

# Chung Yuan Christian University Regulation on Faculty Promotion Review

*2022.10.12 111 Academic Year 1<sup>st</sup> Semester University Council Amended*

## Article 1

This Regulation is stipulated in accordance with Article 13 of the Regulation for the Establishment of the Teachers' Review Committee (hereinafter referred to as the review committee) of this university.

## Article 2

The promotion of faculty must meet the following requirements:

1. Teaching assistants who are promoted to lectures must hold teaching assistant certificates issued by the Ministry of Education before the effective date of the amendment to the "Act Governing the Appointment of Educators" (March 21, 1997), and have served as teaching assistants for at least four years and more ever since to assist in teaching with outstanding service performances, and have academic works.
2. Lecturers who are promoted to assistant professors must hold lecturer certificates issued by the Ministry of Education, and have served as lecturers for at least three years and more ever since with outstanding teaching and service performances, and have academic works with levels equivalent to doctoral dissertations. Lecturers who are directly promoted to associate professors must hold lecturer certificates issued by the Ministry of Education before the amendment to the "Act Governing the Appointment of Educators" (March 21, 1997), and have served as lecturers for at least four years and more ever since with outstanding teaching and service performances, and have academic works.
3. Assistant professors who are promoted to associate professors must hold assistant professor certificates issued by the Ministry of Education, and have served as assistant professors for at least three years and more ever since with outstanding teaching and service performances, and have academic works.
4. Associate professors who are promoted to professors must hold associate professor certificates issued by the Ministry of Education, and have served as associate professors for at least three years and more ever since with outstanding teaching and service performances, and have significant academic works.

The seniorities of faculty for promotion are calculated based on those served at this

university. Those served at other schools may be considered to calculate after the approval of the review committee of the university.

The seniority needs for the adjunct faculty shall be double the calculation to the seniority requirements set forth in Section 1.

The term academic work refers to the monograph that has been published for public distribution, or posted in academic or professional periodicals domestic or abroad (including the electronic journals that are provided with formal review procedures and can be made public and used), or will be published within a scheduled term with proofs provided by the publications mentioned above, or the work (including the CDs distribution) presented in a seminar domestic or abroad provided with formal review procedures and assembled into a volume for public distribution.

Academic works are divided into representative works and reference works, which shall be the works published or posted by the faculty applying for promotion after they have obtained the teacher qualifications at the previous level.

For those who submit artworks, artistic achievement certificates or technical reports instead of academic works for review, the conditions shall be handled in accordance with the review standards set by the Ministry of Education.

For those who submit teaching practice researches instead of academic works, the conditions shall be *mutatis mutandis* to the relevant review standards set by the Ministry of Education.

### Article 3

Faculty applying for promotion submit proofs of acceptance of academic or professional periodicals domestic or abroad prescribed in Article 2, Section 4 and publication within certain scheduled terms, their representative works shall be published within one year from the date of providing proofs of acceptance by the periodical or before the date the promotion is effective, and send those works to human resources office to verify and archive within two months after the date of publication; if it cannot be published within one year due to matters and reasons not attributable to the faculty applying for promotion, the applicant faculty shall submit proofs of acceptance of the publishing periodical, and the publication shall be made within three years starting from the date of providing proofs of acceptance.

For those who have not published and sent their published representative works within the time limit set forth in preceding section, their applications shall be rejected and reported to the Ministry of Education; their teacher qualifications are still under review by the Ministry of Education, their applications shall be rejected; their teacher qualifications have been reviewed to be qualified and the teacher certificates have been issued, the Ministry of Education shall annul their teacher qualifications, and

recover or revoke the teacher certificates of the qualified level.

#### Article 4

The content of review for faculty promotion includes teaching, research (artwork, teaching practice research or industry-academia cooperation), service and consultation. The review criteria shall be as follows:

1. Teaching (accounting for forty percent of the total points for promotion):

- (1) Teaching effect, curriculum and student responses.
- (2) Report grades in accordance with provisions of the university.
- (3) Compilation of teaching materials, teaching aids and effectiveness of teaching improvement.
- (4) Performance of expression on professional education or general teaching.
- (5) Performance of honor or excellence in teaching.
- (6) Instruct undergraduate students in research or practice on special topics.
- (7) Opinions of reviewers of the previous level.
- (8) Data on the personal cooperation with teaching administration provided by the relevant units.
- (9) Other performances related to teaching.

2. Research (artwork, teaching practice research or industry-academia cooperation) (accounting for forty percent of the total points for promotion):

- (1) Publication of academic work or performance of artwork exhibition, etc.
- (2) Performance of hosting the research of the National Science and Technology Council, the teaching practice research of the Ministry of Education, or the industry-government-academic-oriented research.
- (3) Situation on research grants from the National Science and Technology Council.
- (4) Performance of honor or excellence in research.
- (5) Other performances related to research.

The research scores of the university shall be based on the external review scores, and the review of research achievements shall take into account both quality and quantity, with respect to the professional review opinions of the external reviewers regarding the research achievements, unless being capable of providing specific reasons with scholarly academic basis that will shake the credibility and correctness of those professional reviews, the review committee shall promptly respect their professional judgments.

3. Service and consultation (twenty percent of the total points for promotion):

- (1) Performance as an advisor.
- (2) Performance of counseling class students and club works.
- (3) Specific contribution in participating committees at the department, college/school,

and university levels or other tasks.

- (4) Performance of the educational cooperation and extension services.
- (5) Establishment, planning and management of the laboratories or research offices.
- (6) Seniority of service at the university and length of service on campus.
- (7) Performance of participating off-campus academic and *pro bono* services to enhance the image of the university.
- (8) Opinions of reviewers of the previous level.
- (9) Statistical reports on the personal-related services and situations of cooperation with administration provided by the relevant units.
- (10) Other performance related to service and consultation.

Each college/school-level Regulation on faculty promotion shall be stipulated the minimum standards for teaching performance. Those who do not meet the minimum standards may not apply for promotion.

The passing criteria for publication external review and promotion review shall be as follows:

1. Those who intend to be promoted to assistant professors shall reach the points of 70 or more.
2. Those who intend to be promoted to associate professors shall reach the points of 75 or more.
3. Those who intend to be promoted to professors shall reach the points of 80 or more.

#### Article 5

Faculty applying for promotion shall submit the following documents:

1. Resume of teacher qualification review.
2. Service certificates and certificates of qualifications reviewed by the Ministry of Education, degree diplomas or other documents sufficient to prove the qualifications.
3. Academic works with six duplicates. Those who submit two or more kinds of works for review shall choose by their own representative works and reference works. The ones which belong to a series of related researches may be combined into representative works. If the representative works are co-authored by numbers of persons, those shall explain in writing the part they participated in, and provide proofs by the co-authors with six copies.
4. All of the professional or academic achievements of the faculty from the time they have obtained the teacher qualifications at the previous level to the time they apply for this promotion may be listed as reference materials for review.
5. Materials on teaching, service and consultation, and advance study within the most recent five years.

## Article 6

The review procedures for faculty promotion shall be as follows:

1. Documents related to the promotion faculty sent by the department (graduate school), center, and office to the review committee of the department (graduate school), center, or office for conducting deliberation with respect to the applicants' teachings, services and consultations, and researches (including the representative works and their own published publications after they have obtained the teacher qualifications at the previous level), and after passing reported it to the dean and ask him or her to send the documents to the college/school level review committee for secondary review.
2. The review committee of the college/school will conduct deliberation with respect to the applicants' teachings, services and consultations, and researches (including representative works and their own published publications after they have obtained the teacher qualifications at the previous level), etc., and after passing report it to the president and ask him or her to send the documents to the review committee of the university for final review.
3. The review committee of the university shall send the applicants' research publications or achievements to six off-campus professors or scholars for external review, and two-thirds of the reviewers must evaluate passing, and then conduct overall deliberation on the evaluate results for the applicants' researches, together with teachings, researches, and services and consultations, and after passing report to the president to approve.

## Article 7

When the review committee of the university handles the external review of the research achievements of the faculty to be promoted, the applicants shall not provide suggesting lists, but can provide recusal lists, with a maximum of three persons. The recusal lists shall send to the conveners of the college/school and the university review committees for reference. The reviewers shall be off-campus experts and scholars and their professional fields shall be in line with those of the faculty to be promoted. The reviewer shall be recused under any of the following circumstances:

1. The research advisor of the applicant.
2. Co-authors or co-researchers of the submitted works.
3. Serve in the same school as the applicant.
4. Having a kinship with the applicant under Article 32, Clause 1 of the Administrative Procedure Act.

The manner of creating the list of external reviewers will be that the conveners of the review committees at the department (graduate school), center, office-level and the

college/school-level respectively provide the lists of review members with the number of one point five times the number of the external reviewers, and secretly send those to the review committee of the university to assemble and conduct the selection of the external reviewers. The convener of the review committee of the university shall also add a list of review members with the number of the maximum one point five times the number of the external reviewers.

The selection of the external reviewers referred to in the preceding section shall be conducted by the convener and deputy convener of the review committee of the university, as well as the convener of the review committee at the college/school-level to which the faculty applying for promotion belong, and six persons in the lists of the external review members mentioned above shall be secretly selected to carry on the external review of the works.

#### Article 8

Faculty promotion will be held once every academic year, and the deadline for accepting the applications for promotion will be November 1st of every year.

#### Article 9

The review committee of the university carried on the deliberation of faculty promotion and after passing with the approval of the president, the human resources office will attach the register of faculty to be promoted and the resume of teacher qualifications, and report to the Ministry of Education to review for accreditation, then after issuing teacher certificates with relevant levels update the appointments. The term of appointment shall be subject to the starting date of the seniority ratified on the teacher certificates.

#### Article 10

Faculty who apply for promotion or through others have entrusted, concerned, induced, and threatened or otherwise interfered with the reviewers or the review processes and the circumstances are serious shall promptly suspend the promotion review processes, and notify the faculty applying for promotion, whose applications for promotion will not be accepted within two years starting from the date of the notification.

The faculty applying for promotion whose submitted materials, works, artworks, exhibitions, technical reports or achievement certificates have one of the following matters, through the deliberation and confirmation of the review committee of the university, shall not be approved for their promotion, and their applications for promotion will not be accepted within the time period prescribed in each clause as

follows:

1. The resume of teacher qualification review or the entry of co-author certification is false; the representative work is not accurately filled out as co-authored and lack of co-author certification, not properly cited, republished without indicating authorization, has not indicated part of its content is a published achievement or work or other matters violating the academic ethics: one to five years.
2. Work, artwork, exhibition, and technical report have involved plagiarism, falsification, fabrication, or fraudulent matters: five to seven years.
3. Supporting documents for education and experience, achievement certificates, proofs of that the representative work has been accepted by a periodical and will be published within a scheduled term, and the co-author certificates have involved falsifying or altering, and influence with the article review through illegal or improper means: seven to ten years.

The faculty who apply for promotion have one of the circumstances referred to in preceding section may not apply for withdrawal of the promotion case which shall still be handled in accordance with the procedures, and the review committee of the university may transfer the case and request the review committees at various levels to deliberate the dismissal, suspension, or denied renewal of the appointments of those faculty.

#### Article 11

If the applicant has not been approved, the review committees at all levels shall notify the applicant in writing of the results and reasons within one week after the deliberation.

If the applicant has doubts about the deliberation results, he or she may apply for a further review in accordance with the university Working Guidelines on the Applications for Faculty Promotion Further Review.

#### Article 12

Current faculty who have obtained lecturer and teaching assistant certificates before the effective date of the amendment to the "Act Governing the Appointment of Educators" (March 21, 1997), if they continue to teach without interruption, may apply for accreditation review directly following the original Regulation on promotion.

If promoted by degree, in addition to that the degree must meet the accreditation requirements, the doctoral dissertation and other academic works shall be submitted for accreditation review based on the associate professor level required after the rank is revised.

#### Article 13

The Regulation on promotion review of each department (graduate school), center, and office shall be stipulated by the department (graduate school), center, and office, and sent to the review committee of the college/school for review and approval. The Regulation on promotion review of the college/school shall be stipulated by each college/school-level unit, and sent to the review committee for review and approval; the college-level Regulation on promotion review of the physical education office shall be stipulated by the physical education office, and sent to the college-level review committee of the physical education office for deliberation, and then sent to the review committee of the university for review and approval.

#### Article 14

Matters not covered in this Regulation shall be handled in accordance with relevant provisions.

#### Article 15

This Regulation has been approved by the university council and reported to the president for promulgation and implementation, and the same applies for amendments.

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