

## National Central University College of Science Regulations for Faculty Promotion Reviews

Approved for future reference by the 2022 8th university-level Faculty Evaluation Committee on June 21,  
2023

Article 1 The College of Science stipulated the Regulations for Faculty Promotion Reviews (hereafter referred to as “the Regulations”) for conducting faculty promotion evaluations within the College in accordance with the NCU Faculty Promotion Review Regulations (hereafter referred to as “the NCU Promotion Regulations”) and Article 6 of the College of Science Regulations for Establishment of Faculty Evaluation Committee.

Article 2 College of Science faculty applying for promotion shall not only meet the relevant requirements and basic thresholds which are set out in the NCU Promotion Regulations for the professional publication and research, teaching, and counseling and service, but also meet the following requirements:

1. Research accomplishments: These results should in principle consist of research mainly carried out by the applicant after they joined NCU.

(1) Representative publication:

i. Complies with the relevant rules on publications in Article 5 of the NCU Promotion Regulations.

ii. Publications shall be in the important journals that academic discipline with NCU clearly stated as the employer (waived for the journal where there is no such custom). The importance of journals is to be determined by the department/ institute faculty evaluation committee and then submitted to the College-Level Faculty Evaluation Committee for review.

(2) Other research accomplishments: Review in accordance with the other research accomplishments section from the College of Science Faculty Promotion Performance Checklist (see Attachment 1): Applications for promotion to professor must satisfy at least 3 points (inclusive); applications for promotion to associate professor and assistant professor must satisfy at least 2 points (inclusive).

2. Teaching accomplishments: The applicant shall conform to the relevant rules on teaching accomplishments in Article 5 of the NCU Promotion Regulations.

3. Counseling and service accomplishments: Review in accordance with the counseling and services section from the College of Science Faculty Promotion Performance Checklist: Applications for promotion to professor must satisfy at least 5 point (inclusive); applications for promotion to associate professor and assistant professor must satisfy at least 4 points (inclusive).

Article 3 Faculty members who satisfy the above promotion requirements shall submit their Promotion Application Form, catalog of promotion materials, professional publications, and other relevant information in accordance with the NCU promotion process schedule. Once the application has been reviewed and approved by the department / institute and college levels of Faculty Evaluation Committee, it shall be delivered to the Human Resources Office for initial review following the administrative procedure.

Article 3-1 Once a faculty promotion application passes the initial review, the Faculty Evaluation Committee shall arrange for the Applicant's publications to be reviewed by external academics and experts. The College of Science Faculty Promotion Publication Review Opinion Form is shown in Attachment 2. There should be at least 6 reviewers. The review outcomes must meet the criteria listed below before it may be submitted to the Department / Institute, College, and University-Level Faculty Evaluation Committees for review.

1. Promotion to professor: For the external review of publications, at least five-sixths (rounded up) of all external reviewers must have given a rating of "Good" or higher, or at least two-thirds (rounded up) of all external reviewers have given a rating of "Good" or higher and at least 1 giving a rating "Excellent". The average of all the external review scores should be higher than 80 (inclusive) as well.
2. Promotion to associate/assistant professor: At least two-thirds (rounded up) of all external reviewers gave a rating of "Good" or higher. The average of all the external review scores should be higher than 80 (inclusive) as well.

Article 3-2 The relative weighting and assessment criteria for the three performance areas (research, teaching, counseling and service) of reviewing faculty promotion in College of Science are as follows:

1. Research performance (50%): Overall weighting is 50%. Moreover, research performance is further divided into professional publications and other research accomplishments.
  - (1) Professional publication (30%): The score of the external review of professional publications is calculated by taking the sum of all external reviewer scores divided by the total number of external reviews to arrive at the mean score.
  - (2) Other research accomplishments (20%): Overall performance in terms of other academic honors or accomplishments such as research grants, industry-university cooperation, patents, technology transfers, impact on society, domestic/international awards, participation in integrated or multidisciplinary projects, and supervision of students taking part in research competitions, etc. The score for other research accomplishments is the mean of the scores assigned by all attending members of Faculty Evaluation Committee.
2. Teaching performance (30%): Scoring is based on the three following areas:
  - (1) Types of classes, total hours, and number of students taught, outcome of teaching performance evaluations and other relevant information. Detailed information shall be provided by the applying department/graduate institute.
  - (2) Supervision of graduate students, enhancement of experiments and lectures, composition of teaching materials, and guidance of undergraduate research. The related materials shall be provided by the applying department/graduate institute.
  - (3) For teaching awards and other performances that contribute to teaching effectiveness shall be provided by the applying department/graduate institute

※The English translation is provided for reference only. In the event of any disputes, the latest passed regulations in Chinese shall prevail.

3. Counseling and service performance (20%): Including students counseling, academic advisors, participating **NCU USR-related activities**, administrative positions, department/graduate institute/college/NCU services, and off-campus services.

Article 4 The attending committee members should score **Research Performance**, Teaching Performance, Counseling and Service Performance, respectively. If the evaluation results yield a score of **70 points (inclusive) or higher** for each individual criterion, and the aggregate weighted score reaches **80 points (inclusive) or higher**, it shall be considered a vote in favor of promotion. The case shall be deemed approved only when the number of votes **in favor of promotion constitutes two-thirds (inclusive) or more** of the total votes.

Article 4-1 Members of the College-Level Faculty Evaluation Committee should **respect the professional opinion of the reviewers on the publications being reviewed**. Unless there is a specific and academically sound reason that the credibility and the accuracy of the external professional review may have been affected, then they should respect the judgment of the reviewer **instead of overruling the outcome of the external review purely on the basis of voting**. If committee members believe that there are significant discrepancies in external review opinions, the review opinions are too short to be certain, or suspect major deficiencies in the review process, then, with the agreement of at least two-thirds of attending committee members, the review opinions under doubt along with the professional publications may be reviewed by three additional reviewers. The results from the first and second external reviews will then be calculated together. If the review still concludes that the review results satisfied the external review standards for NCU faculty promotions, it is then submitted to the College-Level Faculty Evaluation Committee for re-review.

Article 4-2 Where a promotion application is rejected by the College, the applicant should be notified in writing with the reasons included within one week since the report of the College-Level Faculty Evaluation Committee meeting being finalized.

Article 4-3 If the applicant disagrees with the resolution of the College-Level Faculty Evaluation Committee, he/she may submit appeals to the NCU faculty grievances committee following the procedure within 30 days as receiving the written notification.

Article 4-4 All departments/graduate institutes under the College shall establish their own regulations of faculty promotion reviews and submit to the College-Level Faculty Evaluation Committee for reference.

Article 5 If the applicants disagree with their corresponding department/ institute faculty evaluation committee, within 30 days as receiving notification, they may file a complaint to the NCU faculty grievances committee in accordance with the NCU Faculty Grievances Committee Organization and Review guidelines, or lodge an appeal in accordance with the College-level faculty evaluation organization regulations.

Article 6 Any matters not covered in these Regulations shall be conducted in accordance with the NCU Promotion Regulations and relevant regulations.

Article 7 These Regulations were approved by the faculty evaluation committee of the college and submitted to the University-level Faculty Evaluation Committee for review before implementation. Amendments shall follow the same procedure.