

National Taiwan Ocean University

Regulations Governing Faculty Promotion Review of the College of Engineering

Approved by the Extraordinary College Affairs Meeting on March 10, 1993

Amendments (Articles 6 and 8) approved by the College Affairs Meeting on October 18, 1995

Amendments (Articles 1, 2, and 4; deletion of Article 5; renumbering of Articles 6 and 7 accordingly) approved by the College Affairs Meeting on December 20, 1996

Amendments (Article 3; addition of Article 4; original Article 4 renumbered as Article 5, and so forth) approved by the College Affairs Meeting on April 16, 1998

Amendments (Article 6) approved by the College Affairs Meeting on May 26, 1999

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Article 1 These Regulations are formulated pursuant to Article 3 of the Regulations Governing Faculty Promotion of National Taiwan Ocean University and Article 4 of the Regulations Governing the Establishment of the Faculty Review Committee of the College of Engineering.

Faculty promotions within the College shall, in addition to being governed by the Ministry of Education's Regulations for the Accreditation of Teacher Qualifications for Junior Colleges and Above, the University's faculty promotion regulations, and other applicable provisions, be handled in accordance with these Regulations.

Article 2 The review procedure for faculty promotion within the College shall consist of three stages: preliminary review, secondary review, and final review. The preliminary review shall be conducted by the department-level Faculty Review Committee (hereinafter, the "Department FRC") established separately by each department (including degree programs). The secondary review shall be conducted by the College-level Faculty Review Committee (hereinafter, the "College FRC") established by the College. The final review shall be conducted by the University Faculty Review Committee (hereinafter, the "University FRC").

The rules governing the composition of each Department FRC under the College shall be prescribed separately by each department (including degree programs).

Each Department FRC under the College shall, in accordance with the Ministry of Education's Regulations for the Accreditation of Teacher Qualifications for Junior

Colleges and Above, the University's faculty promotion regulations, and the College's faculty promotion regulations, formulate its own department-level faculty promotion rules, and shall review the preliminary matters relating to faculty promotion for its affiliated faculty members in accordance with the University's Guidelines for the Assessment of Teaching and Service Performance for Faculty Promotion.

The department-level faculty promotion rules set forth in the preceding paragraph shall be implemented only after approval by the University FRC.

Article 3 A faculty member applying for promotion review within the College may submit an application in either the first semester or the second semester of an academic year; however, applications may not be submitted in two consecutive semesters. The promotion timeline shall be handled in accordance with Point 4 of the University's Guidelines for Faculty Promotion Procedures.

Faculty members at all ranks seeking promotion within the College shall satisfy at least one of the eligibility requirements and the basic threshold requirements set forth in Article 2 of the University's Regulations Governing Faculty Promotion.

Article 4 For faculty promotion within the College, the applicant shall submit the following documents (five (5) hard copies, one (1) encrypted electronic file) and one (1) copy of the University's "Basic Threshold Requirements and Teaching/Service Performance Assessment Data Sheet for Faculty Promotion," and shall file the same with the College Faculty Review Committee for review:

1. The University's faculty promotion data form and the curriculum vitae form for teacher qualification review (Form B shall be completed in full and in detail in accordance with Item 1, Subparagraph 1 of Point 3 of the Instructions for the Submission and Review of Teacher Qualifications for Junior Colleges and Above).
2. The current appointment letter (or proof of length of service) and a photocopy of the current teacher certificate.
3. The representative work and its Chinese abstract, and the reference works. If the representative work is co-authored by two (2) or more persons, a co-author certification shall be attached. Where submission is made on the basis of proof that the work has been accepted for scheduled publication by an academic or professional journal in Taiwan or abroad, an acceptance letter issued by the journal shall be provided.
4. The teaching/service performance assessment data sheet for faculty promotion.
5. The works submitted for external review. Where the applicant has

achievements in funded projects, patents, technology transfer, or industry–academia collaboration, the applicant may additionally complete an industry–academia collaboration performance form, to be included as reference materials and submitted together with the works for review.

When the Faculty Review Committee reviews a promotion case in accordance with the Regulations for the Accreditation of Teacher Qualifications for Junior Colleges and Above, these Regulations, and other relevant provisions, and where, by resolution of the meeting, the submitted documents are incomplete or non-compliant but may be corrected, the Committee shall notify the applicant in writing to make corrections within two (2) weeks. If the applicant fails to make the corrections by the deadline, the Committee shall not accept the case and shall close the matter, and shall notify the applicant in writing.

Prior to the submission of the works to external experts and scholars for review, the faculty member may, in accordance with the promotion application procedures, file a request with the Faculty Review Committee with which the case has entered the review process to withdraw the application. Any request for withdrawal not filed within the aforementioned period shall not be accepted.

Where the applicant has been reported or is found to be involved in any of the circumstances set forth in the subparagraphs of Paragraph 1 of Article 43 of the Regulations for the Accreditation of Teacher Qualifications for Junior Colleges and Above, the applicant may not request withdrawal.

Article 5 The review items for the College-level secondary review of faculty promotion are as follows:

1. Teaching and service.
2. Scholarly works.

The assessment of teaching/service performance in the secondary review shall be conducted in accordance with the University's Guidelines for the Assessment of Teaching and Service Performance for Faculty Promotion.

After the applicant has passed the preliminary promotion review, the Department Faculty Review Committee shall, no later than January 31 (or July 31, as applicable), submit the applicant's scholarly works and relevant teaching/service performance assessment materials to the College Faculty Review Committee for reference.

Article 6 The works submitted by a faculty member of the College for promotion review (including specialized scholarly works, technical reports, creative works, proof of

achievements, and the like) shall be submitted with one (1) item selected by the applicant as the representative work. Such submission shall comply with Article 5 of the University's Regulations Governing Faculty Promotion.

Where the works submitted for promotion review by a faculty member are reported or found to involve any violation of academic ethics, the matter shall be handled in accordance with the University's Regulations Governing the Handling of Violations of the Rules on Teacher Qualification Submissions.

Article 7

Where faculty promotion within the College is based on specialized scholarly works as the works submitted for review, the representative work submitted shall comply with the following requirements:

1. At least one (1) representative work shall be a journal article published in an SCI/SSCI/AHCI-indexed journal.
2. For the representative works described above, the applicant shall be the first author or the corresponding author.
3. Where an Associate Professor seeks promotion to Professor, the journal in which the representative journal article is published shall rank within the top fifty percent (50%) in impact factor within the relevant field, as indicated in the Journal Citation Reports database.

Where the works submitted for promotion review are, pursuant to Subparagraph 1 of Paragraph 1 of Article 5 of the University's Regulations Governing Faculty Promotion, submitted in the form of a technical report in lieu of specialized scholarly works, such submission shall comply with the following requirements:

1. Where an Assistant Professor seeks promotion to Associate Professor, after obtaining the teacher qualification for the immediately preceding rank, the applicant shall have obtained at least one (1) granted invention patent applied for in the name of the University (multiple-country patents of the same nature shall be counted as one), or shall have achieved technology transfer income of not less than NTD 500,000.
2. Where an Associate Professor seeks promotion to Professor, after obtaining the teacher qualification for the immediately preceding rank, the applicant shall have obtained at least two (2) granted invention patents applied for in the name of the University (multiple-country patents of the same nature shall be counted as one), or shall have achieved technology transfer income of not less than NTD 1,000,000.

Where the works submitted for promotion review are submitted pursuant to Subparagraph 11 of Paragraph 1 of Article 5 of the University's Regulations Governing Faculty Promotion, such submission shall comply with the following requirements:

1. After obtaining the teacher qualification for the immediately preceding rank, the applicant shall have received the University-level Outstanding Teaching Faculty Award at least once (1).
2. Where an Assistant Professor seeks promotion to Associate Professor, after

obtaining the teacher qualification for the immediately preceding rank, the applicant shall have served as principal investigator, in the name of the University, for at least one (1) Ministry of Education Teaching Practice Research Program project.

3. Where an Associate Professor seeks promotion to Professor, after obtaining the teacher qualification for the immediately preceding rank, the applicant shall have served as principal investigator, in the name of the University, for at least two (2) Ministry of Education Teaching Practice Research Program projects.

For promotion applications reviewed under Paragraph 2 or Paragraph 3 of this Article, any matters not covered herein shall be handled in accordance with the University's Guidelines for Promotion Procedures for Multi-Track Technology-Oriented Faculty and other relevant provisions.

Article 8 The conditions for passing the College-level secondary review of faculty promotion conducted by the College Faculty Review Committee are as follows:

1. Members of the College Faculty Review Committee shall vote based on the applicant's performance in scholarly works. A meeting may be convened only when at least two-thirds (2/3) of the Committee members are in attendance, and approval requires the affirmative vote of at least two-thirds (2/3) of the voting members present.
2. The teaching and service performance score shall comply with the requirements set forth in Subparagraph 2 of Paragraph 1 of Article 7 of the University's *Regulations Governing Faculty Promotion*.

Article 9 The College Faculty Review Committee shall record the decision-making process for each promotion case in detail in the meeting minutes and properly preserve such records. The decision as to whether the case passes the secondary review shall state specific reasons and shall be notified to the applicant in writing. Where the decision is a failure to pass and the applicant disagrees with the Committee's resolution, the applicant may, within thirty (30) days from the day following receipt of the written notice, file an appeal with the University's Faculty Appeals Review Committee in accordance with the University's Guidelines for the Establishment of the Faculty Appeals Review Committee.

Article 10 A faculty member at any rank seeking promotion within the College who failed the most recent faculty evaluation shall not submit an application for promotion.

For newly hired full-time faculty members commencing from AY 97, the time limit for passing promotion shall be handled in accordance with the University's Regulations for Promoting Promotion in Rank for New Faculty.

Before the University's promotion review procedure is completed, an applicant shall not submit another application for teacher qualification review for the same rank.

Where a promotion case has been reviewed by the Department Faculty Review Committee or the College Faculty Review Committee, a faculty member who applies to withdraw the case may reapply for promotion review only after one (1) semester has elapsed.

When reviewing promotion cases, members of the Department Faculty Review Committee shall not conduct “higher-rank review by lower-rank members.” Any member who does not meet the relevant requirements shall recuse themselves. Vacant positions may be filled by appointing scholars or experts from within the University or from outside the University.

With respect to the College Faculty Review Committee’s process for recommending external reviewers for the review of scholarly works submitted for promotion, the Dean shall, with reference to the professional field of the applicant’s submitted works, select five (5) to ten (10) external experts and scholars, and such selection shall be submitted to the College Faculty Review Committee for deliberation and approval prior to recommendation.

Article 11 he basic eligibility requirements for part-time faculty members of the College applying for promotion shall comply with Paragraphs 2 and 3 of Article 11 of the University’s Regulations Governing Faculty Promotion.

The promotion review for part-time faculty members of the College shall apply mutatis mutandis the relevant provisions governing the promotion of full-time faculty members of the College.

Article 12 For full-time research personnel within the College’s staffing establishment (hereinafter, “Research Personnel”) applying for promotion, the basic eligibility requirements, calculation of seniority for promotion, specialized works to be submitted for promotion, review items, review procedures, and other matters not covered herein shall be handled in accordance with the University’s Regulations Governing the Promotion of Research Personnel and other relevant provisions.

The conditions for passing the promotion review for Research Personnel conducted by the College Faculty Review Committee are as follows: the Committee shall conduct a vote based on the applicant’s research performance and service performance. A meeting may be convened only when at least two-thirds (2/3) of the Committee members are in attendance, and approval requires the affirmative vote of at least two-thirds (2/3) of the voting members present.

Article 13 Matters not covered herein shall be handled in accordance with the University’s Regulations Governing Faculty Promotion, the University’s Guidelines for Faculty Promotion Procedures, the Ministry of Education’s Regulations for the Accreditation of Teacher Qualifications for Junior Colleges and Above, the Instructions for the Submission and Review of Teacher Qualifications for Junior Colleges and Above,

and other relevant provisions.

- Article 14 These Regulations shall be promulgated and implemented after review by the College Faculty Review Committee, approval by the College Affairs Meeting, and recordation by the University Faculty Review Committee.