

Yuan Ze University Regulations for Faculty Applying for Teacher's Accreditation Review

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Article 1 Yuan Ze University (hereinafter referred to as "the University") establishes these regulations to process applications for teacher qualification review from full-time, adjunct, and jointly-appointed faculty.

The term "full-time faculty" refers to full-time teachers both within and outside the establishment. "Qualification review" refers to the submission of a master's or doctoral diploma for teacher qualification assessment. If an applicant seeks accreditation at a level higher than their degree or the level indicated on their teaching certificate, they must submit copies of their academic writing, creative works, evidence of achievement, and/or technical reports for qualification review.

Article 2 Faculties applying for teacher qualification based on their academic thesis must meet the qualifications specified in Article 16, Paragraph 1, and Article 16-1, Paragraph 1 of the Act Governing the Appointment of Educators. Additionally, adjunct and jointly-appointed faculty must fulfill the following requirements:

1. Adjunct Faculties:

- (1) Those who hold a valid appointment and have the fact of teaching for the current semester.
- (2) Those who have been teaching for two semesters at least (not including the summer session), who are scheduled to teach at least one credit during each semester, and the total credits of teaching shall be more than twelve credits. If adjunct faculties' teaching at the University is interrupted, and the interruption lasts for two consecutive semesters or more, the credits earned before the interruption cannot be counted toward the total credits.
- (3) The nature of representative work submitted for accreditation review shall be related to the subjects taught by the faculty; those applying for accreditation review as a Lecturer pursuant to Paragraph 1 of Article 16 of the Act Governing the Appointment of Educators may be exempt from submitting specialized publications or works.

2. Jointly-appointed Faculties:

- (1) The fields of newly hired and jointly-appointed faculties shall be consistent with the University's development of relevant programs.
- (2) Those who have been teaching for one school year at least and are scheduled to teach at least four credits, if their teaching at the University is interrupted, and the interruption lasts for one school year or more, the credits earned before the interruption cannot be counted toward the total credits.
- (3) The nature of representative work submitted for accreditation review shall be related to the subjects taught by the faculty; those applying for accreditation review as a Lecturer pursuant to Paragraph 1 of Article 16 of the Act Governing the Appointment of Educators may be exempt from submitting specialized publications or works.

For faculties submitting qualifications obtained abroad, the respective faculty evaluation committees should follow the provisions of the "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education", the "Regulations Governing the Assessment and Recognition of Academic Records from the Mainland Area", and the "Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao". The applicants must provide their degree certificates, transcripts, and entry/exit records verified by an overseas mission to confirm that the qualifications are equivalent to those of the same level and type of schools domestically. If the school attended or the degree title does not appear in the Ministry of Education's announcements, or if a temporary degree certificate issued officially by the school is used in place of the degree certificate, the hiring institution must first follow the aforementioned recognition regulations to have the documents verified by an overseas mission or the school in question. Only after this verification should the qualifications be submitted to the respective faculty evaluation committees for review.

Faculties applying for qualification review through academic writing, creative works, evidence of achievement, and/or technical reports must meet the qualifications stipulated in Article 16, Paragraphs 2 or 3, Article 16-1, Paragraphs 2 or 3, Article 17, Paragraph 1, or Article 18, Paragraph 1 of the Act Governing the Appointment of Educators. The review procedures, review criteria, and decision-making process shall follow the faculty promotion regulations, with specific review guidelines separately established by each department (or equivalent unit) and college (or equivalent unit). If the specific review guidelines are established by each department (or equivalent unit), they shall be implemented after approval by the faculty evaluation committee of college and submission to the faculty evaluation committee of school for record-keeping. If the guidelines are established by the college (or equivalent unit), they shall be implemented upon approval by the faculty evaluation committee of school.

adjunct and jointly-appointed faculty must also comply with the conditions stated in the first paragraph of this article. The external review fee for adjunct or jointly-appointed faculty's qualification applications shall be borne by the applicant.

Article 3 Faculties applying for teacher qualification based on their academic thesis must submit the following documents:

1. Teacher Accreditation Application and Resume Form.
2. Teacher Qualification Review Checklist.
3. Diploma of the highest academic degree.
4. Academic writing within the past five years (those applying based on their academic thesis are not subject to the five-year limit).
5. A copy of the University's appointment letter.

In addition to the documents listed in the first paragraph, adjunct and jointly-appointed faculty must submit the University's application form for teacher certification at all levels and teaching evaluation results. Jointly-appointed faculty must also submit records of teaching evaluation results and advisory service records. Faculties applying for qualification review through academic writing, creative works, evidence of achievement, and/or technical reports must submit documents in accordance with faculty promotion requirements.

Applicants who qualify for the teacher qualification review must publish their submitted works publicly in accordance with the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" and deposit copies at the National Central Library and the University Library for public access, archiving, and utilization. However, if creative works, evidence of achievement, or technical reports involve confidentiality, patent applications, or legal restrictions, the university may approve an exemption or defer their publication for a specified period.

Article 4 The University's teacher qualification review process is as follows:

1. Newly appointed full-time faculty who meet the qualifications for appointment shall undergo a qualification review conducted by their department (or equivalent unit) according to the appointment schedule. Adjunct and jointly-appointed faculty shall submit their applications to their affiliated department (or equivalent unit) within the timeline specified for each semester.
2. After receiving applications, each department (or equivalent unit) shall conduct a qualification review. Applicants who pass the review must submit their academic dissertations for evaluation by three external scholars and experts, or submit their academic writing, creative works, evidence of achievement, and/or technical reports for evaluation by five external scholars and experts. The external review forms shall be standardized by the faculty evaluation committee of school.

3. Upon completion of the external review process, the department (or equivalent unit) shall attach the review documents and submit them to the three-level faculty evaluation committee for deliberation.

Article 5 Each department (or equivalent unit) must establish a database of external reviewers, maintaining a list of 15 to 20 experts. The list must be submitted for approval by the faculty evaluation committee of college (or equivalent unit). Each department (or equivalent unit) shall establish a database of external review committee members based on professional considerations. Selection shall prioritize professors recognized by the Ministry of Education or individuals with equivalent qualifications, such as researchers from national research institutions. The selection process must ensure fairness and impartiality and may follow the University's existing recommendations for external reviewers in faculty promotion cases.

Applicants undergoing the qualification review shall not provide a list of suggested external reviewers but may submit a list of up to three individuals to be excluded.

External reviewers must not include the following individuals:

1. The applicant's research advisor or dissertation defense committee members.
2. Co-authors or research collaborators of the applicant's works.
3. Individuals who have worked at the same institution as the applicant during the same period.
4. Individuals who have a familial relationship with the applicant as specified in Article 32, Paragraph 1 of the Administrative Procedure Act.

Article 6 Each department (or equivalent unit) shall keep the list of external reviewers confidential. To maintain confidentiality, all returned review documents shall be compiled, and handwritten reviews shall be transcribed and proofread.

The original copies of all external review reports shall be archived by the department (or equivalent unit). A transcribed version of the external review reports, with reviewer names anonymized, shall be provided to the faculty evaluation committee at all levels for review. If necessary, the applicant may be given access to the external review comments and may submit explanations or a defense for consideration by the faculty evaluation committee.

Article 7 If members of the faculty evaluation committee identify any doubts regarding external review opinions during the teacher qualification review process, they shall handle the matter as follows:

1. If there are apparent errors in scores or comments due to miswriting, miscalculation, or similar issues, the original reviewer shall clarify the issue before the faculty evaluation committee makes a determination.

2. If discrepancies exist between the scores and comments in the external review, or if the review involves research methods and content, contains overly brief opinions that make evaluation difficult, has significant procedural flaws, or raises other concerns that could undermine the credibility and accuracy of the professional review, the faculty evaluation committee may, with the approval of at least two-thirds of the attending members, refer the case to a professional review panel formed by the hiring unit. The case shall then be sent back to the original reviewer for clarification. The professional review panel shall first deliberate on the case, and upon approval, the review shall be returned to the faculty evaluation committee for further consideration.
3. The professional review panel mentioned in the preceding paragraph shall be composed of scholars and experts with sufficient expertise in the applicant's field of work.

If external review opinions meet any of the following conditions, the faculty evaluation committee shall provide clear and specific reasons for their exclusion and arrange for additional external reviewers in proportion to the number of excluded opinions:

1. If the faculty evaluation committee determines that the issue described in the first provision of the first paragraph involves apparent errors in scores or comments due to miswriting, miscalculation, or similar mistakes.
2. If the professional review panel determines that the issue described in the second provision of the first paragraph has a clear academic basis, indicating that the credibility and accuracy of the professional review have been compromised.

The faculty evaluation committee may exclude external review opinions based on the second provision of the preceding paragraph only once per teacher qualification review case.

Article 8 To ensure fairness in the teacher qualification review process, faculties undergoing review are strictly prohibited from engaging in lobbying or exerting undue influence. If the University or the Ministry of Education discovers that an applicant has interfered with external reviewers and the allegation is confirmed, the case shall be handled in accordance with the University's regulations on violations of teacher qualification review rules or academic misconduct.

Article 9 Teacher qualification applications for full-time, adjunct, and jointly-appointed faculty that have been approved by the faculty evaluation committee at all levels shall be submitted to the Ministry of Education for teacher certification by the end of February or August each year, in alignment with the academic calendar.

Article 10 Matters not covered in these regulations shall be handled in accordance with the

"Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" and other relevant laws and regulations.

Article 11 These regulations shall take effect upon approval by the Executive Council Meeting. Any amendments shall follow the same procedure.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.