

Yuan Ze University Regulations for Evaluation of Faculty Promotion

February 1, 1991, Approved by the 1st College Affairs Meeting of the 1st Semester of the 1990 Academic Year
April 17, 1996, Amended and Approved by the 3rd University Affairs Meeting of the 1995 Academic Year,
July 20, 1998, Amended and Approved by the 4th University Affairs Meeting of the 1997 Academic Year
January 11, 1999, Amended and Approved by the 1st University Affairs Meeting of the 1998 Academic Year
June 21, 1999, Amended and Approved by the 2nd University Affairs Meeting of the 1998 Academic Year
January 14, 2002, Amended and Approved by the 1st University Affairs Meeting of the 2001 Academic Year
A June 18, 2002, Amended and Approved by the 2nd School Council Meeting of the 2001 Academic Year
July 2, 2004, Amended and Approved by the 2nd University Affairs Meeting of the 2003 Academic Year
May 3, 2017, Amended and Approved by the 2nd University Affairs Meeting of the 2016 Academic Year
May 9, 2018, Amended and Approved by the 2nd University Affairs Meeting of the 2017 Academic Year
October 31, 2018, Amended and Approved by the 1st University Affairs Meeting of the 2018 Academic Year
May 8, 2019, Amended and Approved by the 2nd University Affairs Meeting of the 2018 Academic Year
May 6, 2020, Amended and Approved by the 2nd University Affairs Meeting of the 2019 Academic Year
November 2, 2022, Amended and Approved by the 1st University Affairs Meeting of the 2022 Academic Year
May 21, 2025, Amended and Approved by the 2nd University Affairs Meeting of the 2024 Academic Year

Article 1 These regulations are established for the evaluation of faculty promotion pursuant to “University Acts”, “Act Governing the Appointment of Educators”, and “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”.

Article 2 Full-time faculties whose current positions and qualifications have been verified by the Ministry of Education and who continue serving in school for the regulated seniority as the followings can apply for promotion:

1. Teaching Assistant promoted to Lecturer (limited to those who got the qualifications as teaching assistants of physical education teachers by the time Article 30-1 of “Amendments of Statute Governing the Appointment of Educators” were amended and entered into force): Served as a teaching assistant for four years or above (the sum seniority of teaching in YZU must be over one year) with excellent teaching and service and has published research publications equivalent to master's theses.
2. Lecturer promoted to Assistant Professor: Served as a lecturer for three years or above (the sum seniority of teaching in YZU must be over one year) with excellent teaching and service and has published research publications equivalent to doctoral dissertations. But the lecturers who apply for the promotion to assistant professors verified by the examination of their diplomas after receiving their doctoral degrees are exceptions of this regulation. Those who got the qualifications as lecturers by the time Article 30-1 of “Amendments of Statute

Governing the Appointment of Educators” were amended and entered into force can be promoted to associate professors rather than assistant professors.

3. Assistant Professor promoted to Associate Professor: Served as an assistant professor for three years or above (the sum seniority of teaching in YZU must be over one year) with excellent teaching and service and has published valuable research publications.
4. Associate Professor promoted to Professor: Served as an associate professor for three years or above (the sum seniority of teaching in YZU must be over two years) with excellent teaching and service and has published valuable research publications.

The calculation of the seniority applicable for faculty promotion shall be conducted in accordance with the date of the starting service year and month recorded in the teacher’s certificate of the current position issued by the Ministry of Education, which shall be counted until the end of the school year during which the application is submitted (July 31st). The seniority of those teaching in other universities may count as well, but not for those teaching in junior colleges.

Faculties may submit creative works, evidence of achievement, and/or technical reports in place of copies of their academic writing for accreditation review. Regulations for evaluating faculty performance of teaching, academic advice and guidance, and other services, as mentioned in Item 1, shall be formulated separately by the University.

Article 3 Jointly-appointed faculties (in which YZU is the secondary appointment unit) are considered Adjunct faculties as defined by the Ministry of Education. Their seniority is calculated at half the standard rate. Those who demonstrate excellence in teaching, academic advising, guidance, or other services and meet any of the following qualifications may apply for promotion:

1. Lecturers applying for a promotion to assistant professors:

- (1) Those with master’s degrees who have engaged in research work, specialized professions or functions related to the majored subjects for over four years with excellent performance, served at the University for over two years, and have published specialized publications.
- (2) Have held the position as lecturers for over six years with excellent performance, served at the University for over two years, and have published specialized publications.

2. Assistant professors applying for a promotion to associate professors:

- (1) Those with doctoral degrees who have engaged in the research work, specialized professions or functions related to the majored subjects for over four years, served at the University for over two years, and have published specialized publications.

- (2) Have held the position as assistant professors with the fact of teaching for over six years with excellent performance, served at the University for over two years, and have published specialized publications.

3. Associate professors applying for a promotion to professors:

- (1) Those with doctoral degrees who have engaged in the research work, specialized professions or functions related to the majors for over eight years, served at the University for over two years, and have published specialized publications.
- (2) Have held the position as associate professors with the fact of teaching for over six years with excellent performance, served at the University for over four years, and have published specialized publications.

The calculation of the seniority applicable for faculty promotion shall be conducted in accordance with the date of the starting service year and month recorded in the teacher's certificate of the current position issued by the Ministry of Education, which shall be counted until the end of the school year during which the application is submitted (July 31st). The seniority of those teaching in other universities may count as well, but not for those teaching in junior colleges.

Faculties may submit creative works, evidence of achievement, and/or technical reports in place of copies of their academic writing for accreditation review. The submitted works must be published under Yuan Ze University's name, and applicants are responsible for the review fee. Regulations for evaluating faculty performance of teaching, academic advice and guidance, and other services, as mentioned in Item 1, shall be formulated separately by the University.

Article 4 Faculty promotions are based on the evaluation of three results: 'teaching', 'research', 'academic advice and other services'. Teaching performance makes up 30% of the total score, academic advice and other services make up 20% of the total score, research performance makes up 50% of the total score.

To encourage teachers' diversified development, the submission materials are divided into several categories for teachers to choose from: academic field, technological research and development field, teaching practice and research field, cultural or artistic creation and exhibition field, and athletic competition field.

Article 5 Faculties may, in accordance with their areas of expertise or specialization, submit copies of their specialized publications, creative works, evidence of achievement, and/or technical reports to demonstrate that their research or development achievements have made contributions to theory, practice, or teaching in their specialized fields, for an accreditation review.

1. Academic field: Faculties whose research results have made a substantive contribution to their academic field may submit copies of their specialized publications for an accreditation review.

2. Technological research and development field: Faculties who have achieved innovation, improvement, or extended application of specific research and development results in the field of technological research and development theory or practice may submit technical reports for an accreditation review. The scope and criteria for evaluating such reports are set out in Attachment 1, Article 15 of the Ministry of Education's " Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education ".
3. Teaching practice and research field: Faculties who have adopted appropriate research methods to verify the effectiveness of the process through curriculum design, teaching materials, teaching methods, teaching aids, applications of scientific and technological media, and the use of assessment tools, with specific research (development) results of innovation, improvement, or extended application, and who have made significant and concrete contributions to the promotion of teaching on-campus and off-campus, may submit specialized publications or technical reports for an accreditation review. The scope and criteria for evaluating the submitted material are set out in Attachment 2, Article 16 of the Ministry of Education's " Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education ".
4. Cultural or artistic creation and exhibition field: Faculties who have produced unique works on a sustainable basis and made a major and substantive contribution to their field may submit creative works and evidence of achievement in their field, and may also submit reports regarding their creative works or performances for an accreditation review. The disciplines in this category include music, opera, theater, theater arts, dance, folk arts, audio-visual arts, visual arts, new media arts, design, and other arts disciplines. The scope and criteria for evaluating the submitted material are set out in Attachment 3, Article 17 of the Ministry of Education's " Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education ".
5. Athletic competition field: Faculties or any athletes coached by the faculties have participated in a major domestic and/or international sports tournaments and won a major place, the faculty may submit evidence of that physical education related achievement, together with a competition-related report, for an accreditation review. The scope and criteria for evaluating the submitted material are set out in Attachment 4, Article 18 of the Ministry of Education's " Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education ".

Article 6 The faculty promotion application shall be announced and accepted each year in October. Faculties shall prepare relevant materials for teaching, research, academic advice and other services after obtaining the qualification of their current position,

and submit an application for promotion review to their affiliated department (or the same level) based on the schedule specified in the announcement.

Faculties who are engaged in full-time research, further studies, or academic lectures abroad or domestically, and who do not actually teach courses at the university during the academic year in which they submit their application, are not eligible for accreditation review. Faculties applying for promotion must continue to teach at the university during the review period. If they take leave for any reason, their promotion application will be deferred to the next academic year.

Article 7 The specialized publications, creative works, evidence of achievement, and technical reports, except for the teaching handouts, textbooks, dissertations (lecturers obtaining doctoral degrees are exempt from this restriction), publications that have been examined for a previous promotion, shall meet the following requirements:

1. The specialized publications or works submitted for an accreditation review shall be the applicant's individual original work, and not simply produced by rearranging, adding to or deleting from, compiling, and/or editing the works or other non-research results of any others.
2. If the specialized publications or works are in a language other than in Chinese, the applicant shall attach an abstract written in Chinese. If the specialized publications or works are written in a foreign language other than English, the abstract may be written in English instead. If it has not been possible to find reviewers in Taiwan who are in an associated field and are proficient in the foreign language in which the specialized publications or works are written when selecting reviewers, the University may request a complete translation of the works into either Chinese or English.
3. The applicant may submit up to five works for review and must designate one as their representative work. The representative work must list the applicant as the first author or corresponding (responsible) author and must be published under Yuan Ze University's affiliation. The remaining works will be considered reference works. Related studies forming a series may be combined as a single representative work, with a maximum of four combined works, provided that the total number of representative and reference works does not exceed five. If specific colleges (or equivalent units) or departments (or equivalent units) have separate regulations regarding the number of works required for review, those regulations shall prevail. For the specialized publications or works that have previously been unqualified for the accreditation review, when resubmitting an application, more than one additional or replacement work shall be submitted for an accreditation review. Academic or professional achievements that do not meet the criteria for representative or reference works may still be provided by the applicant as supplementary reference materials for the purpose of review.

4. The specialized publications or works shall have been published or issued (or accepted) since the applicant was accredited at their current level. If seniority that the applicant accrued while teaching overseas in a full-time position has been taken into account as seniority for promotion, the specialized publications or works, creative works, evidence of achievement, or technical reports that were produced when the applicant was teaching overseas that are submitted for an accreditation review may be amalgamated.

The academic writing referred to in the previous paragraph shall be in one of the categories stipulated in the following subparagraphs:

1. Monographs already published and distributed or which have been accepted for publication and distribution by a publishing house which has issued a certificate to this effect.
2. Journal articles published in domestic and/or foreign scholarly journals or professional journals, or e-journals with a formal peer-review process and that may publish and use such articles, or articles that have been accepted for publication by a journal as just described, in which case the applicant shall submit documentary evidence that the journal will be issued within a fixed period.
3. Papers that have been through a formal peer-review process included in proceedings of a domestic and/or overseas conference, and made public and distributed in the form of a volume, or CD, or online.

Applicants who qualify for review based on academic writing, creative works, evidence of achievement, and/or technical reports must comply 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 8 The representative work referred to in the previous article shall meet the following requirements:

1. The nature of the representative work shall be related to the subjects taught by the applicant.
2. The representative work shall be not part of any degree thesis or dissertation. If, however, their degree treatise has not previously been submitted for an accreditation review, or if the representative work is part of research that is a continuation of their degree treatise, and the applicant has provided explanatory details on their own initiative and a professional assessment has determined that the submitted work contains a considerable degree of innovation and/or new ideas, the representative work is not subject to this requirement.

3. If the representative work has been co-authored by several people, only one of the co-authors may submit that work for an accreditation review; the other persons shall relinquish their right to submit that academic work, creative work, evidence of achievements, or technical report(s) as a representative work for a review of their own individual eligibility for an accreditation.
4. If the submitted representative work is similar in name and content to a qualified representative work that has previously been submitted for an accreditation review, the applicant shall attach a listing of the differences and similarities of the current representative work and the previously qualified representative work at the time they submit for the review. The same requirement shall apply, if there has been any change in the name or content of a representative work.

Article 9 Faculty applying for promotion whose performance in teaching, research, academic advice and other services shall be evaluated by Faculty Evaluation Committee of Department (or the same level).

The above-mentioned score of faculty's performance in teaching, academic advice and other services shall be over 80 points for each; their research performance shall also be evaluated by Faculty Evaluation Committee of Department (or the same level) first before being sent to Faculty Evaluation Committee of College (or the same level) for recommendation.

The above-mentioned performance in teaching, research, academic advice and other services shall be evaluated separately and individually. If any of the criteria are not met, the recommendation for promotion will be considered negative.

Faculty Evaluation Committee of Department (or the same level) shall set up evaluation guidelines for faculty's performance in teaching, research, academic advice and other services, including items of evaluation, qualification review standards, or methods of making the final resolutions. These guidelines shall be approved by Faculty Evaluation Committee of College (or the same level) first before being reported to Faculty Evaluation Committee of School for check before implementation.

Article 10 Faculty Evaluation Committee of College (or the same level) shall review the score of faculty's performance in teaching, academic advice and other services based on the results from Faculty Evaluation Committee of Department (or the same level); Faculty Evaluation Committee of College (or the same level) shall also evaluate faculty's performance in teaching, research, academic advice and other services.

The above-mentioned score of faculty's performance in teaching, academic advice and other services shall be over 80 points for each; their research performance shall also be evaluated by Faculty Evaluation Committee of College (or the same level) first before being sent to Faculty Evaluation Committee of School for external review.

The above-mentioned performance in teaching, research, academic advice and other services shall be evaluated separately and individually. If any of the criteria are not met, the recommendation for promotion will be considered negative.

Faculty Evaluation Committee of College (or the same level) shall set up evaluation guidelines for faculty's performance in teaching, research, academic advice and other services, including items of evaluation, qualification review standards, or methods of making the final resolutions. These guidelines shall be approved by Faculty Evaluation Committee of School before implementation.

For the above-mentioned faculty who have passed the evaluation by Faculty Evaluation Committee of College (or the same level), the affiliated college (or the same level) shall prepare and submit the following documents and materials to Faculty Evaluation Committee of School for external review.

Article 11 Faculty promotions are submitted by Faculty Evaluation Committee of School to five external experts and scholars for evaluation.

A database of professionals who can evaluate the specialized publications or works are in the academic field may be offered by the faculties applying for promotion. A database of professionals who can evaluate creative works and evidence of achievement in cultural or artistic creation and exhibition field or in athletic competition field may be offered by the faculties applying for promotion. With these recommended lists, Faculty Evaluation Committee of College will come up with a database of professionals who are eligible to be the external review committee members in these fields.

Faculty Evaluation Committee of College and Office of Research and Development will come up with a database of professionals who are eligible to be the external review committee members in the technological research and development field.

Faculty Evaluation Committee of College and Office of Academic Affairs will come up with a database of professionals who are eligible to be the external review committee members in the teaching practice and research field.

A database of external review committee members shall be established 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.

Article 12 Faculty Evaluation Committee of School shall conduct a procedural review of the following materials submitted by Faculty Evaluation Committee of Department (or the same level) and Faculty Evaluation Committee of College (or the same level): faculty's performance in teaching, academic advice and other services, and the opinions of external reviewers.

1. The score of faculty's performance in teaching, academic advice and other services shall be over 80 points for each. If the Faculty Evaluation Committee

identifies any ambiguities while evaluating teaching, academic advice and other services performance, the case shall be referred back to the preceding-level Faculty Evaluation Committee or the Faculty Evaluation and Reward Review Committee for reassessment.

2. Research performance shall be reviewed by five external reviewers and the review results will be rated as "Excellent", "Good", "Satisfactory", or "Needs improvement". To pass the review of research performance, the results shall achieve a rating of "three Excellent and two Good" or "Four excellent and one Satisfactory" or above.

Article 13 In the process of teacher accreditation review, if the faculty evaluation committee finds that there is a doubt in the opinion of the external reviewer, the following provisions shall be followed:

1. Misspellings, or other obvious errors in grades or comments: After sending to the original reviewer for clarification, the faculty evaluation committee.
2. Contradictions between grades and comments, research methods and content, or other doubts that may affect the credibility and accuracy of the professional review: After the professional review team has been formed, it will be sent to the original reviewer for clarification and will be validated by the professional review team and the faculty evaluation committee.

The professional review team in the second paragraph of the previous paragraph shall be composed of scholars and experts with sufficient professional competence in the field of the work submitted for review.

If the first external review meets the following conditions, the faculty evaluation committee shall cite clear and specific reasons for rejecting the opinion and send a sufficient number of academic experts for review according to the number of rejections:

1. Paragraph 1, Subparagraph 1, the doubt has been verified by the faculty evaluation committee, and there is indeed a misspelling, miscalculation or other obvious error in the grades or comments.
2. After the professional review team and the faculty evaluation committee have determined that there is a specific reason for the professional academic basis for the doubt in Paragraph 1, Subparagraph 2, the credibility and correctness of the professional review is undermined.

In the same teacher accreditation review case, the faculty evaluation committee shall, in accordance with the provisions of the second paragraph of the previous paragraph, exclude the opinion of the external examiner, up to once.

Article 14 After faculties pass the evaluation, the University shall submit the report to the Ministry of Education within three months from the effective date of the promotion in the current semester which it begins. During the evaluation period, faculties shall teach with the original positions and shall be paid with the original salary scale. After

the promoted qualification is verified by the Ministry of Education, the new contract and the deficiency of salary will be issued by University later based on the year/month that is stated on the renewed Teacher's Certificate.

If the application is not submitted within the specified period or is not approved by the Ministry of Education and requires re-submission with additional works for review, the faculty's seniority will be calculated based on the month and year of re-submission by the school.

Article 15 Details of the faculty promotion review processes, the reviewers, and their comments shall be kept confidential in order to maintain the impartiality of the review. However, this restriction does not apply in either of the following circumstances:

1. Where necessary, provide the parties with a copy of the reviewers' comments (the name of the reviewer will not be disclosed). The parties may provide appropriate explanations or defenses for the consideration of the faculty evaluation committee.
2. Details of the review process, and reviewers' comments may be provided to an appeal agency or other remedy agency that the applicant has asked to act on their behalf.
3. The reviewers' comments (the name of the reviewer will not be disclosed) may be provided to the applicant if their application was assessed as unsuccessful.

Article 16 If a faculty under review violates the review regulations, they may not request to withdraw the case. The matter shall be handled in accordance with the Ministry of Education's Regulations on "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" and the "Yuan Ze University Guidelines for Handling Cases of Faculties Violating the Submission Requirements for Teacher Qualifications or Engaging in Academic Misconduct". If any significant violations (such as plagiarism, misappropriation, or loss of validity) are discovered in the submitted works during the review process or after approval for promotion, the case may be referred to the university for appropriate action in accordance with regulations. The university shall also report the matter to the Ministry of Education, which may reject the faculty qualification review application or revoke an existing approval.

Article 17 If faculties who fail the evaluation have doubts about the results of the review, they may submit written appeals in accordance with "Yuan Ze University Regulations for the Organization and Arbitration of the Faculty Plea and Arbitration Committee" within 10 days of receiving written notification with explanations from the initial Faculty Evaluation Committee.

Article 18 These regulations are adopted by University Affairs Meeting, as shall amendments when they are made.

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