

Checklist of Documents to Be Submitted for Faculty Promotion

National Chengchi University

Applicable to the Faculty Appointment and Promotion Review Regulations promulgated and implemented by the University on June 13, 2011.

Revised by the Personnel Office, March 2018

[Supplementary administrative provisions by the College of Science]

Item No.	Required Documents to Be Submitted	No. of Copies	Remarks
1	Faculty Promotion Nomination Form	One copy	※ Please download the “Faculty Promotion Nomination Form” from the Personnel Office website under Forms → Faculty Promotion
2	Faculty Qualification Review Curriculum Vitae (Form A / Form B)	Form A: One copy; Form B: Five copies	<p>※ Please apply for an account and password via the Ministry of Education → Faculty Qualification Review Committee → Online Submission System for Faculty Qualification Review at Higher Education Institutions. (教育部/學審會/大專教師送審通報系統) After logging in, go to Faculty Application Operations → Complete Curriculum Vitae Online, fill in and upload the Faculty Qualification Curriculum Vitae.</p> <p>※ After entering the information, print the form and verify its accuracy. For Form A, please affix a photograph and affix a seal (or provide a signature).</p>
	Photos	One 1-inch	※ Please affix the 2-inch

		photo; One 2-inch photo 	<p>photo to the Faculty Qualification Review Curriculum Vitae in advance.</p> <p>※ On the back of the 1-inch photo, write your name and National Identification Number, and include it in the promotion application package (to be affixed to the faculty certificate upon approval).</p>					
3	<table border="1"> <tr> <td>Current Faculty Certificate</td> </tr> <tr> <td>Current Appointment Letter or Proof of Years of Service</td> </tr> <tr> <td>Appointment Letters Corresponding to the Required Years of Service for Promotion</td> </tr> <tr> <td>Highest Academic Degree Certificate</td> </tr> <tr> <td>Other Required Supporting Documents</td> </tr> </table>	Current Faculty Certificate	Current Appointment Letter or Proof of Years of Service	Appointment Letters Corresponding to the Required Years of Service for Promotion	Highest Academic Degree Certificate	Other Required Supporting Documents	One copy each	<p>※ Please select and submit the relevant documents in accordance with the items checked under “Statutory Basis and Supporting Documents” in the Faculty Qualification Review Curriculum Vitae.</p> <p>※ All submitted photocopies shall bear the departmental seal and a “True Copy of the Original” stamp.</p> <p>※ Appointment Letters: Full-time faculty members must submit appointment records for at least the most recent three years; part-time faculty members must submit appointment records for at least the most recent six years.</p> <p>※ Highest Academic Degree Certificate: Submission is required as applicable, such as in cases of promotion based on academic degree.</p> <p>※ Other Required Supporting Documents: These may</p>
Current Faculty Certificate								
Current Appointment Letter or Proof of Years of Service								
Appointment Letters Corresponding to the Required Years of Service for Promotion								
Highest Academic Degree Certificate								
Other Required Supporting Documents								

			include proof of service at other institutions, certificates of separation from service, or certificates of professional practice.
4	Representative Publication(s): Publications published after qualification at the immediately preceding faculty rank and within the five years before the proposed effective date of promotion.	Five copies	※ Representative publications shall be published after qualification at the immediately preceding faculty rank and within the five years before the proposed effective date of promotion; reference publications shall be published after qualification at the immediately preceding faculty rank and within the seven years before the proposed effective date of promotion. ※ However, applicants who were pregnant or gave birth during the aforementioned periods may apply for a two-year extension of the applicable time limits. ※ Monographs shall have been published and publicly distributed prior to submission of the application to the department (or institute) (with supporting documentation of submission for review and public publication), or published in recognized academic journals, or accepted for publication with official proof of scheduled publication, and shall be relevant to
	Reference Publication(s): published after qualification at the immediately preceding faculty rank and within the seven years before the proposed effective date of promotion	Five copies	
	List of Publications	Five copies each	
	Abstract(s) of Representative Publication(s)		

			<p>the applicant's teaching field.</p> <ul style="list-style-type: none">※ For works accepted for scheduled publication, publication shall be completed within one year.※ If the substantive content of reference publications has already been included in the representative publications, such content shall be excluded from consideration in order to avoid duplicate counting and potential concerns regarding repeated evaluation by external reviewers.※ Reference publications shall be numbered in the same order as listed under the "Reference Publications" section of the Faculty Qualification Review Curriculum Vitae, so as to facilitate review by external reviewers.※ Teaching or research achievements obtained by the faculty member from the date of obtaining the immediately preceding faculty rank qualification until the next application for promotion, such as commissioned research projects, professional survey reports, or instructional material development, may be listed as reference materials. These shall be listed only in the List of Publications and need not be submitted to the Faculty Evaluation
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			<p>Committee.</p> <ul style="list-style-type: none"> ※ Please clearly indicate the type of work on the cover page, including representative publication, reference publication, or doctoral dissertation. ※ If the representative publication submitted by the applicant is co-authored, a co-authorship statement (downloadable from the Personnel Office website under Forms → Faculty Promotion) shall be submitted, specifying the applicant's contribution to the work and signed by all co-authors. ※ If the publications constitute a series of related studies, a statement explaining their relationship may be provided, and such works may be listed as representative publications. ※ If the abstract of a representative publication is written in a foreign language, a Chinese abstract shall be attached.
5	Research, Teaching, and Service Achievements Other Than Publications	Two copies each	<ul style="list-style-type: none"> ※ Items shall be arranged in accordance with Article 17 of the University's Faculty Evaluation and Promotion Regulations. <p>[For the College of Science, no specific format is prescribed. Please compile and organize the materials in</p>

			accordance with the order of items specified in the aforementioned University regulations, and present them in a concise manner.]
6	Dissertation or Representative Publications from Previous Promotions	Five copies each	<ul style="list-style-type: none"> ※ Assistant Professors and Associate Professors applying for promotion to Associate Professor or Professor, respectively, shall submit their dissertation or representative publications from previous promotions. ※ A written statement explaining the relationship between the dissertation or representative publications from previous promotions and the publications submitted for promotion shall be submitted and signed by the applicant, even if no relationship exists. ※ Representative publications from the previous promotion include representative publications submitted in the most recent promotion application that was not approved. ※ If the most recent promotion application was not approved, and the applicant resubmits representative publications with the same or similar topics, the applicant shall submit the representative
	Written Statement Explaining the Relationship between the Dissertation or Representative Publications from Previous Promotions and the Publications Submitted for Promotion	Five copies each	

			<p>publications from the previous application and three copies of a comparison table detailing the similarities and differences between the previous and current publications.</p>
7	Declaration or Affidavit		<p>※ When applying for promotion at the University, part-time faculty members shall submit a written declaration stating that they are not simultaneously being submitted for promotion review by any other institution at which they hold a part-time appointment.</p>
8	Teaching Evaluation Form		<p>※ Pursuant to the resolution of the University Faculty Evaluation Committee, part-time faculty members applying for promotion shall submit teaching evaluation scores for the period of their appointment.</p>
9	Other Documents Required by the Department/Institute or College Faculty Evaluation Committee	Number of copies as specified by the Department/Institute or College Faculty Evaluation Committee	<p>Please consult the relevant college or department/institute. [Pursuant to the regulations of the College of Science Faculty Evaluation Committee, the following documents (one copy each) shall be submitted. Please download the forms from the College website:]</p> <p>※ NCCU College of</p>

			<p>Science Faculty Promotion Publication Evaluation Form (Recommended scores to be completed by the department/institute/program; the electronic file shall be sent to the College coordinator, and the hard copy shall bear the unit seal.)</p> <p>※ Department/Institute/Program Chair's Endorsement Form</p> <p>※ Ranking List of Faculty Recommended for Promotion to the Same Rank (Required only when two or more promotion applications at the same rank are submitted simultaneously by the same department/institute/program.)</p> <p>※ List of Recommended External Reviewers(To be approved by the Department/Institute/Program Faculty Evaluation Committee), and the List of External Reviewers to Be Recused and Eligible for Exclusion for Faculty Qualification Review shall be submitted confidentially to the Convener of the College Faculty Evaluation Committee within one week from the day following the College Committee's preliminary approval.</p>
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<p>10 (To be prepared by the College and Department/Institute)</p>	<p>Minutes of the Department/Institute and College Faculty Evaluation Committee Meetings</p> <hr/> <p>External Reviewers' Evaluation Forms</p> <hr/> <p>Department and College Scoring Sheets</p> <hr/> <p>Substantive Statements on Teaching and Service Activities</p>	<p>One copy each</p>	<p>※ Minutes of the Department/Institute and College Faculty Evaluation Committee meetings: Please affix the unit seal and specify the total number of committee members, the number required to attend, and the number actually in attendance. For each agenda item, the resolution shall be recorded, including the number of members eligible to vote and the numbers of votes in favor, against, and abstentions.</p> <p>※ Photocopies of the original External Reviewers' Evaluation Forms (These shall be anonymized, typed, and affixed with the unit seal.)</p> <p>※ Please provide substantive information on the applicant's teaching and service activities in the Faculty Evaluation Committee meeting agenda, so as to serve as reference for deliberation by faculty evaluation committees at all levels. [Such information shall be provided in detail by the head of the applicant's affiliated unit in the "Chair's Endorsement Form"]</p>
<p>11</p>	<p>Checklist for Verification of Faculty Qualifications</p>	<p>One copy</p>	<p>※ Please download the Faculty Qualification Verification Form for Promotion Review from</p>

	Based on Scholarly Publications at Institutions of Higher Education		the Personnel Office website under Teaching and Researchers → Application Forms → Promotion → Faculty Qualification Verification Form for Review.
12	Faculty Promotion Review Checklist	One copy	※ Please download the Faculty Promotion Review Checklist from the Personnel Office website under Teaching and Researchers → Application Forms → Promotion → Faculty Promotion Review Checklist.
<p>※ Under the University's former system, Lecturers who obtain a doctoral degree (for foreign degrees, credential verification is required; please allow sufficient time) and apply for promotion to Assistant Professor shall be subject to external review in accordance with Article 21 of the University's Faculty Appointment and Promotion Review Regulations.</p> <p>If August 1 or February 1 is designated as the proposed effective date of promotion, the application shall be reported to the Ministry by October 31 or April 30, respectively; otherwise, the month in which the application is reported to the Ministry shall be deemed the effective date of promotion.</p> <p>※ Article 23 of the University's Faculty Appointment and Promotion Review Regulations provides that:</p> <p>(1) Promotion of part-time faculty members shall be handled by their full-time employing institution. Only those without a full-time employing institution and not applying for promotion at any other part-time employing institution may apply for promotion at the University.</p> <p>(2) Years of service for promotion of part-time faculty members shall be counted at one-half, and only service rendered at the University shall be counted.</p> <p>※ Effective August 1, 2006, lecturers under the former system who opt to apply for and pass the review for Assistant Professor qualification may not subsequently submit the same dissertation or identical publications for review for Associate Professor qualification.</p> <p>※ Where colleges or departments/institutes have more stringent regulations, such regulations shall prevail (Article 27, Paragraph 2 of the Faculty Appointment and Promotion Review Regulations).</p> <p>Where the appointment and promotion operating guidelines of any college or department (institute, program, office, or center) are more stringent than these Regulations, such guidelines shall apply.</p>			