

Key points for the appointment and promotion of faculty members at the Institute of Bioindustry Management, National Chung Hsing University

Approved at the Institute Meeting on August 13, 2009

Revised and approved by the Institute Affairs Meeting on June 24, 2015

Amended and approved by the Institute Affairs Meeting on March 20, 2019

Approved by the Office Meeting on October 5, 2011

Revised and approved by the Office Meeting on February 9, 2012

The amendment was passed at the office meeting on March 29, 2012

July 16, 2014, the meeting was held, the amendment was passed on October 8, and the amendment was passed on October 25

1. These guidelines are formulated in accordance with the university's "Regulations on the Organization of Faculty Evaluation Committees for Each Department/Institute" and relevant laws and regulations.
2. The appointment and promotion of full-time and part-time faculty in this institute must comply with the university's "Regulations for Faculty Appointment and Promotion" and these "guidelines for Faculty Appointment and Promotion Review" (hereinafter referred to as "these guidelines").
3. The new hiring, promotion, re-hiring and extension of service of the Institute's faculty must first be reviewed and approved by more than two-thirds (inclusive) of the Institute's Faculty Evaluation Committee (hereinafter referred to as the Institute Evaluation Committee) and more than two-thirds (inclusive) of the members who participate in the voting in accordance with these key points, and then submitted to the Faculty Evaluation Committee of the College of Agriculture and Natural Resources (hereinafter referred to as the College's Faculty Evaluation Committee) for review. All committee members must attend meetings in person. If a member has a teacher-student relationship, a blood or marital relationship within the third degree, academic collaboration, or other conflict of interest, they must recuse themselves. If not done voluntarily, the Chair shall request their recusal by committee resolution.
4. Submissions of scholarly works for external review shall follow the university's "Faculty Promotion Review Standards" and the "Regulations for Submission of Scholarly Works for Appointment and Promotion."
5. The evaluation standards and review forms for new appointments, promotions, and reappointments at all faculty ranks within the institute shall be stipulated separately.
6. Matters not covered in these Key Points shall be handled in accordance with relevant university and college-level regulations.
7. A doctoral degree is required for the appointment of lecturers and assistant professors.
8. For the appointment of associate professors, the candidate should, in principle,

have: held the position of assistant professor for more than three years after obtaining a doctoral degree, or engaged in equivalent research work for more than four years, and made significant contributions or innovations in their academic field.

9. For the appointment of full professors, the candidate should, in principle, have: held the position of associate professor for more than three years after obtaining a doctoral degree and made significant contributions or innovations in their academic field.

10. Individuals with a Ministry of Education-issued teaching certificate may be appointed to an equivalent faculty rank based on their teaching and research achievements.

11. New faculty appointments must be made through a public recruitment process. Approval by at least one-half of the full-time faculty members of the institute is required. If the number of approved candidates exceeds twice the number of available positions, a ranked vote among the approved candidates shall be conducted. The results will then be submitted to the Institute Review Committee. If at least two-thirds of the committee approve, the candidate's scholarly works will be sent for external review. Once the external review is passed, the Institute Review Committee shall evaluate the candidate based on the institute's scoring system. Those who pass the threshold will be ranked, and the top-ranking candidates will be selected. Upon approval, relevant documents including the candidate's curriculum vitae, diploma(s), dissertation, proof of study, teaching and research achievements, and review results shall be submitted to the College Review Committee for further evaluation.

12. Before reviewing a new appointment, the Institute Affairs Meeting shall evaluate the case, and the candidate must present a report on their representative scholarly work, proposed teaching courses, and future research plans.

13. Faculty promotions within the institute must meet the following criteria:

(1) Lecturer to Assistant Professor: Must have served as a lecturer for at least three years, performed well, and produced a specialized scholarly work equivalent in standard to a doctoral dissertation.

(2) Assistant Professor to Associate Professor: Must have served as an assistant professor for at least three years, performed well, and produced specialized scholarly works.

(3) Associate Professor to Professor: Must have served as an associate professor for at least three years, performed well, and produced specialized scholarly works.

Faculty members who had obtained lecturer or teaching assistant certification before the enforcement of the revised "Educational Personnel Employment Act" (March 19, 1997) and have continued teaching without interruption may be reviewed under the original promotion rules, and are not subject to the restrictions of Article 29 of the University Act.

14. The Institute Faculty Review Committee evaluates promotion candidates based on three main categories: Teaching, Research, and Service & Collaboration.

(1) Teaching: Evaluated based on five criteria: Courses taught, Contribution to teaching, Teaching materials and course design, Instruction of core college/university courses, Teaching evaluations

(2) Research: Evaluated based on: Representative works (academic publications), Supporting works (including patents, technology licensing, etc.), Results of external review of the works. Note: Theses or dissertations used to obtain the current academic rank and publications derived from them are not counted.

(3) Service and Collaboration: Evaluated based on four criteria: Participation in institutional service, Industry-academic and research collaborations, Student advising, Special accomplishments

15. For faculty reappointments (reclassification at the same or higher rank), the candidate must submit representative papers or their degree thesis, as well as teaching and research achievements. The case must first be reviewed at an Institute Affairs Meeting, with at least half of the faculty of equal or higher rank present, and at least half of those present in agreement. If approved, the case is submitted to the Institute Faculty Evaluation Committee for evaluation. Upon approval, it will be sent to the College Faculty Evaluation Committee, which will conduct its review based on teaching, academic works, and service and collaboration.

16. Faculty members who obtained a lecturer or teaching assistant certificate before the March 19, 1997 amendment to the Educational Personnel Employment Act and who have continuously taught without interruption may, upon obtaining a doctoral or master's degree and passing a substantive review (including external review) of their thesis and other scholarly works, be reappointed as associate professor or lecturer under the original appointment and promotion regulations.

Lecturers who apply for reappointment as associate professors but are not approved may instead apply for reappointment as assistant professors. Those who are approved for reappointment as assistant professors may not use the same thesis or scholarly works to apply again for associate professor rank.

Additionally, faculty members who hold a higher-level teaching certificate issued by the Ministry of Education, and who have produced specialized scholarly works within the past three years, may be reappointed to that higher rank

17. Full-time professors and associate professors who reach the age of 65 may have their service extended if the institute evaluates them as physically healthy and still suitable for teaching. Such extension cases shall be handled in accordance with the university's Guidelines for Service Extension of Professors and Associate Professors by the University President.

18. Faculty members applying for promotion or reappointment must publicly present their application in the institute. Those who fail to attend without a valid reason will not be considered for review. If the absence is due to a major incident and a leave request is approved by the institute director, the applicant may make a one-time rescheduled presentation.
19. If a faculty member used a degree certificate and thesis to apply for their current rank—whether through new appointment or reappointment—then for any future promotion or reappointment, they must submit new research works as their representative publications. These works must not include the previously submitted thesis or any publications derived from it.
20. Faculty promotions, new appointments, reappointments, and service extensions shall be processed once per semester. Applicants must submit all required documents to the institute by the specified deadline.
21. The results of the Institute Faculty Evaluation Committee's evaluations shall be formally communicated in writing to the applicant within seven days after the meeting. If the applicant believes there was an error in the decision regarding denial of promotion or reappointment, they may file an appeal within 30 days of receiving the decision notice, in accordance with the university's Regulations on the Organization and Review Process of the Faculty Appeal Evaluation Committee.
22. Reappointment of full-time faculty shall follow regular administrative procedures. Reappointment of part-time faculty must be approved by at least two-thirds of the Institute Evaluation Committee members present and voting, then processed administratively. If a full-time faculty member converts to an equivalent part-time position, reappointment requires the presence of at least two-thirds of committee members, with more than half in favor. If the faculty member has not taught at the university for two consecutive years, the case will be processed as a new appointment.
23. In the event a full-time faculty member must be dismissed, suspended, not reappointed, or laid off, procedures shall follow the stipulations of the Teachers' Act.
24. Individuals currently enrolled as students are not eligible for new appointment, reappointment, or promotion.
25. These key points shall take effect after approval by the Institute Affairs Meeting and subsequent ratification by the Dean. The same process applies to any future amendments.