

National Yang Ming Chiao Tung University Department of Applied Chemistry Regulations on the Promotion Assessment of Teachers

Approved at the ninth evaluation committee meeting in the 2022–2023 academic year

Approved at the eighth departmental meeting in the 2022–2023 academic year

Chapter 1 General Principles

Article 1 To recruit outstanding talents, increase the competitiveness of the university, and improve teaching and service standards, the Department of Applied Chemistry (hereinafter referred to as “the Department”), National Yang Ming Chiao Tung University (hereinafter referred to as “the University”) hereby establishes Regulations on the Evaluation and Promotion of Faculty in accordance with the University’s Regulations on the Appointment and Promotion of Faculty and the College of Science’s Regulations on the Appointment and Promotion of Faculty.

Article 2 At least two-thirds of the departmental teacher evaluation committee must be present during the promotion review process, and the passing of any proposal requires the approval of at least two-thirds of attending members.

Chapter 2 Promotion

Article 3 Newly appointed NYCU instructors and assistant professors must apply for and receive a promotion within 6 years; associate professors must do so within 8 years. Teachers who do not do so can remain in their positions for an additional 2 years and apply for promotion within this time. During those 2 years, hiring bodies must help teachers apply, document the assistance they provide, and submit this documentation to the college for reference. Such teachers must have their application approved within the specified time limit. The appointment contracts of teachers approved for promotion shall be renewed. Instructors and assistant professors who are not promoted within the approved time frame will not be reappointed for a ninth year of service; associate professors who are not promoted within the approved time frame will not be reappointed for an eleventh year of service. In the event of pregnancy or childbirth, the time limit for promotion may be extended by 2 years for each child with the approval of the President of NYCU. In the event of other extenuating circumstances, the time limit for promotion can be extended by 2 years with the teacher evaluation committees’ approval of the required documentation.

Regulations regarding the promotion of teachers whose appointment was approved by the university teacher evaluation committee before August 1, 2022: Instructors, assistant professors, and associate professors hired by the NCTU Regulations Regarding Promotion Time Limits for Newly Appointed Faculty Members, the time limit for promotion can be extended by 2 years.

Teachers must pass evaluations before applying for promotion. Newly hired teachers shall receive their first assessment after three years of service. Teachers who have not yet completed three years of teaching may also choose to be assessed earlier.

Article 4 Promotion review shall in principle be conducted once per semester. After the university teacher evaluation committee reviews and approves the applications in June

or January of each semester, the effective date of promotion shall be August 1 or February 1 of the following semester.

Promotion applicants (hereinafter referred to as “applicants”) shall be actively engaged in teaching at the University during evaluation by all levels of teacher evaluation committees. However, applicants who are currently engaged in full-time study or research, whether in Taiwan or abroad, or who are teaching abroad are exempt from this requirement if they have been actively teaching at the University during the semester in which they submit their promotion application to the departmental teaching evaluation committee.

Article 5 The departmental teacher evaluation committee shall complete the promotion review process before the annual deadline set by the college teacher evaluation committee and then submit the recommended list of applicants, application materials, and review results to the college for consolidation.

Article 6 No modifications to application materials are permitted after the specified submission deadline (announced by the college before the commencement of each semester’s proceedings). However, exceptions may be made in cases where documents are found to be in violation of relevant regulations and must be withdrawn.

Applicants who received notification from the departmental teacher evaluation committee to supplement or withdraw certain documents, as specified in the aforementioned provision, but fail to do so within the designated timeframe are accountable for any resulting effects on their promotion rights.

After the college teacher evaluation committee sends the submitted application materials to external reviewers for assessment, withdrawal of applications is not permitted. The applications shall be deliberated as per the established procedures.

Article 7 The departmental teacher evaluation committee shall determine whether the publication points of applicants meet the promotion qualifications and assess the quality of the applicants’ research, teaching, service, and student counseling. Applicants who fail to meet the set standards shall be given the opportunity to provide clarification, either in writing or verbally, before any decisions are reached.

For applicants whose promotion application is not approved by the departmental teacher evaluation committee, the committee shall specify the reasons in writing.

Article 8 The publication points required for the promotion of faculty at all levels in this department are as follows:

1. Promotion to the rank of Professor: The total points for academic publications within the specified submission period shall be at least 18, with at least 12 from publications within the last five years. If the applicant has served at the University for less than four years, the points shall be handled in accordance with Article 9. If the applicant meets the conditions stipulated in Article 3, Paragraphs 3 and 4, the requirement for points within the last five years may be extended to seven years.
2. Promotion to the rank of Associate Professor: The total points for academic publications within the specified submission period shall be at least 12, with at

least 8 from publications within the last five years. If the applicant has served at the University for less than four years, the points shall be handled in accordance with Article 9. If the applicant meets the conditions stipulated in Article 3, Paragraphs 3 and 4, the requirement for points within the last five years may be extended to seven years.

3. Promotion to the rank of Assistant Professor: The total points for academic publications within the specified submission period shall be at least 6. If the applicant has served at the University for less than four years, the points shall be handled in accordance with Article 9. If the applicant meets the conditions stipulated in Article 3, Paragraphs 3 and 4, the requirement for points within the last five years may be extended to seven years.
4. The journal publication points for faculty promotion in this department shall be calculated on the basis of the ranking of journals in the respective field according to the SCI Journal Citation Report. The rankings are determined using the average ranking from the SCI Journal Citation Reports of the last five years. If a journal has not been in publication for a full five years, the most recent year's SCI Journal Citation Report shall be used to calculate the ranking in the respective field.

Field ranking	Points
0.001% ~ 5%	3.5 points
5.001% ~ 25%	3.0 points
25.001% ~ 50%	2.5 points
50.001% ~ 70%	2.0 points
70.001% ~ 90%	1.5 points
90.001% ~ 100%	1.0 points

5. The departmental teacher evaluation committee shall grant a passing rating for the research of applicants whose publication points meet the aforementioned standards.
6. The academic publications submitted for point calculation shall adhere to the specified publication submission period. However, for those applying for promotion to the rank of Professor, any works published during the review period for their promotion to Associate Professor but have not yet been submitted for evaluation may be included in the point calculation.
7. In cases where applicants are the only corresponding author of the submitted work, 80% of the publication points for the work shall be taken into account if there is a coauthor. For other authorship situations, the calculation is determined on the basis of the relation between the number of authors and the highest percentage of points, as demonstrated below: (All students supervised by the applicant and students supervised by other faculty members are treated as a single author during calculation. If a postdoctoral researcher is the corresponding author, they are treated as a single author; otherwise, they are treated as a student.)

Number of authors	2	3	4	5	6	7	8	...
Highest	70%	60%	50%	40%	30%	20%	20%	20%

percentage of points								
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At least half of the points mentioned in Subparagraphs 1–3 of the previous paragraph shall stem from works published in journals ranking within the top 50% of their respective field.

Article 9 Applicants with less than four years of teaching service at the University: The calculation of the period starts from the hiring date indicated in the appointment letter and concludes at the end of July (August 1 as the promotion date) or January (February 1 as the promotion date). For those meeting the promotion tenure requirement, the requirements for publication points are as follows:

1. Promotion to the rank of Professor:

For those with less than one year of service, the total publication points within five years shall be 30 points.

For those with one year of service, the total number of publication points within five years shall be 27 (including 3 points from works published during service at the University).

For those with two years of service, the total number of publication points within five years shall be 24 (including 6 points from works published during service at the University).

For those with three years of service, the total number of publication points within five years shall be 21 (including 9 points from works published during service at the University).

2. Promotion to the rank of Associate Professor:

For those with less than one year of service, the total number of publication points within five years shall be 23.

For those with one year of service, the total number of publication points within five years shall be 20 (including 3 points from works published during service at the University).

For those with two years of service, the total number of publication points within five years shall be 17 (including 6 points from works published during service at the University).

For those with three years of service, the total number of publication points within five years shall be 14 (including 9 points from works published during service at the University).

3. Promotion to the rank of Assistant Professor:

For those with less than one year of service, the total number of publication points within five years shall be 18.

For those with one year of service, the total number of publication points within five years shall be 15 (including 3 points from works published during service at the University).

For those with two years of service, the total number of publication points within five years shall be 12 (including 5 points from works published during service at

the University).

For those with three years of service, the total number of publication points within five years shall be 9 (including 6 points from works published during service at the University).

At least half of the points mentioned in Subparagraphs 1–3 of the previous paragraph shall stem from works published in journals ranking within the top 50% of their respective field.

Article 10 Evaluation of teaching and service (including student counseling): Applicants shall submit materials regarding their teaching, service, and student counseling for the five years preceding the submission and after their obtaining of the qualification of the previous teaching rank. Materials that should be provided for reference include the following:

1. Teaching experience (on-campus or off-campus):
 - (1) Total credits and courses taught.
 - (2) Teaching awards received.
 - (3) Compilation of handouts and authored textbooks.
 - (4) Theses supervised.
 - (5) Teaching evaluation results (results of teaching feedback surveys, achievements in teaching, or improvement to courses).
2. Service and student counseling (on-campus or off-campus):
 - (1) Promotion and funding acquisition for research projects, establishment of research laboratories, creation of new technologies, and development of new products.
 - (2) Participation in administrative affairs. Applicants who are also engaged in administrative work shall prepare a separate report on administrative work experience in addition to representative work. The report should be titled “Work Experience Report” and should include comments from supervisors of relevant units and be submitted for review by the departmental teacher evaluation committee.
 - (3) Planning of teaching laboratories.
 - (4) Establishment, management, and maintenance of equipment for teaching and library use.
 - (5) Student counseling.

3. Other information and specific achievements that contribute to the evaluation.

If applicants were pregnant or gave birth during the aforementioned evaluation period and can provide evidence, the period can be extended by a maximum of two years.

The departmental teacher evaluation committee shall provide applicants with either a passing or failing rating for their teaching and service (including counseling).

Article 11 Regulations for submission of works for review:

1. The representative and reference works submitted for review shall be works produced by the applicants after obtaining the previous teaching rank. The works shall be published in academic journals with a review system and shall

demonstrate the applicant's independent research ability.

2. The representative and reference works submitted for review shall be openly published. If the representative and reference works have not yet been published, evidence of acceptance for publication shall be submitted to the departmental teacher evaluation committee before the submission deadline.
3. Each applicant may submit up to five research works, selecting one as the representative work and listing the others as reference works. Works that are part of a related series may be combined into a representative work. Works that do not fall under the category of those submitted for review after obtaining the previous teaching rank shall be listed in the annual list of publications. For those who were previously deemed to not meet the teacher qualification requirements and are reapplying, the submitted works shall include at least one new addition or replacement.
4. If a representative work has coauthors, written confirmation from the coauthors shall be provided.

Other matters regarding the representative and reference works shall be handled in accordance with Articles 21–25 of the Ministry of Education Regulations Governing Accreditation of Teacher Qualification at Junior Colleges and Institutions of Higher Education.

Representative work and reference materials submitted for accreditation must be published or pending publication; applicants must submit evidence of work pending publication (such as a letter of acceptance) prior to accreditation by the department teacher evaluation committee. The department and college teacher evaluation committees will review research projects in accordance with the regulations of the Ministry of Education. Representative work must be published within 1 year of the date indicated on any letters of acceptance submitted as proof of pending publication, and applicants must submit a copy of the representative work to the institution for review within 2 months of its publication.

In the event that an applicant's representative work cannot be published within 1 year of the date indicated on their document proving pending publication for reasons beyond the applicant's control, before 1 year elapses, the applicant must submit documentation explaining why the work cannot be published within the specified time frame and apply for an extension. The university teacher evaluation committee may allow extensions of 3 years maximum from the date indicated on the document proving pending publication of the representative work. If a representative work is not published and a copy is not submitted within this period, NYCU will reject the application and report the matter to the Ministry of Education. If the teacher's eligibility is still being reviewed by the Ministry, the Ministry will reject the application. If the teacher's accreditation has been approved and the teacher has been issued a Teacher's Accreditation Level Certificate, the Ministry will nullify the accreditation and either demand the return of or annul the Teacher's Accreditation Level Certificate. Each department will

monitor the status of the applicants' representative work and reference materials.

Article 12 Applicants who are dissatisfied with the promotion results may submit a written reinstatement application, articulating the reasons, to the college teacher evaluation committee within seven days from the day after receiving the notification.

If the college teacher evaluation committee considers the reinstatement to be valid, the departmental teacher evaluation committee shall initiate a reevaluation. Reevaluation is limited to one time for each case. If the reinstatement is not passed or the promotion application is not approved by the university teacher evaluation committee and the applicant remains dissatisfied, the applicant may submit a written appeal, specifying the reasons, to the university's Faculty Appeals and Review Committee within 30 days after receiving the notification.

Article 13 NYCU will forward applications for promotion accepted by the teacher evaluation committees at each level to the Ministry of Education for approval in accordance with Ministry regulations to issue a Teacher's Accreditation Level Certificate. While their applications are under the Ministry of Education's review, applicants must remain in their positions and receive their current salary; once they receive their certificate, their employment contract will be amended to indicate the date on which their application for a promotion was approved, and the applicant will receive the difference between their current and new salaries that they would have earned during the review.

Chapter 3 External Review

Article 14 The review of works shall be conducted by the College of Science. The College, according to the applicant's professional field, shall submit the works to seven domestic or international experts and scholars in the respective field for evaluation.

Article 15 External reviewers shall, as a principle, hold the rank of professor or an equivalent qualification. The selection process is as follows:

1. The departmental teacher evaluation committee shall propose a list of domestic and international experts and scholars as candidates for external review. The list is provided for reference to the college teacher evaluation committee. Members of the college teacher evaluation committee or recommended teacher evaluation committee members may add candidates that align with the applicant's professional field to the list. The convener of the college teacher evaluation committee and the departmental teacher evaluation committee may select candidates from the expanded list.
2. When necessary, applicants may submit a list of no more than three individuals to recuse from the external review.

External reviewers shall align with the applicant's area of expertise and shall uphold the principles of professionalism, impartiality, and confidentiality.

When the departmental teacher evaluation committee completes the promotion review process in accordance with regulations, it shall send the list of recommended teachers, the list of external reviewers, and the list of recused reviewers to the convener of the college teacher evaluation committee for reference.

Article 16 External reviewers should not comprise

1. Applicants' research advisors or teachers.
2. Coauthors or other researchers involved in the applicant's representative work.
3. Individuals who serve in the same institution, and especially the same department, as the new teacher or applicant.
4. A family member as defined by Article 32 of the Administrative Procedure Act.

The following principles must be considered to ensure the impartiality of the external review committee:

1. External reviewers may not have a lower accreditation level than that of the new teacher or applicant.
2. As few reviewers as possible should be from a single institution.
3. External reviewers should not be graduates of the alma mater of the new teacher or applicant, especially if their graduation was less than 10 years before the application and if they graduated from the same department as the new teacher or applicant.
4. Individuals from the same graduating class as that of the new teacher or applicant should recuse themselves.

Comments from reviewers who violate Subparagraphs 1 and 2 will be deemed invalid during deliberation and not affect the results. If an insufficient number of valid comments remains, an additional review will be conducted.

Article 17 The departmental teacher evaluation committee shall respect the opinions of the original external reviewers unless it can provide specific reasons on the basis of professional academic grounds that undermine the credibility and accuracy of the original professional review.

Article 18 The review processes, the identity of the reviewers, and their comments must be kept confidential to ensure the impartiality of the review. However, this information may be provided to an appeal agency or other remedial agency that the applicant asks to act on their behalf. In addition, reviewers' comments may be provided to the applicant if their application is rejected.

In the event that a new teacher or applicant makes any requests, lobbies, offers any bribe or incentive, or makes any threat to a reviewer or in any other manner interferes with the accreditation procedure, the procedure will halt, the applicant will be notified, and no additional applications from the applicant will not be accepted for 2 years.

If the new teacher or applicant is reported or is found to have forged, altered, or plagiarized the documents required for MOE accreditation, the new teacher or applicant will not be permitted to apply to have their accreditation review cancelled, and their application will be handled in accordance with the provisions of the Guidelines for Handling Violations of the Regulations Governing the Accreditation of Teacher Qualifications by Teachers in Junior College and Institutions of Higher Education.

Chapter 4 Supplementary Provisions

Article 19 The regulations and any amendments thereto shall be approved by the departmental teacher evaluation committee and departmental meetings, submitted to the college teacher evaluation committee for reference and implemented after the announcement.

Article 20 Matters not covered in the Regulations shall be handled in accordance with the Ministry of Education Regulations Governing Accreditation of Teacher Qualification at Junior Colleges and Institutions of Higher Education, the University's Regulations on the Appointment and Promotion of Faculty, and the College of Science Regulations on the Appointment and Promotion of Faculty.

If any discrepancy exists between the English and Chinese texts, Chinese text prevails.