

NATIONAL CHUNG HSING UNIVERSITY

Regulations for Faculty Appointments and Promotions

- June 13, 2003—Amended by the 44th University Affairs Meeting (Articles 3, 5, 7 to 8, 16 to 18, 21, and 23)
May 13, 2005—Amended by the 48th University Affairs Meeting (Articles 7 and 22)
May 5, 2006—Amended by the 50th University Affairs Meeting (Articles 3, 7, 10, 12, 14 to 17, and 19)
May 11, 2007—Amended by the 52nd University Affairs Meeting (Articles 3 and 7)
May 11, 2007—Amended by the 52nd University Affairs Meeting (Articles 3 and 7)
October 3, 2007—Amended by the 1st Interim University Affairs Meeting of Academic Year 2007-08(Article 3)
December 7, 2007—Amended by the 53rd University Affairs Meeting (Articles 3 and 19-1)
May 9, 2008—Amended by the 54th University Affairs Meeting (Articles 3, 4, 10 to 11, and 18 to 22)
May 8, 2009—Amended by the 56th University Affairs Meeting (Article 3)
December 11, 2009—Amended by the 57th University Affairs Meeting (Articles 3, 4, 6, 10 to 11, 18 to 20, 22)
May 14, 2010—Amended by the 58th University Affairs Meeting (Article 9)
December 10 and 13, 2010—Amended by the 59th University Affairs Meeting (Articles 10 and 19)
December 12, 2011—Amended by the reconvened 61st University Affairs Meeting (Articles 3, 6, 13, 16, 19, and 21)
May 11, 2012—Amended by the 62nd University Affairs Meeting (Articles 3, 21, and 22)
May 10, 2013—Amended by the 65th University Affairs Meeting (Articles 3 and 4)
October 18, 2013—Amended by the 66th University Affairs Meeting (Articles 17 and 22)
December 13, 2013—Amended by the 67th University Affairs Meeting (Article 21)
May 9, 2014—Amended by the 69th University Affairs Meeting (Articles 3, 8, 19, and 22)
May 30, 2014—Amended by the reconvened 69th University Affairs Meeting (Articles 3 and 7)
May 8, 2015—Amended by the 72nd University Affairs Meeting (Articles 3 and 21)
December 11, 2015—Amended by the 73rd University Affairs Meeting (Articles 3 and 21)
May 13, 2016—Amended by the 75th University Affairs Meeting (Articles 4, 6, 20, and 21)
May 12, 2017—Amended by the 77th University Affairs Meeting (Articles 3, 4, 7, 8, 19, 21, and 22)
December 8, 2017—Amended by the 79th University Affairs Meeting (Articles 24 and 25)
December 7, 2018—Amended by the 83rd University Affairs Meeting (Articles 6 and 7)
April 23, 2021—Amended by the 92nd University Affairs Meeting (Articles 21 and 22)
June 4, 2021—Amended by the 93rd University Affairs Meeting (Article 3)
December 24, 2021—Amended by the 95th University Affairs Meeting (Articles 3, 6, 19-1, and 21)

Chapter I General Provisions

- Article 1 These Regulations have been formulated in accordance with Article 33 of the *Organizational Charter* of National Chung Hsing University (hereinafter, NCHU or “the University”) and applicable law.
- Article 2 Unless otherwise stipulated by law, appointments and promotions of NCHU faculty members at all academic ranks shall be subject to these Regulations.
- Article 3 Faculty members newly appointed by an NCHU academic unit (department/institute, office, center, or degree program) may be appointed to faculty positions specific to the associated unit (college, office, center, or independent degree program) or to positions common to the entire University. To appoint a faculty member to a position in the associated unit, approval must be obtained from one-half or more of the academic unit’s faculty members or from the college-level New Faculty Appointment Selection Committee; to appoint a faculty member to a common position, approval must be obtained from the university-level New Faculty Appointment Selection Committee. Upon receipt of approval, faculty appointment requests may be submitted to the unit’s Faculty Evaluation Committee for deliberation. However, exemption from New Faculty Appointment Selection Committee review may be granted to outstanding scholars who have been elected as an academician of Academia Sinica or who have received an Outstanding Research Award or Contract Researcher Award from the Ministry of Science and Technology, an Academic Award or National Professorship from the Ministry of Education, an Outstanding Scholar Award from the Foundation for the Advancement of Outstanding Scholarship, a Ta-You Wu Memorial Award, an Academia Sinica Research Award for Junior Research Investigators, or other academic excellence awards from noted domestic/international organizations. The same shall apply to faculty members appointed by NCHU colleges.
- The university-level New Faculty Appointment Selection Committee shall consist of the members of the NCHU Faculty Position Management Board. A college-level New Faculty Appointment Selection Committee of an NCHU college shall consist of five to seven members. The dean of the

given college shall serve as ex officio member of the committee, and the remaining members shall be selected and appointed by the President from among outstanding scholars and academically accomplished professors recommended by the college's Faculty Evaluation Committee, with the number of recommended candidates being twice the number of available positions. A college-level New Faculty Appointment Selection Committee of a non-college NCHU unit (the Biotechnology Center, i-Center for [Advanced Science and Technology](#), Center for General Education, [Advanced Research Center for Humanities and Social Sciences](#), Center for Teacher Education, Office of Physical Education and Sports, or an independent degree program) shall consist of five to seven members. The director of the non-college unit (center / office / independent degree program) shall serve as the ex officio member of the committee, and the remaining members shall be selected and appointed by the President from among outstanding scholars and academically accomplished professors recommended by the non-college unit's Faculty Evaluation Committee, with the number of recommended candidates being twice the number of available positions.

Every new faculty appointment, faculty promotion, and change of faculty appointment by a college-level unit (college, office, center, or independent degree program) shall require said unit to conduct an external publication review (substantive review). The University's submission guidelines for the review shall be stipulated separately. However, candidates who meet any of the following criteria and whose academic teaching rank accreditation certificate is not required for review may be granted exemption from the external review:

1. Outstanding scholars and academically accomplished professors who are newly appointed to management positions or as part-time lecturers at NCHU and who have an academic teaching rank accreditation certificate awarded by the Ministry of Education that is appropriate for the proposed academic rank.
2. Current distinguished research fellows, research fellows, and associate research fellows of Academia Sinica who are to be appointed as part-time lecturers at NCHU.
3. Part-time lecturers and assistant professors appointed to teach language courses, part-time instructors appointed to teach general education courses, and NCHU doctoral students with a Master's degree who are appointed as part-time instructors of courses taught in a foreign language.
4. Attending physicians who are newly appointed as full-time or part-time clinical instructors and who hold an academic teaching rank accreditation certificate appropriate for the proposed academic rank as well as a physician's license of the Republic of China (Taiwan).

Submission of publications for review is not required for appointment requests that meet the following criteria: 1) new appointments of part-time language instructors who hold an academic teaching rank accreditation certificate appropriate for the proposed academic rank and who have at least two years of teaching experience; 2) appointments of part-time general education instructors with at least two years of practical experience in a related field; 3) new appointments of NCHU doctoral students with a Master's degree to positions as part-time instructors of courses taught in a foreign language; and 4) new appointments of full-time or part-time clinical instructors with at least two years of inpatient attending experience.

Appointment requests that meet the following criteria shall be directly submitted to the NCHU Faculty Evaluation Committee for deliberation in accordance with the applicable administrative procedures: 1) new appointments of senior administrators who have obtained majority approval in the Department/Institute Affairs Meeting of the appointing unit and 2) appointments of outstanding scholars who meet the criteria set forth in Paragraph 1 and who hold an academic teaching rank accreditation certificate awarded by the Ministry of Education that is appropriate for the proposed academic rank. Additionally, appointment requests for new appointments of part-time instructors who hold an academic teaching rank accreditation certificate appropriate for the proposed academic rank and for part-time instructors who do not hold said certificate but who meet the criteria for exemption from external review as set forth in Paragraph 3 may be submitted to the NCHU Faculty Evaluation Committee for reference upon deliberation and approval by the associated department- and college-level Faculty Evaluation Committees.

Every new faculty appointment, change of faculty appointment, faculty promotion, and extension of a faculty appointment shall require approval from the associated department- and college-level Faculty Evaluation Committees (requires a quorum of two-thirds of all members and a passing vote of two-thirds of the members present), the university-level Faculty Evaluation Committee (requires

a quorum of two-thirds of all members and a majority vote in favor), and the President. Requests for new appointments, changes of appointment, promotions, and extensions of appointment for college-appointed faculty shall be exempt from review by the associated department-level Faculty Evaluation Committee.

Article 4 In the event that a violation of the regulations for teacher accreditation is discovered during the review of teacher accreditation qualifications for a new faculty appointment, change of faculty appointment, or faculty promotion, or if the submitted academic achievements are in serious violation of academic ethics (incl. plagiarism, falsification, alteration, or other fraudulent actions), then the *Regulations Governing the Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, the *Guidelines for the Handling of Faculty Violations of the Regulations Governing the Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, the *NCHU Regulations for the Handling of Violations of Accreditation Regulations for Teacher Qualifications and Academic Integrity*, and other applicable rules and regulations shall apply.
The University's *Regulations for the Handling of Violations of Accreditation Regulations for Teacher Qualifications and Academic Integrity* shall be stipulated separately.
Violations of laws other than those set forth in Paragraph 1 shall be handled in accordance with the applicable laws.
If a candidate is found to have committed a violation in the manner stipulated in Paragraph 1, the request for the accreditation of their qualifications may not be withdrawn and shall be handled in accordance with procedures.

Article 5 (Revoked)

Chapter II New Appointments

Article 6 New faculty appointments shall not exceed the number of available faculty positions. In principle, candidates shall be appointed as full-time faculty members, but may also be appointed as contract instructors.
NCHU departments/institutes, offices, centers, and degree programs seeking new faculty appointments may each submit one waitlisted candidate to the NCHU Faculty Evaluation Committee for deliberation; the candidate will be appointed after approval. Candidates who are not appointed by the first day of August or February shall be dropped from the waitlist.
NCHU departments/institutes, offices, centers, and degree programs seeking the appointment of part-time instructors to fill a full-time faculty position, may, in principle, appoint two part-time instructors or one part-time instructor with an annual teaching load of 18 hours to the position. However, self-funded appointments of part-time instructors need not count toward the full-time faculty positions filled.

Article 7 When positions for new faculty members come open, a recruitment announcement shall be placed in public media or academic publications. The recruitment period must be at least two weeks long. The public recruitment process is not required for appointments to management positions at NCHU or appointments of NCHU doctoral students made in accordance with Article 3, Paragraph 3 of these Regulations.
New candidates for appointment as full-time quota-based faculty members whose highest diploma was awarded by NCHU are required to have at least two years of experience in a full-time teaching/research/professional position related to their field of study at another public or private institution. However, the above shall not apply to candidates with special skills or exceptional performance who are approved by the Faculty Evaluation Committees at all levels of the University.

Chapter III Promotions

Article 8 NCHU faculty members of any academic rank must meet the following criteria to apply for a promotion:

1. A lecturer may only be promoted to assistant professor if they have completed at least three years of service as a lecturer, can demonstrate outstanding performance, and have published academic works considered equivalent to a doctoral dissertation.
2. An assistant professor may only be promoted to associate professor if they have completed at least three years of service as an assistant professor, can demonstrate outstanding

performance, and have published academic works.

3. An associate professor may only be promoted to professor if they have completed at least three years of service as an associate professor, can demonstrate outstanding performance, and have published academic works that meet the criteria for academic awards.

To demonstrate the aforementioned “outstanding performance,” certificates of achievement and other documentation of academic or professional achievements shall be submitted.

Full-time faculty members whose level of seniority meets the requirements for promotion as set forth in Paragraph 1, Subparagraphs 2 and 3 and who meet any of the following criteria may apply for promotion with a technical report as their representative work:

1. Granted a patent within five years prior to application and is the holder of a technology transfer licensing fee totaling at least NT\$700,000 (for assistant professors seeking promotion to associate professor) or NT\$1.1 million (for associate professors seeking promotion to professor).
2. Has been in charge of handling administrative fees for sponsored projects (excluding external service income and any fees for administrative purposes received from Ministry of Education projects) within five years prior to application totaling at least NT\$1.25 million (for assistant professors seeking promotion to associate professor) or NT\$2.1 million (for associate professors seeking promotion to professor).

Full-time faculty members who can demonstrate outstanding teaching, innovation, or tangible innovative research and development results that improve or expand upon existing curricula, teaching materials, teaching methods, teaching aids, technology/media utilization, or assessment tools and who have effectively improved students’ learning outcomes or made major contributions to publicity within and outside of NCHU may submit educational books or technical reports as their representative works when applying for a promotion.

In case of a conflict with the criteria for promotion stipulated by the associated college- and department-level units, the more stringent criteria shall apply. Faculty promotions at all levels of the University shall meet the fundamental standards stipulated by the associated college- and department-level units.

For any current educator who obtained an academic teaching rank accreditation certificate as a lecturer or assistant professor before the amendments to the *Act Governing the Appointment of Educators* came into effect (March 19, 1997), the original regulations for faculty promotions shall apply as long as there has been no interruption in their employment at the University.

Article 9 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. Seniority shall be accrued up to the effective date of promotion.

Article 10 (Revoked)

Article 11 Faculty members of NCHU academic units (departments/institutes, offices, centers, or degree programs) may not request a promotion in a given academic year if they have been on a paid leave in that academic year or an unpaid leave for six months or more in a single academic year or are expected to take a leave from the University of six months or more. The same shall apply to college-appointed faculty.

Article 12 The teaching and research performance of candidates for faculty promotion as well as their publicity services shall be reviewed in accordance with the procedures set forth in Article 3 of these Regulations. The review criteria shall be stipulated separately.

Article 13 Apart from having faculty seniority equivalent to that granted to full-time instructors with half of their years of service, part-time instructors shall be subject to the same criteria for promotion as full-time faculty members.

Chapter IV Changes of Appointment

- Article 14 (Revoked)
- Article 15 Within one year after their appointment at NCHU, newly appointed lecturers with a doctoral degree may apply for a change of appointment to assistant professor. However, applications may not be submitted with the dissertation for their doctoral degree or other similar works.
- Article 16 For any current educator who obtained an academic teaching rank accreditation certificate as a lecturer or assistant professor before the amendments to the *Act Governing the Appointment of Educators* came into effect (March 19, 1997), the original NCHU *Regulations for Faculty Appointments and Promotions* shall apply once the educator obtains their Master's and doctoral degrees and if there has been no interruption in their employment at the University.
If a lecturer's application for a change of appointment to associate professor is denied, they may apply for their appointment to be changed to assistant professor instead. Lecturers whose application for a change of appointment to assistant professor is approved may not use the same doctoral degree dissertation or other similar works to apply for their appointment to be changed to associate professor.
- Article 17 Faculty members who have received a higher-ranking academic accreditation certificate from the Ministry of Education and who have published academic works in the preceding three years may apply for their appointment to be changed to that of a higher academic rank; an external publication review is not required. However, an external publication review shall be required for all full-time faculty members appointed at NCHU on February 1, 2014, or later.
If a full-time faculty member was appointed to their current academic rank through a change of appointment, the number of years they spent in service in their previous position(s) will not count toward seniority when applying for a promotion. Any academic works published before the change of appointment may not be used when applying for a promotion.
- Article 18 Faculty members of NCHU academic units (departments/institutes, offices, centers, or degree programs) may not request a change of appointment in a given academic year if they have been on a paid leave in that academic year or on an unpaid leave for six months or more in a single academic year or if they expect to take a leave from the University for six months or more. The same shall apply to college-appointed faculty.

Chapter V Supplementary Provisions

- Article 19 Applications for new faculty appointments, promotions, and changes of appointment shall undergo an external review arranged by the associated college-level unit (college, office, center, or independent degree program). The associated college- and department-level Faculty Evaluation Committees shall take the external review results into consideration in the committee reviews that follow. Upon approval by both committees (in ascending level order), applications shall be forwarded to the Personnel Department by the end of May or November of the given year at the latest. Late submissions will not be accepted. The NCHU Faculty Evaluation Committee shall complete evaluations by June or December but may conduct early evaluations of applications for new appointments with special academic or research requirements that are forwarded to the Personnel Department by the end of March or September. College-appointed faculty are exempt from evaluation by the associated department-level Faculty Evaluation Committee.
College- and department-level Faculty Evaluation Committees shall observe candidates' teaching practice or read their academic papers and technical reports for evaluation, and shall record the evaluation process, the committee members' questions for the evaluated candidates, and the answers given by the candidates in detail. The resulting record shall be submitted to the Faculty Evaluation Committee of the higher level for reference. Applications for extensions of faculty appointments shall be submitted to the Personnel Department by the end of May or November of each year.
- Article 19-1 Current part-time faculty members (active in the semester of application submission) who have been appointed in a part-time capacity at NCHU for two semesters or longer and who have taught two credits or more of course(s) during that time may undertake the teacher qualification accreditation process after obtaining approval from the department-, college-, and university-level Faculty Evaluation Committees. However, candidates undertaking such evaluation shall submit academic works other than their dissertation. In case of a conflict with the rules stipulated by the

associated units, the more stringent rules shall apply.

The preceding provision for the accreditation of teacher qualifications shall also apply to part-time clinical instructors who have been appointed in a part-time capacity at NCHU for one semester or longer and who have taught one credit or more of course(s) during that time.

- Article 20 Within seven days of the end of a committee meeting, Faculty Evaluation Committees at all levels of the University shall notify the evaluated candidates in writing of the results. Pursuant to the NCHU *Guidelines for the Organization of the Faculty Grievance Committee and Committee Procedures*, faculty members who believe the rejection of their application for a promotion or change of appointment to be an erroneous decision may file an appeal within 30 days of receiving their evaluation result from a Faculty Evaluation Committee at any level of the University. If the rejection of an extension of faculty appointment is considered to be erroneous by an NCHU academic unit, the unit may file an appeal against the decision on behalf of the faculty member in question, who may not file the appeal on their own. If an appellant is not satisfied with the decision made by the University's faculty grievances committee, a second appeal may be filed with the Teacher Grievances Committee of the Ministry of Education.
- Article 21 The Faculty Evaluation Committee of the appointing unit shall evaluate the appointment renewals of its full-time faculty members before submitting a list of all candidates for renewal of appointment to the Personnel Department, which shall forward the list to the President for approval. Dismissals, suspensions, or non-renewals of appointment of faculty members shall be handled in accordance with the provisions of the *Teachers' Act*. Dismissals, suspensions, discharges, and non-renewals of appointment of college-appointed faculty are exempt from evaluation by the associated department-level Faculty Evaluation Committee.
- Appointment renewals of part-time faculty members shall require approval from the Faculty Evaluation Committee of the appointing unit—which requires a quorum of two-thirds of all members and a passing vote of two-thirds of the members present—before the applicable administrative procedures may be undertaken. Appointments of part-time faculty members who have not taught at the University for two consecutive years shall be handled in accordance with the procedures for new faculty appointments. Changes from full-time to part-time appointments (including of retired faculty members) shall require approval from the Faculty Evaluation Committee of the appointing unit—which requires a quorum of two-thirds of all members and a passing vote of two-thirds of the members present—before the applicable administrative procedures may be undertaken; the same shall apply to their appointment renewals.
- Transfer applications from NCHU full-time faculty members shall be handled in accordance with the University's *Operational Guidelines for Transfers of Full-time Faculty Members*.
- Article 22 (Revoked)
- Article 23 Academic units not affiliated with an NCHU college (e.g., offices and centers) as mentioned in these Regulations shall be considered the equivalent of NCHU departments and graduate institutes in the University's hierarchy.
- Article 24 Matters concerning the accreditation of teacher qualifications that are not addressed herein shall be subject to the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, the *Guidelines for the Handling of Faculty Violations of Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, and other applicable rules and regulations.
- Article 25 These Regulations come into effect upon approval by the University Affairs Meeting and promulgation by the President's Office. The same shall apply when amendments are made hereto.