

Regulations on the Secondary Review for Faculty Employment, College of Liberal Arts, National Cheng Kung University

Formulated by the College Council Meeting on May 8th, 2003.

Approved by the University Faculty Review Committee on June 29th, 2004.

Approved by the University Faculty Review Committee on October 29th, 2007.

Approved by the 7th University Faculty Review Committee of the Academic Year 2012 on June 15th, 2012.

Approved by the 2nd University Faculty Review Committee of the Academic Year 2019 on December 20th, 2019.

I. The College of Liberal Arts, National Cheng Kung University (hereinafter referred to as the College), in order to improve the teaching, research and service quality of the faculty members in the College, it has formulated the regulations of the College Secondary Review (hereinafter referred to as the regulations) according to Article 4 of the National Cheng Kung University Faculty Review Regulations.

II. Full-time professors, associate professors, assistant professors, lecturers and teaching assistants of the College shall be reviewed once every five years. Professors and associate professors who meet any of the following qualifications and are confirmed by the College Faculty Review Committee may be exempted from the assessment:

(I) Those who have been elected as members (Academicians) of the Academia Sinica.

(II) Professors who have been awarded academic awards from Ministry of Education or appointed national chair professors, chair professors of the University and chair professors from famous universities domestic and abroad recognized by the University.

(III) Those who have won the following awards or achievements and have accumulated 15 points:

1. Teaching Category:

(1) National General Education Teacher's Award, Ministry of Education, 5 points each time.

(2) Outstanding Teaching Award of the University, 3 points each time.

(3) Excellent Teaching Award of the University, 1 point each time.

(4) Academic Coordinator of MOE teaching projects, 1 point each project.

2. Research Category:

(1) Outstanding Research Award from the Ministry of Science and Technology, 5 points each time.

(2) Fair (Excellent) Research Awards, 1.5 points each time.

(3) Academic coordinator of research project, MOST, 1 point each time.

3. Counseling & Service Category:

(1) Outstanding Counseling Award of the University, 1 point each time.

(2) Excellent Counseling Award in each College of the University, 1 point each time.

(IV) Those who have won renowned academic awards from domestic and abroad, those who have made outstanding academic contributions, those who received awards with regard to teaching, research, counseling and service, or those who have obtained substantial results, recognized and approved by the Department (Institute) faculty review committee.

Reviewees with one of the achievements in the preceding paragraph who have also received subsidies from the MOE Teaching Plans or the MOST Research Projects, only one of them should be counted.

Full-time faculties of all levels who meet one of the following circumstances during the reviewing period, after being approved by the department (institute) faculty review committee and the College Faculty Review Committee, may be exempted from assessment once:

(1) Those who have presided over four or more off-campus programs.

(2) Those who have been awarded Excellent Teaching Award or Excellent Counseling Award for twice or more.

III. The approval of a faculty member has to go through preliminary and secondary reviews. Secondary will be held by the College Faculty Review Committee only after the applicant goes through the preliminary review held by the Department (Institute) Faculty Review Committee.

IV. The preliminary and secondary reviews shall be carefully evaluated on the moral conducts and the actual situation of teaching, research, counseling and service of the reviewees. The proportion of teaching, research, counseling and services selected by the reviewee is based on the ratio of teaching (30–70%), research (30–70%), counseling and services (10–30%) as principles; The College Faculty Review Committee shall grade according to the self-selected ratio of the reviewees.

The result of the review in the preceding paragraph, if rated as more than 70 points by more than half of the members present at the College Faculty Review Committee, is considered approved.

A faculty member's special performance in any of the teaching, research, counseling and service should be recognized.

V. When holding the secondary review, the College Faculty Review Committee shall adopt as the main basis the "Regulations for the Reviewing of Faculty Members" from the Department (Institute) the reviewee is from.

(1) Reference Items for the evaluation on Teaching:

1. Courses: including "Subjects Taught", "Teaching Hours", "Credits", "Number of Students Accepted", etc.
2. Thesis instructed
3. Teaching performance
4. Counseling.
5. Invited to well-known universities and research institutions domestic and abroad to give lectures, serve as exchange faculty members, deliver academic speeches, etc.
6. Awarded outstanding or excellent teachers in the College or the University.
7. Other specific evidence sufficient to evaluate the teaching of the reviewee.

(2) Reference items for research evaluation:

1. Academic monographs
2. Research papers published in SCI, SSCI, A&HCI, TSSCI, THCI Graded Level 1 journals and MLA journals
3. Research papers published in Art Index, Humanities Index, NII-ELS American Humanities Index, Britain Humanities Index and THCI Graded Level II journals.
4. Other monographs, journal papers, conference papers or works that are related to the research field
5. Research projects of the Ministry of Science and Technology.
6. Research projects commissioned by NGOs other than MOST
7. Academic-Industrial collaboration projects
8. Others

(3) Reference items for counseling and service evaluation:

Counseling and services of academic or public nature both on and off NCKU campus. On-campus services include departments (institutes), colleges, and university services.

The evaluation items, standards and procedures of Teaching Assistants of the College

shall be formulated and implemented after being examined by the College Staff Evaluation Committee in accordance with the evaluation criteria for Teaching Assistants established by the University.

VI. Newly employed professors and associate professors, when have their appointment renewed, shall be deemed to have passed the first review in accordance with article 5 of the Faculty Employment Regulations of the University.

Newly employed assistant professors and lecturers are not required to be evaluated within the prescribed number of years in accordance with Article 5 of the Faculty Employment Regulations of the University. When a promotion is approved, they are considered to have passed the first review.

VII. When full-time faculty members of the College fail to pass the review according to the requirements of these Regulations, they shall not get a raise and in the following year and shall not apply for research leaves, secondments, or part-time teaching or work off-campus. Those who fail to pass the evaluation should state the specific reasons and inform the reviewed faculty members and their departments (institutes), as well as putting forward suggestions for improvement in the direction and results of their teaching, research, counseling and services. The department (institute) to which they belong will give appropriate assistance and counseling, and at the end of each academic year, relevant records shall be sent to the College Faculty Review Committee for reference, and a re-evaluation will be carried out within two years.

Those who pass the re-evaluation can resume their raises in salary from the following year and apply for research leaves, secondments, and part-time teaching or work off-campus. Those who do not attend re-evaluation within two years or who still do not pass the re-evaluation will not be re-employed.

VIII. Faculty members who failed to pass the latest review may not apply for a promotion, may not extend the terms of service and may not serve as faculty review committee members of all levels. Those who are currently committee members shall be replaced by a substitute.

IX. Faculty members of all departments should submit relevant materials for the review. Those who fail to submit materials fail to pass the review of the year. However, in circumstances when the faculty members are on paid leaves or unpaid leaves and could not submit materials for the review, it can be postponed to when they

return to work in the University.

X. Faculty members of the College whose year-counting before review should exclude the period of unpaid leaves, suspension of employment, ex. overseas lectures or studies, childcare, parent care and maternity leave (each is calculated as one year), but the secondment period is calculated at half the time. Faculty members who have been promoted, their counting of the years before review is calculated from that academic year according to their post-promotion titles. Any doubt regarding the calculation of the years to be evaluated will be explained by the personnel office.

XI. College Faculty Review Committee members should recuse themselves from any discussions or resolutions made regarding themselves when they happen to be reviewees. Committee meetings can be officiated only when two-thirds of the committee members were present.

XII. All departments (institutes) should complete the preliminary review before April 15th and forward the results to the College. The College will complete secondary review before May 15th and forward the results to the Office of Academic Affairs, which are then gathered and forwarded to the President for approval, and the approved name list will be made public.

XIII. If the reviewed faculty member is not happy with the preliminary results, he / she can file in writing an appeal to the College Faculty Review Committee. Those who are not happy with the results of the secondary review should appeal with the University Faculty Review Committee. Those who are not happy with the results of the appeals may file for a complaint with the University Faculty Complaint Review Committee.

XIV. The evaluation of full-time researchers in the establishment shall be handled according that of the faculty members, and the proportions of their research and services shall be based on the principle of research (30-70%) and service (30-70%).

XV. Matters not mentioned in these regulations shall be handled in accordance with relevant laws and provisions.

XVI. These regulations have been approved by the College Council meeting, and have been implemented after being filed with the University Review Committee. The same shall apply to amendments.

