

Faculty Review Procedures of the Department of English, National Taiwan Normal University

Revisions ratified and approved for reference by the 284th University Faculty Evaluation Committee Meeting on May 11, 2016
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- I. These Procedures have been established in accordance with the National Taiwan Normal University Faculty Review Regulations (Article III, Paragraph II) and the Faculty Review Guidelines of the College of Liberal Arts, National Taiwan Normal University.
- II. The Faculty Evaluation Committee of the Department of English (hereby referred to as the DFEC, Department Faculty Evaluation Committee) is responsible for the following matters: reviewing the initial hire, contract renewal, contract length, promotion, re-appointment, suspension, dismissal, and contract non-renewal for all full-time and adjunct faculty members; teacher evaluation; tenure for full-time faculty members; determination of the reasons for severance; confirmation of the voluntary retirement or involuntary retirement; extension of service; professors emeritus; joint appointments of faculty members in conjunction with the Academia Sinica or other institutions; local/foreign extension studies or lecturing; violations, by non-tenured faculty members, of the Faculty Service Regulations of the University, faculty hiring contracts, and other issues regulated by law.
- III. The initial hire, contract renewal, and contract length of faculty members of the Department shall be processed according to the following regulations:
 - A. The initial hire of faculty members, based upon the prescribed number of personnel, shall be conducted according to the principles of fairness, justice, and transparency. The diversity of academic backgrounds among faculty members of the Department and the teaching and research needs of the Department shall also be considered.
 - B. Newly hired full-time faculty members (excepting first-time faculty members in possession of a doctorate) must meet one of the following criteria:
 1. Publication of at least one book or monograph officially published within the past three years (reviewer comments and proof of approval of publication should also be provided).
 2. Publication of at least two articles within the past three years in journals listed in SCI, SSCI, TSSCI, EI, A&HCI, THCI indices, as the first or corresponding author.
 3. Acquisition of at least two research grants within the past three years (in the case of Taiwan, research grants from the Ministry of Science and Technology).
 4. Exceptional performance in scholarship. Proof of achievements should be provided.
One MOST research project may be deemed equivalent to one journal publication.
 - C. Levels of appointment for faculty members shall be conducted according to the following regulations:
 1. Those with teacher's certificates accredited/issued by the Ministry of Education, having had professional publications within the past three years submitted by the College of Liberal Arts to three extramural scholars or experts for review, and after receiving a score above B-Level from at least two reviewers, may be appointed according to the level of the teaching certificate.
 2. Those with a master's or equivalent degree from a local or foreign university, with professional publications, may be appointed to the position of Lecturer.
 3. Those with a doctorate or equivalent degree from a local or foreign university, with professional publications, having had professional publications (or doctoral dissertation) submitted by the College of Liberal Arts to three extramural scholars or experts for review, and after receiving a score above B-Level from at least two reviewers, may be appointed to the position of Assistant Professor.
 4. Those who, after receiving a doctorate degree from a local or foreign university, continued to conduct research at a research institute or were employed in a profession or position related to the original field of study for a total of four or more years, with exceptional achievements, and with professional publications; or those who previously served in the position of assistant professor for three or more years, with excellent achievements, and with professional publications; having had professional publications submitted by the College of Liberal Arts to five extramural scholars or experts for review, and after receiving a score above B-Level from at least four reviewers, may be appointed to the position of Associate Professor.
 5. Those who, after receiving a doctorate degree from a local or foreign university, continued to conduct research at a research institute or were employed in a profession or position related to the original field of study for a total of eight or more years, with creations and inventions or important academic contributions or publications; or those who previously served in the position of associate professor for three or more years, with excellent achievements, and with important professional publications; having had professional publications submitted by the College of Liberal Arts to five extramural scholars or experts for review, and after receiving a score above B-Level from at least four reviewers, may be appointed to the position of Full Professor.
 6. Those who have served in the positions of Full Professor, Associate Professor, or Assistant Professor at foreign colleges, universities, or institutes with exceptional achievements, and who satisfy the conditions of Article V of the Faculty Review Regulations of the University, may be appointed to the same rank as their previous position, the qualification of which shall be reviewed according to the relevant regulations.

7. Professors with outstanding achievements, and who satisfy the conditions of the National Taiwan Normal University Regulations for the recruitment of Chair Professorships may be appointed as Chair Professors. With respect to the aforementioned extramural review of newly-hired faculty's publications- the generation of extramural reviewers and the evaluation scoring method are conducted in accordance with the faculty's promotional regulations.

D. According to the approved faculty number, teaching, and needs of research, the newly appointed faculty members should submit their documents of education background and publications to the Department Faculty Evaluation Committee in order to conduct the new review concerning their teaching, research, expertise, moral character and tentative courses. Then, application will be sent to the second appointment review to be held in the Faculty Evaluation Committee in College of Liberal Arts. If successful in the second review, the final appointment review will be held in the Faculty Evaluation Committee of NTNU. The appointment may not be effective until the decision has been approved by the President. For applicants having obtained the teacher certificate awarded by the Ministry of Education and having satisfied the Procedures for Rewarding Faculty for Outstanding Teaching Performance of the school—such as the titles of Chair Professors of the University, Chair Professor of Research, or Yushan (Young) Scholar by Ministry of Education—their works can be directly sent to the Faculty Evaluation Committee after approved by the administrative procedure of the Department, without the external review. However, for applicants who do not obtain the teacher certificate awarded by the Ministry of Education, their works can be sent to the Faculty Evaluation Committee, after approved by the administrative procedure of the Department and after the reviews of five scholars or experts outside of the University.

E. The new appointment of an adjunct lecturer shall be handled in accordance with the above regulations. However, the recruitment procedure shall be reviewed by the Department Faculty Evaluation Committee; the final review be reviewed by the College Faculty Evaluation Committee. Then, the final review shall be passed and the appointment shall be approved by the President. Prior to the College Faculty Evaluation Committee, the publications of the part-time teacher within three years shall be sent to three scholars or experts outside the University for review, and he/she has to receive, at least, a score above B-Level from two reviewers. The selection and evaluation of external reviewers shall be handled in accordance with the regulations on the faculty promotion. However, his or her publications who meet the following conditions shall be exempted from external review:

1. Those with a master's or equivalent degree from a local or foreign university may be appointed as adjunct lecturer.
2. Those with a doctoral or equivalent degree from a local or foreign university may be appointed as adjunct assistant professor.
3. Those with teacher's certificates accredited/issued by the Ministry of Education may be appointed as adjunct lecturer.
4. Those who are researchers from Academia Sinica, can be appointed as adjunct lecturer in accordance with their position.
5. Those who are researchers in NTNU, can be appointed as adjunct lecturer in accordance with their position.

The faculty member of the University, as appointed from full-time to part-time, may be exempted from the examination with his/her education background and publications.

F. The appointment procedure of the jointly appointed faculty shall be in accordance with the provisions of Paragraph 1, Article 6, of the University's faculty evaluation procedure.

G. For full-time faculty members appointed from August 1, 2011 and onwards, the newly hired faculty evaluations are based on National Taiwan Normal University Faculty Evaluation Regulations.

H. For newly hired full-time faculty members who satisfy the conditions for promotion as described in Chapter Three of the Faculty Review Regulations of the University, following approval of the new faculty evaluation, may apply for promotion in the following semester.

I. Newly hired associate professors, assistant professors and lecturers with their appointments starting from February 1, 2009 and onwards, and who fail to achieve promotion within six years after the initial appointment will have their contracts renewed for one year, following which failure to achieve promotion shall result in contract non-renewal. However, faculty members suffering serious personal upheaval, on childcare leave without pay, or female faculty members affected by pregnancy/childbirth, may provide relevant proof to apply for extension of the promotion deadline. Following review and approval by Faculty Evaluation Committees at three levels (Department/Institute, College, and University), the deadline may be extended by two years at most for each application.

J. The first review of the full-time faculty's non-continuing contract and long-term contract shall be handled by the Department Faculty Evaluation Committee; the second review shall be handled by the College Faculty Evaluation Committee; and the final review shall be handled by the University Faculty Evaluation Committee. Failure to renew the contract without resolution shall be deemed as approval of the continuing contract.

The continuing contract of the part-time faculty shall be handled by the Department Faculty Evaluation Committee and the College Faculty Evaluation Committee, and then approved by the President.

The part-time faculty will not have their continuing contracts if their results of the Student Feedback Questionnaire fail to reach 3.5 for the second time in a row. If the accumulative total is less than 3.5 for the second time, the continuing contract shall be reviewed by the three-level Faculty Evaluation Committee.

K. The first contract, the second contract, and the termination of contract of chair professor shall be handled according to the NTNU Regulations for Recruiting Chair Professors.

IV. The evaluation for promotion of faculty members of the Department shall be conducted according to the following regulations:

A. The evaluation items for faculty members' promotions are as follows:

1 Research: Publications for attaining promotion to the next faculty ranking must be related to subjects taught and satisfy the following criteria:

(1) Representative publications: should satisfy either one of the following criteria:

a) Comprehensive, systematic, officially published scholarly monographs, along with reviewer comments and proof of approval of publication. Certifying agencies of monographs should meet the evaluation criteria listed by the National Taiwan Normal University Faculty Evaluation Regulations (Article XII).

b) Three pieces or more of a related series of journal publications, published in journals listed in the SCI, SSCI, TSSCI, EI, A&HCI, THCI or SCOPUS indices or published in academic journals with rigorous refereeing procedures, otherwise approved by each college of the University. Publications should have been composed in English, and should fall within the scope of teaching and research conducted at the Department. Lecturers applying for promotion according to the National Taiwan Normal University Faculty Evaluation Regulations (Article XI, Item 1, Clause B) may include their doctoral dissertation among their representative publications.

(2) Reference publications: should meet the following criteria:

a) Publications, published in journals or monographs that meet the conditions for representative publications.

b) Papers, included in officially published monographs (reviewer comments should also be provided). Certifying agencies of monographs should meet the evaluation criteria listed by the National Taiwan Normal University Faculty Evaluation Regulations (Article XII).

c) Papers, presented at local or foreign academic conferences with official refereeing procedures, and collected and published in conference proceedings (reviewer comments should also be provided). Associate professors applying for promotion to Full Professor are required to have three or more publications; assistant professors applying for promotion to Associate Professor, and lecturers applying for promotion to Assistant Professor or Associate Professor, are required to have two or more publications.

2. Representative publications from faculty members under review must be works published within five years after the faculty's attainment of their previous faculty rank but before the effective date of the current promotion (published or with proof of forthcoming publication dates provided by journal publishers); reference publications from faculty members under review must be works published within seven years after the faculty's attainment of their previous faculty rank but before the effective date of the current promotion (published or with proof of forthcoming publication dates provided by journal publishers). However, faculty members undergoing review and who experience pregnancy or childbirth within the aforementioned specified period may apply for a two-year extension to the specified dates described above.

For faculty members under review that use proof of acceptance from domestic/international academic or professional journal publications as their representative publications according to the aforementioned Article IV, A, 1-(1)-a), their representative publications shall be published within one year of the proven acceptance dates issued by the journal publications. Further, the representative publications should be checked and filed by the University within two months of publications. During a situation when an applicant's publication cannot be published within one year and when the faculty member under review cannot be held liable for such a cause, then a proof of the unpublished reason as well as a proof of a definite publication date shall be provided by the journal publication; after which then an extension may be applied for an extended time limit within three years of the publication's issuance of the proof of acceptance- such will be reported to the Ministry of Education for reference.

3. Teaching:

(1) Teaching hours must meet the basic teaching hours as stipulated.

(2) Results of course evaluations.

(3) Performances of advising students' academic research.

(4) Other teaching affairs.

4. Services:

(1) Assuming part-time administrative roles.

- (2) Contributions to the Department's, the College's and the University's affairs.
- (3) Serving as an advisor part time or serving as an advising teacher for clubs, publications or representative teams.
- (4) Work performances of industry-academia cooperation projects.
- (5) Other service affairs.

- B. The Department's faculty members who are applying for a promotion shall make an application request to the Department before the tenth of September/March every year and submit the following evaluation information:
1. Representative publications (including Chinese abstracts), reference publications (including Chinese abstracts).
 2. Teaching-related information list.
 3. An information list of intramural and extramural related services.
 4. An evaluation list of promotion, a list of publications and other relevant information.
 5. 1-2 individuals that the applicant does not wish to have as his/her reviewer(s).

C. Evaluation criteria:

1. The DFEC shall rigorously review all publications submitted by faculty members applying for promotion to ascertain that publications meet the requirements of Article XII of the National Taiwan Normal University Faculty Review Regulations and Article III of the Faculty Review Guidelines of the College of Liberal Arts; after reviewing the applicants' teaching and services, the DFEC shall then nominate extramural reviewers and have an extramural review held by the College. If there are opinions towards disapproval of the promotional case, then concrete reasons shall be provided.
2. For the research criterion, there shall be at least four reviewers each with an evaluation score that reaches above the B Level. The abovementioned evaluation scoring for the research items shall be conducted according to the extramural evaluation result and in correspondence with the matching grade-level range. The DFEC's meeting shall only inspect whether if an applicant's research satisfies the affiliated College's stipulated promotion threshold.
3. Teaching criterion: shall reach 80 points.
4. Service criterion: shall reach 80 points.
5. Applicants whose research, teaching and service all pass are considered to pass their promotional cases.

D. DFEC Evaluation

1. DFEC shall hold promotion evaluation meetings before the first of October/ April every year.
2. Three areas of evaluation shall be included: research, teaching, and service.
3. Committee members shall score each item on the DFEC-designed score chart anonymously. Members who fail to comply with the regulations described on the score chart shall have their scores viewed as null and void.
4. Evaluations of research items only pertain to whether if applicants' research meet the Department's and the College of Liberal Arts' stipulated promotion threshold.
5. Teaching and service items reaching 80 points are considered passing.
6. Before the tenth of October/April each year, the Department Chair shall submit all initial-evaluation passing applicants' information documents, professional publications (~~or works, exhibitions/performances, proof of achievements, technical reports, and other related materials~~), the meeting's evaluation results, as well as the DFEC's recommended list of 8-10 reviewers of applicant's publications to the College Dean for deliberation in proceeding to evaluations of the selected candidates on the recommend list.
7. During the evaluation process when the DFEC's meeting is conducting the faculty members' promotional evaluation, applicants shall be given written or verbal defending and explaining opportunities when necessary.

E. Limitations towards faculty members' promotions are as follows:

1. The semester during which an applicant applies for a promotion and the semester during which a promotion becomes effective must both be ones when the applicant is actually teaching at the University.
2. Faculty members transferring to other institutions temporarily for services may not apply for promotions.
3. Applicants who do not pass the promotion may not reapply for promotion in the following semester.
4. Applicants' whose average course teaching evaluations that do not reach 3.5 in any particular year within the most three recent years of teaching evaluation results, may not apply for promotions.
5. Applicants who do not pass the faculty evaluation may not apply for promotions.

V. Extension of service for faculty members of this Department shall be conducted according to the following regulations:

- A. Full-time professors who have reached the prescribed retirement age, with exceptional achievements in teaching and research, and with significant academic prestige, may, after considering the practical needs of the Department, be recommended for extension of service in accordance with regulations. The recommendation shall be put to a vote by the DFEC, and if approved by two-thirds or more of Committee members present, shall then be submitted by the Department to the Faculty Evaluation Committee of the College of Liberal Arts, and processed in accordance with the relevant regulations.
- B. Professors recommended for extension of service according to the regulations in the previous clause must also be in compliance with the basic conditions and special conditions related to extension of service, as established by the Ministry of Education. All publications and key academic papers submitted should also comply with the

- regulations of the Department regarding extension of service for faculty members.
- VI. Extension studies, research, lecturing, and fact-finding trips by faculty members of the Department shall be governed by the following regulations:
 - A. Faculty ratio: According to Article II of the Supplemental Regulations Regarding Extension Studies, Research, Lecturing, and Fact-finding Trips (Abroad) by Faculty Members of the National Taiwan Normal University, the number of faculty members of each Department/Institute engaged in extension studies, research, lecturing, and fact-finding trips (abroad) during every academic year (including those already abroad and not expected to return to service by the next academic year) shall not exceed 10% of the total number of full-time faculty members.
 - B. Order of consideration: First priority shall be given to faculty members pursuing a degree, followed by those going abroad for the first time, those with a longer lapse between the previous trip and the current trip, those with more years of service, and finally, those who have spent fewer years and/or taken fewer trips abroad.
 - VII. The suspension, dismissal, and contract non-renewal of faculty members of the Department shall be conducted according to the following regulations:
 - A. Cause(s) of the suspension, dismissal, and layoff of long-term faculty members shall first be referred to the DFEC and the Department Affairs Meeting for review and then submitted to the College and University Faculty Evaluation Committees for adjudication; for faculty members employed under non-long term terms, reasoning of their hiring, dismissal, contract non-renewal and layoff as well as any violations to the Faculty Service Regulations of the University, or the terms of the hiring contract, or other issues regulated by law, shall first be referred to the DFEC and then submitted to the College and University Faculty Evaluation Committees for adjudication.

Results of the aforementioned Department Affairs Meeting review must be approved by two-thirds or more of faculty members present, in order to be submitted to the College Faculty Evaluation Committee for processing. A ruling of suspension or dismissal should provide a detailed discussion of the reasons, facts, legal basis, and means/deadlines of appeal.
 - B. The parties concerned in a suspension or dismissal case may request to be granted sufficient time to present an explanation or defense at the Faculty Evaluation Committee review, and may also present or request to present evidence.
 - VIII. Regulations regarding tenure shall be established once the University formulates the relevant policies.
 - IX. Issues not addressed in these Procedures shall be managed according to the Faculty Review Regulations of the University, and any uncertainties shall be addressed by the Department Affairs Meeting.
 - X. These Procedures, as well as future revisions, shall be approved by the Department Affairs Meeting of the Department, submitted to the College Faculty Evaluation Committee to preserve for future reference, transferred to the University Faculty Evaluation Committee to preserve for future reference, and submitted to the University President for promulgation and implementation.