

Regulations on Faculty Promotion, National Taiwan University

Category		Relevant University Regulations	Remark
Procedure	When promotion applications are considered	All promotion applications are handled once per academic year.	
	Units responsible for handling promotion applications	<ol style="list-style-type: none"> 1. Promotion applications are, in principle, to be handled by academic units that have an opening. The promotion must be approved by the university after passing three levels of Teacher Evaluation Committee review: departmental (graduate institute) level, college level, and university level. Then, a promotion report will be submitted to the Ministry of Education, to issue an upgraded teacher certification. 2. If a faculty member (applicant) has an equal joint appointment between two departments (graduate institutes), the two departments (graduate institutes) shall negotiate to decide which one will be designated the applicant's "primary" affiliated academic unit, responsible for processing the promotion application. 3. Faculty promotion applications for the Hydrotech Research Institute are to be handled by the College of Engineering, which is required to notify the College of Bioresources and Agriculture of such applications. 	
Eligibility for Promotion	Eligibility	<ol style="list-style-type: none"> 1. Full-time faculty members at NTU can be promoted from a lower level to a higher-level position. 2. Only faculty members who have actually taught at least one course during the second semester of the previous academic year are eligible to apply for promotion. 3. A faculty member is eligible if he or she has passed the three-level faculty review or has been promoted but remains within the set evaluation period after the promotion, or if his or her review has been waived by the University. However, all assistant professors hired after August 1, 2016 shall be subject to the provisions of Article 6 of the NTU Faculty Evaluation Regulations. 	<ol style="list-style-type: none"> 1. Current faculty members who obtained their instructor's certificate before the amendment of the Act of Governing the Appointment of Educators (March 21, 1997) and who have taught without interruption since that time can apply for evaluation according to the original promotion guidelines. 2. Promotion applications of teaching assistants who were hired before March 21, 1997 to lecturers are subject to the requirements of the new guidelines. 3. Full-time faculty members on temporary transfer without pay may apply for promotion if they volunteer to return to NTU to teach. 4. Paragraph 1, Article 4 of the NTU Faculty Evaluation Regulations states that "A faculty member of the University may only apply for promotion after a successful faculty review. However, assistant professors employed after August 1, 2016 shall be subject to the provisions of Article 6." In addition, pursuant to the Official NTU Missive No.

Category		Relevant University Regulations	Remark
			Xiao-Ren 0980016201, a faculty member (or researcher) who has received a promotion is deemed to have passed the review or assessment.
Work Experience	Basic years of service	<ol style="list-style-type: none"> 1. The last day of the academic year (July 31) is used as the record date for calculating years of service for promotion. 2. Basic years of service must meet the minimum length-of-service requirements specified in Articles 16, 16-1, 17, and 18 of the Act of Governing the Appointment of Educators. 	<ol style="list-style-type: none"> 1. The calculation of seniority with respect to research work and specialist fields or positions is based on the months and years recorded on the proof of employment formally issued by the employing organizations or agencies. 2. Subparagraph 1, paragraph 1, Article 3 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education states that "If a teacher has accrued seniority for a certain employment grade, the seniority of the teacher should be counted starting from the date specified in his/her Teacher's Certificate of the employment grade. [...]" Moreover, Article 11 of the Enforcement Rules of Act Governing the Appointment of Educators states that "[...:] the seniority of part-time teachers shall be calculated as fifty percent of that of a full-time teacher." 3. Subparagraph 2, paragraph 1, Article 3 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education states that "When a full-time teacher applies for promotion, the teacher's seniority during the period of undertaking full-time advanced studies, research, or scholarly exchange should be counted for a maximum of one year. When a teacher is approved for deployment on assignment and has returned to the original school to teach voluntarily during the period of the deployment on assignment, the teacher's seniority during the period should be counted for a maximum of two years."

Category		Relevant University Regulations	Remark
	Special Outstanding Performance	If an associate professor or assistant professor has served less than four years, or if a post-doctoral instructor has served less than ten (five) years, he or she must demonstrate special outstanding performance for promotion and provide written certification of extraordinary achievements or review and evaluation.	<p>1. An additional resolution attached to the 1st University TEC Meeting for the academic year 2011 held on September 24, 2011, requires that, beginning in the academic year 2012, all colleges and centers comply with the following requirement when handling promotion applications for their faculty members: If an associate professor or assistant professor has served less than four years, or if a post-doctoral instructor has served less than ten (five) years, he or she must demonstrate special outstanding performance for promotion and provide written certification of extraordinary achievements or review and evaluation. (Official NTU Missive No. Xiao-Ren 1000047632, dated October 24, 2011)</p> <p>2. Pursuant to the resolution passed at the 2nd University TEC Meeting for the academic year 2018 held on November 2, 2018, the determination of what constitutes "outstanding performance" is based on the type of awards received by the faculty member being reviewed, as listed below:</p> <p>(1) Assistant professors and lecturers: Ta-You Wu Memorial Award (MOST), Academia Sinica Research Award for Junior Research Investigators, or a comparable award (as determined by the relevant college), or</p> <p>(2) Associate professors: Outstanding Research Award (MOST), academic award presented by the Ministry of Education, or National Chair Professorship.</p> <p>(Official NTU Missive No. Xiao-Ren 1070088479, dated November 8, 2018)</p>

Category		Relevant University Regulations	Remark
Works submitted for Review	Time Limits	<p>1. Representative works must have been published during the period in which the applicant had held the current faculty rank and within five years before the submission of review. (This provision can be overridden by the regulations of the college or department (division) should they request shorter periods, in which case the applicable regulations or resolutions must be indicated.)</p> <p>2. A work that was previously submitted as a representative work for promotion review may not be resubmitted as a representative work for subsequent promotion reviews.</p>	<p>1. A female applicant may apply for an extension of the deadline by 2 years in case she has been pregnant or given birth during the maximum time frame allowed. (Refer to subparagraph 5, paragraph 1, Article 11 of the previous version of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and the 2nd NTU TEC Report for the academic year 2016.)</p> <p>2. In the current version of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, amended on May 25, 2016, the provision in Article 17 regarding the treatment of reference works has been deleted.</p>
		<p>Reference works must have been published during the period in which the applicant had held the current teaching rank and within seven years before the submission of review. (This provision can be overridden by the regulations of the college or department (division) if they request shorter periods. In this case, the applicable regulations or resolution must be indicated.)</p>	
	Maximum number of works submitted	<p>There is no restriction on the maximum number of works the may be submitted for review, as specified in subparagraph 3, paragraph 1, Article 21 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education. However, if the college (or center) or department (section, institute, degree program, office, or center) has other requirements, those requirements shall apply.</p>	
	Publication regulations	<p>1. The applicant's works must be published in reputable domestic or overseas academic or professional publications (including electronic journals with formal review process and public access); writings that have been publicly published; assembled public publications from domestic or overseas conferences with formal review processes (including publications on optical disc media or via the Internet). However, applicants must follow the requirements set forth by their college or department (division) if their requirements differ from the above.</p> <p>2. A faculty member's work submitted for promotion review must have been published before the Faculty Evaluation Committee convenes in the department in the year of promotion application, or proof must be submitted that the work has already been accepted for publication.</p>	<p>1. In the event that the publication date does not appear in a work submitted for review, the applicant shall produce hard copies of pages (cover page, table of contents, or other relevant documents) that indicate the publication month and year of the work in question.</p> <p>2. The applicant should preferably be the first author, corresponding author, or equal contributing author of the representative work; if not, written information showing the applicant's specific contribution to the work must be submitted.</p> <p>3. These requirements are in accord with paragraph 2, Article 21 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and the University's Official Missive No. Xiao-Ren 1000000491, dated January 5, 2011.</p>

Category	Relevant University Regulations	Remark
Regulations for unpublished representative works	<ol style="list-style-type: none"> 1. When submitting an unpublished work that has been accepted for scheduled publication as the applicant's representative work, this work is required to be published within one year from the date of the proof of acceptance issued by the publication editor, and the work, when published, shall then submitted to the Personnel Office for review and filing within two months of publication. 2. If the work is not published within one year due to causes beyond the applicant's control, explanation of the causes and proof of the rescheduled publication date shall be submitted to the University Teacher Evaluation Committee as supporting documents, to apply for an extension. The maximum extended deadline is three years from the date of acceptance for publication. 3. Those who fail to publish or submit their work by the prescribed publication deadline shall be reported to the Ministry of Education, to have the faculty member's qualification revoked and the teacher's certification of his or her rank returned to the Ministry of Education. 	If 2 or more works are submitted as representative works, a potential problem may arise in the event that any of the works submitted as representative works, have been accepted but not yet published are not duly published within the set time limit. The maximum deadline extension for publication of the submitted work is 3 years from the date of acceptance for publication.
Specifications for publishing works	<ol style="list-style-type: none"> 1. Applicants from the Colleges of Science, Engineering, Medicine, Bioresources & Agriculture, Management, Electrical Engineering and Computer Science, and Public Health as well as the Center for General Education and the Center for Teacher Education under the Office of Academic Affairs should have published works in SCI or SSCI listed journals. However, applicants in several special fields of study may be reviewed according to the standards of related academic fields other than their respective home colleges. 2. Applicants from the Colleges of Liberal Arts, Law, and Social Sciences should have published works in high-quality (first-class) journals, to be designated by their respective departments or graduate institutes or the journals listed in SSCI, AHCI, TSSCI, or THCI. 	The journals listed by each department or graduate institute shall be approved by the TEC of each department or graduate institute and submitted to the University TEC for approval. The University TEC shall then make this information accessible publicly by publishing it online.
Other Requirements	<ol style="list-style-type: none"> 1. A submitted work should be related to the subject matter that the applicant teaches in a course. If such a course is taught in a language other than Chinese, the college handling the promotion application is authorized to determine, based on the relevance to the applicant's academic specialty, whether the applicant is required to submit his or her work(s) written in that language. If the work submitted for review is written in a language other than Chinese, a Chinese abstract must be attached with the application. If potential reviewers familiar with this language are unavailable domestically, the college may request that the entire work be translated into Chinese or English. 2. A work submitted should demonstrate the applicant's individual originality. In the event that a work has been compiled through organizing, editing, combining, translating, or the work is a compilation of works by others, or if it is nonacademic or not research-oriented in nature, 	

Category	Relevant University Regulations	Remark
	<p>the work may not be submitted for review.</p> <p>3. A proposed representative work may not be part of a thesis or dissertation in fulfillment of an academic degree. An exception is granted, however, provided that (a) the applicant's thesis or dissertation has not been submitted previously for promotion application, or if the proposed representative work is the result of the research conducted as a continuation of the applicant's thesis or dissertation, (b) the applicant has provided appropriate explanation to that effect, and (c) professional evaluation has determined that the proposed representative work is sufficiently innovative.</p>	
Review of applicant's academic works and publications	<p>Required number of Academic Works/ Publications Review Forms from Reviewers</p>	<p>[Refer to the resolutions of the 10th University TEC Meeting for the academic year 2006 and the report of the 2nd University TEC Meeting for the academic year 2016.]</p>
	<p>Evaluation and Scoring of Works</p>	<p>1. Pursuant to the resolution passed at the 7th University TEC Meeting for the academic year 1995, held on May 30, 1996, each item in the representative work(s) section of the Faculty Publications Evaluation Form must be scored separately. It is not acceptable to have only a total score for all of the items combined. Please ensure that all reviewers will be advised of this important requirement.</p> <p>2. Pursuant to the resolution passed at the 2nd University TEC Meeting for the academic year 2008, held on November 7, 2008, each college may alter the form to suit its own characteristics and requirements, but the space for a total score for all items combined must still be present on the modified form.</p> <p>3. Pursuant to the resolution passed at the 4th University TEC Meeting for the academic year 2012, held on January 11, 2013, both score-based and grade-based evaluation</p>

Category	Relevant University Regulations	Remark
		options are available to each college, which shall choose one or the other system according to its own characteristics and requirements.
Reviewers	<p>1. All reviews of applicant's academic works and publications shall be conducted by experts and scholars outside NTU.</p> <p>2. All reviewers shall observe the relevant regulations regarding conflicts of interest.</p>	Refer to the Ministry of Education's Guidelines for the Selection of Committee Members for the Evaluation of Professional Works of Teachers at Institutions of Higher Education.
Co-author(s)	<p>1. Works with co-authors may only be submitted by one of the authors as the representative work for teacher qualification review. Works with multiple authors must attach a "Verification of Co-Authors" document to illustrate the contribution or the part completed by the applicant and that by each co-author, respectively. Other co-authors shall sign the document to relinquish their right to submit the work for teacher qualification application. Nevertheless, proof of the signature and seal of each co-author can be waived if any one of the following conditions applies:</p> <p>(1) The "Verification of Co-Authors" document with signatures may be waived if the applicant is an Academician of Academia Sinica.</p> <p>(2) The applicant is the first author or corresponding (telecommunicating) author, and any overseas co-author who is not the first author and any corresponding (telecommunicating) author has provided a signature to relinquish their right submit the work.</p> <p>2. If a co-author is unable to provide the required signature, the applicant shall provide a written statement to explain his or her extent of involvement in the submitted work, as well as to explain the reason(s) why the applicant is unable to secure the signature of the co-author in question. This requirement may be waived with the consent of the University TEC.</p>	
Handling negative feedback	Each college (or center) or department (division) shall inform the applicant, in writing, of any negative feedback that has been provided in the Faculty Publications Evaluation Forms. The applicant shall in turn provide a written response and submit it along with the Faculty Publications Evaluation Forms to the University TEC as part of the supporting documents	Pursuant to Paragraph 4-1 of the NTU Guidelines for Full-time Faculty Promotion.
Transcribing publications evaluation forms into typewritten format	For confidentiality purposes and also out of respect for the experts providing the evaluations, each academic unit responsible for submitting the applicant's works for review shall produce a typewritten and carefully proofread version of the handwritten information provided by the reviewers in the Faculty Publications Evaluation Forms.	
Additional Requirements	For academic disciplines for which objective evaluation standards (such as SCI and SSCI) are unavailable, the	

Category	Relevant University Regulations	Remark
	<p>reviewers' comments and the corresponding scores may not consistently reflect the applicant's true capabilities. For this reason, we request that the college provide the average scores of past evaluations of applicants for the discipline in question, if possible.</p>	
<p>Applicable Ministry of Education Regulations</p>	<p>Act of Governing the Appointment of Educators; Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education; Faculty Qualification Review Implementation Guidelines for Institutions of Higher Education; Implementation Guidelines for Authorization from the Ministry of Education for Institutions of Higher Education to Conduct Faculty Qualification Reviews</p>	