

## NATIONAL TAIWAN UNIVERSITY

### Center for General Education Specific Rules for Faculty Promotion Reviews

April 27, 2023 Passed by the 3rd Faculty Evaluation Committee Meeting, spring semester,  
Academic Year 2022-23

April 27, 2023 Passed by the 1st Center Affairs Meeting, spring semester, Academic Year 2022-23

May 23, 2023 Passed by the 3,146th Administrative Meeting

June 07, 2023 Promulgation of all amended articles

(Full amendment history detailed at the end of this document)

Article 1 National Taiwan University (NTU or “the University”) Center for General Education (“the Center”) *Specific Rules for Faculty Promotion Reviews* (“the Specific Rules”) are formulated in accordance with Article 3 of the NTU *Directives for the Promotion of Full-time Faculty Members* and Article 6, Paragraph 1 and Article 8, Paragraph 1 of the NTU *Guidelines Governing the Establishment of the Faculty Evaluation Committee of Each Department, Division, Graduate Institute, Degree Program, Office, and Center* to handle matters related to the promotion of faculty members.

Article 2 The promotion of the Center’s faculty members shall follow applicable regulations of the Ministry of Education and the University and meet the requirements listed as follows. Those with specific outstanding performance approved through review by the Center’s Faculty Evaluation Committee (“the Evaluation Committee”) are not subject to the following requirements:

1. The promotion of an associate professor to a professor shall meet one of the following requirements:
  - 1) Served as associate professor for four years or above.
  - 2) Having received a doctoral degree and worked in relevant research areas for ten years or above.
2. The promotion of an assistant professor to an associate professor shall meet one of the following requirements:
  - 1) Served as assistant professor for four years or above.
  - 2) Having received a doctoral degree and worked in relevant research areas for five years or above.

The years of service mentioned in subparagraphs of the preceding paragraph shall be calculated in the following manners:

1. The service period as a faculty member of a certain rank shall begin on the beginning date indicated on the Teacher Certificate of a certain rank that the faculty member holds and end on the last day (July 31) of the academic year that the faculty member applied for promotion.
2. The service period for contributing to research, professional services, specific titles shall be calculated in accordance with the service certificate issued by the organization (institute) that the faculty member worked for.
3. For faculty members approved to pursue full-time further education or research during their tenure of the current position, the service period during their pursuit of full-time further education or research may only be counted for at most one year when applying for promotion. For those approved for temporary transfer and returned to teach based on teaching obligations within the transfer period, the service period during the temporary transfer may be counted for at most two years when applying for promotion.

The evaluation of the Center's faculty members of specific teaching projects shall be handled in accordance with NTU Center for General Education *Regulations for Evaluating Faculty Members of Specific Teaching Projects*. The faculty members shall pass the evaluation to meet the requirements of promotion.

Article 3 When the Center's faculty members apply for promotion, the representative works submitted must have been completed by the applicant after attaining their current rank and in the five-year period leading up to the effective date of the prospective promotion. Reference works must have been completed by the applicant after attaining their current rank and in the seven-year period leading up to the effective date of the prospective promotion. Only when faculty members meet the following conditions may they be eligible to submit their application:

1. Promotion from associate professor to full professor:

- 1) The applicant, as the first or corresponding author, has two or more papers, refereed books, or refereed book chapters presented, published, or to be published in domestic or international journals which follow rigorous review processes. The following conditions shall also be met:
  - a) At least two mentioned publications shall be published in outstanding journals recognized as “Tier 1” by the University’s Faculty Evaluation Committee, or in SCIE, SSCI, A, THCI, TSSCI indexed-journals.
  - b) Each refereed book published by the University Press or each refereed book commissioned, reviewed, and published by Department of Humanities and Social Sciences of the National Science and Technology Council (NSTC) is counted as two publications mentioned in the preceding subitem; each refereed book published by other approved publishers that follow rigorous review processes (with review comments and relevant documents attached) is counted as one publication mentioned in the preceding subitem.
  - c) Refereed book chapters shall be published by approved publishers that follow rigorous review processes, with the list of Refereed Book Editorial Committee, review comments, and relevant documents attached.
  - d) The aforementioned publications shall have been published and publicly available, or there shall be proof of pending publication.
- 2) In the seven-year period leading up to the effective date of the prospective promotion, the applicant has served as the principal investigator of the following projects once or more (serving as the co-principal twice may be counted as serving as principal Investigator once):
  - a) Academic projects commissioned by the NSTC or the public sector with a rigorous review mechanism in place.

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- b) Teaching Practice Research Projects of the Ministry of Education (MOE).
2. Promotion from assistant professor to associate professor, or from instructor to assistant professor:
  - 1) The applicant, as the first or corresponding author, has two or more papers, refereed books, or refereed book chapters presented, published, or to be published in domestic or international journals which follow rigorous review processes. The following conditions shall also be met:
    - a) At least one mentioned publication shall be published in outstanding journals recognized as “Tier 1” by the University’s Faculty Evaluation Committee, or in SCIE, SSCI, A, THCI, TSSCI indexed-journals.
    - b) Each refereed book published by the University Press or each refereed book commissioned, reviewed, and published by Department of Humanities and Social Sciences of the NSTC is counted as two publications mentioned in the preceding subitem; each refereed book published by other approved publishers that follow rigorous review processes (with review comments and relevant documents attached) is counted as one publication mentioned in the preceding subitem.
    - c) Refereed book chapters shall be published by approved publishers that follow rigorous review processes, with the list of Refereed Book Editorial Committee, review comments, and relevant documents attached.
    - d) The aforementioned publications shall have been published and publicly available, or there shall be proof of pending publication.
  - 2) In the seven-year period leading up to the effective date of the prospective promotion, the applicant has served as the principal investigator or co-principal investigator of the following projects once or more:

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- a) Academic projects commissioned by the NSTC or public sectors with a rigorous review mechanism in place.
- b) Teaching Practice Research Projects of the Ministry of Education (MOE).

The representative and reference works mentioned in the preceding paragraph shall be published or scheduled to be published by the submission deadline set by the subordinate entities of the Center to be considered for review.

If subordinate entities of the Center have more stringent regulations, those regulations shall prevail.

The listing of outstanding journals by the subordinate entities of the Center shall be passed by the Evaluation Committee, submitted to the University's Faculty Evaluation Committee for reference, and then posted online by the University's Faculty Evaluation Committee for inquiry.

In events that a Tier 1 outstanding journal is downgraded to Tier 2 or from Tier 2 to Tier 3, the ranking of the mentioned journal is determined by the ranking when the paper was accepted for publication.

**Article 4** Research or research results, such as creative works, achievement certificates, technical reports demonstrating achievements in professional theories or practices may be in lieu of the written academic works mentioned in the preceding article. Each work, achievement certificate, or technical report is equivalent to one paper or refereed book chapter mentioned in the preceding article.

Creative works, achievement certificates, or technical reports submitted in place of written academic works for the promotion review shall have been published, presented, or obtained after the applicant has obtained their current faculty rank and are exempt from the eligibility period described in the preceding article. The scope, standards, and required documentation for such works, certificates, and reports shall be subject to the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education. If such works, certificates, or reports are submitted as an applicant's representative works, they shall be closely related in nature to the subjects taught by the applicant.

Creative works, achievement certificates, and technical reports that are recognized as research achievements may not be concurrently recognized as teaching or service achievements.

Article 5 The Center's faculty members seeking for application for promotion shall submit the documents relevant to the following areas to the Faculty Evaluation Committee of the Center's subordinate entities by the deadline specified by each subordinate entity for preliminary reviews:

1. Teaching: Includes course offering records at the current faculty rank, teaching hours, course syllabi, textbooks, handouts, other teaching materials, design and development of teaching aids, results of Mid-semester/End-of-semester Course Survey, thesis/dissertation advising records, and other materials or documents sufficient to demonstrate the applicant's teaching performance.
2. Research: Includes representative and reference works described by Article 3, other academic research achievements (such as academic conference papers, research reports, technical research reports, etc.), related research awards or grants, research projects, industry-academia collaboration results, or other materials and documents sufficient to demonstrate the applicant's research performance.
3. Service: Includes administrative positions held in an adjunct capacity at the University; planning, organizing, or hosting of academic or promotional activities within or outside of the University (such as coaching a team that represents the University, sporting events or extracurricular promotional campaigns); or other materials or documents sufficient to demonstrate the applicant's service quality and practical contributions.

Applicants nominated by a subordinate entity of the Center shall provide the necessary documents for faculty promotion as required by the University. Incomplete documentation shall be completed by the deadline specified by the Center.

Article 6 Faculty Evaluation Committee of the Center's subordinate entities shall conduct preliminary reviews of faculty members' applications for promotion

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in accordance with applicable regulations of the University and the entity. Research results of those who passed the preliminary review, such as publications and the catalogue of the publications (with representative works and reference works referenced separately), shall be submitted to the Center to apply for written academic works reviews.

The Center's review of publications for promotion shall be conducted by a panel of five external experts or scholars appointed by External Reviewer Appointment Committee. The External Reviewer Appointment Committee shall be composed of five members, with the Director of the Center serving as convener and ex officio member. The remaining members shall be appointed by the Director of the Center from members of Evaluation Committee who are in an academic field that is related or similar in nature to that of the applicant.

Applicants for promotion may not provide a list of recommended reviewers for the external review described in the preceding paragraph, but may provide a reference list of up to three external reviewers to be recused.

Upon completion of the publications review, the Center shall forward the results of the review of faculty members' promotion application to the Faculty Evaluation Committee of the entity to which the applicant belongs, to deliberate on the list of recommended candidates for promotion.

1. The entity to which the applicant belong shall inform the applicant of the negative comments listed on the Publications Review Feedback Form in written form, and the applicant shall reply accordingly to the comments also in written form. The reply from the applicant and the Publications Review Feedback Form shall then be submitted to the Evaluation Committee for deliberation.
2. In cases that the entity to which the applicant belong has doubts regarding the comments of the external reviewers, such matter shall be handled in accordance with Article 6 of NTU Directives for the Promotion of Full-time Faculty Members.

Article 7 When reviewing the research, teaching, and service performance of applicants for promotion, in addition to considering the recommendations and

opinions of the publication reviewers from second-level units, the Center shall form the Academic Achievement Evaluation Committee and the Teaching and Service Performance Evaluation Committee, both of which shall be composed of members elected from the Evaluation Committee, to conduct secondary reviews of applicants' academic achievements (including the publications submitted for consideration) and teaching/service performance respectively. The results of these secondary reviews shall be submitted to the Evaluation Committee for deliberation.

1. The Academic Achievement Evaluation Committee shall be composed of seven members and shall be responsible for conducting a comprehensive review of the written documents submitted by applicants and the opinions submitted by reviewers.
2. The Teaching and Service Performance Evaluation Committee shall be composed of seven members and shall be responsible for conducting a comprehensive review of the candidates' documentation of their teaching/service performance that has been submitted for consideration.

The Director of the Center shall serve as the ex officio member on both of the committees described in the preceding paragraph.

Article 8 Promotion reviews of the Center's faculty members shall include three categories: teaching, research, and service performance. Teaching performance shall account for 30% of the total score, research performance for 40%, and service performance for 30%. The full score shall be 100 points.

Promotion reviews of the faculty members of the Center's specific teaching projects shall include teaching, research, and service performance, with the full score being 100 points. When applying for promotion to the entity to which the applicants belong, based on their personal contribution to their work, the applicants may choose between allocating 60 percent of the score to teaching performance, 20 percent to research performance, 20 percent to service performance and allocating 70 percent to teaching performance, 20 percent to research performance, and 10 percent to service performance. Once an applicant has selected the percentage distribution for each performance, the decision may not be changed thereafter.



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When scoring for each promotion review category (teaching, research, and service), members of the Evaluation Committee shall first assign each applicant a score ranging from 50 to 90 points in each category. A score higher than 90 points shall be recorded as 90 points, and a score lower than 50 points shall be recorded as 50 points.

The scoring standards of the reviewed categories are as follows:

1. Research: The average score of the Center's publication review shall account for 50% of the total score of an applicant's research performance, while that from the members of the Evaluation Committee accounts for the other half. The average score of the publications review shall be calculated up to the second decimal place, and disregarding any numbers after the third decimal place without rounding.
2. Teaching and service: the remaining categories shall be assigned separately by the Evaluation Committee.

Applicants who receive a score of less than 70 points on two or more publications will not be recommended for a promotion by the Evaluation Committee.

Upon completion of the scoring following the preceding paragraph, if there is any inconsistency between the total score and the sum of scores for teaching, research, and service performance, the sum of scores for each category shall be considered final by the Evaluation Committee.

Article 9 Members of the Evaluation Committee shall evaluate and calculate the total scores for teaching, research, and service in accordance with Paragraph 1 and 2 of the preceding Article. A total score of 80 points or above is considered passing and an approval vote, while a score below 80 points is considered a disapproval vote.

The Evaluation Committee shall submit a list of recommended promotion candidates, who have received the approval of two-thirds or more of the votes, to the University with the order arranged according to the number of approval votes. In the case of a tie in votes, the order on the recommendation list shall be determined by the overall average score obtained by the applicants. The overall average score is calculated up to the second decimal place. Digits

beyond the second decimal place (including the third decimal place) are not considered and are not rounded.

Article 10 For the purposes of faculty promotion, the representative and reference works submitted for consideration shall be publicly exhibited for at least one week prior to the Center Faculty Evaluation Committee's review.

Members of the Evaluation Committee shall review the documentation of the applicants in detail.

While deliberating on promotion cases, the Center shall remind the members of the Evaluation Committee to review documentation of the applicants in detail via meeting notices, and the Evaluation Committee shall formulate regulations to encourage the members to review promotion documentation in detail.

Article 11 Members must participate in the entirety of the promotion review meeting or they shall be ineligible to vote. The ruling of the chair shall prevail in the event of a dispute.

Article 12 The Evaluation Committee shall provide applicants with the opportunity to make a statement at the promotion review meeting.

For rejected applications, the applicant shall be notified in writing of the concrete reasons for the rejection.

The written notice mentioned in the preceding paragraph shall clearly inform applicants that if they wish to appeal the committee's decision, they may do so with the NTU Faculty Member Grievances Committee within 30 days from the day following the service of notice, or they may file an administrative appeal with the MOE.

Article 13 In the event that a promotion is approved by the Center but subsequently rejected by the University Faculty Evaluation Committee, applicants shall apply to their affiliated second-level unit for any promotion-related procedures that must be repeated.

Article 14 Faculty members who are not referred by the Evaluation Committee to the University for promotion, or who are recommended by the Center Faculty Evaluation Committee but subsequently rejected by the University Faculty

Evaluation Committee, shall add or replace one or more submitted works before being eligible to reapply for promotion.

Article 15 Unless there are other applicable rules specified by the Specific Rules and the Center, the promotion of faculty members of specific teaching project shall be handled in accordance with the provisions of the Specific Rules.

Matters not addressed herein shall be subject to applicable regulations of the University and the MOE.

If subordinate entities of the Center have more stringent regulations, those regulations shall prevail.

Article 16 The Specific Rules shall be passed by the Evaluation Committee, Center Affairs Meeting, and Administrative Meeting, and then implemented on the date of promulgation.

[Full amendment history]

February 09, 1999	Passed by the 2,092 <sup>nd</sup> General Education Committee Meeting
July 06, 1999	Passed by the 2,111 <sup>th</sup> Administrative Meeting
January 04, 2005	Passed by the 2,371 <sup>st</sup> Administrative Meeting
December 18, 2007	Passed by the 2,506 <sup>th</sup> Administrative Meeting
July 06, 2009	Passed by the 2,582 <sup>nd</sup> Administrative Meeting
November 09, 2010	Passed by the 2,645 <sup>th</sup> Administrative Meeting
May 24, 2011	Passed by the 2,670 <sup>th</sup> Administrative Meeting
December 06, 2011	Passed by the 2,695 <sup>th</sup> Administrative Meeting
February 26, 2013	Passed by the 2,751 <sup>st</sup> Administrative Meeting
January 09, 2016	Resolution of amended Article 10 by the 2 <sup>nd</sup> University Council, fall semester, Academic Year 2015-16
February 27, 2018	Amended Articles 4 and 7 and passed by the 2,985 <sup>th</sup> Administrative Meeting
June 05, 2018	Amended Articles 3 and 7 and passed by the 2,998 <sup>th</sup> Administrative Meeting
May 31, 2021	Passed by the 1 <sup>st</sup> Center for General Education Faculty Evaluation Committee Meeting, spring semester, Academic Year 2020-21
June 01, 2021	Passed by the 134 <sup>th</sup> Center for General Education General Education Committee Meeting
August 03, 2021	Amended Articles 3, 3-1, 4, 5, 7, and 10 and passed by the 3,099 <sup>th</sup> Administrative Meeting
December 13, 2021	Passed by the 1st Center for General Education Faculty Evaluation Committee Meeting, fall semester, Academic Year 2021-22
December 28, 2021	Passed by the 136 <sup>th</sup> Center for General Education General Education Committee Meeting
January 25, 2022	Passed by the 3,112 <sup>th</sup> Administrative Meeting
February 21, 2022	Promulgation of amended the title of the Specific Rules, Articles 1, 3, 4, 5, and 5-1
December 15, 2022	Passed by the 1st Center for General Education Faculty Evaluation Committee Meeting, fall semester, Academic Year 2022-23
March 13, 2023	Passed by the 142 <sup>nd</sup> Center for General Education General Education Committee Meeting
March 21, 2023	Passed by the 3,142 <sup>nd</sup> Administrative Meeting
April 12, 2023	Promulgation of amended Article 14