

Enforcement Guidelines for Faculty Promotion of the Faculty Review Committee, College of Engineering, National Chiao Tung University

Amendment adopted at the 2nd Meeting of Faculty Review Committee of the College of Engineering on November 29th 1999

Amendment adopted at the 1st Meeting of Faculty Review Committee of the College of Engineering on October 30th 2000

Amendment adopted at the 2nd Meeting of Faculty Review Committee of the College of Engineering on November 27th 2000

Amendment adopted at the 2nd Meeting of Faculty Review Committee of the College of Engineering on January 7th 2002

Amendment adopted at the 4th Meeting of Faculty Review Committee of the College of Engineering on April 29th 2002

Amendment adopted at the 2nd Meeting of Faculty Review Committee of the College of Engineering on November 6th 2006

Amendment adopted at the 8th Meeting of Faculty Review Committee of the College of Engineering on May 8th 2008

Amendment adopted at the 9th Meeting of Faculty Review Committee of the College of Engineering on June 12th 2008

Amendment adopted at the 5th Meeting of Faculty Review Committee of the College of Engineering on December 30th 2008

Amendment adopted at the 1st Meeting of Faculty Review Committee of the College of Engineering on September 17th 2009

Amendment adopted at the 5th Meeting of Faculty Review Committee of the College of Engineering on February 24th 2010

Amendment adopted at the 5th Meeting of Faculty Review Committee of the College of Engineering on March 29th 2011

Amendment adopted at the 8th Meeting of Faculty Review Committee of the College of Engineering on June 23th 2011

Amendment adopted at the 5th Meeting of Faculty Review Committee of the College of Engineering on March 27th 2012

PS: English version provided for reference, the official version is in Chinese.

- Article 1 The Enforcement Guidelines of Faculty Promotion of the Faculty Review Committee (hereinafter referred to as the “Guidelines”) are stipulated in accordance with the Operation Rules of Faculty Promotion Review of NCTU.
- Article 2 The applicant for faculty promotion shall submit his/her research publications, teaching and service (including consultation) information, and other required documents to Faculty Review Committee of his/her department before June 1st every year. The Faculty Review Committee of the department/graduate institute will review his/her application concerning the applicant’s research and teaching performances (including consultation).
The Faculty Review Committee of the department/graduate institute shall finish the external review of the applicant’s publications and the faculty promotion review process before July 31 of each year. The list of faculty members recommended for promotion and the list of publication external review jurors shall be delivered to the College Faculty Review Committee convener for reference.
- Article 3 The faculty promotion review, conducted by the College Faculty Review Committee, consists of the evaluation of research and teaching.
After receiving the documents of the faculty members recommended for promotion submitted by the Department Faculty Review Committees, the College Faculty Review Committee shall conduct preliminary review of the recommendation and documents in accordance with Article 4 through Article 11.
After passing the first review, the College Faculty Review Committee shall conduct the first-stage re-examination for the applicant’s teaching. Once the applicant’s teaching and service grades are evaluated by more than two-thirds of the committee members as ‘recommended’ or ‘pass’ (80 or above) (the ballots for ‘not pass’ without specifying the

reason do not count), he/she advances to the second-stage re-examination. Otherwise the applicant is not recommended for promotion.

Once the applicant passes the first-stage re-examination, the Department Faculty Review Committee shall appoint at least five domestic and at least five foreign experts-scholars in the applicant's field of specialization as the candidates for publication review, for the College Faculty Review Committee convener's reference. The convener shall select three domestic and three foreigner publication reviewers (hereinafter referred to as "reviewers") for the second-stage faculty promotion re-examination: the publication review.

The reviewers' grading of the applicant's research publications are as follows: Excellent, Good, Average, and Below Average.

The criteria of promotion are met in the College if more than three-fourths reviewers (including the Department Faculty Review Committee reviewers) select 'Excellent' or 'Good'. The applicant for promotion to Vice Professorship shall have more than one-fourth select 'Excellent' to meet the recommendation criteria. The applicant for Professorship shall have more than one-third select 'Excellent' to meet the recommendation criteria. Otherwise he/she is not recommended for promotion.

The reviewers shall not be recommended by the applicant. The applicant might submit a list of (no more than three) reviewers who shall not be included in the reviewing process. Before the reviewing process, the College Faculty Review Committee convener shall submit to the University Faculty Review Committee the list of its own intended reviewers and those intended by the Department Faculty Review Committee for reference.

The College Faculty Review Committee might arrange for a public lecture by the applicant, if necessary.

The promotion re-examination process of the College Faculty Review Committee shall be completed before November 20 of each year, and the lists of applicants (recommended for promotion or not) and related documents shall be submitted to the University Faculty Review Committee.

The full-time faculty members who had already been qualified for promotion (i.e. having served as Lecturer, Assistant Professor or Vice Professor for more than three years) before the March 1, 2013 Amendment of the 'Operation Rules of Faculty Promotion Review of NCTU' are subject to the original Regulations (passed by the College Faculty Review Committee on June 23, 2011). The faculty members who had not been qualified but had already applied for promotion before February 28, 2014 might opt for the Regulations for Promotion before the Amendment (passed by the College Faculty Review Committee on June 23, 2011).

Article 4 The research review includes the specific results of publications, new products, and new techniques (patent, copyright, technology transfer, honors, etc.).

Article 5 The evaluation criteria of the applicant's publication for faculty promotion:
(1) The research publications are divided into 'representative' and 'reference'. The representative includes the publications published after the applicant acquired the previous level of professorship, and published in the previous five years. The reference includes the

publications published after the applicant acquired the previous level of professorship, and published in the previous seven years. The representative and reference publications shall not be directly related to the previous promotion nor to the applicant's doctoral dissertation. The applicant selects one to three representative publications at his/her own will. If the applicant fails to be promoted, he/she shall at least change one representative publication in his/her next application.

(2) The representative and reference publications submitted for review are limited to the published works. If the work is not yet published, the applicant shall file the proof for being accepted before June 1.

(3) The proof for the applicant's representative work being accepted is subject to review only if it will be published within one year, verified by the journal in question. The publication shall be submitted to NCTU for approval and documentation within two months after being published. If it is not published within one year for reasons not attributed to the application for promotion, the applicant shall submit the proof of the reason why it is not published and the guaranteed publication date issued by the journal in question, in order to apply for extension. It shall be published within three years after the journal guarantees its publication. Upon the approval by the University Faculty Review Committee, it shall be reported to the Ministry of Education before the one-year deadline.

(4) The academic journal is classified into three categories:

1. Extremely recommended (hereinafter referred to as "A"). Three points/each publication.
2. Recommended (hereinafter referred to as "B"). Two points/each publication.
3. Those with review system but not included in A or B (hereinafter referred to as "C"). One point/each publication.

The classification above is customized by the Departments, but the related materials shall be submitted to the College for approval.

(5) The representative includes at least one publication in A as the first author (the applicant's advisees do not count toward authorship) or the correspondence author.

(6) If the representative and reference publications are not singly authored, the criteria for points are as follows:

1. The applicant's advisees do not count toward authorship.
2. In cases of two authors, the first author 70%, while the second author 50%.
3. In cases of three authors or above, the first author 60%, the second author 30%, the third author 30%, while the fourth author and the following do not count.
4. The correspondence author counts as the first author.

(7) The pointing for patents is the same as publications. The invention patent shall be acquired in the past five years. The invention patent issued by the developed countries (defined by the United Nations) counts two points/each patent. The invention patent issued by the Republic of China counts one point/each patent. The patent counts two points at most. If more than one person claims ownership for the patent, the pointing

system follows the criteria as (6).

- Article 6 Vice Professor to be promoted as Professor: the applicant should tally at least eight points in total in terms of publications (including patents), five points of which shall be completed in NCTU. If the applicant serves in NCTU for less than two years but is qualified for promotion, he/she shall tally at least 15 points in terms of publications (including patents). Vice Professor to be promoted as Professor since the academic year 2012-13: the applicant shall tally at least 15 points in terms of publications in the past five years (including patents), 10 points of which shall be completed in NCTU. If the applicant serves in NCTU for less than two years but is qualified for promotion, he/she shall tally at least 21 points in terms of publications (including patents) in the past five years, six points of which shall be completed in NCTU.
- Article 7 Assistant Professor to be promoted as Vice Professor: the applicant shall tally at least five points in total in terms of publications (including patents) in the past five years. Assistant Professor to be promoted as Vice Professor since the academic year 2012-13: the applicant shall tally at least nine points in terms of publications in the past five years (including patents), six points of which shall be completed in NCTU. If the applicant serves in NCTU for less than two years but is qualified for promotion, he/she shall tally at least 12 points in terms of publications (including patents) in the past five years, three points of which shall be completed in NCTU.
- Article 8 The minimum requirement for the quality and quantity for Lecturer to be promoted as Vice Professor: publications that is equivalent to doctoral dissertation in the past five years. (This Article applies only to the applicants who had been Lecturer before July 31, 1997.)
- Article 9 The minimum requirement for the quality and quantity for Lecturer to be promoted as Assistant Professor: publications that is equivalent to doctoral dissertation in the past five years.
- Article 10 The minimum requirement for the quality and quantity for Assistant to be promoted as Lecturer: publications that is equivalent to master's thesis in the past five years.
- Article 11 The evaluation of teaching service is divided into teaching and service. The referred-to items of pointing are as follows, which are limited to the facts within five years before the Aug 1 of the promotion year.
- (1) Teaching:
1. Course evaluation results in the past five years.
 2. Teaching hours, number of courses taught, course syllabi and ideals, effects and improvement.
 3. Textbooks and course materials, as well as their publications.
 4. Advising of graduate theses or undergraduate projects. Specific results of student participation of exhibition and competition.
 5. Teaching evaluation results of the Teaching evaluation.
 6. Excellent, Good teaching awards or other teaching honors.
 7. Years teaching in NCTU.
- (2) Service:

1. University, College, Department administration.
2. Service in University, College, Department Committees.
3. Specific achievement in student consultation.
4. Establishment, planning and management of research centers, teaching and research laboratories.
5. Service in national examination.
6. Preparing, reviewing and editing of domestic and international academic organizations or conferences.
7. Service evaluation results of the Teaching Evaluation.
8. Teaching awards or other service-related awards in NCTU.

- Article 12 Only Vice Professors and Professors participate in the reviewing process when the College Faculty Review Committee members are evaluating Assistant Professor to be promoted as Vice Professor. Only Professors participate in the reviewing process when the members are evaluating Vice Professor to be promoted as Professor.
If a member of the College Faculty Review Committee fails to attend the reviewing process of promotion, he/she cannot exercise the right to vote, nor can he/she entrust others to attend the Committee.
- Article 13 After the re-examination, the College Faculty Review Committee informs the applicants of the results by written documents. If the applicant is not satisfied with the results, he/she might apply for the College Faculty Review Committee's reassessment by written specification within five work days after receiving the notification. The College Faculty Review Committee shall convene a reassessment meeting within two weeks after receiving the application.
If (more than) two-thirds of the reassessment meeting attendees approve, the original decision might be changed. The reassessment is limited to once.
If the applicant still disagrees with the reassessment result, he/she might file a grievance to the Teacher's Grievance Assessment Committee in accordance with the Regulations.
- Article 14 The applicant shall teach in NCTU during all levels of Faculty Review Committees' reviewing process of the promotion.
New teachers shall first pass the Teaching Evaluation before applying for promotion.
- Article 15 All Departments and Graduate Institutes shall stipulate their Regulations for Teaching Evaluation in accordance with related regulations, and shall submit them to College Faculty Review Committee for approval before enforcement.
- Article 16 The cases shall be attended to in accordance with related regulations if not covered in the Regulations herein.
- Article 17 The Regulations are reported to the University Teaching Evaluation Committee for approval before enforcement after two-thirds of the members (or above) approve.