

# Ming Chuan University Procedures for Faculty Promotion

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- Article 1. The Ming Chuan University Procedures for Faculty Promotion were established to manage faculty promotion in accordance with the relevant regulations.
- Article 2. Full-time faculty members of each rank must meet the following conditions before they may be promoted:
1. Have demonstrated superior teaching, service, and research performance with at least one year of continuous teaching service at Ming Chuan University; have published specialized book(s) or paper(s) for academic or professional purposes.
  2. Faculty members must meet one of the following conditions before they may be promoted:
    - (1) Promotion to Assistant Professor rank:
      - a. Possess a doctoral degree or comparable education certification with excellent grades, and publications in a specialized area of academic pursuit.
      - b. Possess a master's degree or comparable education certification, have more than four years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
      - c. Possess a bachelor's degree in Medicine, Chinese Medicine Department and Dentistry, and have more than nine years clinical experience with at least four years as physician-in-charge in a medical center with excellent performance, and publications in a specialized area of academic pursuit.
      - d. Have at least three years experience as Instructor with excellent performance, and publications in a specialized area of academic pursuit.
    - (2) Promotion to Associate Professor rank:
      - a. Possess a doctoral degree or comparable education certification, have more than four years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
      - b. Have at least three years experience as Assistant Professor with excellent performance, and publications in a specialized area of academic pursuit.
    - (3) Promotion to Professor rank:
      - a. Possess a doctoral degree or comparable education certification, have more than eight years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
      - b. Have at least three years experience as Associate Professor with excellent performance, and publications in a specialized area of academic pursuit.
  3. Applicants must have publications with the same value as their doctoral dissertation to apply for the Assistant Professor rank. Applicants must have publications with academic value and show their independent research ability to apply for the Associate Professor rank. Applicants must have publications in a specialized area of academic pursuit to apply for the Professor rank.

In line with Item 1 of Article 2, faculty member with a doctoral degree to apply for promotion to Assistant Professor rank, the applicant should have publications in a specialized area of

academic pursuit (including the doctoral dissertation). The review process must follow the regulations for newly employed faculty members.

For promotions as part-time faculty members, applicants should have four semesters of continuous teaching service at Ming Chuan University. If the faculty members are the full-time faculty members at another university, their applications should be processed by the other university. Other requirements are the same as those listed in Article 4. The review fee should be paid by the applicants.

Any faculty members who fail the most recent evaluation cannot apply for promotion. Once they pass the re-evaluation, they can apply for promotion from the next semester.

Article 3. All faculty in each rank mentioned above who teach in Arts, Applied Science, Applied Technology and Physical Education, can replace the publications in a specialized area of academic pursuit with relevant works, exhibitions, technical reports and achievement certificates. The review guidelines for these are in accordance with Ministry of Education Qualification Screening Guidelines for Teachers at Junior Colleges or other Institutions of Higher Education.

Article 4. The years of service specified in the Paragraph 2 of Article 2 shall be recognized as follows:

1. The years of service for those with research publications, specialized professions or duties shall be recognized in accordance with the specific starting and ending date as stated in service certificates officially issued by the employed agencies/institutions.
2. Years of service are calculated from the date teaching service commenced in accord with issue date of the Certificate of Current Rank issued by the Ministry of Education and the actual service years of the issued contracts through the end of the semester when the promotion application is filed (July 31 or January 31). Part-time faculty members' years of service shall be reduced by half for this calculation.
3. The teaching period is calculated from the date that teaching service commenced according to the contract of employment, matched by the date on the Teaching License issued by the Ministry of Education. However, any period of unpaid leave is deducted.
4. Those who are seconded to other entities, must continue to teach two credits or more at Ming Chuan each semester and may calculate a maximum of two years service toward their promotions. However those who are seconded to other universities for more than three years can submit an application for promotion at the university of secondment after approval by the Ming Chuan Faculty Hiring and Promotion Committee.
5. When faculty members who were approved to pursue full-time study or research are applying for a promotion, they may be granted a maximum of one-year seniority for the study period.
6. Faculty members who, for some special reasons, do not teach, are not permitted to apply for promotion.

Article 5. Faculty or staff members who received their Instructor Certificate or Teaching Assistant Certificate prior to March 21, 1997 and have taught classes continuously may apply for promotion to Associate Professor rank with their publications in a specialized area of academic pursuit. If that application fails, they may apply for promotion to Assistant Professor rank.

Those who have been promoted to Assistant Professor must apply for the promotion to Associate Professor rank with publications in a specialized area of academic pursuit that are

dated after their promotion in accordance with Item 1, Article 30 of the Instructor Hiring Ordinances. There is no limit on seniority and the procedures are the same as those for regular promotion cases.

Article 6. Faculty members who apply for promotion must submit a representative publication in a specialized area of academic pursuit; however, this cannot be a part of their degree dissertation or thesis. Applicants who have not previously submitted their degree thesis/dissertation or related research publications for review related to obtaining a Teaching License should explain this situation. If reviewers find the contents to be innovative, these publications can be submitted with their degree thesis/dissertation as evidence for promotion. Aside from the representative publication in a specialized area of academic pursuit, relevant publications in a specialized area of academic pursuit or professional publications must be offered for reference, as specified for each faculty rank.

The representative and reference publications in a specialized area of academic pursuit submitted for promotion must meet the criteria of each school. The school and department guidelines for promotion must be approved by Faculty Hiring and Promotion Committee before being implemented.

Article 7. Papers or books relevant to faculty members' promotion must meet the following requirements:

1. Applicants must submit papers or books related to the subjects the faculty member teaches, which have been published within the past five years and since the date of receiving the previous level of faculty qualification. However those who submit their doctoral dissertations in accordance with Item 1 of Clause 2 under Article 2 are not subject to this limitation.
2. If a representative publication is coauthored, it may only be submitted by one faculty member.
3. Have originality: Works may not be rearranged, altered, condensed, or expanded versions of other authors' works.
4. Have been published in Taiwan or abroad in a regular issue of a well-known academic or professional journal (and have been through a formal review and evaluation process and posted on a well-used electronic journal), in a journal that can prove that papers are being published periodically, at a conference formal with a formal review and evaluation process and in the subsequent published proceedings (may include CD-ROM), or in an academic book. Applicants who have a pregnancy and have submitted papers in the past five years along with experience at the previous rank of faculty qualification can apply for an additional two-year extension over the five-year limit once they complete their maternity leave.
5. If the papers or books submitted are similar to those previously submitted, applicants must submit the previous work along with the current one for reference.
6. If the representative publications are coauthored, only one of the coauthors is entitled to apply for review; other coauthors must renounce their right to apply for review with such publications. Applicants must state in writing the parts which they have contributed, and application must bear the signatures of the other coauthors. Under the following circumstances, however, the signatures of the other coauthors may be exempt:
  - (1) The submitter is a fellow of Academia Sinica.

- (2) The submitter shall be the first author or the corresponding author. There is no need to submit the signatures of the foreign coauthors.
7. References must be given for all quoted information and cited sources must be indicated.
  8. All published books or papers must be published by a publisher or a book company and include name of the author(s), name of the publisher, publication date, price, International Standard Book Number (ISBN), publication cataloging information, and be submitted along with evidence of publication issued by the publisher or the book company.
  9. The submitted papers or books are not limited to any language; however the Chinese version of non-Chinese publications must be attached. Applicants who teach foreign languages must submit their papers or books in that language.
  10. If the submission is a reprint of a paper published in an academic publication, the name of the publication, volume number and date must be included in the reprint. Applicants whose reprints do not include the above information must attach a copy of the publication cover and contents. Applicants whose papers have been accepted for publication in an academic journal, must attach the evidence of the acceptance.
  11. Faculty members may submit all documentation for specialized or academic achievements since receiving the previous level of faculty qualification for reference purposes.
  12. Faculty members specializing in design, art, music, drama, film or dance may submit a selected sample of their works along with a certificate of achievement for reviewing. The conditions are as follows:
    - (1) Instructors in the Arts may submit their works or proof of their achievements to be reviewed. Possible works may include Art, Music, Dance, Drama, Film and Design.
    - (2) Instructors in the Applied Sciences may submit technical reports involving specialized technical theory or concrete achievements which have demonstrated innovation, improvement or possibility for further application. The range of works that may be reviewed is as follows:
      - a. Achievements related to patents or innovation.
      - b. Reports which show a unique point of view which are compiled and analyzed through specialized techniques or management case studies.
      - c. Research and innovation achievements which make a special contribution to the improvement of Academia-industry cooperation.
    - (3) Physical Education faculty may submit a certificate of achievement for a prize awarded to the individual or athletes he/she has coached in major international competitions for review.

Standards for review mentioned in the previous clause are in accordance with the Ministry of Education Procedures Governing the Reviewing of Qualification on Teachers of Junior Colleges and Higher Levels.

Article 8. In line with Clause of Section 1 under Article 7, proof that a paper has been accepted for publication in a domestic or international scholarly journal can be submitted only if the publications will occur within one year, and, within two months after publication, the faculty member must submit the publication to the Human Resources Division for archiving. Submitters whose publications are not published within one year due to matters beyond their control, shall apply for an extension of no more than two years with proof offered by the journal stating the reasons the publication was delayed and including a confirmed schedule

as to when the paper will be published, to the Faculty Hiring and Promotion Committee. After consent is granted for the extension, applicants must report to the Ministry of Education within one year for reference.

After approval, the above publications cannot be submitted for the next promotion.

For those whose representative papers are not published or who fail to submit their specialized publications within the periods specified in paragraph 1 above, their pending faculty qualification shall be denied; for those whose teaching qualifications have been certified and Teaching License conferred, their qualifications shall be revoked and their Teaching Licenses must be returned to the Ministry of Education.

- Article 9. Applicants must include two copies of the Resume for Faculty Qualification Review, representative works, reference works for review (publications within the last five years) with a 500-word Chinese abstract in triplicate for each work, a copy of the teaching license issued by the Ministry of Education, a copy of the teaching contract; the reasons for applying, certificates of co-authorship (if any), the Certificate of Employment for part-time faculty members and other relevant documents.
- Article 10. For applicants who apply for promotion in accordance with these procedures, the effective date of their salary for the promoted position rank is in accordance with the relevant regulations of the Ministry of Education.
- Article 11. Review procedures for faculty applications for promotion are as follows:
1. Initial Review
    - (1) Applicants must send all relevant documents to their departments before the end of September or March; the initial review will be conducted by each Department Faculty Hiring and Promotion Committee.
    - (2) If the application is deemed legitimate, the application will be examined with respect to the applicant's teaching, service, and research achievements by the Department Faculty Hiring and Promotion Committee.
    - (3) Each Department Faculty Hiring and Promotion Committee must complete the initial review before the end of October for those who apply before September and the end of April for those who apply before March. Then, all information is to be submitted to the School Faculty Hiring and Promotion Committee for the second review.
  2. Second Review
    - (1) Each School Faculty Hiring and Promotion Committee must complete the second review before the end of December for those who apply in the first semester and the end of June for those who apply in the second semester. Then, all information is to be submitted to the University Faculty Hiring and Promotion Committee for the final review.
    - (2) The resolution made by the School Faculty Hiring and Promotion Committee must be based on an external publication review procedure. After applications are approved by the School Faculty Evaluation Committees, they will be sent to an external publication review committee for evaluation. Each level of Faculty Hiring and Promotion Committee will submit a roster of at least three committee members to comprise an external publication review committee, along with their professional qualifications, and the List of Publication Evaluators to be Excused (maximum three people with explanation) to the vice president for selection. The Human Resources

Division will submit applicants' publications (including works, technical reports and achievement certificates) to the external publication review committee for evaluation.

- (3) If the application is deemed legitimate, the application will be examined with respect to the applicant's teaching, service, research achievements, relevant information from the initial review, and the result of external review by the School Faculty Hiring and Promotion Committee.

### 3. Final Review

- (1) The School Faculty Hiring and Promotion Committee must complete the final review before the end of the following March for those who apply in the first semester and the end of September for those who apply in the second semester.
- (2) The resolution made by the University Faculty Hiring and Promotion Committee must be based on a second external publication review procedure. The Faculty Review and Evaluation Committee will submit a roster of six committee members to comprise an external publication review committee, along with their professional qualifications, and the List of Publication Evaluators to be Excused (maximum of three people with explanation) to the president for selection. The Faculty Review and Evaluation Committee will submit applicants' publications (including works, technical reports and achievement certificates) to the external publication review committee for evaluation.
- (3) If the application is deemed legitimate, the application will be examined with respect to the applicant's teaching, service, research achievements, relevant information from the second review, and the result of the external review by the University Faculty Hiring and Promotion Committee.
- (4) After final approval by both the University Faculty Hiring and Promotion Committee and the president, applications will be sent to the Ministry of Education by the Human Resources Division for Teaching Licenses.

The rank of the Faculty Hiring and Promotion Committee members must be higher than that of the applicants.

Article 12. The criteria for promotion are as follows:

1. For full-time faculty members, the evaluation items for promotion include research, teaching and service. The average score for each item must be greater than 80.
  2. For part-time faculty members, the evaluation items for promotion include research achievements and teaching. The average score for each item must be greater than 80.
- The Ming Chuan University Procedures for the Faculty Promotion and Teaching Performance Evaluation are dealt with separately.

Article 13. The external publication review must be 80 or above to pass.

For applicants who are submitting publications in a specialized area of academic pursuit, sports achievement certificates, or technical reports for second review or final review, three experts external to the university must evaluate their submissions. Once two of the experts give more than 80, the applicants can submit the results to each level of Faculty Hiring and Promotion Committee for evaluation. Those who submit works and arts achievement certificates must have four experts to evaluate their works. Once three of the experts give more than 80, the applicants can submit the result to each level of Faculty Hiring and Promotion Committee for evaluation.

Article 14. The review procedures and comments must remain strictly confidential, except in cases

where the external evaluation is not passed, in which the appeal entity may be provided with information according to related regulations.

If applicants who disrupt or ask someone else to disturb the reviewer or disrupt the review procedures, the review procedures will be halted and the applicants informed. Within two years of that date, that applicant is not allowed to apply for promotion.

During the teacher qualification screening process, any plagiarism violations on the part of the faculty member being screened for teaching qualification will be dealt with Ming Chuan University Guidelines for Dealing with Plagiarism and Teacher Qualification Screening Violations by Faculty Members

- Article 15. If the application for promotion is not approved, faculty members may make another application after one year in accordance with rules outlined in these procedures, on the condition that different representative works are used for application.
- Article 16. Appeal: Each level of the Faculty Hiring and Promotion Committee must inform the applicants of their review results as well as the reasons given for the assessment. If any doubt remains about the process, applicants may apply in writing within seven days to the highest Faculty Hiring and Promotion Committee to have their case reexamined. Only one such application is possible.
- If applicants are still not satisfied with the resolution, appeal may be made in writing to the Ming Chuan University Faculty Appeal and Review Committee within 30 days after receipt of the official notice of assessment results. Only one such application is possible.
- Article 17. Promotion procedures for faculty members serving in the General Education Center, Physical Education Center, Teacher Education Center, English Language Center, and Specialized Degree Program are dealt with in accordance with the criteria used in each of these departments.
- Article 18. During the period after the University Faculty Hiring and Promotion Committee has approved applications but before the applications are approved by the Ministry of Education, the applicant will be given a letter of appointment at the position rank of the promoted post. After the application is approved and the Teaching License is issued, a new letter of appointment will be issued with the date when the new level of teaching service will commence. After the new letter is issued, the successful applicant's salary or hourly pay will be paid retroactively at the new salary rank to cover the period after the promotion was approved and the new letter of appointment was issued. However should the application fail, the position rank will be changed back to the original and a revised letter of appointment issued.
- A part-time faculty member who earns a higher ranking Teaching License can change the contract from the proceeding semester.
- Article 19. Matters not covered in these procedures will be dealt with in accordance with relevant laws and regulations.
- Article 20. Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.