

National Chung Hsing University Guidelines for General Education Center Faculty Works External Review Committee Selection

Enacted in the General Education Execution Committee on Mar. 6th, 2009
Amended (Point 9) in the General Education Execution Committee on Apr. 13th, 2018
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- I. The General Education Center (hereafter referred to as the Center) has established the National Chung Hsing University Guidelines for General Education Center Faculty Works External Review Committee Selection (hereafter referred to as the Guidelines) based on the National Chung Hsing University Guidelines for Faculty Promotion and Appointment Review and Submission Standards for Works. The Guidelines are specifically for handling the appointment and promotion review of teachers' work at the Center.
- II. When applying for appointments and promotions at the Center, we adhere to the National Chung Hsing University Regulations for Faculty Appointment and Promotion and National Chung Hsing University Guidelines for Faculty Promotion and Appointment Review and Submission Standards for Works. External reviews of the work must be conducted by scholars and experts from outside the university in the relevant fields.
- III. The external review committee members should be appointed from outside the institution, and their selection should match the academic specialization of the submitter. If the submitted work spans multiple academic fields, the primary consideration should be the expertise area represented by the work. It should be carried out by someone approved by the Ministry of Education as a professor or who holds a comparable qualification. If there are no suitable candidates for the teaching position, cases for ranks below associate professor can be reviewed by someone with an associate professor qualification approved by the Ministry of Education or an equivalent qualification. However, individuals with this qualification are not permitted to review promotion cases for professorship.
- IV. The process and number of recommended external review experts and scholars should fully comply with the University's standards for teacher promotion review and the submission criteria for works for promotion review. The list format is detailed in the attached table.
- V. A recommended external review committee member should be recused under any of the following circumstances:
 1. The advisor for the submitter's thesis.
 2. Co-authors or collaborators of the work submitted for review.

3. Worked in the same department or equivalent unit as the reviewer within the past five years.

4. Familial relationship with the person submitting for review or it falls under the relevant provisions of Article 32 of the Administrative Procedure Act.

Failure to comply with the aforementioned regulations and not recusing oneself from the review process will result in the invalidation of the evaluation results. The remaining valid reviews can still be included in the evaluation results. When there aren't enough external reviewers available, additional reviewers should be sought to make up for the shortage.

VI. To ensure fairness and balance, the selection of external review committee members should, as much as possible, comply with the following principles:

1. Reviewers for the same case should ideally come from different schools, rather than all from the same institution.

2. Professors from the same department or equivalent unit where the applicant graduated within the past ten years should ideally avoid participating in the review process.

3. If the reviewer graduated from the same department and in the same period as the person being assessed, they should recuse whenever possible.

4. Reviewers who have collaborated with the applicant on related research within the past four to five years should recuse themselves from the review process.

5. For specialized subject areas where it's difficult to find qualified review committee members domestically, professors from abroad can be selected to serve on the review committee.

VII. The list of external reviewers should be kept confidential. Review comments must not include the names or handwriting of the reviewers. Any violations of these regulations will be handled according to the relevant school policies.

VIII. The opinions from external reviews can be decided upon by the various level faculty review committees. The submitter may be asked to provide explanations or defenses, which the committee members will use as a reference during their evaluation.

VIII. Upon approval by the General Education Execution Committee, these guidelines will be implemented and reported to the University's Faculty Review Committee for reference. The exact process applies to any revisions.

Note: Article 32 of the Administrative Procedure Act states that if any of the following circumstances arise, please recuse:

1. When the person or their spouse, ex-spouse, blood relatives within

the fourth degree, or in-laws within the third degree, or those who have ever had such relationships are the parties involved in the event.

2. The person themselves, or their spouse or ex-spouse, have a relationship with the parties involved that includes shared rights or shared obligations regarding the event.
3. Those who are currently or were previously agents or assistants of the parties involved in the incident.
4. Having been a witness or an expert in the case.