

NATIONAL CHUNG HSING UNIVERSIT
DEPARTMENT OF SOIL AND WATER CONSERVATION
Regulations for Evaluation of Faculty Appointments and Promotions

March 22, 2000— Amended and passed by Department Affairs Meeting
January 17, 2008— Amended and passed by Department Affairs Meeting
June 12, 2008— Amended and passed by Department Affairs Meeting
November 10, 2010— Amended and passed by Department Affairs Meeting
January 16, 2015— Amended and passed by Department Affairs Meeting
February 11, 2015— Amended and passed by Department Affairs Meeting
October 13, 2015— Amended and passed by Department Affairs Meeting
November 11, 2015— Amended and passed by Department Affairs Meeting
April 19, 2017— Amended and passed by Department Affairs Meeting
September 2, 2020— Amended and passed by Department Affairs Meeting
January 5, 2024— Amended and passed by Department Affairs Meeting

Chapter I General Provisions

- Article 1 The Regulations, referred to as the "Regulations for Evaluation of Faculty Appointments and Promotions" (hereinafter referred to as "the Guidelines"), is established by the Department of Soil and Water Conservation in accordance with the "National Chung Hsing University Regulations for Faculty Appointments and Promotions" and the "Organizational Charter for Faculty Evaluation Committees of Various Departments (Institutes)" in the university.
- Article 2 New appointments, promotions, and extensions of service for faculty members shall be reviewed by the Department-level Faculty Evaluation Committee (hereinafter referred to as "the department committee") in accordance with the Regulations. Approval requires attendance by more than two-thirds of the department committee members, and a majority vote by more than half of the voting department committee members. Subsequently, the approved cases are submitted to the College for external publication reviews. Afterwards, the cases are approved by attendance of more than two-thirds of the department committee members and approval of more than two-thirds of the voting department committee members, and then the approved cases are submitted to the College-level Faculty Evaluation Committee (hereinafter referred to as the "college committee") for evaluation.
- Article 3 Other critical faculty evaluation matters, such as the recommendation of outstanding teachers, research sabbaticals, dismissals, or issues not covered by the Regulations, they shall follow university and college-level policies or the resolutions of the Department Affairs Meeting.
- Article 4 Representative academic works referenced in the Regulations must be authored as the first or corresponding author and published in peer-reviewed journals listed in SCI within the last five

years. Other research works must be published in peer-reviewed academic journals before the appointment or during the tenure of the current rank.

Article 5 Evaluation criteria, scoring, and standards for new appointments and promotions shall adhere to the Regulations for Evaluation of Faculty Appointments and Promotions of the College of Agriculture and Natural Resources.

Chapter II New Appointments

Article 6 Faculty recruitment is conducted by the departmental selection committee, subject to approval by the Department Affairs Meeting and the Department-level Faculty Evaluation Committee. Appointments are finalized through administrative procedures and approved by the university president.

Article 7 Candidates for lecturer positions must hold a master's degree with at least two years of teaching or research experience and demonstrate excellent performance, or possess a doctoral degree.

Article 8 Candidates for assistant professor positions must hold a doctoral degree. Those holding a doctorate for more than three years must have published at least two papers, including the representative paper, in SCI or [SSCI](#) -listed journals in the relevant academic field.

Article 9 Candidates for associate professor positions must hold a doctoral degree with at least three years of teaching or research experience demonstrating excellence. They must have published at least six papers, including the representative paper, in SCI or [SSCI](#)-listed journals in the relevant academic field.

Article 10 Candidates for professor positions must hold a doctoral degree and have served as an associate professor or equivalent for more than four years, with outstanding performance and significant contributions or innovations in their field. They must have published at least nine papers, including the representative paper, in SCI or [SSCI](#) -listed journals in the relevant academic field.

Article 11 Holders of Ministry of Education teaching certificates may be appointed as lecturers, assistant professors, associate professors, or professors based on their teaching and research achievements.

Chapter III Promotions

Article 12 The following criteria apply to faculty promotions of the respective levels:

1. Lecturers seeking promotion to assistant professors must have served as lecturers for more than three years, demonstrated excellent performance, and have specialized works equivalent to doctoral dissertation level. They must have published at least three papers in SCI or [SSCI](#) -listed journals in the relevant academic field.
2. Assistant professors seeking promotion to associate professors must have served as assistant professors for more than three years, demonstrated excellent performance. They must have

published at least four papers, including the representative paper, in SCI or SSCI-listed journals in the relevant academic field.

3. Associate professors seeking promotion to professors must have served as associate professors for more than three years, demonstrated excellent performance. They must have published at least five papers, including the representative paper, in SCI or SSCI-listed journals in the relevant academic field.

Full-time faculty members who have excellent teaching practices or innovative achievements can also submit promotions using teaching works as representative works.

Article 13 The promotion procedures of the department are as follows:

1. Faculty members to be promoted submit representative works to the Department-level Faculty Evaluation Committee for evaluation. After approval of the department committee, the representative works are submitted to the College for external publication review.
2. Review of representative works is in accordance with the "National Chung Hsing University Faculty Promotion Review Standards and Publication Review Guidelines."
3. Convening the Department-level Faculty Evaluation Committee for substantive evaluation is conducted after representative works passing the external publication review.

Chapter IV Changes of Appointment

Article 14 Faculty members who have received a higher-ranking academic accreditation certificate from the Ministry of Education and who have published academic works in the preceding three years may apply for their appointment to be changed to that of a higher academic rank; an external publication review is not required. However, an external publication review shall be required for all full-time faculty members appointed at NCHU on February 1, 2014, or later.

Article 15 Faculty members of the departments may not request a change of appointment in a given academic year if they have been on a paid leave in that academic year or on an unpaid leave for six months or more in a single academic year or if they expect to take a leave from the University for six months or more.

Chapter V Supplementary Provisions

Article 16 Representative works (or dissertation) must comply with the Regulations. Candidates for promotion must publicly present their works on the specified date. Absence without valid reasons will result in disqualification from evaluation. Rescheduling is allowed for one time with the approval of the department chair for significant reasons.

Article 17 Faculty members submitting academic degrees and dissertations for appointments of the current rank must submit academic papers other than the dissertations (including journal papers adopted from the dissertations) as representative works and research works in subsequent promotions to the Department-level Faculty Evaluation Committee.

Article 18 Applications for promotion, new appointments, and extensions of service are processed once per semester. Relevant materials must be submitted to the College before the deadline.

Article 19 Renew of appointments of full-time faculty members of the department follow administrative procedures. Renew of appointments of part-time faculty members of the department are approved by attendance of more than two-thirds of the department committee members and approval of more than two-thirds of the voting department committee members, and then carried out follow administrative procedures. Part-time faculty members who have not taught at the university for two consecutive years must follow new appointment procedures.

Article 20 Dismissals, suspensions, or non-renewals of appointment of full-time faculty members require a two-thirds attendance and approval of more than half of the attending members of the Department-level Faculty Evaluation Committee, with detailed justifications submitted to the College-level Faculty Evaluation Committee for evaluation. For cases involving Article 14(1-12 to 1-14) of the *Teachers' Act*, should be approved by two-thirds of the attending members of the Department-level Faculty Evaluation Committee.

Article 21 The Regulations and evaluation standards take effect after approval by the Department Affairs Meeting and submission to the College for recordkeeping.