

NATIONAL CHUNG HSING UNIVERSITY

College of Electrical Engineering and Computer Science

Faculty Appointment, Promotion, and Service Extension Review Regulations

August 1, 2018—Formulated and passed by the College Affairs Meeting
March 7, 2019—Amended by the College Affairs Meeting (Article 18)
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February 20, 2024—Amended by the College Affairs Meeting (Articles 4, 6, and 12)

Chapter 1: General Provisions

- Article 1 National Chung Hsing University (hereinafter referred to as NCHU or “the University” or NCHU) College of Electrical Engineering and Computer Science (hereinafter referred to as “the College”) has formulated the *Faculty Appointment, Promotion, and Service Extension Review Regulations* (hereinafter referred to as “the Regulations”) in accordance with Article 2 of the *Faculty Evaluation Committee Organizational Charter of NCHU Colleges*.
- Article 2 The appointment and promotion of full- and part-time faculty members at the College must comply with the University’s *Regulations for Faculty Appointments and Promotions* as well as the College’s *Faculty Appointment and Promotion Review Regulations*. Regarding faculty service extensions, they must comply with relevant regulations.
- Article 3 Faculty appointment, promotion, change of appointment, and service extension at the College must be reviewed and approved by the respective department/graduate institute faculty evaluation committee first before being referred to the College Faculty Evaluation Committee for review in accordance with the Regulations. Appointment, change of appointment, promotion, and service extension of faculty members appointed by the College must comply with the University’s *Regulations for Faculty Appointments and Promotions*.
- Article 4 The College Faculty Evaluation Committee shall consist of nine members, with the dean serving as an ex officio member. The remaining members shall be elected by the College’s qualified full-time faculty members of a lecturer or higher rank from among the College’s qualified professors who have not been disciplined by the University Faculty Evaluation Committee for an academic ethics violation. Members shall be selected as follows: three from the Department of Electrical Engineering, three from the Department of Computer Science and Engineering, one from the Graduate Institute of Communication Engineering, and one from the Graduate Institute of Optoelectronic Engineering. Committee members shall serve a one-year term and may be re-elected once. Alternate members may also be named. If suitable candidates are unavailable within a department/graduate institute, the department/graduate institute may recommend candidates from related academic fields or domestic research institutions with

equivalent professor qualifications. Committee members recommended must be at least twice the number of candidates needed and shall require final approval by the University President.

Committee member candidates shall demonstrate strong academic literacy, dedication to teaching, fairness, and enthusiasm, and shall meet at least one of the following criteria:

1. Over the past five years, published three or more papers (as the first or corresponding author) in SCI-, SCIE-, SSCI-, and EI-indexed international journals, or had equivalent research outputs such as patents, new variety rights, and technology transfers.
2. Served as the principal investigator of National Science and Technology Council research projects for three or more years within the past five years.

If the dean does not meet the criteria for elective members, the committee shall elect one member to serve as the convener.

All of the aforementioned publications/research outputs must meet the requirements set forth in the University's Faculty Promotion Review Standards and Publication Review Guidelines.

Article 5 The dean shall serve as the chair of the College Faculty Evaluation Committee and shall preside over its meetings. In the dean's absence, a committee member shall be elected as an acting chair.

Article 6 College Faculty Evaluation Committee meetings require the presence of at least two-thirds of its members to proceed. Committee members who have conflicts of interest with one or multiple faculty members being evaluated, such as them having an advisor-advisee relationship, familial ties by blood or marriage within three degrees of kinship, academic collaboration relationship, or other relevant interests, shall recuse themselves for relevant meetings. Approval requires a vote of agreement from at least two-thirds of those with voting power, after which the case may be presented to the University Faculty Evaluation Committee for further review.

If a committee member fails to recuse themselves in a case where recusal is warranted, or if there are concrete reasons to suspect bias in the member's judgment, the concerned party/parties may request the removal of the committee member by providing specific facts and reasons. Recused members shall withdraw from related cases fully and shall be excluded from the vote count.

When necessary, relevant individuals may be invited to attend meetings as non-voting delegates.

For cases involving the review of appointment, promotion, change of appointment, service extension, dismissal, suspension, or non-renewal, the number of voting members shall be at least five. If this number is not met, alternate members shall fill the vacancies in torder of precedence.

Article 7 Faculty members seeking appointment, promotion, or change of appointment must meet the minimum academic research requirements set by their respective department/graduate institute before submitting an application.

Article 8 If a department/graduate institute lacks sufficient professors to form department/graduate institute faculty evaluation committee, the shortfall shall be addressed by the department/graduate institute head. Candidates shall be nominated from among qualified professors with relevant expertise,

either within or outside the University, as decided by the competent department/graduate institute affairs meeting. The nominees shall then be presented to the dean and subsequently to the University President for approval.

Article 9 Faculty members requesting promotion or change of appointment shall submit their representative publications: For faculty members seeking a promotion effective August 1, their representative publications shall be issued or published (or the applicants shall provide proof of acceptance by the journals) by February 15 of the same year. For those seeking a promotion effective February 1, their representative publications shall be issued or published (or the applicants shall provide proof of acceptance by the journals) by August 15 of the previous year. The applicants must be the first or corresponding author of the representative publications, and the publications must be published in academic journals or monographs with a review system. Other submitted specialized works for appointment, promotion, or change of appointment must comply with Article 4 of the University's *Faculty Promotion Review Standards and Publication Review Guidelines*.

Article 10 The review of faculty promotion and change of appointment at all levels within the College will be scored out of 100, with 70 being the passing score. Detailed review criteria and review forms shall be formulated separately. For appointment and service extension, decisions shall be made via a vote by College Faculty Evaluation Committee members. Meetings require the presence of at least two thirds of the College Faculty Evaluation Committee members and decisions require a two thirds majority vote of those with voting power before they are forwarded to the University Faculty Evaluation Committee for further review.

Article 11 For faculty members who obtained their instructor or teaching assistant certificates prior to the implementation of the amended *Act Governing the Appointment of Educators* on March 19, 1997 and who have not discontinued teaching, they may have their cases reviewed in accordance with the original appointment and promotion regulations.

Article 12 Matters unaddressed herein shall be handled in accordance with the University's *Regulations for Faculty Appointments and Promotions*, the *Faculty Promotion Review Standards and Publication Review Guidelines*, and the *Faculty Evaluation Committee Organizational Charter of NCHU Colleges*.

Chapter 2: Appointment

Article 13 The following requirements must be met for all levels of faculty appointment within the College:

1. Assistant professors: Newly appointed assistant professors shall, in principle, hold a doctoral degree.
2. Associate professors: Newly appointed associate professors must have obtained a doctoral degree, demonstrated excellent performance in teaching or research for at least four years, and made significant contributions or innovative achievements in their academic fields.
3. Professors: Newly appointed professors must have obtained a doctoral degree, demonstrated excellent performance in teaching or research for at least eight years, and made significant contributions or innovative achievements in their academic fields.

- Article 14 New faculty members considered for appointment must first obtain the approval of more than half of the faculty members in the appointing department/graduate institute before submitting their application to the competent faculty evaluation committee for review.
- Article 15 For faculty appointment, external reviews (substantive reviews) shall be conducted prior to the College Faculty Evaluation Committee's reviews. Each application requires the department/graduate institute faculty evaluation committee convener to compile a confidential list of at least 10 recommended external experts and scholars to be presented to the College Faculty Evaluation Committee. The College Faculty Evaluation Committee convener and the University President may also append the list with additional external experts and scholars. From the compiled list, the President and the College Faculty Evaluation Committee convener shall select two and three external reviewers, respectively, forming a panel of five external reviewers. The College shall then arrange for the external reviews of submitted works. The list of external reviewers recommended by each member of the Department Faculty Evaluation Committee shall be confidentially submitted in full to the College Faculty Evaluation Committee, which shall securely seal and store it. The overall external review results must meet the standards outlined in Article 6 of the University's *Faculty Promotion Review Standards and Publication Review Guidelines* before applications can be submitted for review by the three levels of faculty evaluation committees.
- Article 16 Faculty members meeting any of the qualifications listed in Article 3, Paragraph 3 of the University's *Regulations for Faculty Appointments and Promotions* are exempt from external reviews of their works. Those holding teaching certificates issued by the Ministry of Education for the proposed rank and meeting the qualifications for outstanding scholars specified in Article 3 of the University's *Regulations for Faculty Appointments and Promotions*, or new appointees to level 1 management positions at the University with majority approval from their department/graduate institute meetings, may directly proceed to the University Faculty Evaluation Committee for administrative review. Additionally, part-time faculty members with certificates for the proposed ranks, or part-time faculty members without such certificates but meeting the exemptions outlined in Paragraph 1 of this Article, may proceed to the University Faculty Evaluation Committee for filing after approval by the Department and College Faculty Evaluation Committees.
- Article 17 Holders of Ministry of Education-issued teaching certificates will be evaluated (based on their teaching and research publications) by each level of evaluation committee in sequence. Upon approval, they may be appointed at the same ranks as those indicated in their teaching certificates.
- Article 18 Departments/graduate institutes within the College seeking to appoint new faculty members, except for those assuming managerial roles, must publicly announce the recruitment information in media or academic publications for at least two weeks. For applicants recommended by department/graduate institute meetings and approved by department/graduate institute faculty evaluation committees, the respective department/graduate institute faculty evaluation committees will submit the applicants' credentials, diplomas, academic works, proof of education,

teaching, research publications, and review results directly to the College Faculty Evaluation Committee for review.

Chapter 3: Promotion

Article 19 Faculty members at all levels within the College seeking promotion must meet the following criteria:

1. From assistant professor to associate professor: The assistant professor must have served as an assistant professor for at least three years, demonstrated excellent teaching and research performance, and made significant contributions or innovative achievements in their academic field through their specialized works.
2. From associate professor to professor: The associate professor must have served as an associate professor for at least three years, demonstrated excellent teaching and research performance, and authored specialized works meeting academic award standards.

In principle, only the number of years of service at NCHU shall count toward the required seniority for faculty promotion; however, the number of years of service at other institutions may count toward seniority after approval by an evaluation committee. During periods of paid/unpaid leave, seniority will be accrued at half the rate for up to one year. If a faculty member is still teaching a course at NCHU during their approved secondment period, up to two years of seniority will be recognized; if no courses are taught by the faculty member during this period, no seniority will be accrued.

If a faculty member on unpaid leave teaches a course at a sister university with which NCHU offers joint degree programs, seniority will be accrued at half the rate for up to one year once verified by the Office of Academic Affairs and Office of International Affairs. In such cases, the requirement of teaching a course at NCHU set forth in the preceding paragraph shall not apply.

Article 20 Faculty members requesting promotion or change of appointment must, within the specified time limit, organize their personal works and related materials and submit an application to the respective department/graduate institute faculty evaluation committees. Upon approval by the committees, the committee conveners shall compile and confidentially submit a list of recommended external reviewers (at least 10 individuals per application) to the College Faculty Evaluation Committee. The College Faculty Evaluation Committee convener and University President may also supplement the list with additional external experts and scholars. From the compiled list, the President and the College Faculty Evaluation Committee convener will select two and three external reviewers, respectively, forming a total of five external reviewers. The College will then arrange for the external reviews of submitted works. The overall external review results must meet the standards outlined in Article 6 of the University's *Faculty Promotion Review Standards and Publication Review Guidelines* before the applications can be submitted for review by the three levels of faculty evaluation committees. Prior to the higher-level review, the College Faculty Evaluation Committee convener must provide the external review results to all levels of Faculty Evaluation Committees for reference during the review process.

If any selected reviewer as described in the preceding paragraph has a

conflict of interest with the applicant or is otherwise required to recuse themselves, the matter shall be handled in accordance with Article 5 of the University's *Faculty Promotion Review Standards and Publication Review Guidelines*.

Article 21 The College Faculty Evaluation Committee evaluates faculty members requesting a promotion based on the following categories: teaching, research publications, and service and collaboration.

1. Teaching:

Faculty members requesting promotion to professors, associate professors, or assistant professors are evaluated based on the following categories: courses taught and teaching contributions, including core courses; teaching materials and plans; and teaching evaluation and improvement measures (teaching process and reflection).

2. Research:

1) Representative and reference publications:

1. Representative publications are evaluated based on their "content and quality" as well as "originality and significance."
2. Reference publications must have been produced after the applicants attained their last faculty rank.
3. Publications published to obtain the applicants' current rank shall be declared in advance and may not be included in the current review.

2) Scores for research publication presentation clarity and responses:

3. Service and collaboration:

Evaluations are based on the following categories: years of service, service participation, student guidance, and collaboration situations.

Chapter 4 Change of Appointment

Article 22 Change of appointment of the College's faculty members (excluding part-time faculty members who already hold higher-rank certificates issued by the Ministry of Education) is viewed as a promotion and thus must follow relevant promotion procedures, starting with review and approval by the department/graduate institute faculty evaluation committees, followed by review by the College Faculty Evaluation Committee based on the faculty members' teaching, research publications, and service and collaboration.

Article 23 Part-time faculty members who have obtained higher-rank certificates issued by the Ministry of Education and who, within the past three years, have published specialized publications (with representative works published during their tenure at the university) may be reappointed to a higher rank. Such publications are exempt from external reviews. Whether change of appointment is accepted or rejected will be decided through voting among the College Faculty Evaluation Committee members without applying a scoring method.

The years of service accumulated by full-time faculty members in the same rank prior to change of appointment cannot be counted toward future promotion eligibility. Publications submitted before change of appointment cannot be reused for future promotion.

Change of appointment reviews for part-time faculty members are scored based on their teaching and research performance, with the review criteria matching those for promotion to equivalent ranks within the College.

Chapter 5 Service Extensions

Article 24 Full-time professors and associate professors who have reached the age of 65; demonstrated excellent teaching and research performance; achieved academic prestige; and expressed willingness to continue their services may be eligible for service extensions if they meet the following basic requirements and at least one special condition. Such cases may be reviewed proactively by the respective departments/graduate institutes and must be approved by the Faculty Evaluation Committees at all levels (i.e., department/graduate institute/degree program/College/University Faculty Evaluation Committees) in accordance with the University's *Service Extension Regulations for Professors, Associate Professors, and the University President*. The faculty members themselves may not request for service extensions themselves.

1. Basic requirements:

- 1) Received excellent evaluation in teaching and research performance from the University.
- 2) Met the minimum teaching hour requirements and did not exceed the maximum number of additional teaching hours allowed. Also, met the teaching hour requirements during the service extension periods (teaching situations over the past five years must be verified by the Office of Academic Affairs).

2. Special conditions:

- 1) Served as an academician at Academia Sinica.
- 2) Served as a National Chair Professor in a national lecture or at a domestic or international university.
- 3) Received the National Award for Distinguished Contribution to Industry-Academia Cooperation.
- 4) Won an award such as the Ministry of Education's Academic Award, Distinguished Award for General Education Teachers, and National Excellent Teacher Award.
- 5) Received the National Science and Technology Council Outstanding Research Award at least twice.
- 6) Within three years before the month of reaching retirement age or the expiration of each service extension, published at least one book or three or more significant academic papers (related to the courses taught) in well-known domestic or international academic journals, demonstrating substantial contributions to the academic field. The aforementioned book or academic papers are subject to the following conditions:

1. Personal publications must meet the following criteria:

- 1) Personal publications refer to academic, technical, or artistic publications matching the nature of the subjects taught and published through official distribution channels. Self-published works must clearly indicate the names and addresses of the authors, publishers, publishing houses, and printing houses; the dates of publication; and publication editions. If the publications are co-authored, the faculty members' contributions must be clearly explained in writing and verified by the co-authors.
- 2) The College shall send the faculty members' personal

publications for external reviews before they are reviewed by the College Faculty Evaluation Committee.

2. Academic journal articles must meet the following criteria:

- 1) The journals must be non-reporting in nature, have a review system (with at least two qualified reviewers), and be published periodically. Conference papers without review systems or are not accepted and published by journals will not be considered official journal publications.
- 2) The journals must be officially issued or published using letterpress or phototypesetting (photocopies of offprints are acceptable but must include the journals' covers, tables of content, and pages showing the reviewers or editorial boards).
- 3) If the publications or papers have already received official acceptance letters from journals and will have been published by the time of the University Faculty Evaluation Committee meetings (for service extension reviews), the original manuscripts, official acceptance letters, and expected dates of publication may be submitted to the various levels of the Faculty Evaluation Committees of the University for review.
- 7) Professors of art-related courses must, within three years before the month of reaching retirement age or the expiration of each service extension, have created/held at least three works, exhibitions, or technical guidance activities and achieved international recognition.
- 8) For courses taught by the faculty members, if their successors, as determined by all levels of Faculty Evaluation Committees, must possess expertise in high technology or rare skills, making such recruitment difficult, this situation would qualify as a special condition.
- 9) Demonstrated outstanding results in industry-academia collaboration, with significant contributions to the academic field and industries.

Article 25 After being approved by the department/graduate institute faculty evaluation committees in accordance with Article 24, Paragraph 1, Subparagraph 6, Item 1 of the Regulations, applications shall be submitted to the College to arrange for external reviews. Once two reviewers evaluate the works and deem them to have passed the requirements, the applications may be forwarded to the College Faculty Evaluation Committee for review. However, for first-time applicants, their works are exempt from the external review (excluding those applying using personal publications, who are still required to undergo the review). Once approved by the College Faculty Evaluation Committee through voting, the applications are forwarded to the University Faculty Evaluation Committee for final reviews. For applications meeting one of the following conditions, only approval by the department/graduate institute/office/center faculty evaluation committees is required before submitting the applications directly to the University Faculty Evaluation Committee for review:

The faculty members must have:

1. Served as an academician at Academia Sinica.
2. Served as a National Chair Professor in a national lecture or at a domestic or international university.
3. Received the National Award for Distinguished Contribution to

Industry-Academia Cooperation.

4. Won an award such as the Ministry of Education's Academic Award, Distinguished Award for General Education Teachers, and National Excellent Teacher Award.
5. Received the National Science and Technology Council Outstanding Research Award at least twice.

The department/graduate institute faculty evaluation committee conveners shall compile a confidential list of at least five external reviewers and submits it to the College. The College Faculty Evaluation Committee convener may also supplement the list with additional external experts or scholars. The College Faculty Evaluation Committee convener then selects two reviewers from the list to perform external reviews.

External reviews of service extension applications are scored out of 100, with 70 being the passing score. The service extension evaluation form will be developed separately.

- Article 26 To be considered significant academic publications, they must be in the form of a monograph with complete sections/chapters and contribute substantially to specific academic fields. Textbooks and translated works are not considered significant academic publications.

Chapter 6 Supplementary Provisions

- Article 27 Representative works (or theses/dissertations) must comply with the provisions stipulated in the Regulations. Faculty members seeking a promotion or change of appointment must present their works publicly on designated dates arranged by the College. Failure to show up on such dates without valid reasons will result in their ineligibility for a promotion. However, faculty members who are absent due to valid reasons may ask the department/graduate institute faculty evaluation committee chairs to request for the deans' approval to reschedule their presentations; presentations can only be rescheduled once.

- Article 28 When presenting theses/dissertations for promotion or change of appointment, at least two-thirds of the College Faculty Evaluation Committee members must be present. The review process, including the committee members' questions and the faculty members' responses, must be recorded in detail.

- Article 29 Faculty members who have previously submitted diplomas or theses/dissertations for review to attain their current ranks and who wish to apply for a further promotion or change of appointment must submit to the College Faculty Evaluation Committee research publications other than the ones previously submitted as their representative and research publications.

- Article 30 Applications for faculty promotion, appointment, change of appointment, and service extensions are processed once per semester. All department/graduate institute faculty evaluation committees must review and submit the relevant materials to the College Faculty Evaluation Committee before the deadlines. For faculty appointment to meet urgent teaching or research needs, the applications may be processed separately upon administrative approval by the University President.

- Article 31 Faculty members who believe that there are errors in the decisions made to reject their promotion, change of appointment, or service extension applications may file an appeal within 30 days of receiving the notices. The appeals shall comply with the regulations outlined in the University's

Organization of and Directives for Faculty Member Grievances Committees and Reviews.

If the appellants disagree with the decisions made by the University's Faculty Member Grievances Committees, they may submit a further appeal to the Ministry of Education's Central Teacher Appeal Review Committee.

Article 32 The renewal, non-renewal, dismissal, suspension, and severance of full-time faculty members, as well as the renewal and termination of part-time faculty members' contracts, shall follow the University's regulations. Part-time faculty members who stop teaching at the University for two consecutive years must go through the appointment process again when reapplying.

Article 33 The Regulations and any amendments made hereto shall come into effect once they are passed by the College Affairs Meetings and reported to and approved by the President.