

NATIONAL DONG HWA UNIVERSITY
College of Humanities and Social Sciences
Faculty Promotion Assessment Guidelines

(Implemented January 10, 2018.)

Article 1

The Teaching Evaluation Committee (hereinafter referred to as the Committee) of the College of Humanities and Social Sciences (hereinafter, the College) of National Dong Hwa University (hereinafter, NDHU) hereby establishes these Faculty Promotion Assessment Guidelines (hereinafter, Guidelines) in accordance with the provisions of the *Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education* and the *Procedures Governing the Evaluation of Qualifications of Teachers at Institutions of Higher Education* promulgated by the Ministry of Education, as well as NDHU's *Faculty Promotion Assessment Procedures* (hereinafter, the Procedures) and *Guidelines for the Review of Academic Publications for Purposes of Faculty Promotion*.

The undergraduate and graduate departments of the College may formulate stricter assessment guidelines.

Article 2

Teachers of the College may present their academic qualifications to apply for promotion. The types of promotion, scope of review, and assessment criteria shall be as follows:

1. Academic research: Teachers of the College with concrete contributions in their academic fields, number of years in service reaching the threshold specified in the Procedures, and academic research performance meeting the conditions set forth in Items A, B, and C listed below may present their academic publications to apply for promotion.
 - A. Applicants for promotion to professor shall have accumulated at least 120 points and applicants for promotion to associate professor, at least 100 points.
 - B. The publications of applicants for promotion to professor shall include at least one of the types specified in Items A to C, Paragraph 1 or Items A to C, Paragraph 2 of Article 3. Those choosing publications of the type specified in Item C, Paragraph 1 of Article 3 shall submit at least two journal papers of this type.
 - C. The applicant shall be the corresponding author or the first author (hereinafter, main contributor) of the publications submitted.
2. Pedagogy: Once teachers' number of years in service has reached the threshold specified in the Procedures, they may apply for promotion via the submission of a description of their teaching praxis showing the achievement of concrete results in applying innovations in, improvements to, or expansions of curriculum, teaching materials, teaching methods, teaching aids, or the use of technological media. Teachers must also demonstrate an effective ability to enhance student learning outcomes or make concrete contributions to teaching in and outside of NDHU.
3. Applied Technology: Once teachers' number of years in service has reached the threshold specified in the Procedures, they may apply for promotion via the submission of a description of technological contributions showing the achievement of concrete outcomes in terms of innovations or improvements to, or expansions of theoretical or practical applications of specific technologies.

Article 3

Representative works and reference works submitted by teachers applying for promotion based on their academic research achievements shall be evaluated as follows:

1. Scoring of journal papers

- A. Papers published in SCIE or SSCI with the applicant being the main contributor shall be evaluated according to the journal's impact factor in the year the papers were published. Papers published in journals ranking in the top 30%, 31~60%, and bottom 40% shall earn 80, 70, and 60 points respectively. Any paper published in A&HCI with the applicant being the main contributor shall earn 60 points.
- B. Each paper published in a journal listed in the THCI Core or TSSCI and rated level 1, with the applicant being the main contributor, shall earn 60 points.
- C. Each paper published in a journal listed in the THCI Core or TSSCI and rated level 2, with the applicant being the main contributor, shall earn 40 points.
- D. Each paper published in a domestic or overseas journal with a formal peer review system (proof of review to be submitted), with the applicant being the main contributor, shall earn 30 points. The total number of points that may be earned under this subparagraph shall not exceed 60 points.

2. Scoring of individually written books or articles (proof of review to be submitted)

- A. Each book passing review in a journal commissioned by the Ministry of Science and Technology's Research Institute for the Humanities and Social Sciences (hereinafter, RIHSS), with the applicant being the main contributor, shall earn 80 points.
- B. Each book not reviewed in a journal commissioned by the RIHSS but having undergone formal peer review, with some of the contents later published in domestic and overseas journals and with the applicant being the main contributor, shall be given 50 points.
- C. Each book not reviewed in a journal commissioned by the RIHSS but having undergone formal peer review, with the applicant being the main contributor, shall earn 40 points.
- D. Each article undergoing formal peer review with the applicant being the main contributor, shall earn 20 points. Papers released in academic conferences which later pass formal peer review and are included in an officially published selection of conference papers shall be evaluated in a like manner. However, if the applicant can offer evidence that the article has been published by an internationally prestigious publisher, and has passed a formal peer review recognized by the Committee, with the applicant being the main contributor, then the article shall earn a maximum of 30 points. Each applicant may submit only one such article. The total number of points that may be earned under this subparagraph shall not exceed 60 points.

If an applicant is not the main contributor of a submitted publication, the points given shall be divided by the number of authors (n) (students excluded) plus 1: points/n+1.

A paper published or accepted for publication (as described in Subparagraph 1 of Paragraph 1) on or before Jul. 31, 2017 as an A-level paper in an academic journal in the humanities and social sciences for the years 2011-2014, or published on or before Dec. 31, 2017 in a journal listed in the THCI Core or TSSCI but contributed before the RIHSS implemented the new journal evaluation and record-keeping system in 2016, with the applicant being the main contributor, shall earn 40 points, (equivalent to a level 2 paper published in a journal listed in the THCI Core & TSSCI as described in Subparagraph 3, Paragraph 1). If the aforesaid journal listed in the THCI Core or TSSCI was rated as level 1 in 2016 and 2017, the paper shall be given 60 points pursuant to Subparagraph 2 of Paragraph 1.

If an individually written book as described in Subparagraph 2 of Paragraph 1 contains two or more chapters published in domestic and overseas journals after formal blind peer review, the applicant may choose to have the book evaluated in accordance with the provisions of any of the subparagraphs of Paragraph 1 instead of having it evaluated as an individually written book.

Article 4

Items to be reviewed for faculty promotion due to academic research achievements include teaching,

research, service, and counseling. Teaching shall account for 40% of the total score, research, 40%, and service and counseling, 20%.

For the promotion to be approved, the following criteria must also be met:

- A Teaching: Teaching performance shall be evaluated by the Committee. Review items shall be as specified in the NDHU College Faculty Promotion Evaluation List. Passing score is 70 points.
- B. Research: The score shall be the average of the scores given by external reviewers. The number of external reviewers and the score shall meet the standards specified in the Procedures.
- C. Service and counseling: Service and counseling performance shall be evaluated by the Committee. Evaluation items are as specified in the NDHU College Faculty Promotion Evaluation List. Passing score is 70 points.

Article 5

Each undergraduate or graduate department shall provide from its database of specialists a list of external reviewers with the capacity to review their teachers' areas of specialization. After the list has been reviewed and approved by the department's teaching evaluation committee and submitted to the Committee for reference, the Committee chairperson shall make inquiries regarding the willingness of the potential reviewers to participate before officially including their names in the Committee's external reviewer database. The same procedure shall apply when changes are made.

Article 6

When an application for academic promotion has passed the initial review stage (the decision is made to submit the applicant's academic publications for external review), the Committee shall randomly select at least 15 specialists and scholars from outside NDHU from the talent database of the department to which the applicant belongs to create a list of recommended external reviewer candidates. The list shall be sealed and submitted by the Committee chairperson to the president of the university or to the vice president authorized by the president to select external reviewers from the names on the list. The Personnel Office shall then be given the list of external reviewers to make inquiries and begin the external review process.

If, after inquiry by the Personnel Office, the number of external reviewers is inadequate, the Committee shall repeat the procedure described in the preceding paragraph to produce a list of recommended external reviewers totaling three times the shortage of external reviewers. The process shall continue until the number of external reviewers is adequate.

Article 7

Teachers who have questions about the results of their academic promotion application may submit the relevant information along with a written statement and appeal to the higher-level teacher evaluation committee for reconsideration within 15 days of receipt of notification of the decision.

Any supplementary reference information submitted with an application for reconsideration shall not exceed the scope of the official documents submitted with the original academic promotion application.

Article 8

Matters not covered by these Guidelines shall be processed pursuant to the Procedures and other related regulations.

These Guidelines shall come into effect upon passage by the Committee and the NDHU Teaching Evaluation Committee and approval by the president.