

National Chung Hsing University
Graduate Institute of Communication Engineering
Review Regulations for Faculty Appointment, Promotion, and Change of Appointment

August 30, 2007—Formulated and passed by the Department Affairs Meeting
February 14, 2008—Amended and passed by the Department Affairs Meeting
September 6, 2018—Amended and passed by the Department Affairs Meeting
June 20, 2019—Amended and passed by the Department Affairs Meeting
November 20, 2024—Amended and passed by the Department Affairs Meeting

- Article 1 The following regulations have been formulated in accordance with Article 7 of the National Chung Hsing University (hereinafter referred to as NCHU or “the University”) *Organizational Regulations for Faculty Evaluation Committees of Each Department and Graduate Institute*.
- Article 2 Full- and part-time faculty members of the Graduate Institute of Communication Engineering (hereinafter referred to as “the Institute”) must meet the requirements of the University’s *Regulations for Faculty Appointments and Promotions* and the College of Electrical Engineering and Computer Science’s (hereinafter referred to as “the College”) *Faculty Appointment, Promotion, and Service Extension Review Regulations* in order to request appointment, promotion, or change of appointment. Such requests shall be reviewed by the Institute’s Faculty Evaluation Committee (hereinafter referred to as “the Committee”) in accordance with the provisions herein.
- Article 3 The Committee may only convene with at least two thirds of its members in attendance, and a resolution may only be presented to the College Faculty Evaluation Committee with at least two thirds of the attending members in concurrence. Members who previously served as an advisor/advisee to an applicant, who are related to an applicant within the third degree of kinship (by blood or by marriage), or who have been associated with an applicant academically or otherwise, shall recuse themselves on the grounds of a conflict of interest.
- In the presence of concrete evidence, applicants may request the removal of a Committee member who meet the description described in the preceding paragraph but who did not recuse themselves of their own accord, provided that the applicants can demonstrate how the said member might be biased in the matter on hand. Committee members who are removed shall be barred from voting on the case and shall be excluded from the calculation of quorums and passing thresholds. The Committee may invite stakeholders to attend its meetings as non-voting delegates.
- The review of faculty appointment, promotion, change of appointment, extension of service, dismissal, suspension, and non-renewal of appointment cases requires the presence of at least five Committee members. Alternate members may be appointed to fill any vacancies that should arise.
- Article 4 The full score for the Institute’s faculty promotion and change of appointment review shall be 100, and the passing grade shall be 70.
- Article 5 Faculty members who wish to be promoted or re-appointed to a higher faculty rank on August 1 of each year must submit a representative work published by no later than February 15 in the same year. Those who wish to be promoted or re-appointed on February 1 of each year must submit a representative work published by no later than August 15 of the previous year. Faculty members must be the first or co-responding author of their representative work, which must be published as a monograph or in a

scholarly journal (with a review mechanism). Other works submitted for promotion or change of appointment consideration must meet the requirements set forth in the University's *Faculty Promotion Standards and Publication Review Guidelines*.

Article 6 Faculty members who wish to request a promotion shall submit their works and the following documents to the Committee by the application deadline:

1. Personal information (to be compiled into a booklet):
 - 1) Biography of education and work experience
 - 2) Teaching performance: Description of tangible achievements in course offerings, academic advising, teaching materials compiling, technology education advancement, and teaching excellence
 - 3) Service and collaboration performance: Description of tangible achievements in Institute affairs planning, classrooms and laboratories management, student counseling, continued education, and on-/off-campus service
 - 4) Research outcomes: Catalogue of research projects and outcomes (with a copy of the budget overview for each project) and other academic achievements
 - 5) Supplementary information: Record of awards, proof of patents, and participation in scholarly activities
2. Representative works: Catalogue of publications (including affidavits from co-authors, abstracts in Chinese, descriptions of contribution, and photocopies of the publications)
3. Reference works: Catalogue of publications (including affidavits from co-authors, abstracts in Chinese, descriptions of contribution, and photocopies of the publications)

Article 7 The Committee may invite faculty promotion applicants to attend its meetings to answer questions.

Article 8 The Committee shall review and score faculty promotion requests based on the following standards for applicants' teaching, research, and service and collaboration performance:

1. The maximum score for teaching performance shall be 30% for professors, associate professors, and assistant professors. Faculty members shall be scored on their performance in course offerings, teaching contributions, and participation in university- and college-level core common courses (10%); compilation of teaching materials and teaching plans (10%); and assessment and teaching improvement measures (10%, including teaching portfolios and reflections).
2. The maximum score for research shall be 50% for promotion to full professorship and 40% for promotion to associate/assistant professorship. Faculty members shall be scored on their performance in academic publications/research projects (45% for promotion to full professorship and 35% for promotion to associate/assistant professorship) and dissertation reading (5%).
3. The maximum score for service and collaboration shall be 20% for promotion to full professorship and 30% for promotion to associate/assistant. Faculty members shall be scored on their seniority (5%), service performance (5%), student counseling (5%), and collaboration performance (5% for promotion to full professorship and 15% for promotion to associate/assistant professorship).

The criteria for each grading item shall be subject to the Institute's *Faculty Promotion Review Standards*.

Article 9 These procedures for faculty promotion shall apply mutatis mutandis to change of

appointment requests submitted by faculty members of the Institute.

Article 10 These regulations and any amendments made hereto shall be implemented upon passage by the Institute Affairs Meeting and approval by the NCHU President.