

National Chung Hsing University Regulations for Department-Level General Education Center Faculty Appointment and Promotion Review

Enacted in the General Education Execution Committee on Jul. 28th, 2009
Amended (Article 12) in the General Education Execution Committee on May. 9th, 2012
Amended (Article 14) in the General Education Execution Committee on Sep. 27th, 2012
Amended (Articles 4,10 & 12) in the General Education Execution Committee on Jan. 23rd, 2015
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Amended (Article 16) in the General Education Committee on Apr. 13th, 2018
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Amended (Article 12) in the General Education Execution Committee on Sep. 22nd, 2022
Amended (Article 12) in the General Education Execution Committee on Jan. 14th, 2025

Article 1 These guidelines are based on the National Chung Hsing University Regulations for Faculty Appointment and Promotion and the National Chung Hsing University Regulations for General Education Center Faculty Appointment and Promotion Review, taking into account the specific characteristics of this center.

Article 2 For the appointment, reappointment, promotion, and service extension of teachers in this center, approval must first be obtained from at least two-thirds of the attending and voting members of the department and college-level faculty review committees. Following this, approval must be obtained from more than half of the attending and voting members of the university-level faculty evaluation committee, with at least two-thirds of its members present. The decision is then submitted to the university president for final approval and appointment.

Article 3 New full-time teachers whose highest degree is from our school must have at least two years of full-time teaching, research, or professional experience related to their field at another public or private institution after obtaining their degree. Only those with special skills or outstanding performance, and who have been approved by the faculty review committee at all levels, are exempt from this rule.

Article 4 Teachers applying for promotion at the Center must meet the following requirements:

1. Lecturers wishing to be promoted to Assistant Professor must have served as a lecturer for at least three years, demonstrated excellent performance, and have written specialized works of a standard equivalent to a doctoral dissertation.
2. Assistant Professors who wish to be promoted to Associate Professor must have served as Assistant Professors for at least three years, have outstanding teaching and research achievements, and authored specialized work.

3. Associate Professors who wish to be promoted to Professor must have served as Associate Professors for at least three years, have an excellent record, and possess specialized works that meet the academic award standards of this university.

Full-time teachers who meet the seniority requirements outlined in items 2 and 3 of the previous section and comply with Article 8 of the National Chung Hsing University Regulations for Faculty Appointment and Promotion may submit a technical report as their representative work for promotion. When presenting a technical report as a representative work, the written content must cover the development concept, theoretical foundation, main subject, methods and techniques, and result contributions. A written report must accompany patent applications on the research and development outcomes of the aforementioned five items, along with patent certificates and approval documents.

Full-time teachers who have shown outstanding performance or innovation in their current teaching practices can apply for promotion based on their teaching achievements if they have received the university's Outstanding Teacher Award I once, the Outstanding Teacher Award II twice, or the National Distinguished Teacher Awards in General Education. Submitting educational resources as representative work must align with the subjects taught. The teaching materials must be published by reputable sources with a review system and must have nationwide distribution or be published in respected academic or professional journals with a peer review system. This includes accessible and usable electronic journals, both domestically and internationally. Current teaching staff who obtained lecturer or assistant certificates before the amendment of the Act Governing the Appointment of Educators (March 19, 1997) may continue to teach without interruption and can directly submit for review according to the original promotion procedures.

Article 5 Seniority in teaching at the University shall be used as the basis for evaluating the promotion of teachers. Teaching experience from other schools may be considered if approved by the review committee. For those who are on paid or unpaid leave or have been approved for secondment but continue teaching at the school, their leave period will be counted as half of their seniority when considering promotions, with a maximum of one year being counted. The maximum duration of secondment that can contribute to seniority is two years; any period without teaching will not be included.

Article 6 Teachers at this center who have been on paid or unpaid leave for more than six months during the academic year or are about to leave for more than six months are not allowed to apply for promotion.

- Article 7 The promotion of teachers at this center should be reviewed based on their teaching, research, service, and collaboration achievements according to these procedures.
- Article 8 The promotion qualifications for adjunct teachers at all levels, aside from the fact that their teaching experience is counted as half, are handled in the same way as for full-time teachers.
- Article 9 Newly appointed lecturers at this center who hold a PhD can apply for promotion to assistant professor after one year of service, but they cannot use their dissertation or the same work for the promotion application.
- Article 10 Adjunct and full-time teachers who have obtained a higher-level teacher's certificate from the Ministry of Education and who have published specialized work within the last three years may be reappointed as teachers of a higher level, and his or her work may be exempted from external review. However, starting from February 1, 2014, new full-time teachers who apply for reappointment must undergo an external review of their publications.
- Article 11 Teachers at this center who have taken a leave of absence with or without pay for more than six months during the academic year or are about to leave the school for more than six months are not allowed to request reappointment.
- Article 12 The promotion and reappointment of teachers at this center require their academic research achievements to meet minimum standards. The evaluation method is as follows:
1. Journal Articles: [Only papers in which the applicant is either the first author or corresponding author are considered.](#) Papers published in SSCI, SCI, or A&HCI directories count for 50 points each. Papers from journals listed in the FLI or first-tier core journals of THCI and TSSCI, count for 40 points each. Papers from second-tier core journals of THCI and TSSCI count for 25 points each. Papers published in third-tier journals of [THCI and TSSCI](#) count for 15 points each. [For papers published in other double-blind peer-reviewed journals, each counts for 10 points, with a maximum of two papers allowed to be counted.](#)
 2. Books: books published officially under a review system must include proof of review and will be awarded 50 points for each volume.
 3. [Book chapters:](#) Each paper with proof of review is worth 20 points.
 4. Research Projects: Leading a project for the National Science and Technology Council [or the Ministry of Education's Teaching Practice Research Program](#) earns 15 points for each project. [Other projects](#)

[commissioned by governmental departments](#) (with proof of commission attached) earn 10 points each.

5. Doctoral Dissertation: For those intending to switch to an assistant professor position based on their dissertation, it will count as 50 points.
6. For those proposing to be promoted or re-appointed as assistant professors, the total score must reach 70 points.
7. For those applying for promotion or reappointment to associate professor, a total score of 80 points is required.
8. For those applying for promotion to professor: A total score of 90 points is required.

[9. Applicants for promotion or reappointment must have served as the principal investigator for at least one project funded by the National Science and Technology Council or the Ministry of Education's Teaching Practice Research Program.](#)

Article 13 The academic work review requirements for new applicants at our center are as follows:

1. Those applying to be newly appointed lecturers who have obtained a master's degree within the last three years can submit their master's thesis for review.
2. Applicants for newly appointed lecturer positions who have obtained a master's degree for more than three years must meet the evaluation method mentioned in the preceding article, with a total academic research score of 70 points or more, before the application can be considered.
3. Applicants for newly appointed assistant professor positions who have obtained a doctoral degree within three years (inclusive) can submit their doctoral dissertation for review.
4. Applicants for newly appointed assistant professor positions who have held a doctoral degree for more than three years must achieve a minimum academic research score of 70 points, based on the evaluation method mentioned in the preceding article.
5. Applicants for promotion to appointed associate professor positions must have earned a minimum total score of 80 points in academic research achievements since starting as an assistant professor, according to the evaluation method mentioned in the preceding article, before their application can be considered.
6. Applicants for newly appointed professor positions must have academic research achievements of a total of 90 points based on the evaluation method in the preceding article after promotion to associate professor to be eligible for consideration.

Article 14 The reappointment process for full-time teachers at this center requires approval from at least two-thirds of the departmental faculty review committee members in attendance, and a majority of those present must agree before proceeding with administrative procedures. As for adjunct teachers, reappointment must be approved by at least two-thirds of the departmental faculty review committee members in attendance, and at least two-thirds of the voting members must agree before proceeding with administrative procedures. If a full-time teacher decides to switch to a part-time position, approval must be obtained from at least two-thirds of the departmental faculty review committee members in attendance, and at least half of the voting members must agree before proceeding with administrative procedures. The same applies to the reappointment process. Lastly, if a teacher has not taught at the school for two consecutive years, the reappointment will follow the new hiring procedures.

Application for a transfer from a teacher at the center needs to be approved by the meeting organized by the current unit and then passed by the meeting of the receiving unit. After that, the agreement of at least two-thirds of the participating committee members is required at the Faculty Review Committee meeting before proceeding with the administrative process.

Article 15 For any matters not mentioned herein, please refer to related NCHU regulations.

Article 16 This method will be implemented after being approved by the General Education Execution Committee and authorized by the President. The same applies to any revisions.