

[Promulgated on July 24, 2023]

NATIONAL TAIWAN UNIVERSITY
Center for General Education Division of General Education
Directives for Faculty Promotion Reviews

February 27, 2018	Passed by the 2,985th Administrative Meeting
May 08, 2023	Passed by the 2nd Faculty Evaluation Committee Meeting, spring semester, Academic year 2022-23
May 18, 2023	Passed by the 144th General Education Committee Meeting
May 23, 2023	Passed by the 3,146th Administrative Meeting
June 07, 2023	Promulgation of the amended Article 15
May 08, 2023	Passed by the 2nd Faculty Evaluation Committee Meeting, spring semester, Academic year 2022-23
June 21, 2023	Passed by the 2nd Center Affairs Meeting, spring semester, Academic year 2022-23
July 19, 2023	Passed by the 3,150th Administrative Meeting
July 24, 2023	Promulgation of all the amended articles

Article 1 National Taiwan University (NTU or “the University”) Center for General Education (“the Center”) Division of General Education (“the Division”) *Directives for Faculty Promotion Reviews* (“the Directives”) are formulated in accordance with Article 6, Paragraph 1 and Article 8, Paragraph 1 of the *NTU Guidelines Governing the Establishment of the Faculty Evaluation Committee of Each Department, Division, Graduate Institute, Degree Program, Office, and Center* to handle matters related to faculty promotion reviews.

Article 2 The promotion of the Division’s faculty members shall follow applicable regulations of the Ministry of Education (MOE) and the University and meet the basic requirements listed as follows:

1. The promotion from instructor to assistant professor shall meet one of the following basic requirements:
 - (1) Minimum of three years of service as an instructor.
 - (2) Possession of a master’s degree and engagement in relevant research, professional services, or specific titles for at least four years, demonstrating outstanding performance and the publication of specific works.
2. The promotion from assistant professor to associate professor shall meet one of the following basic requirements:
 - (1) Minimum of four years of service as an assistant professor.
 - (2) Possession of a doctoral degree and engagement in relevant research, teaching, or specialized roles for a minimum of five years.
3. The promotion of an associate professor to a professor shall meet one of the following basic requirements:

- (1) Minimum of four years of service as an associate professor.
- (2) Possession of a doctoral degree and engagement in relevant research, teaching, or specialized roles for a minimum of ten years.

Article 3 The years of service outlined in the preceding article shall be calculated in the following manners:

1. The service period as a faculty member at a certain rank shall begin on the beginning date indicated on their Teacher Certificate for that certain rank and conclude on the last day (July 31) of the academic year in which the faculty member applies for promotion. The years of service of part-time faculty members shall be calculated at half of their actual years.
2. The service period for contributing to research, professional services, or specific titles shall be calculated in accordance with the service certificate issued by the organization (institute) that the faculty member worked for.
3. For faculty members approved to pursue full-time further education or research during their tenure of the current position, the service period during their pursuit of full-time further education or research may only be counted for at most one year when applying for promotion. For those who have been temporarily transferred and subsequently return to fulfill teaching obligations within the transfer period, the service period during the temporary transfer may be counted for at most two years when applying for promotion.

Article 4 When the Division's faculty members apply for promotion, the representative works submitted shall have been completed by the applicant after attaining their current rank and in the 5-year period leading up to the effective date of the prospective promotion. Reference works shall have been completed by the applicant after attaining their current rank and in the 7-year period leading up to the effective date of the prospective promotion. Only when faculty members meet the conditions listed in Articles 5 and 6 may they be eligible to submit their application.

Article 5 Promotion from associate professor to professor shall meet the following conditions:

1. The applicant, as the first or corresponding author, has three or more papers, refereed books, or refereed book chapters presented, published, or to be published in domestic or international journals which follow rigorous review processes. The following conditions shall also be met:
 - (1) At least two outlined publications shall be published in outstanding journals filed as "Tier 1" by the University's Faculty Evaluation Committee ("the Evaluation Committee"), or in SCIE, SSCI, A&HCI, THCI, TSSCI indexed-journals.
 - (2) Each refereed book published by the NTU Press or each refereed book that is commissioned to be reviewed and published by the Department of Humanities and Social Sciences of the National Science and Technology Council (NSTC), formerly the Ministry of Science and Technology and the National Science Council, is

counted as two publications mentioned in the preceding subitem; each refereed book published by other approved publishers that follow rigorous review processes (with review comments and relevant documents attached) is counted as one academic publication listed in the preceding subitem.

- (3) Refereed book chapters shall be published by approved publishers that follow rigorous review processes, with the list of the Refereed Book Editorial Committee, review comments, and relevant documents attached.
 - (4) The aforementioned publications shall have been published and publicly available. Impending publication or public release shall be attached with an official acceptance letter or formal proof.
2. In the seven-year period leading up to the effective date of the prospective promotion, the applicant has served as the principal investigator of the following projects once or more (serving as co-principal investigator twice may be counted as serving as principal investigator once):
- (1) Academic projects commissioned by the NSTC or public sectors with a rigorous review mechanism in place.
 - (2) Teaching Practice Research Projects of the MOE.

Article 6 Promotion to associate professor or assistant professor shall meet the following conditions:

1. The applicant, as the first or corresponding author, has two or more papers, refereed books, or refereed book chapters presented, published, or to be published in domestic or international journals which follow rigorous review processes. The following conditions shall also be met:
 - (1) At least one listed publication shall be published in outstanding journals filed as “Tier 1” by the Evaluation Committee, or in SCIE, SSCI, A&HCI, THCI, TSSCI indexed-journals.
 - (2) Each refereed book published by the NTU Press or each refereed book that is commissioned to be reviewed, and published by the Department of Humanities and Social Sciences of NSTC is counted as two publications listed in the preceding subitem; each refereed book published by other approved publishers that follow rigorous review processes (with review comments and relevant documents attached) is counted as one publication listed in the preceding subitem.
 - (3) Refereed book chapters shall be published by approved publishers that follow rigorous review processes, with the list of the Refereed Book Editorial Committee, review comments, and relevant documents attached.
 - (4) The aforementioned publications shall have been published and publicly available. Impending publication or public release shall be

attached with an official acceptance letter or formal proof.

2. In the 7-year period leading up to the effective date of the prospective promotion, the applicant has served as principal investigator or co-principal investigator of the following projects once or more:
 - (1) Academic projects commissioned by NSTC or public sectors with a rigorous review mechanism in place.
 - (2) Teaching Practice Research Projects of the MOE.

Article 7 The publications or proof referenced in Articles 5 and 6 shall be published or scheduled to be published by the submission deadline set by the Division to be considered for review.

In cases where a Tier 1 outstanding journal is demoted to Tier 2 or from Tier 2 to Tier 3, the journal's ranking shall be determined by the status it held at the time the paper was published or accepted for publication.

Article 8 Faculty members within the Division seeking promotion shall submit the necessary documentation for the following areas to the Division's Faculty Evaluation Committee by the designated deadline for preliminary reviews:

1. Teaching: This includes course offerings at the current faculty rank, teaching hours, course syllabi, textbooks, handouts, other teaching materials, design and development of teaching aids, results from Mid-semester/End-of-semester Course Survey, thesis/dissertation advising records, and other materials or documents sufficient to demonstrate the applicant's teaching performance.
2. Research: This includes representative and reference works described in Articles 4 through 7, other academic research achievements (such as academic conference papers, research reports, technical research reports, etc.), related research awards or grants, research projects, industry-academia collaboration results, or other materials and documents sufficient to demonstrate the applicant's research performance.
3. Service: This includes administrative positions held in an adjunct capacity at the University; organizing or participating in matters related to the Center's or the University's administrative works, event organizing, and curriculum planning; or other materials or documents sufficient to demonstrate the applicant's service quality and practical contributions.

Faculty members of the Center seeking promotion shall submit necessary documentation for faculty promotion as required by the University. Incomplete documentation shall be completed by the deadline specified by the Center.

Article 9 The faculty promotion review of the Division consists of two stages: During the first stage, the deliberation on the applicants' Teaching and Service performances is handled by the Division's Faculty Evaluation Committee, and the applicants may proceed to publications review, which is handled by the Center, only when they meet the provisions stipulated in Paragraph 2; upon completion of the publications review, the Center shall forward the

review results of all applicants to the Division to conduct the second review on the applicants' Research performance.

After the applicants' Teaching and Service performances are individually scored in the preliminary review by the members of the Division's Faculty Evaluation Committee, the final score is then calculated by averaging these scores according to the percentages assigned to each performance. Only when the final scores for each performance reach 70 percent or above may the process of publications review be initiated.

The publications review shall be conducted by a panel of external reviewers, who are external scholars or experts recommended by the Division's Faculty Evaluation Committee to the Center. Applicants for promotion may provide a reference list of up to three external reviewers to be recused for the Division and the Center.

The Division shall inform the applicant of the negative comments listed on the Publications Review Feedback Form in written form, and the applicant shall reply accordingly to the comments also in written form. The reply from the applicant shall then be submitted to the Division's Faculty Evaluation Committee for deliberation. After compiling a list of applicants who have passed, the Division's Faculty Evaluation Committee shall submit the list with Publications Review Feedback Forms to the Center's Faculty Evaluation Committee for deliberation.

In cases that the Division's Faculty Evaluation Committee has disputes regarding the comments of the external reviewers, such matter shall be handled in accordance with Article 6 of *NTU Directives for the Promotion of Full-time Faculty Members*.

The Teaching and Service performances of the applicants will not be rescored during the second review following the preliminary review specified in Paragraph 1.

Article 10 Promotion review of the Division's quota-based faculty members shall include 3 categories: Teaching, Research, and Service performances. Teaching performance shall account for 30 percent of the total score, research performance for 40 percent, and service performance for 30 percent. The full score shall be 100 points.

Promotion review of the faculty members of the Division's specific teaching projects shall include Teaching, Research, and Service performances, with the full score being 100 points. When applying for promotion within the Division, applicants can allocate their scores based on their personal contributions to their work. They may choose to allocate 60 percent of the score to Teaching, 20 percent to Research, 20 percent to Service, or allocate 70 percent to Teaching, 20 percent to Research, and 10 percent to Service. Once an applicant has selected the percentage distribution for each performance, the decision may not be changed thereafter.

The Teaching and Service performances of the applicants will not be rescored during the second review following the preliminary review.

Article 11 The Teaching review score is based on the documentation review score (accounting for 70 percent) and the committee evaluation score (accounting for 30 percent). The documentation review score is determined by averaging the scores from each semester within the 5-year period leading up to the semester in which the applicant applies for promotion. However, if a faculty member requests and receives approval for a leave of absence through the University's administrative procedures, the Teaching performance for that semester shall not be taken into account. The scoring standard for the documentation review (a total of 100 points) is as follows:

1. Hours of teaching (50 points): The base score is 40 points. Based on the required workload of applicant's ranking or title, one point is added for each hour of teaching beyond the required workload, and 2 points are deducted for each hour less. Advising graduate students earns an additional two points. For each additional student beyond the second, one point is added. Points are accumulated until the maximum score for the teaching hours is reached.
2. Teaching evaluation (50 points): The teaching evaluation score shall be the average of all course evaluations conducted for courses taught by the applicant since achieving the current rank. The average teaching evaluation score of 4.0 corresponds to the base score 40 points. Each increase or decrease of 0.1 results in the addition or deduction of 1 point, respectively. Points are adjusted until the maximum score for the teaching evaluation category is reached. 5 points are earned for receiving the Outstanding Teaching Award from the University once; 10 points are earned for receiving the Outstanding Teaching Award twice, the Distinguished Teaching Award from the University once, or the Distinguished Award for General Education Teachers from the MOE once. The points are calculated until the maximum score for the teaching evaluation category is reached.

The Committee evaluation score (100 points): The score shall be determined by comprehensive consideration on the applicant's Teaching performance that are not quantifiable.

Article 12 The Service review score is based on the documentation review score (accounting for 70 percent) and the committee evaluation score (accounting for 30 percent).

For the documentation review, 70 points are earned for participating in one Service activity. For each additional activity, 10 points are added. Points may be accumulated until the score reaches 100 points.

Recognized Service activities are as follows:

1. Participating in matters related to the Center's administrative work, event organizing, and curriculum planning.
2. Participating in matters related to the University's administrative work, event organizing, and curriculum planning.
3. Participating in other Service activities recognized by the Division's

Faculty Evaluation Committee.

The the committee evaluation score (a total of 100 points): The score shall be determined by comprehensive consideration of the applicant's Service performance aspects that are not quantifiable.

Article 13 The Research review score is based on the external publications review score (accounting for 80 percent) and the the committee evaluation score (accounting for 20 percent).

The external publication review score: According to the proportion that the external publications reviews score accounts for Research review, the external publications review score shall be calculated based on the overall average grade of the external publications reviews.

The committee evaluation score (a total of 100 points): The score shall be determined by comprehensive consideration on the applicant's overall Research performance.

Applicants who receive a score of less than 70 points on two or more publications may not be recommended for promotion by the Division's Faculty Evaluation Committee.

Article 14 The members of the Division's Faculty Evaluation Committee shall review and score the documentation submitted by the applicants in accordance with Article 11 Paragraph 3, Article 12 Paragraph 3, and Article 13 Paragraph 3. Each applicant will be assigned a score ranging from 50 to 90 points in each category by the Committee members. Any score exceeding 90 points shall be recorded as 90 points, while any score falling below 50 points shall be recorded as 50 points.

Each member of the Division's Faculty Evaluation Committee shall assign scores for the committee evaluation in accordance with Article 11 Paragraph 3, Article 12 Paragraph 3, and Article 13 Paragraph 3 and then calculate the total score for the applicant's Teaching, Service, and Research performances in accordance with Article 10 Paragraphs 1 and 2. A total score of 80 points or above for the 3 categories is considered an approval vote, while a score below 80 points is considered a disapproval vote. Applicants may be recommended for promotion by the Division to the Center upon receiving the approval of two-thirds or more of the votes from the members in attendance of the Division's Faculty Evaluation Committee.

The Division's Faculty Evaluation Committee shall submit a list of candidates for promotion, who have received the approval of two-thirds or more of the votes, to the Center with the order arranged according to the number of approval votes.

In the case of a tie in votes, the order on the candidate list shall be determined by by the applicants' overall average scores. The overall average score is calculated up to the second decimal place. Digits beyond the second decimal place are not considered and are not rounded.

If there is any inconsistency between the total score and the sum of scores for Teaching, Research, and Service performances, the sum of scores for each

performance shall be considered final.

Article 15 For faculty promotion considerations, the applicants' representative and reference works, along with other academic research results, and pertinent Teaching and Service documentation submitted for review, shall be publicly displayed for at least one week before the Division's Faculty Evaluation Committee conducts its evaluation.

Members of the Division's Faculty Evaluation Committee shall review each applicant's documentation in detail.

Members of the Division's Faculty Evaluation Committee shall participate in the entirety of the promotion review meeting or they shall be ineligible to vote. The ruling of the chair shall prevail in the event of a dispute.

The Division's Faculty Evaluation Committee shall provide applicants with the opportunity to make a statement at the promotion review meeting.

Article 16 The Division shall provide written notification to the applicant detailing the specific reasons for the rejection of their application.

The written notification specified in the preceding paragraph shall clearly inform applicants that if they wish to appeal the committee's decision, they may do so with the NTU Faculty Member Grievances Committee within 30 days from the day following the service of notice, or they may choose to file an administrative appeal with MOE.

Article 17 Faculty members who are not referred by the Division's Faculty Evaluation Committee to the Center for promotion, those recommended by the Division's Faculty Evaluation Committee but subsequently rejected by the Center's Faculty Evaluation Committee, or those recommended by the Center's Faculty Evaluation Committee but subsequently rejected by the Evaluation Committee shall approach the Division for reapplication for promotion.

Faculty members mentioned in the preceding paragraph shall add or replace at least one submitted works before becoming eligible to reapply for promotion.

Article 18 Matters not addressed herein shall be subject to the applicable regulations of the University and the MOE.

Article 19 The Directives shall be passed by the Division's Faculty Evaluation Committee, Center Affairs Meeting, and Administrative Meeting, and then implemented on the date of promulgation.