

National Chengchi University – College of Science

Reiteration of Regulations and Operational Principles for Processing Faculty Promotion Applications

Retention Period: —

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Attachments:

1. Department Chair's Endorsement Form
2. Ranking List of Faculty Members Applying for Promotion to the Same Rank

Subject: Reiteration of the relevant regulations and operational principles for processing faculty promotion applications in the College. Please be informed and comply accordingly.

Explanation:

1. This matter is handled in accordance with the resolution adopted at the 84th meeting of the College Faculty Review Committee.
2. The important regulations and operational principles regarding the College's acceptance of faculty promotion applications are listed as follows:
 - (1) Each department/institute shall conduct a substantive review of its faculty members' promotion applications before submitting them to the College Faculty Review Committee for deliberation. If the submitted materials fail to comply with relevant requirements (e.g., lack of proof regarding journal classification), the application will be returned and not processed.

(2) According to the latter part of Article 13 of the University's Regulations for Faculty Appointment and Promotion Review:

"For representative works co-authored with others, the applicant must indicate their contribution in that work and obtain signed certification from the co-authors. Additionally, works authored solely by the applicant must be attached."

~~Therefore, if the representative work submitted by the applicant is not a single-authored work, they must also submit other single-authored works in order for the Faculty Review Committee to accept the application for deliberation.~~

(3) When a department submits faculty promotion applications to the College Faculty Review

Committee for deliberation, it shall attach a **Department Chair's Endorsement Form** (see **Attachment 1**), providing a comprehensive evaluation of the applicant's performance in various aspects for the Committee's reference.

If a department submits two or more applications for promotion to the same rank at the same time, it must prepare a **Ranking List of Faculty Members Applying for Promotion to the Same Rank** (see **Attachment 2**).

(4) Article 4, Paragraph 2 of the College's "Operational Guidelines for Faculty Appointment and Promotion" stipulates the method of calculating points for different types of academic works. Since certain provisions have been subject to varying interpretations, the meanings are hereby confirmed as follows:

1. Works counted on a **per-article basis**:
 - Journal articles with anonymous peer review (Category 1)
 - Book chapters (Category 4)
2. Works counted on a **total-volume basis**:
 - Conference papers (Category 2)
 - Complete books (Category 3)

In this part, the Department Faculty Review Committee shall propose a recommended point value, and the College Faculty Review Committee shall approve a total score between 2 to 6 points.

3. For patents (Category 5), one related paper may be additionally counted toward the total points; however, the maximum cumulative score is capped at 6 points.

Implementation: Henceforth, when departments submit faculty promotion applications to the College Faculty Review Committee for deliberation, they must first verify that all required documents are complete in accordance with the above explanation.

If the applicant meets the eligibility criteria but has omitted required documents, the department should remind the applicant to supplement the application materials in accordance with the relevant regulations. The completed applications shall then be submitted within the deadlines (before the end of April and the end of October each year) to the University Faculty Review Committee for preliminary review and approval, and subsequently to the College Faculty Review Committee for deliberation.

Original:

Department of Mathematical Sciences, Department of Psychology, Department of Computer Science, Institute of Neuroscience, Institute of Applied Physics

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