

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

Enacted in the General Education Execution Committee on Jul. 28<sup>th</sup>, 2009

Amended (Article 8) in the General Education Execution Committee on May. 9<sup>th</sup>, 2012

Amended (Articles 3,4,8 & 9) in the General Education Execution Committee on Jan. 23<sup>rd</sup>, 2015

Amended (Article 11) in the General Education Execution Committee on Apr. 13<sup>th</sup>, 2018

Amended (Article 11) in the General Education Execution Committee on Jun. 4<sup>th</sup>, 2018

Amended (Article 11) in the General Education Execution Committee on Dec. 19<sup>th</sup>, 2018

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

Article 2 The promotion, appointment, or reappointment of full-time or adjunct teachers at this center must follow the proper procedures.

To be eligible for a promotion, a new appointment, or reappointment as a full-time teacher, the applicant's academic research results must meet the minimum standards outlined in the National Chung Hsing University Regulations for Department-Level Faculty Appointment and Promotion Review.

Article 3 Prior to the Faculty Review Committee meeting, the works submitted by faculty members seeking promotion or reappointment should be publicly displayed for at least a week. Additionally, there should be presentations or demonstrations of these works, technical reports, or teaching practices. It is important to thoroughly document the review process, including any questions posed by committee members to the applicants and their responses. These records must be presented to the university's Faculty Review Committee for reference. In the event that an adjunct teacher has already obtained a higher-level teaching certificate issued by the Ministry of Education at their original full-time school, they can be exempted from holding a public presentation of their representative works when applying for promotion or reappointment. When the review committee convenes, the teacher and relevant personnel should be invited to attend.

Article 4 The promotion review cases for teachers at our center should be handled in accordance with Article 2 of the National Chung Hsing University Standards for Faculty Promotion and Appointment Review and Submission Guidelines for Works.

Article 5 The grading criteria for faculty promotions at our center are as follows:  
1. For promotion to Assistant Professor: 30 points for teaching performance, 40 points for research, and 30 points for service and collaboration.

2. For promotion to Associate Professor: 30 points for teaching performance, 40 points for research, and 30 points for service and collaboration.

3. For promotion to Professor: 30 points for teaching performance, 50 points for research, and 20 points for service and collaboration.

Article 6 The evaluation for promotion of the teachers at this center is mainly based on the assessment results of the department-level Faculty Review Committee. Each Faculty Review Committee member may, based on the scores given by the department-level review committee for various evaluation items, add or subtract up to ten points to the total score as their evaluation score.

Article 7 If each evaluator at the college level gives a total score of 70 or above, the applicant's promotion is approved. Otherwise, the promotion is not approved. For promotion applications, more than two-thirds of the college-level review committee members must be present and participate in the vote, and more than two-thirds must agree before it can be recommended to the university for evaluation.

Article 8 The Center shall conduct an external (substantive) review of new teacher appointments, promotion, and reappointment cases before the review by the College's Faculty Review Committee. The convener of the department's Faculty Review Committee shall compile a list of at least ten recommended external experts and scholars to the college. However, if the work submitted for promotion is primarily teaching-related, the list should additionally include at least three experts and scholars provided by the Office of Academic Affairs who have relevant educational backgrounds and academic publications. This complete list is to be confidentially forwarded to the college-level Faculty Review Committee chair. The college-level Faculty Review Committee chair, convener, and president can add suggestions for external reviewers to the list. The president and the chair will then select five people from the list (two chosen by the president and three by the convener). If the work submitted for promotion is primarily teaching-related, at least one of the three selected external reviewers chosen by the convener must have relevant educational background and academic publications. The center will handle the external review process accordingly.

The outcome of the external review for the new appointments at this center has been processed according to Article 6 of the National Chung Hsing University Guidelines for Faculty Promotion and Appointment Review and Submission Standards for Works.

Newly hired university teachers with a certificate issued by the Ministry of Education that is equivalent to our standard and adjunct teachers who do not apply for a certificate from our school are exempt from external review. After being reviewed and approved by the departmental and college-level Faculty Review Committees, the matter will be sent to the university-level Faculty Review Committee for record-keeping.

Article 9 Application for reappointment by full-time and adjunct teachers is treated the same as applying for a promotion. The evaluation criteria, scoring standards, and assessment principles are identical to those used for promotion. Teaching performance, service, and collaboration can be evaluated based on teaching experience over the last five years.

Adjunct teachers who have obtained a higher-level teacher's certificate may apply for reappointment without needing an evaluation.

Article 10 Any matters not covered by these regulations will be handled according to the relevant rules of NCHU.

Article 11 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.