

## **YZU Regulations for Evaluation of Faculty Promotion**

Passed by the 1<sup>st</sup> College Council Meeting of the 1<sup>st</sup> Semester of the 1990 School Year, February 1, 1991

Amended by the 3<sup>rd</sup> School Council Meeting of the 1995 School Year, April 17, 1996

Amended by the 4<sup>th</sup> School Council Meeting of the 1997 School Year, July 20, 1998

Amended by the 1<sup>st</sup> School Council Meeting of the 1998 School Year, January 11, 1999

Amended by the 2<sup>nd</sup> School Council Meeting of the 1998 School Year, June 21, 1999

Amended by the 1<sup>st</sup> School Council Meeting of the 2001 School Year, January 14, 2002

Amended by the 2<sup>nd</sup> School Council Meeting of the 2001 School Year, June 18, 2002

Amended by the 2<sup>nd</sup> School Council Meeting of the 2003 School Year, July 2, 2004

Amended by the 2<sup>nd</sup> School Council Meeting of the 2016 School Year, May 3, 2017

Amended by the 2<sup>nd</sup> School Council Meeting of the 2017 School Year, May 9, 2018

Amended by the 1<sup>st</sup> School Council Meeting of the 2018 School Year, October 31, 2018

Amended by the 2<sup>nd</sup> School Council Meeting of the 2018 School Year, May 8, 2019

Amended by the 2<sup>nd</sup> School Council Meeting of the 2019 School Year, May 6, 2020

Amended by the 1<sup>st</sup> School Council Meeting of the 2022 School Year, November 2, 2022

Article 1 These regulations are established for the evaluation of faculty promotion pursuant to “University Acts”, “Act Governing the Appointment of Educators”, and “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”.

Article 2 Full-time faculties whose current positions and qualifications have been verified by the Ministry of Education and who continue serving in school for the regulated seniority as the followings can apply for promotion, which is accepted only once a year:

1. Teaching Assistant promoted to Lecturer (limited to those who got the qualifications as teaching assistants of physical education teachers by the time Article 30-1 of “Amendments of Statute Governing the Appointment of Educators” were amended and entered into force): Served as a teaching assistant for four years or above (the sum seniority of teaching in YZU must be over one year) with excellent teaching and service and has published research publications equivalent to master's theses.
2. Lecturer promoted to Assistant Professor: Served as a lecturer for three years or above (the sum seniority of teaching in YZU must be over one year) with excellent teaching and service and has published research publications equivalent to doctoral dissertations. But the lecturers who apply for the promotion to assistant professors verified by the examination of their diplomas after receiving their doctoral degrees are exceptions of this regulation. Those who got the qualifications as lecturers by the time Article 30-1 of “Amendments of Statute Governing the Appointment of Educators” were amended and

- entered into force can be promoted to associate professors rather than assistant professors.
3. Assistant Professor promoted to Associate Professor: Served as an assistant professor for three years or above (the sum seniority of teaching in YZU must be over one year) with excellent teaching and service and has published valuable research publications.
  4. Associate Professor promoted to Professor: Served as an associate professor for three years or above (the sum seniority of teaching in YZU must be over two years) with excellent teaching and service and has published valuable research publications.

The calculation of the seniority applicable for faculty promotion shall be conducted in accordance with the date of the starting service year and month recorded in the teacher's certificate of the current position issued by the Ministry of Education, which shall be counted until the end of the school year during which the application is submitted (July 31<sup>st</sup>). The seniority of those teaching in other universities may count as well, but not for those teaching in junior colleges.

Regulations for evaluating faculty performance of teaching, academic advice and guidance, and other services mentioned above shall be formulated separately by the University.

Article 3 Jointly-appointed faculties (in which YZU is the secondary appointment unit) with excellent teaching, academic advice and guidance, and other services who meet any of the following qualifications can apply for promotion, which is accepted only once a year.

Lecturers applying for a promotion to assistant professors:

1. Those with master's degrees who have engaged in research work, specialized professions or functions related to the majored subjects for over four years with excellent performance, served at the University for over two years, and have published specialized publications.
2. Have held the position as lecturers for over six years with excellent performance, served at the University for over two years, and have published specialized publications.

Assistant professors applying for a promotion to associate professors:

1. Those with doctoral degrees who have engaged in the research work, specialized professions or functions related to the majored subjects for over four years, served at the University for over two years, and have published specialized publications.
2. Have held the position as assistant professors with the fact of teaching for over six years with excellent performance, served at the University for over two years, and have published specialized publications.

Associate professors applying for a promotion to professors:

1. Those with doctoral degrees who have engaged in the research work, specialized professions or functions related to the majors for over eight years, served at the University for over two years, and have published specialized publications.
2. Have held the position as associate professors with the fact of teaching for over six years

with excellent performance, served at the University for over four years, and have published specialized publications.

Regulations for evaluating faculty performance of teaching, academic advice and guidance, and other services mentioned above shall be formulated separately.

Article 4 Faculty promotions are based on the evaluation of three results: ‘teaching’, ‘research’, ‘academic advice and other services’. Teaching performance makes up 30% of the total score, academic advice and other services make up 20% of the total score, research performance makes up 50% of the total score.

To encourage teachers' diversified development, the submission materials are divided into several categories for teachers to choose from: academic field, technological research and development field, teaching practice and research field, cultural or artistic creation and exhibition field, and athletic competition field.

Article 5 Faculties may, in accordance with their areas of expertise or specialization, submit copies of their specialized publications, creative works, evidence of achievement, and/or technical reports to demonstrate that their research or development achievements have made contributions to theory, practice, or teaching in their specialized fields, for an accreditation review.

1. Academic field: Faculties whose research results have made a substantive contribution to their academic field may submit copies of their specialized publications for an accreditation review.
2. Technological research and development field: Faculties who have achieved innovation, improvement, or extended application of specific research and development results in the field of technological research and development theory or practice may submit technical reports for an accreditation review.
3. Teaching practice and research field: Faculties who have adopted appropriate research methods to verify the effectiveness of the process through curriculum design, teaching materials, teaching methods, teaching aids, applications of scientific and technological media, and the use of assessment tools, with specific research (development) results of innovation, improvement, or extended application, and who have made significant and concrete contributions to the promotion of teaching on-campus and off-campus, may submit specialized publications or technical reports for an accreditation review.
4. Cultural or artistic creation and exhibition field: Faculties who have produced unique works on a sustainable basis and made a major and substantive contribution to their field may submit creative works and evidence of achievement in their field, and may also submit reports regarding their creative works or performances for an accreditation review. The disciplines in this category include music, opera, theater, theater arts, dance, folk

arts, audio-visual arts, visual arts, new media arts, design, and other arts disciplines.

5. Athletic competition field: Faculties or any athletes coached by the faculties have participated in a major domestic and/or international sports tournaments and won a major place, the faculty may submit evidence of that physical education related achievement, together with a competition-related report, for an accreditation review.

The review criteria for the submission materials within the following categories are dealt with according to “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”: technological research and development field, teaching practice and research field, cultural or artistic creation and exhibition field, and athletic competition field.

Article 6 Faculty promotion shall be carried out once a year, and the application shall be announced and accepted in October of each year. Faculties shall prepare relevant materials for teaching, research, academic advice and other services after obtaining the qualification of their current position, and submit an application for promotion review to their affiliated department (or the same level) based on the schedule specified in the announcement.

Article 7 The specialized publications, creative works, evidence of achievement, and technical reports, except for the teaching handouts, textbooks, dissertations (lecturers obtaining doctoral degrees are exempt from this restriction), publications that have been examined for a previous promotion, shall meet the following requirements:

1. The specialized publications or works submitted for an accreditation review shall be the applicant’s individual original work, and not simply produced by rearranging, adding to or deleting from, compiling, and/or editing the works or other non-research results of any others.
2. If the specialized publications or works are in a language other than in Chinese, the applicant shall attach an abstract written in Chinese. If the specialized publications or works are written in a foreign language other than English, the abstract may be written in English instead. If it has not been possible to find reviewers in Taiwan who are in an associated field and are proficient in the foreign language in which the specialized publications or works are written when selecting reviewers, the University may request a complete translation of the works into either Chinese or English.
3. The applicant shall select one of the submitted items as their representative work; the others will be considered reference material. Materials that are part of a series of related research may be amalgamated and presented as one representative work. For the specialized publications or works that have previously been unqualified for the accreditation review, when resubmitting an application, more than one additional or replacement work shall be submitted for an accreditation review.

4. The specialized publications or works shall have been published or issued (or accepted) since the applicant was accredited at their current level. If seniority that the applicant accrued while teaching overseas in a full-time position has been taken into account as seniority for promotion, the specialized publications or works, creative works, evidence of achievement, or technical reports that were produced when the applicant was teaching overseas that are submitted for an accreditation review may be amalgamated.

Article 8 The representative work referred to in the previous article shall meet the following requirements:

1. The nature of the representative work shall be related to the subjects taught by the applicant.
2. The representative work shall be not part of any degree thesis or dissertation. If, however, their degree treatise has not previously been submitted for an accreditation review, or if the representative work is part of research that is a continuation of their degree treatise, and the applicant has provided explanatory details on their own initiative and a professional assessment has determined that the submitted work contains a considerable degree of innovation and/or new ideas, the representative work is not subject to this requirement.
3. If the submitted representative work is similar in name and content to a qualified representative work that has previously been submitted for an accreditation review, the applicant shall attach a listing of the differences and similarities of the current representative work and the previously qualified representative work at the time they submit for the review. The same requirement shall apply, if there has been any change in the name or content of a representative work.

Article 9 Faculty applying for promotion whose performance in teaching, research, academic advice and other services shall be evaluated by Faculty Evaluation Committee of Department (or the same level).

The above-mentioned score of faculty's performance in teaching, academic advice and other services shall be over 80 points for each; their research performance shall also be evaluated by Faculty Evaluation Committee of Department first before being sent to Faculty Evaluation Committee of College for recommendation.

The above-mentioned performance in teaching, research, academic advice and other services shall be evaluated separately and individually. If any of the criteria are not met, the recommendation for promotion will be considered negative.

Faculty Evaluation Committee of Department (or the same level) shall set up evaluation guidelines for faculty's performance in teaching, research, academic advice and other services, including items of evaluation, qualification review standards, or methods of making

the final resolutions. These guidelines shall be approved by Faculty Evaluation Committee of College first before being reported to Faculty Evaluation Committee of School for check before implementation.

Article 10 Faculty Evaluation Committee of College shall review the score of faculty's performance in teaching, academic advice and other services based on the results from Faculty Evaluation Committee of Department (or the same level); Faculty Evaluation Committee of College shall also evaluate faculty's performance in teaching, research, academic advice and other services.

The above-mentioned score of faculty's performance in teaching, academic advice and other services shall be over 80 points for each; their research performance shall also be evaluated by Faculty Evaluation Committee of College first before being sent to Faculty Evaluation Committee of School for external review.

The above-mentioned performance in teaching, research, academic advice and other services shall be evaluated separately and individually. If any of the criteria are not met, the recommendation for promotion will be considered negative.

Faculty Evaluation Committee of College shall set up evaluation guidelines for faculty's performance in teaching, research, academic advice and other services, including items of evaluation, qualification review standards, or methods of making the final resolutions. These guidelines shall be approved by Faculty Evaluation Committee of School before implementation.

For the above-mentioned faculty who have passed the evaluation by Faculty Evaluation Committee of College, the affiliated college shall prepare and submit the following documents to Faculty Evaluation Committee of School for external review:

1. List of faculties applying for promotion evaluation;
2. List of recommended reviewers of external review (shall be confidential);
3. Teacher Qualification Accreditation Form;
4. Checklist of documents for promotion application;
5. Seven copies of documents of applicants applying for promotion in research field (include representative and reference publications);
6. Two copies of documents of the achievements of teaching, research, academic advice and other services;
7. Seven copies of co-author certificate (not for those who work independently);
8. Statements regarding the relevance of representative publications and doctoral dissertation or representative publications of previous promotion;
9. Avoidance list of Publication Review Committee (no more than 3 persons);
10. Minutes of Faculty Evaluation Committee of Department (or the same level) or of Faculty Evaluation Committee of College.

Article 11 Faculty promotions are submitted by Faculty Evaluation Committee of School to five external experts and scholars for evaluation.

A database of professionals who can evaluate the specialized publications or works are in the academic field may be offered by the faculties applying for promotion. A database of professionals who can evaluate creative works and evidence of achievement in cultural or artistic creation and exhibition field or in athletic competition field may be offered by the faculties applying for promotion. With these recommended lists, Faculty Evaluation Committee of College will come up with a database of professionals who are eligible to be the external review committee members in these fields.

Faculty Evaluation Committee of College and Office of Research And Development will come up with a database of professionals who are eligible to be the external review committee members in the technological research and development field.

Faculty Evaluation Committee of College and Office of Academic Affairs will come up with a database of professionals who are eligible to be the external review committee members in the teaching practice and research field.

Article 12 Faculty Evaluation Committee of School shall conduct a procedural review of the following materials submitted by Faculty Evaluation Committee of Department (or the same level) and Faculty Evaluation Committee of College: faculty's performance in teaching, academic advice and other services, and the opinions of external reviewers.

1. The score of faculty's performance in teaching, academic advice and other services shall be over 80 points for each.
2. Research performance shall be reviewed by five external reviewers and the review results will be rated as "Excellent", "Good", "Satisfactory", or "Needs improvement". To pass the review of research performance, the results shall achieve a rating of "three Excellent and two Good" or "Four excellent and one Satisfactory" or above.
3. If Faculty Evaluation Committee of School has doubts about the review process, review materials, or other issues (excluding external review ratings and opinions), the Committee may resubmit the case to the department (or the same level) and the college for review on the disputed doubts with the support of five committee members and the consent of more than two-thirds of the attending members with voting rights. The original reviewer may be asked to review again if necessary; if he/she declines to review again, other reviewers may be asked to conduct the review.
4. In the process of faculty accreditation review, if Faculty Evaluation Committee of School finds that there is a specific reason for the professional academic basis for the doubts in the opinions of the external reviewers that may affect the credibility and accuracy of the review, the Committee may resubmit the case to five external reviewers for a review

again with the support of five committee members and the consent of more than two-thirds of the attending members with voting rights. The aforementioned resubmission of the case shall be notified to Faculty Evaluation Committee of College.

In cases of promotion appeals or reported violations which are submitted to Faculty Evaluation Committee of School by the Personnel Office based on the circumstances described in the preceding Paragraphs 3 and 4, the process of seconding shall be waived; other procedures shall be carried out in accordance with the provisions of the preceding Paragraphs 3 and 4.

Article 13 After faculties pass the evaluation, the University shall report to the Ministry of Education at the current semester. During the evaluation period, faculties shall teach with the original positions and shall be paid with the original salary scale. After the promoted qualification is verified by the Ministry of Education, the new contract and the deficiency of salary will be issued by University later based on the year/month that is stated on the renewed Teacher's Certificate.

Article 14 If faculties who fail the evaluation have doubts about the results of the review, they may submit written appeals in accordance with "YZU Regulations for the Organization and Arbitration of the Faculty Plea and Arbitration Committee" within 10 days of receiving written notification with explanations from the initial Faculty Evaluation Committee.

Article 15 These regulations are adopted by School Council Meeting, as shall amendments when they are made.

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**