

Guidelines for Faculty Evaluation of the College of Science of National Taiwan Normal University

Passed by the 62nd Academic Affairs Meeting of the College of Science on December 23, 1999 and submitted to the 161st Faculty Evaluation Committee Meeting on March 1, 2000 for reference

Passed by the 68th Academic Affairs Meeting of the College of Science on January 9, 2003 and submitted to the 187th Faculty Evaluation Committee Meeting on January 16, 2003 for reference

Passed by the 78th Academic Affairs Meeting of the College of Science on December 21, 2007 and submitted to the 225th Faculty Evaluation Committee Meeting on January 23, 2008 for reference

Passed by the 79th Academic Affairs Meeting of the College of Science on June 13, 2008 and submitted to the 228th Faculty Evaluation Committee Meeting on June 30, 2008 for reference

Article 5 (regulations on promotion of newly-recruited assistant professor in 6 years) and Article 10 (promotion works by faculty completed after the current position) amended by the 80th Academic Affairs Meeting of the College of Science on September 5, 2008 and submitted to the 230th Faculty Evaluation Committee Meeting on September 24, 2008 for reference

Article 5 (regulations on promotion of newly-recruited faculty in 6 years) amended by the 82nd Academic Affairs Meeting of the College of Science on June 19, 2009, and submitted to the 236th Faculty Evaluation Committee Meeting on June 24, 2009 for reference

Article 5 (regulations on requirements of newly-recruited full-time faculty) amended by the 86th Academic Affairs Meeting of the College of Science on September 10, 2010 and submitted to the 245th Faculty Evaluation Committee Meeting on September 29, 2010 for reference

Articles 5, 6, 10 and 14 (regulations on including SCI journal articles and the principle of recusal of faculty evaluation committee members) amended by the 95th Academic Affairs Meeting of the College of Science on October 19, 2012 and submitted to the 261st Faculty Evaluation Committee Meeting on November 14, 2012 for reference

Article 10 (credibility and correctness of profession review) amended by the 99th Academic Affairs Meeting of the College of Science on October 18, 2013 submitted to the 268th Faculty Evaluation Committee Meeting on November 6, 2013 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1020027199 issued on November 13, 2013

Articles 3-6, 8 and 10 amended, Articles 11 and 12 newly added, the regulations starting from the original Article 11 moved to new Article 19, and the renumbered Article 15 amended by the 2nd Faculty Evaluation Committee Meeting of the College of Science on October 13, 2014 and the 105th Academic Affairs Meeting of the College of Science on December 12, 2014, submitted to the 275th Faculty Evaluation Committee Meeting on December 24, 2014 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1031032535 issued on January 6, 2015, of which the above amended and added regulations would become effective on August 1, 2015

Articles 5, 9 and 10 amended and Article 6 (amendment to restrictions on qualifications for recruitment and promotion, and deletion of appraisal for employment renewal) deleted by the 8th Faculty Evaluation Committee Meeting of the College of Science on June 4, 2015, the 9th Faculty Evaluation Committee Meeting of the College of Science on June 12, 2015 and the 109th Academic Affairs Meeting of the College of Science on June 15, 2015, submitted to the 279th Faculty Evaluation Committee Meeting on July 1, 2015 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1041016479 issued on July 14, 2015, of which the above amended and added regulations would become effective on August 1, 2015

Articles 5 and 10 amended (amendment to restrictions on qualifications for recruitment of full-time faculty) by the 2nd Faculty Evaluation Committee Meeting of the College of Science on November 12, 2015, the 3rd Faculty Evaluation Committee Meeting of the College of Science on December 3, 2015 and the 111th Academic Affairs Meeting of the College of Science on December 15, 2015, submitted to the 282nd Faculty Evaluation Committee Meeting on December 30, 2015 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1051001192 issued on January 18, 2016

Articles 4, 5, 9, 10 and 12 amended by the 3rd Faculty Evaluation Committee Meeting of the College of Science on December 8, 2016 and the 117th Academic Affairs Meeting of the College of Science on December 21, 2016, submitted to the 288th Faculty Evaluation Committee Meeting on December 28, 2016 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1061000673 issued on January 12, 2017, of which the above amended and added regulations would become effective on February 1, 2017

Articles 2-5, 7, 9, 10, 12 and 14 (amendment to relevant regulations in response to the establishment of the professional school at the college level) amended by the 2nd Faculty Evaluation Committee Meeting of the College of Science

on October 26, 2017 and the 121st Academic Affairs Meeting of the College of Science on November 9, 2017, submitted to the 295th Faculty Evaluation Committee Meeting on December 27, 2017 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1071001347 issued on January 17, 2018

Article 9 amended (amendment to the regulations on works submitted for application for promotion) by the 1st Faculty Evaluation Committee Meeting of the College of Science on September 5, 2019 and the 130th Academic Affairs Meeting of the College of Science on September 12, 2019, submitted to the 309th Faculty Evaluation Committee Meeting on December 25, 2019 for reference and the official letter Shi-Da-Li-Yuan-Zi No. 1091001683 issued on February 3, 2020

- Article 1 These Guidelines are formulated in accordance with Paragraph 1 of Article 3 of the Faculty Evaluation Guidelines and Article 7 of the Articles of Association of the Faculty Evaluation Committee of the University (hereinafter referred to as the “Committee”).
- Article 2 Various departments, institutes, and college-level professional schools (hereinafter referred to as professional schools) for the initial employment, renewal of employment, employment period, promotion, re-employment, suspension, non-renewal of employment and dismissal of full-time and adjunct teachers, evaluation of full-time teachers, long-term employment, determination of reasons for dismissal, extension of employment, employment of emeritus professors and employment of teachers with Academia Sinica or other schools, etc., shall be reviewed by the faculty evaluation committee of each department, institute, and professional school and then submitted to the Committee for review.
- Article 3 When the Committee holds a meeting, the members shall attend the meeting in person and the meeting may commence when more than two-thirds of all members are present. The Committee shall deliberate on the matters listed in the preceding Article, the urgent matters submitted by the dean, the review of the relevant regulations of the faculty evaluation meetings of each department, institute and professional school, and other matters that shall be deliberated by the Committee.
- When the Committee deliberates on the matters listed above, except for the cases of promotion, the rest shall be voted in the manner by secret ballot and resolutions shall be reached only when the consent of more than two-thirds of the members present is obtained.
- Article 4 The levels of employment of full-time and adjunct teachers of various departments, institutes, and professional schools shall be handled in accordance with the provisions of Article 5 of the Guidelines for Faculty Evaluation of the University.
- Full-time teachers who are of the level of assistant professors or above shall undergo the external review of their published works in accordance with the provisions of Articles 5 and 6 of the Guidelines for Faculty Evaluation of the University. The review method is as follows:
- I. When the first-recruited full-time teacher applies for promotion of assistant professor with his/her doctoral degree, his/her specialized works (or dissertation) shall be submitted by the College to three external scholars and experts for review and may pass the review upon at least two of the reviewers give a rating of B or above and then the application shall be submitted to the faculty evaluation committee meeting at the level of the College and the University for review.
 - II. For the application for promotion submitted by teachers who have obtained the teaching certificate issued by the Ministry of Education (hereinafter referred to as the teaching certificate) and are of the levels of assistant professor or above shall have their works published within the latest three years delivered to three external scholars and experts for review and may pass the review and be promoted to the level stipulated by the teaching certificate when at least two of

the reviewers give a rating of B or above. However, if the level applied for being promoted to is higher than the one specified in the teaching certificate held by the applicant or when the candidate does not have a teaching certificate but intends to be employed at the level of associate professor or above, the process shall be handled in accordance with Sub-paragraphs 4 or 5 of Paragraph 1 of Article 5 of the Guidelines for Faculty Evaluation of the University, in which the applicant's works published in the latest three years shall be submitted by the University to five external scholars and experts for review and may pass the review and be promoted to the level stipulated by the teaching certificate when at least four of the reviewers give a rating of B or above and then the application shall be submitted to the faculty evaluation meeting at the level of the College and the University for review.

- III. If the teacher to be employed in the preceding Paragraph has the teaching certificate specifying the equivalent level issued by the Ministry of Education and meets the qualifications for lectures and research at the National Taiwan Normal University stipulated in the University's Guidelines for Rewarding Academically Outstanding Teachers, his/her works will be waived from being sent for external review but be directly submitted by his/her department, institute, and professional school to the Faculty Evaluation Meeting of the University for review after being approved according to administrative procedures; and for those who meet the qualifications for lectures and research lectures at National Taiwan Normal University but have not obtained the teaching certificate specifying the equivalent level issued by the Ministry of Education, after obtaining the approval by his/her department, institute and professional school according to administrative procedures, the University will submit their published works to five external scholars and experts for review and then the application shall be submitted to the faculty evaluation meeting at the level of the University for review.

Article 5 For the newly-recruited full-time teachers from any and all departments, institutes and professional schools, the respective department, institute and professional school shall submit the education and work experience certificates and published works of the teachers to be employed according to their approved number of staff and the needs of teaching and research to the faculty evaluation meetings of departments, institutes and professional schools for the preliminary review of the teaching, research, expertise, morality and courses taught by the applicant and then the applicant will be officially employed after the application is reviewed and approved by the faculty evaluation committees of the College and University in accordance with the provisions of the preceding Article and the approval by the President is obtained.

The qualification requirements for newly-recruited full-time teachers stated in the preceding Paragraph shall be subject to the University's regulations on the qualifications and evaluation procedures for newly-recruited full-time teachers.

The employment of full-time associate professors, assistant professors and lecturers who fail to be promoted within six years upon onboarding after February 1, 2009 may be renewed for an additional year. And the employment of those who still fail to be promoted within such an additional year will not be renewed. Such an additional period may be extended to two years if the failure is due to severe accidents, childcare leaves without pay or giving birth, provided that the related supporting evidence shall be submitted to the faculty evaluation meeting for resolution.

The initial employment of adjunct teachers shall be handled in accordance with the provisions of Paragraph 1, but the recruitment and employment procedures will be

completed after the preliminary review by the faculty evaluation committee of the respective department, institute and professional school, final review by the Committee and the approval by the President of the University.

When any of the full-time teachers of the University is re-employed as an adjunct teacher, it may be waived from submitting supporting evidence of education and work experience and published works.

The joint employment of teachers may be conducted with other universities or academic institutions that have entered into a university-level cooperation guideline or cooperation agreement. And the recruitment procedures and qualifications shall be handled in accordance with the regulations for full-time teachers. The employment may be conducted after the preliminary review by the faculty evaluation committee of the respective department, institute and professional school, review by the Committee, final review by the faculty evaluation of the University and approval by the President of the University.

The procedures for re-employment of jointly-employed teachers in the preceding Paragraph shall be handled in accordance with the regulations for adjunct teachers.

Article 6 (Deleted)

Article 7 The non-renewal of employment and long-term employment of full-time teachers shall be reviewed by the faculty evaluation committee of the respective department, institute, and professional school, reviewed by the Committee and finalized by the faculty evaluation committee of the University. If there is no resolution for non-renewal, it shall be deemed that the resolution of renewal of employment is reached. The renewal of employment of adjunct teachers shall be reviewed by the faculty evaluation committee of the respective department, institute, professional school, and Committee and approved by the President of the University.

Article 8 The initial employment, renewal of employment, and suspension of chair professors shall be handled in accordance with Article 10 of the Faculty Evaluation Guidelines.

Article 9 The application of promotion of full-time teachers of each and all departments, institutes and professional schools shall comply with the basic terms and conditions, restrictions and relevant provisions of Articles 11, 12, 12-1 and 14 of the Faculty Evaluation Guidelines.

In addition to the basic terms and conditions, restrictions, and related regulations of the preceding Paragraph, teachers who intend to apply for promotion shall publish articles and papers in journals of SCI, SSCI, TSSCI, EI, A&HCI, **SCOPUS** or papers that have been accepted by any of the previous publications (please provide the letter of acceptance), or at least three papers included in a book that has been reviewed and published and meets the requirements of Subparagraph 2 of Paragraph 1 of Article 12 of the Faculty Evaluation Guidelines.

The papers submitted by the teacher applying for promotion shall be those that are published or accepted after the applicant is promoted to the previous level; and if the applicant has ever served as a full-time teacher at any overseas university and college, such seniority shall be included and the specialized works submitted for review may be included also.

Article 10 The review process for teachers applying for promotion is as follows:

- I. The teacher applying for promotion shall submit photocopies of the employment certificate and the teaching certificate and published works that meet the requirements, fill in the review form and list in detail the works published during the specific period for promotion specified in the preceding Article and provide the information of his/her work in research, teaching, service (conducted for the University, academic communities, and the general public) and counseling, etc. over the past years to the faculty evaluation committee of the department,

institute, and professional school for review by September/March 10 of each year. Those who exceed the deadline will be postponed to the next Semester.

- II. Newly-recruited full-time teachers who meet the requirements for promotion may apply for promotion from the next semester after passing the faculty evaluation.
- III. The faculty evaluation meeting of departments, institutes and professional schools shall carefully consider whether the teachers who apply for promotion meet the basic terms and conditions and restrictions for promotion mentioned in the previous Article, as well as the relevant regulations such as the College's threshold for published works. If meeting the relevant regulations, the committee members shall evaluate and rate the teaching and service (conducted for the University, academic communities and the general public) based on the guidelines stipulated by the respective department, institute and professional school.

For the review procedures and standards (thresholds) for promotion mentioned above, if the department, institute or professional school has any regulations more stringent, such regulations shall be complied with.

If the applicant of promotion meets the basic terms and conditions, restrictions and published works for promotion and the rate for teaching and service has reached 80 points, the preliminary review will be deemed to have been passed. After passing the preliminary review, the faculty evaluation meeting of the respective department, institute and professional school shall recommend the list of reviewers for external review.

If there are any comments disagreeing with the promotion from the faculty evaluation meetings among departments, institutes and professional schools, the specific reasons shall be submitted.

- IV. The heads of departments, institutes and professional schools shall submit all the materials, works and the review results and comments of the faculty evaluation meetings, as well as a list of recommended domestic and foreign reviewers (at least 8 persons) by October/April 10 of each year to the deans for review.
- V. The reviewers of works recommended in the preceding Paragraph are limited to external experts and scholars with outstanding research achievements. The parties concerned may notify the faculty evaluation meeting of the department, institute or professional school with the names of one or two reviewers that he/she disagrees with to be included in the list of reviewers.
- VI. The external review of published works shall be handled by the college and the handling staff shall sign a confidentiality agreement.
When the College handles the external review of works for promotion, it shall send the materials to five scholars and experts for review at a time. The reviewers shall be of a level higher than the level applied by the applicant for promotion. If the reviewers have relationships of spouses, blood relatives within the third degree of kinship, relatives by marriage, dissertation advisors or related interested parties with the applicant, they shall recuse. During the review, the name of the author may be disclosed, but the name of the reviewers shall be kept confidential.
- VII. The dean shall submit the review results of the works, as well as the relevant materials and review results provided by the faculty evaluation meetings of the department, institute and professional school to the Committee for review.
- VIII. Upon approval by the Committee, the dean shall submit all application materials, works and the Committee's review results and comments to the convener of the

faculty evaluation meeting of the University for deliberation by December/June 10 of each year.

- IX. In the process of reviewing the teacher's promotion by the Committee, the applicant shall be given the opportunity for giving a written or verbal defense, if necessary.

When applying for an external review, situations of the lobby, bribery, threats or any other interference against reviewers or review procedures shall be strictly prohibited.

Article 11 The thresholds for teacher's promotion are as follows:

- I. Teaching: At least 80 points.
- II. Research: After the external review of the works, at least four out of the five external scholars and experts give a rating of B or above.
- III. Service: At least 80 points.

Article 12 If the applicant's works has reached the threshold stated in Sub-paragraph 2 of Paragraph 1, the faculty evaluation meetings of the department, institute and professional school may rate the scores for teaching and service within a range having 100 points as the maximum. When the members are rating, the scores respectively given by the department, institute, and professional school may be adjusted within a range of 20 points, provided that the maximum shall not exceed 100 points.

If the Committee discovers that the comments for the external review of works are significantly inconsistent among each and all external reviewers, the review comments are oversimplified and unable to judge the performance, or there are major flaws, the review comments concerned shall be returned to the original reviewer for further confirmation.

After confirming the results in accordance with the preceding Paragraph, if there are still doubts about the original review comments, when necessary and upon the consent of at least two-thirds of the members, the materials and works may be submitted to the other scholars and experts for review and the scores with doubts will not be considered.

It shall be deemed as passing the review if the applicant's research, teaching and service all pass the thresholds.

Article 13 The extension of employment of full-time teachers shall be handled in accordance with the provisions of Article 15 and 16 of the Guidelines for Faculty Evaluation of the University.

Article 14 The reasons for the suspension or dismissal of the long-term employment of teachers and laying off shall be submitted to the Committee for review after reaching a resolution among the faculty evaluation meetings and academic affairs of the respective department, institute, and professional school; the reasons of the suspension, dismissal or non-renewal of employment of and laying off teachers who fail to obtain the long-term employment or violations of teachers service rules of the University, teachers' contract or other laws, etc. may be submitted to the faculty evaluation meetings of the College and the University after the review by the faculty evaluation meetings of the respective department, institute and professional school.

The parties of cases of dismissal, suspension, termination of renewal of employment, or lay off are applicable to provisions of Article 18 of the Guidelines for Faculty Evaluation of the University *mutatis mutandis*.

Article 15 The evaluation of the research fellow shall be handled in accordance with the relevant regulations of teachers, but only the achievements of research and service are required to be reviewed.

- Article 16 When the review of the Committee involves individual issues of the attending committee members and those who have the relationship of spouses, blood relatives within the third degree of kinship, relatives by marriage, dissertation advisor or related interests, the parties concerned shall recuse. For those who have not recused by themselves, the chairman may order the members concerned to recuse by resolution of the meeting to maintain the detached and objective position of the Committee.
For the resolutions of the Committee, any members who recuse based on the provisions in the previous Paragraph shall not be included in the number of members present.
- Article 17 The Committee shall deliberate on the matters listed in Article 2, shall be bound by the resolution reached and shall notify the parties concerned in writing within ten days upon reaching the original resolution; if such resolution is unfavorable, the reasons, legal basis, and channels and period for applying for relief shall be listed.
- Article 18 Any matters not covered herein shall be governed by the Guidelines for Faculty Evaluation of the University; the relevant doubt (if any) shall be clarified by the Academic Affairs Meeting of the College.
- Article 19 When these Guidelines are passed by the faculty evaluation meeting and Academic Affairs Meeting of the College, they shall be submitted to the faculty evaluation meeting of the University for review and the President of the University for promulgation and implementation and the same shall apply for the amendments.