

# Key Points for the External Review Procedures of Faculty Qualification Evaluation, College of Science, National Chengchi University

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## Article 1

The College of Science at National Chengchi University (hereinafter referred to as “the College”) establishes these Key Points in accordance with the *University Guidelines for the External Review of Faculty Qualification Evaluation*, to regulate the procedures for faculty appointment and promotion qualification reviews within the College.

## Article 2

After a faculty appointment or promotion application passes the formal review by the College Faculty Evaluation Committee (hereinafter “the College Committee”), the Convener of the College Committee shall assemble a *Nomination Subcommittee for External Reviewers* (hereinafter “the Nomination Subcommittee”) consisting of two to three scholars or experts.

## Article 3

Within one week after the College Committee’s preliminary approval, the applicant’s department or institute shall, based on the applicant’s academic specialty and with reference to the applicant’s submitted lists of reviewers to be *recused* or *excluded* (in the format provided in the appendix), submit a confidential list recommending at least ten external reviewers to the Convener of the College Committee. The reviewer information shall include the reviewer’s name, current position, academic field, and contact details (as per the recommendation form format).

## Article 4

The Nomination Subcommittee shall, with reference to the department or institute’s recommended list and the applicant’s exclusion list, select at least ten individuals. The list shall be ranked and submitted according to the number of reviewers required as specified in Article 3 of the University Guidelines for External Review Procedures for Faculty Qualification Evaluation.

External reviewers shall be invited in sequence. The Nomination Subcommittee and all administrative staff involved shall maintain strict confidentiality.

#### **Article 5**

A reviewer must recuse themselves from the review if any of the following conditions apply:

1. The reviewer was the applicant's thesis or dissertation advisor.
2. The reviewer co-authored any of the applicant's representative works.
3. The reviewer and the applicant are employed at the same institution.
4. The reviewer has a family relationship with the applicant.

#### **Article 6**

Selection of reviewers shall observe the following principles:

1. Reviewers for the same case should not come from the same institution.
2. Reviewers should preferably not be professors from the applicant's alma mater.
3. Reviewers should preferably not be classmates of the applicant.
4. Reviewers who have previously collaborated with the applicant in relevant research should be avoided whenever possible.

#### **Article 7**

Once the Nomination Subcommittee finalizes the list of reviewers, the College administrative staff shall, without special reason for delay, contact the reviewers and send the review materials within ten days. If a contacted reviewer does not respond within three days, the staff may proceed to contact the next reviewer in the ranked list.

#### **Article 8**

The review period shall, in principle, be limited to one month. The College administrative staff shall remind external reviewers to observe the deadline.

#### **Article 9**

During the review process, the College administrative staff shall keep the applicant and their department (institute or program) informed of the following progress:

1. That all review materials have been sent to the external reviewers.
2. That the external review results have been received by the College.
3. The deliberation results of the College Faculty Evaluation Committee.

#### **Article 10**

If the review process cannot be completed on time, the College administrative staff shall apply for an extension with the University Personnel Office before the end of the semester in which the proposed promotion is to take effect.

**Article 11**

Matters not covered in these Key Points shall be handled in accordance with the *Ministry of Education's Regulations for the Selection of Review Committee Members for Faculty Promotion at Junior Colleges and Above* and the *University Guidelines for the External Review of Faculty Qualification Evaluation*.

**Article 12**

These Key Points shall take effect after approval by the College Faculty Evaluation Committee and submission to the University Faculty Evaluation Committee for record. Amendments shall follow the same procedure.