

Key Points for Faculty Appointment and Promotion Evaluation Procedures, College of Science, National Chengchi University

- Approved at the 28th College Affairs Meeting on October 28, 2002
- Ratified at the 205th University Faculty Evaluation Committee Meeting on January 22, 2003
 - Amended at the 30th College Affairs Meeting on March 13, 2003 (Article 7)
- Ratified at the 210th University Faculty Evaluation Committee Meeting on July 16, 2003
 - Amended at the 42nd College Affairs Meeting on June 15, 2004 (Article 6)
 - Amended at the 43rd College Affairs Meeting on October 28, 2004 (Article 2)
- Ratified at the 224th University Faculty Evaluation Committee Meeting on November 24, 2004
 - Amended at the 51st College Affairs Meeting on June 13, 2006 (Article 4)
- Ratified at the 243rd University Faculty Evaluation Committee Meeting on October 25, 2006
 - Amended at the 69th College Affairs Meeting on June 3, 2010 (Articles 4–8)
 - Amended at the 73rd College Affairs Meeting on December 27, 2010
 - Amended at the 77th College Affairs Meeting on October 17, 2011
 - Amended at the 78th College Affairs Meeting on December 12, 2011
- Ratified at the 293rd University Faculty Evaluation Committee Meeting on December 21, 2011
 - Amended at the 106th College Affairs Meeting on March 13, 2017 (Articles 2 & 8)
- Ratified at the 342nd University Faculty Evaluation Committee Meeting on April 12, 2017
 - Amended at the 110th College Affairs Meeting on April 17, 2018 (Article 7)
- Ratified at the 352nd University Faculty Evaluation Committee Meeting on May 23, 2018
 - Amended at the 115th College Affairs Meeting on October 28, 2019
- Ratified at the 364th University Faculty Evaluation Committee Meeting on November 27, 2019
 - Amended at the 126th College Affairs Meeting on April 25, 2022 (Articles 2, 8 & 8-1)
- Ratified at the 384th University Faculty Evaluation Committee Meeting on May 11, 2022
 - Article 2 effective upon ratification; other amendments effective June 1, 2022 —
- Amended at the 131st College Affairs Meeting on December 25, 2023 (Articles 2, 4 & 7)
- Ratified at the 399th University Faculty Evaluation Committee Meeting on April 17, 2024

Article 1

The College of Science (hereinafter “the College”) of National Chengchi University (hereinafter “the University”) establishes these Key Points in accordance with Article 27 of the *University Regulations for Faculty Appointment and Promotion Evaluation* to govern the appointment and promotion procedures of faculty members within the College.

Article 2

New full-time faculty appointments shall be limited to the rank of lecturer or above.

Appointment to assistant professor or higher ranks shall, in principle, require a doctoral degree and relevant experience demonstrating teaching and research capability.

Part-time appointments are limited to special teaching needs.

New faculty who already possess a Ministry of Education–approved teaching certificate may be appointed according to the certificate rank.

For full-time appointees without an equivalent-level teaching certificate, qualification review shall follow the *Ministry of Education Regulations for Faculty Qualification Review for Junior Colleges and Above*.

For diploma-based appointment cases, the department/institute/program shall submit the case for review by at least three external scholars or experts authorized by the College. When reviewed by three reviewers, the result shall be deemed passed if all three are rated “C” or higher and at least two are rated “B” or higher; When reviewed by more than three reviewers, the pass threshold shall not be lower than the above standard.

For non–diploma-based appointments, the external review process shall follow the same rules as those for promotion (as in Article 7, Item 5).

If the College Faculty Evaluation Committee questions the external reviewers’ results, it shall handle the matter in accordance with Article 39 of the *Regulations for Faculty Qualification Review for Junior Colleges and Above*.

Article 3

When applying for promotion, the applicant’s representative works shall be evaluated according to the scoring standards established by the respective department/institute/program and relevant College regulations.

The departmental Faculty Evaluation Committee shall preliminarily calculate points based on Article 5 and conduct a substantive review before submitting the case to the College Committee.

If the materials do not comply with relevant regulations, the College may reject and return the application.

The application should include the department chair’s comprehensive written comments on the applicant’s performance in all aspects for reference by the College Committee.

If multiple faculty members of the same rank apply simultaneously, their cases shall be ranked in order of recommendation.

Article 4

Applicants’ scholarly works for promotion must meet the following requirements:

1. Representative works must be produced after acquiring the previous faculty rank and within five years prior to the effective date of promotion.
Reference works must be within seven years before the effective date.
Applicants who were pregnant or gave birth during this period may extend the time limits by two years.
2. Scholarly works must be: Published monographs (with proof of publication), or articles published in recognized academic journals (or officially accepted for publication with certification).
All works must relate to the applicant’s teaching field and comply with Ministry of Education regulations.
3. For coauthored representative works, the applicant must specify their contribution, and all coauthors must sign a statement waiving their right to use the work for future review.
4. Works that are part of a related series may be presented as a group with explanatory notes.

Accepted-but-unpublished works must be published within one year from acceptance. If publication is delayed due to reasons beyond **the applicant’s** control, an extension may be applied for, **up to three years** from the acceptance date.

Once the applicant obtains a higher-rank teaching certificate, the same work cannot be reused in future promotions.

Article 5 – Scoring of Promotion Works

1. Peer-reviewed journal articles
 - Level 1: Scholarly articles published in journals indexed in **SCI(E), SSCI, EI, or TSSCI**, or other scholarly journals recognized by the **College Faculty Evaluation Committee**, shall be awarded **six (6) points per article**.
 - Level 2: Scholarly articles published in other academic journals with an external peer-review system shall be awarded **two (2) points per article**.
2. Academic Conference papers — Proof of blind peer review shall be provided, or the papers shall be evaluated by the **College Faculty Evaluation Committee**. Points shall be calculated on an aggregate basis, with a **total of two (2) to six (6) points** determined by the College Faculty Evaluation Committee based on the points recommended by the **Department Faculty Evaluation Committee**.
3. Books (monographs) — Proof of blind peer review shall be provided, or the work shall be evaluated by the **College Faculty Evaluation Committee**. Points shall be calculated on an aggregate basis, with a **total of two (2) to six (6) points** determined by the College Faculty Evaluation Committee based on the points recommended by the Department Faculty Evaluation Committee.
4. Book chapters — Proof of blind peer review shall be provided, or the work shall be evaluated by the College Faculty Evaluation Committee. **One (1) point shall be awarded per chapter**, with a **maximum cumulative total of six (6) points**.
5. Patents — If the original contribution presented in a counted publication results in the granting of an **invention patent in one or more countries**, **one** of the publications from which the patent is derived may receive an **additional 50% of its original points**, with a **maximum cumulative total of six (6) additional points**.

Coauthorship weightings: First author or corresponding author: 70%, Second author: 50%, Third author: 30%, Other authors: 10%

Article 6 – Minimum Required Scores

- Assistant Professor: **10 points**
- Associate Professor: **12 points**
- Professor: **16 points**

Applicants promoted to associate professor or professor must have at least one publication that meets the requirements in point 5 as a first-class publication and be the first author or corresponding author.

For those appointed on or after **August 1, 2018**, one of the following must apply:

- Two papers meet the requirements of the first-class publications specified in point 5, and the applicant is the first author or corresponding author.
- One paper meets the requirements of the first-class publications specified in point 5, and the applicant is the first author or corresponding author; the other paper is a paper presented at a top international academic conference in the field, and the applicant is the first author or corresponding author. When submitting the application, a detailed explanation of the reasons and documentary evidence demonstrating that the acceptance rate of papers at the international

academic conference was 30% or less should be provided. The application must be reviewed and approved by at least two-thirds of the members present at the departmental academic evaluation committee and, after approval by the dean, submitted to the faculty academic evaluation committee for review.

Article 7 – Review Procedures

The review process proceeds as follows:

1. A qualification review will be conducted based on the applicant's relevant documents in accordance with the "List of Required Documents for Faculty Promotion at this University."
2. If the qualification review meets the requirements, a formal review will be conducted on the applicant's research, teaching, and service records. The submitted publications will be evaluated for points according to the provisions of Point 5. The total number of points must meet the minimum standard for faculty promotion applications at each level as specified in Point 6. Approval will be obtained from a vote of at least two-thirds of the members of the Faculty Evaluation Committee present at the meeting before the application is sent to the university for external review.
3. After passing the formal review, the external review process should be conducted in accordance with the guidelines for external review of the faculty qualification examination.
4. Upon receiving the external review results, the faculty office should inform the applicant of the results.

If the external review results are passed, the faculty office should proactively notify the faculty one week before the faculty evaluation committee meeting for review. The faculty evaluation committee members may visit the faculty office to review the application materials (research, teaching, service) and the external review committee's opinions, including other relevant materials.

5. The Faculty Evaluation Committee shall confirm the credibility and accuracy of the review results of the academic experts.

If there are five reviewers, applications for promotion to the rank of Professor must receive a total rating of C or higher from four reviewers, with three of those receiving a rating of B or higher. Applications for promotion to the rank of Associate Professor or below must receive a total rating of C or higher from four reviewers, with two of those receiving a rating of B or higher, before submission to the committee for review. If there are more than five external reviewers, the standards for submission to the committee for review shall not be lower than the standards calculated for the five reviewers mentioned above.

6. If the externally reviewed research results are satisfactory and more than two-thirds of the members present at the Faculty Academic Evaluation Committee vote to approve the scoring of research, teaching, and service, and the total score of each category reaches 75 points or more, and the total score of the research projects of more than two-thirds of the members present reaches 75 points or more, the research project will pass the review and be reported to the president for final review by the Faculty Academic Evaluation Committee.

The Faculty Office shall inform the applicant for promotion of the results of the Faculty Academic Evaluation Committee.

7. Any doubts about external review results shall be handled per Article 39 of the *Qualification Review Regulations*.
8. Committee members must participate fully; absent members may not vote.
If discussion is postponed, the applicant may be invited to explain in person or in writing before re-evaluation.

Article 8 – Scoring Criteria

1. Research (50%)

- Representative publications and reference works (specialized works, works, certificates of achievement, technical reports).
- The quality and quantity of papers presented at domestic and international academic conferences and invited commentaries.
- The quality and quantity of awards received for publications.
- The quality and quantity of research projects undertaken.
- Other research achievements.

2. Teaching (30–40%)

- Evaluate teaching achievements.
- Guide and review the quality and quantity of master's and doctoral dissertations.
- Other activities that promote teaching effectiveness.
- Members of the Faculty's Academic Evaluation Committee will review the specific teaching achievement information provided by the departmental (institute, program) academic evaluation committee and assign scores to each individual. Scores should be within 10 percent of the departmental (institute, program) academic evaluation committee's score, and the average score will be calculated.

3. Service (10–20%)

- Part-time administrative duties related to the university, college, department (institute, program, office, center), etc.
- Contributions to department (institute, program, office, center), college, and university affairs.
- Serving as an instructor, club, publication advisor, or team advisor.
- Hosting or co-hosting domestic and international academic seminars.
- Achievements in social responsibility practices.
- Achievements in industry-university collaborations.
- Other service matters.

Members of the college's academic evaluation committee will review the specific service achievement information provided by the department's (institute, program) academic evaluation committee and assign scores. Scores should be within 10% of the department's academic evaluation committee score, and the average score will be calculated.

If the applicant's scores in Research, Teaching, and Service each reach 75 points or above, and the weighted average score (calculated according to the prescribed proportions) is also 75 points or above, the application shall be deemed passing.

The College Faculty Evaluation Committee meeting must be attended by more than one-half of all members, and promotion shall require the approval of at least two-thirds of the attending members. The evaluation results, together with the above scores, shall then be submitted to the University Faculty Evaluation Committee for final deliberation.

Article 8-1 – Flexible Weight Distribution

When applying for promotion, a faculty member may, within the flexible range of proportions specified in this Article for Teaching and Service, freely determine the percentage allocation (in increments of ten percent) between the two categories.

If no allocation is chosen, the evaluation proportions shall be set as follows:

Research – 50%, Teaching – 40%, and Service – 10%.

Faculty members who choose to allocate 20% to the Service category must have passed the most recent faculty performance evaluation and, within seven years after obtaining their previous faculty rank and prior to submission for review, must meet at least two of the following conditions:

1. Have received the University Outstanding Service Award.
2. Have served as an administrative supervisor or deputy supervisor at the university, college, or department (institute/program, or university-level center).
3. Have served as editor-in-chief of a major academic journal (SCI(E), SSCI, EI, TSSCI) or another scholarly journal recognized by the College Faculty Evaluation Committee for at least four semesters.
4. Have achieved a total accumulated amount of industry–academia collaboration funding of NT\$10 million or more.

Article 9

If a promotion application is rejected, the College shall notify the applicant in writing with reasons, and copy the University and department committees.

The applicant may file an appeal to the **University Faculty Grievance Committee** within 30 days of receiving notice.

Article 10

Faculty with higher academic degrees applying for promotion to lecturer or assistant professor shall undergo external review according to Article 2 (diploma-based review).

Applicants under the old system (assistants or lecturers) must have both thesis and coursework grades averaging ≥ 80 within seven years.

Article 11

These Key Points are based on Ministry of Education regulations and the University's Faculty Appointment and Promotion Evaluation Guidelines. Unspecified matters shall be handled in accordance with these regulations.

Article 12

These Key Points shall take effect upon approval by the College Affairs Meeting and ratification by the University Faculty Evaluation Committee. Amendments follow the same procedure.