctoral degree.
- III. Newly appointed Associate Professors must have taught or conducted research for at least four years after obtaining their doctoral degrees, with outstanding achievements and significant contributions or innovations in the academic field.
- IV. Newly appointed professors shall have taught or conducted research for at least eight years after obtaining a doctoral degree, with outstanding achievements and significant contributions or innovations in the academic field.

Article 14. Cases of new recruits to the College staff may be sent to the Teacher Review Committee only with the approval of at least one-half of the teachers in the department to which they belong.

Article 15. The Convenor of the College's Teacher Review Committee shall conduct an external review (substantive review) of new teacher hiring cases prior to the review by the College's Teacher Review Committee. The Convenor of the Department's Teacher Review Committee shall compile a list of at least ten (10) recommended external experts and scholars to the College. The Convenor of the College's Teacher Review Committee and the President may add some more external experts and scholars to the list. The President of the University and the Convenor of the College's Teacher Review Committee will select five names from the list (two from the President of the University and three from the Convenor of the College's Teacher Review Committee), and the College will conduct an external review on the publications. The results of the external review must meet the criteria of Criteria for Teacher Promotion and Criteria for Appointment, Promotion, and Submission of Publications for the University, Article 6, before the new appointment can be submitted for progressive review.

Article 16. A person who fulfills one of the criteria listed in Article 3.3 of the Regulations for Teacher Appointment and Promotion for the University shall be exempted from an external review of his/her publications.

The outstanding scholars and the newly recruited first-level supervisors of the University who have been issued with a proposed ranking teacher certificate by the Ministry of Education and who have met the Article 3, Section 1 of the Teacher Appointment and Promotion Regulations of the University, and who have been approved by a majority of the proposed departmental (institute) council, may be submitted to the University's Teacher Review Committee for consideration in accordance with administrative procedures. Newly hired part-time teachers who have a teacher's certificate of the intended rank or who do not have a teacher's certificate of the intended rank but are exempted from external review according to Article 1, may be submitted to the University's Teacher Review Committee for future reference after consideration and approval by the Teacher Review Committee at the departmental and college levels.

Article 17. The Ministry's teaching certificate holders shall be evaluated by an evaluation committee at each level according to their teaching or research works. After passing the evaluation, they may be appointed as teachers of the grade that meets the requirements of the teacher's certificate.

Article 18. The Department's Teacher Review Committee shall publish recruitment information in the

media or academic journals for a minimum of two weeks on the new hiring task, except for those who are to take up supervisory positions at the University. Upon recommendation by the Department's Teacher Review Committee, the Department's Teacher Review Committee shall examine and submit to the College's Teacher Review Committee for reviewing the information on the proposed new recruits' experience, degree certificates, academic publications, proof of academic studies, teaching research publications and review results.

### **Chapter 3. Promotion**

Article 19. The following requirements shall be met for the promotion of each grade of teachers in the College:

- I. Teaching assistants who wish to be promoted to lecturers in accordance with Article 11 of the Regulations must have a bachelor's degree, have served as teaching assistants for at least four years, have excellent academic performance, have specialized publications of a standard equivalent to a master's thesis, and there are appropriate courses for teaching in the respective departments.
- II. Lecturers wishing to be promoted to Assistant Professor must have served as lecturers for at least three years, have excellent teaching and research records, and have written specialized works of a standard equivalent to a doctoral dissertation.
- III. Assistant Professors who wish to be promoted to Associate Professor must have served as Assistant Professors for at least three years, have outstanding teaching and research achievements, and have made significant contributions to their academic fields or have authored specialist publications.
- IV. Associate Professors who wish to be promoted to Professor must have served as Associate Professors for at least three years, have outstanding teaching and research achievements, and have professional authorship equivalent to the standard of academic awards.
- V. Lecturers who meet the requirements of Article 11 of the Regulations for promotion to Associate Professor must have been lecturers for at least three years, have excellent teaching and research achievements, and have written specialized papers of a standard equivalent to that of a doctoral dissertation.

Seniority in teaching at the University shall be used as the basis for calculating the promotion of teachers. If the College's Teacher Review Committee approves the length of time a teacher has taught at another school, it may be taken into account at its discretion. For those who leave with pay or without pay, or on approved secondment but remain teaching at the school, their seniority during such period will be calculated by half, up to a maximum of one year. The maximum number of years of service during the secondment period is two years and is not counted for those who have not taught.

Academic staff members who remain on leave without pay to teach at a twin-degree sister university may, after approval by the Office of Academic Affairs in conjunction with the Office of International Affairs, be granted a 50% discount on the number of years of seniority for promotion purposes, up to a maximum of one year, without the restriction of continuing to teach at the University as described above.

Article 20. Teachers who wish to be promoted or reappointed must submit an application to the Department's Teacher Review Committee within the prescribed time limit by compiling relevant personal writings and information. After review and approval by the Department's Teacher Review Committee, the Convenor of the Department's Teacher Review Committee will also compile a list of recommended external review experts and scholars (at least ten in each case) to send to the College on a confidential basis. The Convenor of the College's Teacher Review Committee and the President of the university may add additional candidates to the reference list of external reviewers and academics. The President of the University and the Convenor of the College's Teacher Review Committee will select five as the members from the list (two from the President of the University and three from the Convenor of the College's

Teacher Review Committee), and the College will conduct an external review. The overall external review results must meet the criteria of Criteria for Teacher Promotion and Criteria for Appointment, Promotion, and Submission of Publications for the University in Article 6 before being submitted for progressive reviews. The Convenor of the College's Teacher Review Committee shall make the results of each external review available to the Teacher Review Committee at each level of assessment prior to the submission of the grade-by-grade reviews.

Article 21. The College's Teacher Review Committee shall assess teachers for promotion in three categories: teaching, research, and service and collaboration.

I. Teaching

For promotion to Professors, Associate Professors, and Assistant Professors, three marks will be given based on the degree of contribution to teaching and the courses they teach and their participation in the core curriculum of the institution, teaching materials, teaching evaluation, and improvement measures (teaching history and reflections). Those who have been promoted to lecturers will be graded based on their assisted teaching and student feedback.

II. Research

(I) Representative and reference works

1. The standard of contents, creativity, and contributions of the works will be assessed.
2. The evaluation of reference works will be based on the applicant's publications (excluding representative works) submitted for review after the previous level of teaching qualification.
3. 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.

(II) Presentation and response marks for research publications.

III. Service and Cooperation

The marks are based on seniority, participation in service, counseling of students, and cooperation.

## **Chapter 4. Reappointment**

Article 22. Teachers of the College (except part-time teachers who have obtained a higher level of teaching certificate from the Ministry of Education) shall be considered for promotion and shall be evaluated by the Department's Teacher Review Committee and then by the College's Teacher Review Committee in accordance with the promotion procedure. The College's Teacher Review Committee will then evaluate the teacher based on his or her teaching, research publications, and service and collaboration.

Article 23. A teaching assistant who has obtained a master's degree in accordance with Article 11 of the Regulations may present his or her master's thesis and be reappointed as a lecturer; a doctoral degree holder may present his or her doctoral thesis and be reappointed as a lecturer, and after one year may present his or her representative work for reappointment as an associate professor.

Article 24. A lecturer who has obtained a doctoral degree in accordance with Article 11 of the Regulations may propose his or her doctoral thesis for reappointment as an associate professor.

Newly-appointed lecturers with a doctoral degree may apply for reappointment as assistant professors after one year of their appointment, provided that they do not apply for reappointment based on their degree thesis or the same work.

Article 25. A part-time teacher of the College who has obtained a higher-level teacher's certificate from the Ministry of Education and who has published a specialized work within the last three years, and whose representative work was published while teaching at the university, may be reappointed as a teacher of a higher level, and his or her work may be exempted from external review. Exemptions from marking shall be decided by an affirmative vote of the members of the College's Teacher Review Committee.

## **Chapter 5. Extension of Service**

Article 26. In order to meet the teaching needs of departments and institutes (degree programs), professors and associate professors may extend their services after reaching the age of sixty-five if they meet one of the following basic conditions and special conditions as determined by the department, institute (degree program), college and the University's Teacher Review Committee.

### **I. Basic Conditions:**

- (I) Those who have been evaluated by the school for excellence in teaching and research.
- (II) Those who teach the full basic number of hours in accordance with the regulations and whose part-time classes do not exceed the required number of hours and who can also teach the full basic number of hours in accordance with the regulations during the extended service period.

### **II. Special conditions:**

- (I) Those who have served as Fellows of Academia Sinica.
- (II) Those who have served as national lecturers or lecturers at universities in Taiwan and abroad.
- (III) Those who have received the National Award for Distinguished Contribution to Industry-Academia Cooperation.
- (IV) Those who have received the Ministry of Education Academic Award, the National Distinguished Teacher Awards in General Education, or the National Excellent Teacher Award.
- (V) Those who have received more than two Outstanding Research Award from the Ministry of Science and Technology.
- (VI) Those who have published more than one personal book or three or more important academic papers related to the courses they teach in famous academic journals at home and abroad within three years from the month of their term of service or the date of expiration of each extension of service, and who have made proven contributions to scholarship.

Article 27. The Department's Teacher Review Committee, after having examined and approved the work in accordance with Article 26, shall submit it to the College for external review, and only after both external reviewers have passed the examination shall it be submitted to the College's Teacher Review Committee for review. However, first-time applicants are exempted from the external review process. After the College's Teacher Review Committee has passed a resolution with an affirmative vote, the application is then submitted to the University's Teacher Review Committee for review. However, those who are Fellows of Academia Sinica, who have served as national lecturers, lecturers of domestic and foreign universities, who have received the National Award for Distinguished Contribution to Industry-Academia Cooperation, who have received the Ministry of Education Academic Award, the National Distinguished Teacher Awards in General Education or the National Excellent Teacher Award, or who have received the Outstanding Research Award of the Ministry of Science and Technology for more than two times, may be submitted to the University's Teacher Review Committee for review after the approval of the Teacher Review Committee of the department or institute.

Article 28. The recognition of important publications must be in the form of monographs with comprehensive chapters and contributions to specific academic fields. Textbooks and translations are not considered to be important publications.

## **Chapter 6. Supplementary Clauses**

Article 29. Representative publications (or degree theses) shall conform to the Regulations. A teacher who is to be promoted or reappointed shall make a public presentation at a suitable date to be arranged by the College. No promotion shall be granted to a teacher who fails to attend a presentation without good cause. The Department's Teacher Review Committee may, with the consent of the Dean of the College, allow a supplementary presentation if the absence is excused.

Article 30. At least two-thirds of the members of the College's Teacher Review Committee shall be present during the presentation of the paper of the teacher to be promoted or reappointed. The

evaluation process, the questions raised by the members of the Teacher Review Committee regarding the proposed promotion and reappointment of teachers, and the explanations given by the teachers shall be recorded in detail.

- Article 31. 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 as a degree thesis) for the original appointment or reappointment to his or her present rank as a representative work and research work to the College's Teacher Review Committee.
- Article 32. The promotion, new appointment, reappointment, and extension of service of teachers shall be processed once a semester. The Department's Teacher Review Committee shall submit the relevant information to the College's Teacher Review Committee before the prescribed deadline. In the case of new appointments for teaching and research purposes, the College will conduct an external review of the publications in January and July.
- Article 33. If a teacher considers that a decision not to promote, reappoint, or extend his/her service is inappropriate, he/she may file a complaint within 30 days of receiving notification of the outcome of the review by the Teacher Review Committee at each level, in accordance with the provisions of the "Key points in the Organization of the Teachers' Grievance Review Committee of the University and the Key Points in its Deliberations".
- Article 34. The renewal, non-renewal, dismissal, and suspension of full-time and part-time faculty members at the College shall be governed by the University's regulations. Part-time teachers who have not taught at the university for two consecutive years will be re-employed in accordance with the procedures for new appointments. This does not apply to part-time teachers who are on leave of absence or sabbatical with the consent of the University.
- Article 35. The Regulations shall be promulgated for implementation after they have been approved by the Management Meeting of the College and submitted to the President for approval.