

NATIONAL CHUNG HSING UNIVERSITY
College of Agriculture and Natural Resources
Faculty Appointment, Promotion, and Service Extension Review Regulations

June 28, 2024—Amended and passed by the College Affair Meeting (promulgated by the NCHU President on July 11, 2024)

Chapter I. General Provisions

- Article 1 The following regulations have been formulated in accordance with Article 2 of the National Chung Hsing University (“the University”) *Organizational Charter for Each College’s Faculty Evaluation Committee* and other applicable laws and regulations.
- Article 2 These regulations shall apply to the appointment and promotion of full- and part-time faculty members, project-based teachers, and specialists/technicians serving as teachers, regardless of their faculty rank. Matters unaddressed herein shall be subject to other applicable regulations set forth by the University.
- Article 3 In addition to initial appointment, appointment renewal, and tenured appointment of faculty members, as described in the *University Act*, the term “appointment” herein encompass all matters related to faculty appointment, including joint appointment, suspension, dismissal, non-renewal of appointment, and deferred retirement.
- Article 4 Cases of initial appointment, promotion, change of appointment, and deferred retirement for faculty members in the College shall undergo a preliminary review by the competent department’s, graduate institute’s, or degree program’s faculty evaluation committee (collectively, “department-level committees”) before being presented to the College Faculty Evaluation Committee (“College Committee”) for review in accordance with the provisions herein. A case may only be passed with at least two thirds of the College Committee members in attendance and at least two thirds of the attending members in concurrence, after which the case may be referred to the University Faculty Evaluation Committee (“University Committee”) for a final review. Cases of initial appointment, promotion, change of appointment, and deferred retirement for faculty members appointed directly by the College (“College-appointed faculty”) shall be exempt from the department-level review. New appointment cases for part-time faculty members holding a teaching certificate for the appropriate faculty rank shall be reviewed by the department-level committee and College Committee before being referred to the University Committee for recordation, regardless of whether said faculty members wish to submit their teaching certificate for review.
- Article 5 Cases of initial appointment, promotion, and change of appointment for faculty members in the College (regardless of their faculty rank) shall require an external publication review, the standards and scoring sheet for which shall be formulated separately. External publication reviews shall be subject to the University’s *Faculty Promotion Review Standards and External Publication Review Guidelines*. The maximum number of external publication review candidates who are new appointees shall be two times the number of vacant faculty positions.

Chapter II. Initial Appointment

- Article 6 The College's new appointees shall meet the following requirements:
1. Lecturer and assistant professor appointees must hold a doctoral degree.
 2. Associate professor appointees must have served as an assistant professor for a period of at least three years (or in an equivalent research role for a period of at least four years) after obtaining their doctoral degree and must have significant contributions or innovations to their field of research.
 3. Full professor appointees must have served as an associate professor for a period of at least three years after obtaining their doctoral degree and must have significant contributions or innovations to their field of research.
 4. Project-based faculty appointees shall be subject to the rules of appointment based on their faculty rank. Specialist appointees shall be subject to the applicable College and University regulations governing appointment of specialists as teachers.
- Full-time quota-based faculty appointees whose highest degree was conferred by the University must present proof of at least two years of relevant full-time teaching, research, or professional work experience at other public or private institutions/organizations. Candidates with rare expertise or extraordinary achievements may be exempt from the preceding limitation with the approval of the competent faculty evaluation committee(s).
- Article 7 Appointees who hold a teaching certificate issued by the Ministry of Education may be appointed to the same faculty rank indicated on the certificate upon passing a teaching and research publication review by the College Committee. Except for appointees who are exempt from the external publication review under Article 3 of the University's *Faculty Appointment and Promotion Regulations*, publications submitted for consideration must comply with the requirements set forth in the University's *Faculty Promotion Review Standards and External Publication Review Guidelines*.
- Article 8 Quota-based faculty vacancies of each department, graduate institute, and degree program (collectively, "academic unit") shall be filled through an open selection process following approval by the College's Faculty Quota Management Committee. Appointees who received support from at least half of the faculty members in the competent academic unit may be referred to the department-level committee for a preliminary review of their experience, diploma, doctoral dissertation, and proof of coursework, teaching, and research publications. Results of the review shall then be presented to the College Committee for a secondary review. Except for outstanding scholars as described under Article 3, Paragraph 1 of the University's *Faculty Appointment and Promotion Regulations*, all College-appointed faculty members must first pass a preliminary review by the College's New Faculty Selection Committee before being referred to the College Committee for a secondary review.
- Part-time faculty appointee holding an existing teaching certificate may be exempt from a review by the Faculty Quota Management Committee as they do not occupy faculty quotas.
- Academic units of the College may nominate an alternate for each faculty appointee to the College and University Committees for review. Alternates' candidacies shall be considered as terminated if they do not receive formal appointment by August 1 or February 1 of each academic year.

Chapter III. Promotion

- Article 9 Faculty members of the College, regardless of their faculty rank, must meet the following requirements in order to request a promotion:
1. Promotion from lecturer to assistant professor: Having served as a lecturer for a period of at least three years with outstanding achievements and at least one specialized publication equivalent to a doctoral dissertation

2. Promotion from assistant professor to associate professor: Having served as an assistant professor for a period of at least three years with outstanding achievements and specialized publications
3. Promotion from associate professor to full professor: Having served as an associate professor for a period of at least three years with outstanding achievements and specialized publications
4. The criteria for the specialized publications described above shall be provided in a separate set of review standards.

In addition to proof of outstanding achievements, as described in the preceding paragraph, candidates may also submit proof of other academic or professional achievements.

Full-time faculty members may submit teaching-related works for promotion consideration if such works demonstrate outstanding teaching practice, innovation or improvement in teaching, or tangible results in teaching, teaching materials, teaching methodology, teaching aids, education technology (including use of multimedia), and assessment tools such that they may be applied within or outside of the University to help improve students' learning outcomes.

Faculty members who obtained lecturer or teaching assistant certification prior to the March 19, 1997 amendment of the *Act Governing the Appointment of Educators* and who have continued to work as an educator since then may request a promotion review in accordance with the applicable regulations prior to their amendment.

Article 10 The College Committee shall review promotion requests based on candidates teaching, research, and service/collaboration performance:

1. Teaching: This category includes five scoring items, including course offerings, teaching contributions, teaching materials and lesson plans, offering of College and University core common courses or liberal education courses, and teaching evaluation survey results. Candidates who submit teaching-related works in lieu of specialized publications shall be scored on an additional item—teaching excellence.
2. Research: Scores shall be assigned based on the results of the external publication review. Candidates shall submit a representative work (which may be a scholarly work or a teaching-related work) and several reference works (which may include invention patents, plant variety rights, and technology transfers).
Dissertations and works published prior to the candidate's promotion to their current faculty rank may not be considered.
3. Service and collaboration: This category shall include four scoring items, including service participation, academia-industry collaboration and research projects, student advising, and special achievements (including university social responsibility fulfillment results).

Chapter IV. Change of Appointment

Article 11 To request a change of appointment, faculty members must submit a representative work, a dissertation, or a teaching or research publication to the competent department-level committee for review. If approved, the case may be presented to the College Committee for a secondary review of the candidate's teaching, research, and service/collaboration performance.

Full- and part-time faculty members who obtain Ministry of Education certification for a higher faculty rank and who have published a specialized work in the most recent three-year period may request a change of appointment to the next faculty rank without undergoing an external publication review. The foregoing notwithstanding, full-time faculty members appointed on or after February 1, 2014 must still undergo an external publication review when requesting a change of appointment.

Once a full-time faculty member's appointment change request is approved, any years of

service rendered in their previous faculty rank shall be excluded from the calculation of seniority for faculty promotion consideration. Similarly, any works published prior to the change of appointment may no longer be submitted for faculty promotion consideration.

Article 12 Faculty members with a doctoral degree who have served in the College for at least one year following their initial appointment as a lecturer may request a change of appointment to assistant professorship. However, dissertations and works previously submitted for the initial appointment review may no longer be considered in the appointment change review.

Article 13 Upon obtaining a doctoral (or master's) degree, faculty members who received lecturer (or teaching assistant) certification prior to the March 19, 1997 amendment of the *Act Governing the Appointment of Educators* and who have continued to work as an educator since then may request a change of appointment to associate professor (or lecturer) in accordance with the April 8, 1996 version of the College's *Faculty Appointment and Promotion Regulations*, provided that they pass a review (including external review) of their dissertation and publications.

Lecturers whose change of appointment to associate professorship is rejected may request a change of appointment to assistant professorship instead. However, once they are re-appointed as an assistant professor, they may longer request a change of appointment to associate professorship with the same dissertation and publications.

Chapter V. Deferred Retirement

Article 14 Matters pertaining to deferred retirement shall be subject to the University's *Guidelines Governing Deferred Retirement for Professors, Associate Professors, and the University President*.

Chapter VI. Supplementary Provisions

Article 15 Faculty promotion and appointment change candidates must attend the College Committee's meeting to read through their representative work (or dissertation). Candidates who fail to do so without just cause will be automatically disqualified. The dean of the College may, at the recommendation of the head of the competent academic unit, grant candidates who are on leave due to a major accident an opportunity to make up for their absence.

During the read-through, College Committee members shall record the process of the review, including members' questions for the candidates as well as their responses. The record shall be presented to the University Committee for reference. The same stipulation shall apply *mutatis mutandis* to read-throughs at department-level committees.

Article 16 The review of initial appointment, change of appointment, and faculty promotion cases shall be conducted once per semester. Each academic unit shall submit the necessary application documents to the College by the stipulated deadline. Exemptions may be granted to address extraordinary causes or needs following the applicable administrative approval procedures.

Article 17 Faculty evaluation committees shall notify applicants of their review results in writing within seven days.

Faculty members whose promotion or appointment change request is denied may file an appeal in accordance with the University's *Guidelines Governing the Organization and Review Procedures of the Faculty Grievances Committee* within 30 days of receiving the results.

Faculty members whose deferred retirement request is denied may file an appeal in

accordance with the procedures described in the preceding paragraph, but the appeal must be co-filed by both the faculty member and the competent academic unit.

Appellants who are dissatisfied with the Faculty Grievances Committee's decision may file a further appeal with the Ministry of Education's Central Teacher Grievances Review Committee.

Appeals shall be denied if the appellant is found to have engaged in *ex parte* communication with reviewers or have otherwise disrupted the review process.

Article 18 Full-time faculty members' contract renewals shall be subject to a preliminary review by the appointing unit, which shall submit a list of faculty members eligible for contract renewal to the Personnel Office for finalization by the University President. Faculty members subject to dismissal, suspension, non-renewal of appointment, and severance shall be handled in accordance with the *Teachers' Act*. Cases of dismissal, suspension, non-renewal of appointment, and severance for College-appointed faculty members are exempt from the department-level review. Renewal of part-time faculty members of the College may only be passed with at least two thirds of the department-level committee members in attendance and at least two thirds of attending members in concurrence. Faculty members who did not offer any courses at the University for two consecutive years shall be treated as new appointees. Full-time faculty members (including both current and retired faculty members) may have their appointment status changed to part-time with at least two thirds of the department-level committee members in attendance and at least half of attending members in concurrence; the same procedures shall apply when said faculty members apply for appointment renewals.

Article 19 (Deleted)

Article 20 (Deleted)

Article 21 These regulations, the review standards set forth herein, and any amendments made hereto shall be implemented upon approval by the College Affairs Meeting and promulgation by the University President.