

Regulations on the Second Review of Faculty Promotion, College of Liberal Arts, National Cheng Kung University

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Article 1 In order to encourage faculty members to earnestly engage in teaching and academic research, these regulations of second review on faculty members' promotion is been drafted according to Article 14 and related provisions of NCKU Regulations on Faculty Members' Promotion.

Article 2 To apply for a promotion, the faculty member should meet the following criteria:

1. Those applying for promotion to assistant professors must have been a lecturer for at least three years (inclusive). Those applying for promotion to associate professor must be an assistant professor for at least three years (inclusive). Those applying for promotion to professor must be an associate professor for at least three years (inclusive). Those who meet the requirements for faculty of higher ranks in NCKU faculty appointment regulations should not be limited by the

above-mentioned years of service. Without violating the relevant regulations of the Ministry of Education, the promotional request of an applicant with specially outstanding performance in professional research can be approved and accepted by more than three-quarters (inclusive) of the attending members in faculty review committee meetings of all three levels.

2. Good moral integrity and excellent performance in teaching, research, service and counseling during the current post.

3. Applicants for promotion to assistant professors should have writings equivalent to doctoral dissertation along with the ability to conduct research independently. Applicants for promotion to associate professor should have continuous production of writings with specific contributions in the academic field. Applicants for promotion to professors should have unique and continuous production of works with vital and significant contributions in the academic field.

4. Current faculty members who have obtained lecturer and teaching assistant certificates before March 21st, 1997, if they continue to serve without interruption, may submit their qualifications and be reviewed for promotion to higher-level faculty in accordance with the former provisions before amendments took effect. However, the evaluation and approval procedures shall still be handled in accordance with the provisions in these current regulations.

Article 3 According to the specialized field, faculty members of the College can submit their specialized writings, works, certificates of achievements, technical reports, etc., there are all together five categories of submission, according to the second and third clauses of Article 14 of Faculty Employment Regulations, to present the research or R&D results of professional theories or practices (teaching included) that support the promotion. Range and standards of the evaluation are set according to relevant MOE regulations.

1. Faculty members whose research results in specific academic field make substantial contributions can file for a promotion with specialized publications.
2. Faculty members with specific research and development achievements in innovation, improvement or extended applications in terms of courses offered, teaching materials, teaching methods, teaching devices, technology

and media uses, and evaluation tools, who can effectively improve students' learning effectiveness or promoting the achievements on campus and off campus and make significant contributions, can submitted technical reports for the review.

3. Faculty members in the fields of applied science and technology who have specific research and development achievements in innovation, improvement or extended application of the theory or implementation of a specific technology may submit a technical report for review.
4. Faculty members who have unique and continuous works in their academic field and who have made important and concrete contributions can submit proof of their works and achievements, along with reports on their creation or performance for review.
5. Physical Education can include the certificates of achievement in competitions in his review application along with a report on the competition if the teachers themselves or athletes under their instructions win prizes in important international or domestic sports competitions.

Article 4 The published works submitted by the applicants should meet the requirements of the fourth provision of the NCKU Regulations for Faculty Promotion.

Article 5 The calculation of seniority (years of service) shall be counted from the starting year recorded in the current employment certificate issued by the Ministry of Education to the end of July of the year; those without the current employment certificate shall not apply for promotion. At the time of promotion, full-time faculty members' approved on-the-job study and research experience shall be counted as one year at most. Any possible doubt on seniority (years of service) is subject to the explanation of the personnel office.

Article 6 Matters regarding promotions and reevaluation of faculty members in the College are the responsibilities of the College Faculty Review Committee. Those who passed the reevaluation may then be recommended to the University Faculty Review Committee.

Article 7 For the promotion of faculty members in this College, each department / institute shall prepare relevant materials and recommend them to the College after completing the preliminary examination according to the University's regulations. The College will send the works submitted by the applicants to the Academic Affairs Office for external review by four experts outside of NCKU. The review results will

be used as a reference in the secondary evaluation of research results by the College Faculty Review Committee.

After passing the re-examination of the College, it will then be recommended to the University's Faculty Review Committee.

Article 8 Each department shall provide all materials in the preliminary examination process of the department / institute to the College before July 20th or January 20th of every year:

1. The evaluation forms and meeting minutes of the Department / Institute Faculty Review Committee.
2. List of publications submitted by the applicant (in the format accepted by the Ministry of Science and Technology), representative works and other research achievements.
3. Reviewed materials of the reviewee's teaching, research, service, and counseling within his/her position.
4. Documents required by the University.
5. Information supplemented by the referee (This may be exempted if it's not necessary.)

The faculty members recommended by each department to the University for promotion before January 20th of every year are limited to assistant professors and lecturers newly hired after August 1st, 1985 who have not passed the promotion after five years of employment.

Article 9 When reviewing the promotion of faculty members, the College shall carefully evaluate the applicant's moral integrity and the actual performance in terms of teaching, research, service and counseling after obtaining the current position. 40% for teaching, 40% for research and 20% for service and counseling.

Each department (institute) of the College can flexibly adjust the proportion of teaching, research, service and counseling according to the type of works submitted for review, but each item shall not be less than 20%.

Article 10 When the University's faculty review committee conducts secondary review, the teaching, service and tutoring results have passed the assessment of the department (institution) faculty review committee, and the research results shall be determined according to the results of external review of the works. Those who get

passing grades from three of the four reviewers are considered approved. Unless situation arises that changes the external review results.

The full score of the external review on published works is 100. Those who intend to be promoted to lecturers or assistant professors have a passing score of 70, and those who do not reach 70 will be considered failed; those who plan to be promoted to associate professors will need a passing score of 75, and those who do not get a 75 are considered failed. Those who intend to be promoted to professors will require a passing score of 80, and those who do not reach 80 are considered failed.

Article 11 When the applicant has doubts about the preliminary review result, he may submit a written request for reevaluation to the College faculty evaluation committee; when the applicant has doubts about the secondary review results, he may file a written request of reevaluation to the University faculty review committee. Please consult relevant provisions for regulations.

Article 12 For matters not covered in these regulations, please follow the NCKU Faculty Promotion Regulations.

Article 13 The regulations above have been approved by the College Council meeting and have been implemented after being approved by the NCKU Faculty Evaluation Committee. The same procedure will apply when amendments are made to them.