

National Tsing Hua University College of Technology and Management Faculty Promotion Reviews Guidelines

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- Article 1 These Guidelines are formulated in accordance with Article 40 of the Organizational Regulations of National Tsing Hua University (hereinafter referred to as the University) and the University's Regulations on Faculty Promotion Reviews.
- Article 2 Faculty members in units of the College of Technology and Management (hereinafter referred to as the College) whose service tenure satisfies the requirements stipulated in the University's Regulations on Faculty Promotion Reviews, and who demonstrate excellence in teaching, research, and service may apply for promotion through the units to which they are appointed.
- Article 3 The first-stage and second-stage review for the evaluation of the College's faculty promotion are conducted by the College's department-level faculty evaluation committees and college-level faculty evaluation committee, respectively.
- Article 4 When reviewing faculty promotions, the Faculty Evaluation Committee shall comprehensively evaluate the teaching, research, mentoring, and service achievements of the faculty members applying for promotion.

When applying for promotion, faculty members shall select one representative work from among their specialized articles, works, achievement certificates and technical reports, and list the remainder as reference works. Research series of related topics may be combined and considered as a single representative work. A piece of work that has previously been submitted as a representative work for promotion review cannot be used as a representative work for a current promotion application.

If a faculty member applying for promotion has specific outstanding achievements in any one respect of teaching, research, mentoring, or service, the College Faculty Evaluation Committee may review the case based on the weighted review criteria set by the faculty member's department.

Article 5 Departments/institutes shall submit documents for promotion applicants who pass the Departmental Faculty Evaluation Committee's first-stage review, and the list of recommended external reviewers, to the College before March 15 of the year in question. The convener and two members of the College Faculty Evaluation Committee shall jointly discuss and select external reviewers from the recommendation list. All external review affairs shall be handled by the College.

Article 6 The maximum number of applicants for promotion proposed by each department/institute shall follow the University's regulations.

Article 7 The department/institute that a promotion applicant (hereinafter referred to as the applicant) belongs to shall prepare the following documents, which shall be submitted to the College Office by May 15 of the current year:

1. The department/institute faculty evaluation committee's voting and evaluation processing records.
2. Promotion applicant's documents (in the format required by the University).
3. The applicant's main-occupation-related teaching, research, and service information for evaluation.

4. Applicant's List of Works (refer to the format required by National Science Council) and the works themselves.
5. Information/documents added by the applicant him/herself.

Article 8 The College Faculty Evaluation Committee shall adopt the secret ballot as its voting method. A recommendation shall be submitted to the University Faculty Evaluation Committee only after it is approved by two-thirds or more of committee meeting attendees. Promotion applicants to whom Article 9 of the University's Regulations on Faculty Promotion Reviews applies shall only be approved by three-quarters or more of committee meeting attendees.

Article 9 Documents for an applicant who does not pass a College Faculty Evaluation Committee review shall be secretly returned to the departments/institutes that the applicant belongs to.

For applicants not succeeding in promotion, the College Faculty Evaluation Committee shall state in writing the specific reasons for the non-success, notify said applicants, and inform the applicants of channels for re-review.

Article 10 If an applicant is not satisfied with the department/institute faculty evaluation committee's resolution, he/she may prepare relevant documents and submit a written application for re-review to Dean of the College within 15 days after receiving written notice of the committee's resolution.

The Dean shall convene a total of 5 professors from inside/outside the University (including the dean) to form a Re-review Committee to review the case within two weeks after receiving the re-review application. The Committee shall give the applicant opportunities to fully explain the reasons for submitting the re-review application. If four or more members of the committee agree with the reasons submitted in the re-review application, the Dean shall forward the re-review applicant's promotion-related documents to the unit's faculty evaluation committee, to be handled separately in accordance with applicable regulations.

Article 11 If a promotion applicant or re-review applicant is not satisfied with the College Faculty Evaluation Committee's resolution, he/she may prepare relevant documents and submit a written application for re-review to the convener of the University Faculty Evaluation Committee within 15 days after receiving the written notice of the College Faculty Evaluation Committee's resolution.

Article 12 These Guidelines are formulated by the College's Faculty Evaluation Committee, and take effect after being submitted to and approved by the University Faculty Evaluation Committee.