

# National Tsing Hua University College of Technology and Management Operating Guidelines for Professor Service Extension

Formulation approved at College/Department/Institute Discussion  
Meeting for Academic Year 2019 on June 30, 2020

Revision approved at 1st College Affairs Meeting for Academic  
Year 2020 on October 7, 2020

Deliberated and approved at 2nd College Faculty Evaluation  
Committee Meeting for Academic Year 2020 on December 9, 2020

Deliberated and approved at 7th University Faculty Evaluation  
Committee Meeting for Academic Year 2020 on March 25, 2021

1. With the aim of enhancing the teaching and research energy of National Tsing Hua University's College of Technology and Management (hereinafter referred to as the College), these Operating Guidelines are formulated in accordance with National Tsing Hua University's Operating Guidelines for Professors Service Extension.
2. Professors are not entitled to request service extension. To meet the need for teaching and research, a major appointing unit may, with the professor's consent, extend an eligible professor's service term after the professor turns 65 years old.
3. Professors must meet one of the following eligibility requirements for service extension:
  - (1) The professor is an Academician of Academia Sinica.
  - (2) The professor once served as a National Chair Professor, Tsing Hua distinguished chair professor, Tsing Hua chair professor, or chair professor of a domestic/foreign university recognized by an all-level faculty evaluation committee to be of the same level as or higher level than a Tsing Hua's chair professor.
  - (3) The professor had been granted a National Award for Distinguished Contribution to Industry-Academia Cooperation.
  - (4) The professor had been granted the Academic Award of Ministry of Education, the Distinguished Award for General Education Teachers, or National Excellent Teacher Award.
  - (5) The professor had been granted more than two Outstanding Research Awards from the Ministry of Science and Technology.
  - (6) The professor is a Distinguished Professor of the University.
  - (7) The professor is known for excellence in teaching and research, and significant contributions to the teaching unit's academic improvement. In addition, it is difficult to find a replacement candidate at the moment.
4. When handling a professor service extension that meets the conditions specified in paragraphs 1 to 6, Article 3, the major appointing unit may, after consulting with the Dean, complete the Professor Service Extension Recommendation Form in detail, and directly

submit it together with supporting documents for review to the Office of Personnel Management for the case to be submitted to and deliberated by the University Faculty Evaluation Committee.

5. Criteria for excellence in teaching and research specified in paragraph 7, Article 3 are as follows: The average score of the End-of-semester Student Opinion Survey for the courses delivered during the previous three years before the current semester (taking February 1st and August 1st as the base dates) in which the service extension application is submitted shall be above **4.2 or higher**, and the professor shall have at least **one paper published in or accepted by an A+ ranked journal, or two (including one in/by an A ranked journal), or three (including one in/by an A- ranked journal), or four (including one in/by a B+ ranked journal), or five papers published in or accepted by domestic/international reputable journals, or two books published by organizations in which review systems are employed. (Lists of journals shall be provided by departments/institutes.)**

**The Standards for excellence in teaching, research and service. The Teaching Survey average points of the three years before the month of retirement or expiration of each extension must be at least 4.2, also there must be at least**

- **One paper published or accepted by A+ journal, or**
- **two papers incl. one published or accepted by A journal, or**
- **three papers incl. one published or accepted by A- journal, or**
- **four papers incl. one published or accepted by B+ journal, or**
- **five papers published or accepted by internationally renowned journal, or**
- **two books published by organizations with review system three years before the month of retirement or expiration of each extension. (all the journal list is to be provided by dept./inst.)**

If the professor for the service extension application was permitted to be exempted from delivering courses in accordance with regulations, the average score for the previous three years' courses mentioned in this Article shall take the average score obtained from the courses that the professor delivered during the most recent three years as the basis for consideration.

6. When handling a professor service extension that meets the conditions specified in paragraph 7, Article 3, then after the case is deliberated and approved by the unit's faculty evaluation committee, the major appointing unit shall complete the Professor Service Extension Recommendation Form in detail. The form shall then be submitted to the college-level faculty evaluation committee together with supporting documents for review. After being deliberated upon and approved by the college-level faculty evaluation committee, the proposal shall be sent to Office of Personnel Management, and then submitted to the University Faculty Evaluation Committee for deliberation and approval.

7. The restrictions on a professor's service extension period are as follows; the extension period shall end with the semester in which the professor turns 70 years old:
  - (1) For service extensions processed based on paragraphs 1 to 5, Article 3, the major appointing unit may, depending on teaching needs, directly specify the extension period up to the end of the semester in which the professor will turn 70 years old.
  - (2) For service extensions processed based on paragraphs 6 and 7, Article 3, the first extension shall start from the day on which the professor turns 65 and end with the semester in which the professor turns 66. From the second extension onwards, the length of each service extension shall not exceed one year.
  - (3) Up to three service extensions can be processed based on paragraph 7, Article 3. However, cases involving any one of the following circumstances are not subject to this restriction:
    - a. The professor serves as the leader of a large-scale integrated multi-year project with a project fund exceeding **NT\$20 million**; and it is difficult to replace them as project leader while the project is being implemented; and such status has been approved by the college-level faculty evaluation committee.
    - b. The professor has been granted Outstanding Research Awards from the Ministry of Science and Technology, the University's Award for Outstanding Industry–Academia Research, the University's Excellence in Teaching Award, Outstanding Mentor Award, or other equivalent awards approved by the college-level faculty evaluation committee, totaling two awards.
    - c. The professor has made special and significant contributions to the University or society; the proposal has been submitted by the Dean of the College to the President and has been approved by the President; and has also been deliberated upon and approved by all-levels faculty evaluation committees.
  - (4) For service extensions processed based on paragraphs 1 to 6, Article 3, if the latest honor granting prior to the processing of the service extension is not approved after review, the criteria specified in paragraph 7, Article 3 shall apply *mutatis mutandis* to handling of the service extension.
8. Resolutions of department-level faculty evaluation committees' deliberation can only be passed when more than half of the attending members' approval is obtained through a secret ballot. However, the department-level faculty evaluation committees may set stricter rules, and submit the resolutions to the University Faculty Evaluation Committee for recordation.
9. The college-level faculty evaluation committee shall discuss each service extension proposal individually in detail. Deliberation resolutions only pass when two-thirds or more of the attending members' approval is obtained through secret ballot.
10. The Office of Personnel Management shall conduct surveys in March and September each year of each department's (institute's) professors who will turn 65 years old, and the professors whose service extension periods shall end on February 1st and August 1st of the following year. The lists shall be sent to each department (institute) for reference. For

professors who will turn 65 years old or whose service extension periods will end between August of the current year and January of the following year (the scheduled retirement date is February 1st of the following year), documents shall be prepared and sent to the Office of Personnel Management for handling before the end of April of the current year. For professors who will turn 65 years old or whose service extension periods shall end between February and July of the following year (the scheduled retirement date is August 1st of the following year), documents shall be prepared and sent to the Office of Personnel Management for processing before the end of October of the current year.

11. Service extension proposals approved by the University Faculty Evaluation Committee shall, after being verified by the President, be registered on the Platform for National Public Service Pension Fund Integration in accordance with regulations.
12. These Operating Guidelines take effect after being submitted to and approved by the College Faculty Evaluation Committee, as well as being approved and recorded by the University Faculty Evaluation Committee.