

CYCU Regulations Governing Faculty Promotion Reviews at the School of Design

Passed by the 1st College Affairs Meeting of the 2000 Academic Year on September 8, 2000
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November 21, 2012
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Academic Year, on February 22, 2013
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Academic Year, on October 5, 2016
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October 12, 2016
Amended by the Extraordinary College-Level Faculty Evaluation Committee of Fall Semester, 2018
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Year, on January 16, 2019
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2019
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2021
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2022
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2023
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Article 1 The Regulations have been established in accordance with the University's
Regulations Governing the Establishment of Faculty Evaluation Committee and
Faculty Promotion Review.

Article 2 The Faculty Evaluation Committee of the School of Design (hereinafter referred to
as the Committee) shall be composed of seven to nine professors. The Dean will
serve as an ex-officio member, as well as the convener and chairperson of the
Committee. Other members shall be elected by the College Affairs Meeting. A
meeting may only be held by the Committee if at least two-thirds of the members
are in attendance, and an effective quorum may only be reached if at least two-
thirds of the members in attendance vote in favor. All voting shall be conducted
anonymously. The review results shall be submitted to the President and reviewed
by the University-Level Faculty Evaluation Committee.

Article 3 Faculty members of the School may apply for a teaching qualification review by submitting academic publications, creative works, supporting documentation for achievements, technical reports, monographs, teaching practice research, or industry-academia collaboration projects, in line with their field of expertise. During the promotion reviews, the assessment of the applicants' teaching performances must comply with the "Relevant Indicators for Teaching Evaluation in the Faculty Promotion Process at Chung Yuan Christian University," while the assessment of their performances in service and consultation must comply with the "Relevant Indicators for Service and Consultation Evaluation in the Faculty Promotion Process at Chung Yuan Christian University." The aforementioned indicators are as shown in Appendix Table 1.

Applicants who submit teaching practice research or industry-academia collaboration projects must be assessed in accordance with the "Relevant Indicators for Diverse Faculty Promotion Review" established by the University. The aforementioned indicators are as shown in Appendix Table 2.

Article 4 The review criteria for faculty promotion of the School includes teaching, research (academic publications, creative works, technical reports, teaching practice research or industry-academia collaboration projects), and service and consultation. The evaluation standards are:

- I. Teaching: Comprehensive assessment of the following items: (accounting for 40%)
 - (I) A minimum teaching performance rating of 75 points in the School's faculty evaluation within the preceding three years before submission for review. A minimum average of 4.0 (or 80 points) in teaching assessments within the preceding four semesters and the approval from the Department-Level Faculty Evaluation Committee for part-time faculty members.
 - (II) Results of the investigation into the teaching practices of the applicant and student feedback, conducted by members of the Department and College Committees.
 - (III) Graduate student supervision performance (for promotion to the rank of professor).
 - (IV) Recognition of teaching awards or other honors.
 - (V) Other performances in teaching.
- II. Research: (accounting for 40%)
 - (I) A comprehensive assessment of the report submitted by members of the College-Level Faculty Evaluation Committee, National Science and Technology Council (NSTC) project, industry-academia collaboration project, cooperative project, other commissioned research projects, and professional achievements will be conducted.
 - (II) The principles for promotion review are as follows:
 1. Applicants submitting technical reports must demonstrate a consistent record of publication or creativity, or a specific and effective improvement on student learning outcomes or any significant

- contributions within or outside the University as a result of innovative, advanced or extensive research achievements in courses, teaching materials, teaching methods, teaching aids, technology media applications, and assessment tools, subsequent to the attainment of their current teaching qualification.
2. Applicants submitting art works must have a minimum number of two solo exhibitions subsequent to the attainment of their current teaching qualification. One of the exhibitions must feature their representative works, and the number of works required shall comply with the guidelines of the Ministry of Education.
 3. Applicants submitting design works must adhere to the guidelines of the Ministry of Education regarding the number of required works. Works that have received awards will be given preference.
 4. Applicants submitting academic publications must fulfill the following requirements to be considered for promotion:
 - (1) Applicants are required to publish papers in “professional academic” journals with a review process. The number of required publications shall be determined by each department. For foreign journals not indexed in SCI, SSCI, and A&HCI, and domestic journals not indexed in TSSCI, supporting documentation verifying the academic standing of the journals must be provided.
 - (2) The aforementioned academic papers may be submitted as representative works only by the first author or corresponding author.
 5. Conference papers may not be submitted as representative works.
 6. Incomplete design works that have won competitions may be submitted as representative works (with award certifications or relevant new articles required). Conceptual design works or design works that are not selected in the competition may only be submitted as representative works upon public release or display (with relevant records of public release or display required).
 7. Concluded NSTC research projects and other research projects may only be submitted as representative works upon release or publication.
 8. Monographs may be submitted as representative works. However, works of instructional materials may not be submitted as representative works. Monographs must be assigned an International Standard Book Number (ISBN) and be cataloged by the National Library to be submitted as representative works.

9. Applicants are required to accumulate considerable research achievements before applying for promotion, including academic journals, conference papers, monographs, exhibitions, NSTC projects, or other design-related projects. The number of achievements required and the conversion criteria shall be determined by each department.

10. Applicants submitting collaborative works or papers as representative works must provide a “Certification of Co-authorship” from the co-creator, along with written explanations detailing the applicants’ contributions.

- III. Service and consultation: Comprehensive assessment of the following items: (accounting for 20%)
- (I) Performances as a class or club advisor.
 - (II) Participation in activities and works such as department, college, and school affairs.
 - (III) Participation in academic activities on and off campus.
 - (IV) Other performances in service.

Article 5 The evaluation procedure of the Committee is as follows:

- I. The Committee will evaluate faculty members in terms of their teaching, service and consultation, and research (including their representative works and publications subsequent to the attainment of their current teaching qualification).
- II. The Committee’s benchmark criteria for faculty promotion are as follows:
 - (I) A minimum score of 70 points is required for promotion to the rank of assistant professor.
 - (II) A minimum score of 75 points is required for promotion to the rank of associate professor.
 - (III) A minimum score of 80 points is required for promotion to the rank of professor.
- III. Applicants are required to deliver an oral presentation on their research or creative process and results to the Committee in person, and answer questions related to promotion.
- IV. Members of the Committee shall consider the opinions of the department evaluators, along with the aforementioned results, to evaluate the teaching, research, and service and consultation performances of the applicants.

Article 6 In the event that an application is not approved, the Committee shall notify the applicant in writing within one week after the evaluation. Any doubts regarding the evaluation results may be handled in accordance with regulations of the University related to the secondary review for faculty promotion.

Article 7 Any matters that are not addressed in the Regulations shall be processed in accordance with relevant laws and regulations.

Article 8 The Regulations have been approved by the College Affairs Meeting, announced and implemented by the President upon submission to the University-Level Faculty Evaluation Committee for review and filing. The same procedure shall apply to all subsequent amendments.

Appendix Table 1

Relevant Indicators for “Teaching” Evaluation in the Faculty Promotion Process at Chung Yuan Christian University

(1) Basic assessment indicators (Maximum of 70 points in total)

| No. | Category | Indicator Content |
|-----|---------------------|---|
| 1 | Course outline | Have completed the data entry in the “Course Outline and Teaching Plan System” on schedule, with no records of serious delay or failure within the preceding three years, except for cases in which the applicants bear no responsibility for such delays or failures. |
| 2 | Teaching hours | (1) Have conducted teaching in accordance with the prescribed teaching hours and syllabus of the University. (2) Independently offer at least one course worth 2 credits or one that requires more than 2 hours of instruction each semester, and ensure that there are no records of irregular attendance. |
| 3 | Grade submission | Have completed the uploads and data entry of student grades on schedule, with no records of serious delay or failure within the preceding three years, except for cases in which the applicants no responsibility for such delays or failures. |
| 4 | Teaching assessment | Have attained an average teaching evaluation rating of the preceding three years before applying for promotion within the top 75% of the School or above 4.0, except for applicants who meet the requirements in Paragraph 3 of Article 3 of the “Chung Yuan Christian University Teaching Evaluation” or cases in which the applicants bear no responsibility. |

(2) Developed assessment indicators (One of the following is required)

| No. | Indicator Content |
|-----|---|
| 1 | Effectiveness of self-developed teaching materials, self-developed teaching aids, and teaching advancements. |
| 2 | Performances in professional education or general teaching discussion. |
| 3 | Honors or outstanding performances in teaching. |
| 4 | Have provided guidance to undergraduate students for their research projects and practices, or served as a mentor for students in their self-learning projects. |
| 5 | Have offered at least one Problem-Based Learning/Project-Based Learning (PBL) course, micro course or advanced course in each of the preceding three years, or incorporated innovative pedagogical approaches, such as a flipped classroom structure, digital technologies, or Activity Facilitated Learning (AFL), into at least |

| No. | Indicator Content |
|-----|---|
| | one course in each of the preceding three years. |
| 6 | Have offered one remote teaching course within the preceding three years before promotion. |
| 7 | Have served as the host of teaching workshops at any level at least once within the preceding three years before applying for promotion. |
| 8 | Have obtained the certificate from the Advanced Course of the National University College Teacher Teaching Professional Certification Program before applying for promotion to the rank of associate professor. |
| 9 | Have obtained the certificate from the Macro Course of the National University College Teacher Teaching Professional Certification Program before applying for promotion to the rank of professor. |
| 10 | Documentation provided by relevant units evidencing past cooperation with the educational administration. |
| 11 | Applications for project grants related to teaching practice research or teaching advancements. |
| 12 | Other teaching-related performances. (Determined separately by each college/school) |

Relevant Indicators for “Service and Consultation”

Evaluation in the Faculty Promotion Process at Chung Yuan Christian University

(1) Basic assessment indicators *(No. 3 shall be assessed for advisors)

| No. | Category | Indicator Content |
|-----|---------------------------|--|
| 1 | Service | Have actively participated in department (institute, office, center, program, or degree program) affairs meetings and activities within three years before applying for promotion. |
| 2 | Services and consultation | A minimum average service (consultation included) performance rating of 80 points in the faculty evaluation within the preceding three years before applying for promotion. |
| 3 | Consultation | <p>Applicants who have served as an advisor within the preceding three years before applying for promotion shall fulfill their advisory duties and obligation of providing student guidance:</p> <ul style="list-style-type: none"> (1) Schedule at least two hours of guidance sessions each week for consultation with students. (2) Conduct two guidance sessions each semester and document the records online. (3) Participate in university-wide and college-wide class advisor meetings. (4) Conduct interviews with students participating in consultations regarding failure to pass half of their credits or mid-term early warning, and document the records. (5) Provide support and guidance to incoming undergraduate students, and complete the “Timely Form Submission Records for Incoming Students.” (6) Provide individual consultations and document the relevant information in the interactive record (including life care, academic performance, social reminders, safety suggestions, class absences, and guidance on academic integrity). |

*Note: A comprehensive assessment of all basic assessment indicators shall be conducted

(2) Developed assessment indicators (Two of the following are required for applicants who have not served as an advisor, while one of the following is required for all other applicants)

| No. | Indicator Content |
|-----|--|
| 1 | Have served as head/deputy head of administrative or academic units of the University within the preceding three years before applying for promotion. |
| 2 | Have participated as a member on any University committees within the preceding three years before applying for promotion. |
| 3 | Have served as a club advisor or sports team leader teacher at the University within the preceding three years before applying for promotion. |
| 4 | Offered service learning courses at the University within three years before applying for promotion. |
| 5 | Participated in the consultation proficiency training organized by the Office of Student Affairs of the University within the preceding three years before applying for promotion. |
| 6 | Have served as a department-level career advisor, college-level career office director, or college-level globalization promotion office director at the University within the preceding three years before applying for promotion. |
| 7 | Other approved developed indicators. |

Appendix Table 2

Relevant Indicators for Diverse Faculty Promotion Review

(I) Promotion review indicators for teaching practice research

1. “Basic assessment indicators for teaching practice research”(Maximum of 70 points in total)

| No. | Category | Indicator Content |
|-----|---------------------|---|
| 1 | Course outline | Have completed the data entry in the “Course Outline and Teaching Plan System” on schedule, with no records of serious delay or failure within the preceding three years, except for cases in which the applicants bear no responsibility for such delays or failures. |
| 2 | Teaching hours | (1) Have conducted teaching in accordance with the prescribed teaching hours and syllabus of the University. (2) Independently offer at least one course worth 2 credits or one that requires more than 2 hours of instruction each semester, and ensure that there are no records of irregular attendance. |
| 3 | Grade submission | Have completed the uploads and data entry of student grades on schedule, with no records of serious delay or failure within the preceding three years, except for cases in which the applicants bear no responsibility for such delays or failures. |
| 4 | Teaching assessment | Have attained an average teaching evaluation rating of the preceding three years before applying for promotion within the top 75% of the School or above 4.0, except for applicants who meet the requirements in Paragraph 3 of Article 3 of the “Chung Yuan Christian University Teaching Evaluation” or cases in which the applicants bear no responsibility. |

2. “Excellence assessment indicators for teaching practice research” (One of the following is required)

| No. | Category | Indicator Content |
|-----|---------------------------------------|---|
| 1 | Digital course applications | Independently offered at least one course delivered via Open Course Ware (OCW), Massive Open Online Courses (MOOCs), remote teaching, or a course with digital certification, for a total duration exceeding two semesters within the preceding five years. |
| 2 | CYCU and non-CYCU teaching awards | Have received the national or university-level Teaching Excellence Awards or the college-level Outstanding Teaching Awards more than once within the preceding seven years. |
| 3 | Courses conducted entirely in English | Have been recognized as an outstanding teacher for professional courses conducted entirely in English at least twice within the preceding five years. |
| 4 | Thesis guidance for CYCU students | Have supervised graduate students at the University in winning an internal or external award at least twice within the preceding three years. |

| No. | Category | Indicator Content |
|-----|--|---|
| 5 | Guidance for students participating in competitions | Have supervised students in participating and winning an internal or external teaching-related competition at least twice within the preceding three years. |
| 6 | Promotion of policy-oriented programs | Have served as the coordinator of an employment program or interdisciplinary program for a total duration of at least two academic years within the preceding three years. |
| 7 | Certificate Consultation for students | Have assisted students in acquiring national government certificates at least five times within the preceding three years. |
| 8 | Teaching with pedagogical innovation | Have offered at least one Problem-Based Learning/Project-Based Learning (PBL) course, micro course or advanced course in each of the preceding three years, or incorporated innovative pedagogical approaches, such as a flipped classroom structure, digital technologies, or Activity Facilitated Learning (AFL), into at least one course in each of the preceding three years. |
| 9 | Applications for project grants related to teaching practice research or pedagogical advancement | Applications for government project grants related to teaching practice research or teaching advancements, subsequent to the attainment of their current teaching qualification. |
| 10 | Other excellent performances in teaching practices | <p>(1) Have engaged in internal or external teaching-related projects (as principal investigator, joint principal investigator, co-investigator, or by participating in the teaching component of the project or performing related tasks).</p> <p>(2) Teaching plan and material development.</p> <p>(3) Other experiences that enhance teaching (such as being invited to deliver lectures at teaching seminars on or off campus, or participating in teaching-related seminars) with supporting documentation.</p> |

※ The content of each basic and excellence indicator shall not be assessed more than once.

(II) Promotion review indicators for industry-academia collaboration projects

1. “Basic assessment indicators for industry-academia collaboration projects”
(One of the following is required)

| No. | Category | Indicator Content |
|-----|---|--|
| 1 | Funding and management fees for industry-academia collaboration | Have conducted more than three industry-academia collaboration cases in the name of the University within the preceding five years. Applicants applying for promotion to the rank of professor must have secured a minimum total of NT\$8,000,000 in funding and a minimum total of NT\$1,200,000 in management fees. Applicants applying for promotion to the rank of associate or assistant professor must have secured a minimum total of NT\$5,000,000 in funding and a minimum total of NT\$750,000 in management fees. |
| 2 | Amount received and feedback funds from technology transfer | Have conducted more than three NSTC or non-NSTC technology transfer cases in the name of the University within the preceding five years. Applicants applying for promotion to the rank of professor must have secured a minimum total of NT\$5,000,000 in amount received and a minimum total of NT\$1,000,000 in feedback funds. Applicants applying for promotion to the rank of associate or assistant professor must have secured a minimum total of NT\$4,000,000 in amount received and a minimum total of NT\$800,000 in feedback funds. |
| 3 | Comprehensive category | Have conducted more than three Category 1 and Category 2 cases, which may be counted separately or cumulatively, in the name of the University within the preceding five years. The applicant may determine the ratio between Category 1 and Category 2 cases. Subsequently, the total amount required for the currently applying promotion rank will be calculated based on such ratio, ensuring that the combined total of both categories sums to 100%. The calculation criteria for the management fee and feedback fund shall be consistent. The amounts for each category shall not be counted more than once. |

※ The assessment shall refer to the contract signing date of the industry-academia collaboration or technology transfer cases. In addition to having the cases registered with the Office of Research and Development of the University, the applicant must be the project’s principal investigator. If the applicant is a co-investigator, the relevant amounts of the industry-academia collaboration or technology transfer cases shall be calculated equally.

2. “Excellence assessment indicators for industry-academia collaboration projects” (One of the following is required)

| No. | Category | Indicator Content |
|-----|--|---|
| 1 | Industry-academia collaboration achievements | Have been recognized, upon verification, for effectively utilizing technical knowledge to provide at least one of the following services to collaborative institutions: diagnostic consultation, innovative incubation coaching, innovative service management, or innovative product design. |
| 2 | Industry-academia collaboration results | Have been recognized, upon tracking and verification, for providing at least one of the following educational activities to students or staff of collaborative institutions: educational training, workshop, seminar, internship, or casual training. |
| 3 | Industry-academia collaboration benefits | Have been recognized, upon tracking and verification, for effectively utilizing professional knowledge and skills to propose at least one of the following initiatives to the industry, government or academia: management marketing theory, application method, or consulting method. |
| 4 | Industry-academia collaboration continuation | Have been recognized, upon verification, for fulfilling social responsibilities by assisting or guiding graduates and the public in establishing startup companies through technology transfer for at least once. |

※ The content of each basic and excellence indicator shall not be assessed more than once.