

## 教師升等相關規定摘錄一覽表

### Summary Table of Regulations Relevant to Faculty Member Promotion

Topic		Relevant University Regulations	Remarks
Procedures	Processing Schedule	<ol style="list-style-type: none"> <li>1. Applications for the promotion of faculty members: to be submitted to the Department-level Faculty Evaluation Committee for deliberation by the 10<sup>th</sup> of September/March each year.</li> <li>2. Heads of Departments: to be submitted to the Dean for review by the 10<sup>th</sup> of October/April each year.</li> <li>3. Deans of Colleges: they shall submit their applications to the Convenor of the University-level Faculty Evaluation Committee for deliberation by said meeting by the 10<sup>th</sup> of December/June each year.</li> </ol>	Processing shall be done in the following semester if a deadline is missed.
Requirements for Promotion	Target	<ol style="list-style-type: none"> <li>1. A regular, full-time faculty member being promoted from a lower to a higher rank.</li> <li>2. Newly appointed full-time faculty members who meet the requirements may apply for promotion in the following semester after passing the evaluation.</li> </ol>	

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	Years of Service	<ol style="list-style-type: none"> <li>1. A faculty member who has been a lecturer for four years (or a lecturer who has received a doctoral degree) and has publications (or works, exhibitions, certificates of achievement, or technical reports) may apply for promotion to the rank of assistant professor. In addition, if a lecturer or teaching assistant has obtained a certificate before the amendment to the <i>Act Governing the Appointment of Educators</i> (March 21, 1997), he/she may, if they continue to teach without interruption, submit the application for promotion in accordance with the original promotion procedures.</li> <li>2. A person who has been an assistant professor for 3 years and has publications (or works, exhibitions, proofs of achievement, or technical reports) may apply for promotion to the rank of associate professor.</li> <li>3. A person who has been an associate professor for 3 years and has publications (or works, exhibitions, proofs of achievements, or technical reports) may apply for promotion to the rank of professor.</li> </ol>	Years of teaching experience shall be calculated from the date of issuance of the faculty member's teacher certificate issued by the Ministry of Education until January/July of the year of application for promotion, excluding secondment, paid employment, leave with pay, and leave without pay. If a faculty member has worked as a full-time faculty member of the same rank in a school outside of the ROC before applying for promotion, the corresponding years of service shall be taken into account, but only for schools listed in the reference list of overseas tertiary institutions published by the Ministry of Education or those listed in the approved lists of tertiary institutions based in Mainland China, Hong Kong and Macau as announced by the Ministry of Education.

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	Limitations for Promotion	<ol style="list-style-type: none"> <li>1. During the semester of application and the semester in which the promotion takes effect, the applicant shall actually be teaching in the university.</li> <li>2. Applicants seconded to other institutions shall not be allowed to apply for promotion.</li> <li>3. Applicants who have not passed the promotion shall not be allowed to again apply for promotion in the following semester.</li> <li>4. Those who have not achieved an annual average rating of 3.5 in the last three years of the course opinion surveys shall not apply for promotion.</li> <li>5. No application for promotion shall be allowed if a faculty member's most recent evaluation has been unsuccessful.</li> <li>6. No promotion shall be applied for if the candidate will reach retirement age at the time the promotion takes effect.</li> </ol>	
	Promotion Thresholds	<ol style="list-style-type: none"> <li>1. Research: A rating of Grade B or higher from at least four reviewers</li> <li>2. Teaching: A rating of at least 80 points.</li> <li>3. Service: A rating of at least 80 points.</li> </ol>	

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Review of Publications	Number of Outside Reviews	Outside reviews of academic works shall be conducted by the respective colleges.  For those under evaluation through works, exhibitions, proofs of achievement, or technical reports, said works shall be sent to five academics or experts simultaneously for evaluation.	A reviewer shall not be of a lower rank than the candidate, and shall recuse himself/herself from the review if he/she is a spouse, a third- degree consanguinity relative or higher, or a relative by marriage, a supervisor of a degree dissertation or a person with shared vested interest.
	Ratings	The external review of publications shall be rated on a scale of A (outstanding), B (excellent), C (average) and D (unsatisfactory). The evaluator shall assess the applicant's research performance against that of a faculty member of the same rank in the same field.	The 248th Meeting of the University-level Faculty Evaluation Committee on Dec. 29, 2010 resolved that: "...that the college and departmental committees...shall require the External Examiners to set out in detail the specific evaluative comments (300 characters or more) in accordance with the regulations of the Ministry of Education....".  The 263rd Meeting of the University-level Evaluation Committee on Dec. 26, 2011 resolved that: "To reaffirm the resolution of the 248th University-level Evaluation Committee meeting held on Dec. 29, 2010 in which external examiners

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			shall be asked to provide specific comments in accordance with the regulations of the Ministry of Education, the external examiners are therefore urged to provide detailed comments (300 characters or more) and recommendation notes, as well as to pay attention to the consistency between their comments and ratings.
	Reviewers	1. They shall be academics or experts from outside the University. 2. A person shall recuse himself/herself from the evaluation if one of the following circumstances apply: (1) Student-teacher relationship with the candidate, (2) The candidate is an academic collaborator (co-author or co-researcher), (3) Relative relationship (third degree of consanguinity or higher, in-laws, etc.), and (4) Vested interest parties.	Please download the “Recommendation Form for External Reviewers for Faculty Member Promotion” from the Office of Human Resources website.
	Co-authors	1. If a representative work is co-authored by several persons, only one of them may submit it for review; when submitting it for review, persons other than the candidate shall waive the right to	

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		<p>submit said work as a specialized work, work, exhibition, proof of achievement or technical report. The candidate shall indicate the nature of his or her participation in the work in writing and shall be certified by the signature of the co-authors, except in the following cases:</p> <p>(1) If the candidate is a member of Academia Sinica, he/she shall be exempted from submitting a certificate signed by the co-authors.</p> <p>(2) If the candidate is the first author or the corresponding author, he/she shall be exempted from submitting a certificate signed by the co-author residing abroad and who is not the first author or the corresponding author.</p> <p>(2) If the co-author is unable to sign the certificate for any reason, the candidate shall state in writing the part of said co-author's participation and the reason why the co-author's signature cannot be obtained. With approval from the University-level Faculty Evaluation Committee, said co-author's signature may be waived.</p>	
	Typing of Review Manuscripts	In order to respect the confidentiality of the evaluating experts, the proposing unit shall have the handwritten manuscript of the review experts on the review form typewritten and shall have it proofread for accuracy.	

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送審著作  Publications Submitted for Review	Rules on Publication of Representative and Reference Works	<p>1. Each college shall set the basic threshold for publications submitted for the promotion of faculty members in said college.</p> <p>2. The department-level Faculty Evaluation Committee shall examine the publications (or works, performances, proofs of achievement, technical reports) submitted by faculty members applying for promotion for compliance with Article 12 of the <u>NTNU Faculty Evaluation Regulations</u> 教師評審辦法 against the promotion thresholds of their respective colleges. It shall, after examining the candidate's teaching and service (to the University or to the academic community and society) performance, recommend evaluators who will be assigned to conduct external reviews.</p>	
	Relevant Rules on Representative and Reference Works (or exhibits, performances, proofs of achievement, technical reports)	<p>1. The publications submitted by faculty members applying for promotion shall be relevant to the nature of the courses taught and meet the following requirements.</p> <p>(1) The original work of the applicant shall not merely be a compilation, addition, deletion, combination or arrangement of the works of others, or a work that is not the result of research.</p> <p>(2) Papers published in academic journals rated as SCI, SSCI, TSSCI, EI, A&amp;HCI, THCI</p>	<p>1. Editorial works, translations, textbook development, and literary creations such as poetry, essays and novels that are not of an original and scholarly nature shall not be submitted for review.</p> <p>2. The name, volume and date of the publication shall be included in the submitted work (including representative and reference works); if not, a photocopy of the publication cover and catalogue (publication page) shall be attached to facilitate review.</p>

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		<p>(formerly THCI Core), EconLit, SCOPUS, ERIH, etc., or papers published in academic or professional journals with censorship systems in Taiwan and abroad recognized by the colleges, or papers presented at academic conferences with formal censorship procedures in Taiwan or abroad and that have been compiled and published in a book (including CD-ROM or online), or monograph books that have been censored and published. However, faculty members in the arts, physical education, and applied science and technology may apply for promotion by means of works, certificates of achievement, or technical reports in lieu of specialized publications. The review of the aforementioned monographs shall be limited to the following units:</p> <ul style="list-style-type: none"> <li>a. Publication editorial boards of domestic and foreign universities with censorship systems.</li> <li>b. Publication editorial boards of domestic and foreign academic research institutions with censorship systems.</li> <li>c. The editorial boards of journals announced by the Ministry of Science and Technology</li> </ul>	<p>3. The left-hand side column only lists the relevant university-level regulations for representative and reference works. In such cases when a college or department (institute) imposes more stringent regulations, the latter shall prevail.</p>

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		<p>and that accept monograph manuscripts for review.</p> <p>d. Domestic and foreign universities or research institutions that jointly publish in collaboration with each other or with publishers and that share joint publication editorial committees.</p> <p>e. Publishers approved by each college with an editorial board review mechanism, both domestic and overseas, and submitted to the University-level Faculty Evaluation Committee for review.</p> <p>(3) Said publications shall have been published after the candidate had obtained his or her previous faculty qualification; if the candidate's years of experience as a full-time faculty member in an overseas school have been counted as promotion years, his or her specialized publications (or works, exhibitions, certificates of achievement, technical reports) for said period and submitted for review shall be included.</p> <p>2. The representative work shall not be part of the candidate's degree dissertation (except for those submitted for the lecturer rank in the old system). However, this shall not apply if the candidate has not previously submitted a degree dissertation for</p>	

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		<p>faculty review or for those works which are extensions of a degree dissertation. The candidate, however, shall take the initiative to explain this and the representative work shall have to be found sufficiently innovative after expert review.</p> <p>3. If the content of the representative work submitted for examination is similar to that of the previous representative work, a copy of the previous representative work shall be submitted together with a comparison of the similarities and differences between the previous representative work and the current work.</p> <p>4. If two or more works are submitted for examination, the candidate shall decide which is the representative work and which is the reference work; if they are related studies forming a series, they may be combined as representative works. A representative work submitted shall not be the same one that has been submitted before as a representative work.</p>	

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	Rules on Unpublished Representative Works	For those who have received proofs of scheduled publication from domestic or foreign academic or professional journals for review in lieu of their representative work, said work shall be published within one year from the date of issuance of the proof of acceptance by the journal, and said work shall be submitted to the university for review and filing within two months from the date of publication; if said work is not published within one year for reasons not attributable to the applicant, they shall be submitted to the university for review and filing before the expiry of the one-year period, together with a proof of the reasons for publication delay issued by the journal and the ascertained date of publication. The application for extension shall be submitted to the University-level Faculty Evaluation Committee after approval by the Department-level (institute, Degree Program) and College-level Faculty Evaluation Committees. The extension period shall be limited to a maximum of three years from the date of the publication's certificate of acceptance.	
	Works Failing Previous Evaluation	If a faculty member fails to meet the required standards, and later submits a representative work on the same or similar topic for review again, they shall submit the previously submitted work and a	

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		comparison table of the similarities and differences between the old and new works for review by academics and experts.	
	Reference Material	Faculty members' professional or scholarly achievements not meeting the requirements for representative and reference publications from the previous rank to the time of application for promotion to a higher rank may be included as reference material.	
Matters of Importance for All Levels of Faculty Evaluation Committees	According to the interpretation in Shi-Zi No. 462 of the Grand Justices Council of the Judicial Yuan, the decision of each university school on the promotion of teachers is an administrative sanction; therefore, the relevant regulations set by the University on the promotion of teachers shall apply as per the Administrative Procedure Law.		
	The assessment of a teacher's work for promotion by Faculty Evaluation Committees at all levels shall respect the judgement of reviewers, unless such a committee is able to provide specific contradictory reasons with a professional and scholarly basis and are approved by at least two-thirds of the members present, in which case an evaluation result may be revoked. A committee composed of professionals from unrelated fields shall not make a majority decision on an applicant's professional scholarship, except for the consideration of factors such as number of positions, years of experience and teaching achievements.		

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	<p>In evaluating faculty promotion cases, the University-level Faculty Evaluation Committee shall examine in detail the evaluation procedures of the college- and department-level Faculty Evaluation Committees, and shall, in principle, respect the research, teaching and service ratings given. However, if the College- and University-level Faculty Evaluation Committees find that there is a significant discrepancy between the opinions of individual external reviewers and the ratings given, or that the review is too brief for judgment or has other significant flaws, they shall, with the agreement of at least two-thirds of the members present, refer the questionable review to the original reviewer for reconfirmation.</p> <p>If, even after the above-mentioned re-confirmation, there still exists any doubt about the original review, the College- and University-level Faculty Evaluation Committees may, if necessary, send the review to other scholars and experts with the consent of at least two-thirds of the members present. The aforementioned dubitable results shall not be taken into account.</p>	

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