

The norm for Accreditation on the Appointment of Professional and Technical Staff as Academic Staff in the College of Engineering in National Chung Hsing University

For the reference of Faculty Teaching Assessment Committee at College Level its 3rd meeting for the Academic Year of 2020 on 20 May 2021
For the reference of the Faculty Teaching Assessment Committee at University Level at its 4th meeting for the 38th anniversary on 22 June 2021

- I. This Norm is based on the provisions of Key Points on the Appointment of Professional and Technical Staff as Academic Staff for the University, point 11.
- II. In order to meet special needs, the College's departments, institutes, and programs may employ professional and technical staff with special professional practice, accomplishments, or achievements sufficient to be qualified to teach as faculty members, with part-time appointments being the principle.
- III. The following are the criteria for the recognition of seniority, specific achievements, special achievements or accomplishments, and international awards for professional and technical staff appointed by the College:
 - (I) Seniority: The years of professional experience should be relevant to the subject matter of the application. Any period less than one year will not be counted, and a certificate of experience should be provided to the Teaching Accreditation Committee at each level for consideration.
 - (II) Specific achievements, special achievements or accomplishments: The achievements, accomplishments or accomplishments should be related to the subject for which the candidate has been appointed, and relevant supporting documents should be submitted to the Teaching Accreditation Committee at each level for consideration and endorsement.
 - (III) International Awards: International awards should be professional awards related to the subject matter for which the candidate is appointed, and proof of the award and the information on the selection of the award should be submitted to the Teaching Accreditation Committee at each level for consideration and validation.
- IV. If the College employs professional and technical staff as teaching staff, the staff concerned should first undergo a preliminary review by the Teaching Accreditation Committee of the department, institute, or program. After the list of relevant personnel is deemed to comply with the requirements, the Teaching Accreditation Committee of the department, institute, or program will nominate 6 to 8 external experts and academics and submit the list to the Convenor of the Faculty Teaching Assessment Committee at College Level on a confidential basis. The Faculty Teaching Assessment Committee at College Level convenor will check the list and conduct the external assessment.
- V. Professional and technical staff are classified into four levels, namely Professor, Associate Professor, Assistant Professor, and Lecturer. The standards for each level are in accordance

with the Key Points in the Appointment of Professional and Technical Staff as Academic Staff for the University.

- VI. If the assessment is reviewed by three external scholars or experts and recommended by two or more, the assessment will be submitted to the Faculty Teaching Assessment Committee at Department and Level and College Levels for considerations. After passing the assessments, the candidate will be submitted to the Faculty Teaching Assessment Committee at University Level for review. No promotion is allowed after the appointment.
- VII. The College's departments (institutes and degree programs) should establish norms for the recognition of professional and technical staff in their respective fields of expertise in terms of years of experience, specific achievements, recognition of special attainments or accomplishments, the definition of international awards, recognition of talent for teaching needs of the College, and a relevant reduction of the seniority limitation, etc. according to "Key Points in the Appointment of Professional and Technical Staff for Teaching at National Chung Hsing University" and submit to the Faculty Teaching Assessment Committees at College and University levels for their reference.
- VIII. This Norm has been implemented after the reviews by the College's Teaching Accreditation Committee and the Faculty Teaching Assessment Committee at University Level. The same applies to amendments.

External Review Form for Appointment of Professional and Technical Staff to Teaching Positions at National Chung Hsing University

Hiring College / Department	Name	Proposed subject to be taught	
<p>The University intends to appoint the above-mentioned staff due to curriculum needs as:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Lecturer </div> <div style="width: 55%;"> <p align="center">Level of Professional Technical Staff</p> </div> </div> <p>The relevant information is attached for your review.</p>			
<p>Review Comments: (If this column is not sufficient, please attach it on a separate sheet of paper)</p>			
<p>Overall assessment: (Please tick one box)</p> <input type="checkbox"/> The proposed appointee has been assessed to have sufficient professional practice, attainment, or achievement to be competent to teach and is recommended for appointment. <input type="checkbox"/> The proposed appointee's professional practice, attainment, or achievements have been assessed to be insufficient for teaching and is not recommended for appointment.			
Signature or seal of the reviewer		Date of Completion	yyyy/mm/dd

Notes:

I. In accordance with points 6 to 9 of "Key Points in the Appointment of Professional and Technical Staff as Academic Staff for the University", it is stipulated that:

(I) A professional and technical staff member at Professor level should have one of the following qualifications:

1. A person who has served as a professional and technical staff member at the rank of Associate Professor for at least three years, with excellent academic performance and specific achievements.
2. A person who has been engaged in professional work related to the nature of the subject for which he/she has been appointed for at least fifteen years and has demonstrated exceptional achievement or accomplishment. However, the number of years of service may be reduced at the discretion of the recipient of an international award.

(II) A professional and technical staff member at the Associate Professor level should have one of the following qualifications:

1. A person who has served as a professional and technical staff member at the rank of Assistant Professor for at least three years, with excellent academic performance and

- specific achievements.
2. A person who has been engaged in professional work related to the nature of the subject for which he/she is applying for more than twelve years, and who has demonstrated exceptional achievement or accomplishment. However, the number of years of service may be reduced at the discretion of the recipient of an international award.
- (III) A professional and technical staff member at the Assistant Professor level should have one of the following qualifications:
1. A person who has served as a professional and technical staff member at the rank of Lecturer for at least three years, with excellent academic performance and specific achievements.
 2. A person who has been engaged in professional work related to the nature of the subject for which he/she has been appointed for at least nine years and has demonstrated exceptional achievement or accomplishment. However, the number of years of service may be reduced at the discretion of the recipient of an international award.
- (IV) Lecturer-level professional and technical staff should have been engaged in professional work related to the nature of the subject for which they are appointed for at least six years and have demonstrated exceptional achievement or accomplishment. However, the number of years of experience may be reduced for those who have received international awards or those who have been recognized as talents needed by the school.
- II. In accordance with Key Points in the Appointment of Professional and Technical Staff as Academic Staff for the University, point 11, item 2, the recognition of specific achievements, special attainments, or accomplishments should be submitted together with the Proposed Course Syllabus to three external scholars or experts for review and recommendation by two or more persons.

List of specific achievements, special attainments, accomplishments, and awards received by the professional and technical staff to be appointed or promoted by National Chung Hsing University

Completed on yyyy/mm/dd

Unit	College	Department	Proposed appointment, promotion, and reappointment rank	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Name	
				<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Lecturer		
Degree Thesis	<input type="checkbox"/> Yes (Name of thesis/year/field of study) Master's degree: _____/_____/_____ PhD: _____/_____/_____ <input type="checkbox"/> No					
<u>Specific Achievements, Special Skills, Achievements Awarded</u>						
<u>Obtained awards</u>	Name of Award			Date of Award (year/month/day)		
<u>Proposed Course Syllabus</u>						
<u>Other Reference Materials</u>						