College of Liberal Arts, National Chengchi University
Guidelines for Faculty Appointment and Promotion

August 21, 2002	Approved by the College Affairs Meeting
January 22, 2003	Approved by the 205th University Faculty Evaluation Committee Meeting
November 22, 2004	Articles 2 and 6 amended and approved by the College Affairs Meeting
December 22, 2004	Approved by the 225th University Faculty Evaluation Committee Meeting
September 9, 2011	Entire Guidelines amended and approved by the College Affairs Meeting
December 21, 2011	Approved by the 293rd University Faculty Evaluation Committee Meeting
October 29, 2012	Articles 4 and 5 amended and approved by the College Affairs Meeting
May 15, 2013	Approved by the 306th University Faculty Evaluation Committee Meeting
March 17, 2014	Article 3 amended and approved by the College Affairs Meeting
April 16, 2014	Approved by the 314th University Faculty Evaluation Committee Meeting
September 24, 2015	Articles 3, 4, and 5 amended and approved by the College Affairs Meeting
December 16, 2015	Approved by the 329th University Faculty Evaluation Committee Meeting
May 6, 2016	Section 3 amended and approved by the College Affairs Meeting
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June 17, 2024	Entire Guidelines amended and approved by the College Affairs Meeting
September 25, 2024	Approved by the 402nd University Faculty Evaluation Committee Meeting, effective November 1, 2026

Article 1 These Guidelines are formulated by the College of Liberal Arts (hereinafter referred to as the "College") of National Chengchi University (hereinafter referred to as the "University") in accordance with the Regulations for Faculty Appointment and Promotion Reviews of the University for the purpose of administering faculty appointment and promotion matters.

Article 2 As a general principle, newly appointed faculty members at the rank of Assistant Professor or above shall hold a doctoral degree and possess relevant teaching or research experience. The appointment of part-time faculty members shall be limited to circumstances in which special instructional needs so require.

A newly appointed full-time faculty member who does not hold a teacher's certificate at the proposed rank shall undergo qualification review in accordance with the “Regulations

Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education promulgated by the Ministry of Education."

For applicants seeking qualification review on the basis of a doctoral degree diploma, the College authorizes the relevant department (graduate institute or degree program) to submit the applicant's doctoral dissertation (including any scholarly work) for external review by academic experts. Where three external reviewers are invited, the submission shall be deemed to have passed if all three reviewers assign an overall rating of at least Grade C, with at least two reviewers assigning Grade B or above. Where more than three external reviewers are invited, the threshold for submission to the relevant committee for deliberation shall not be lower than the equivalent standard applicable to a three-reviewer evaluation.

For applicants seeking qualification review on a basis other than a doctoral degree diploma, the review shall be conducted by the College in accordance with its external review procedures for faculty promotion. The number of external reviewers and the passing criteria shall be the same as those prescribed in Article 5 of these Guidelines.

Newly appointed full-time faculty members shall, within the five years preceding the application deadline, have at least one reviewed paper that has been formally published, or has been accepted for publication with documentary proof that it will be published in due course, or one reviewed scholarly work that has been formally published, together with documentation evidencing both the review process and public publication.

The appointment of both full-time and part-time faculty members shall be subject to substantive review by the Departmental (Graduate Institute or Degree Program) Faculty Evaluation Committee, which shall rigorously evaluate the candidate, provide the reasons for the proposed appointment together with professional recommendations, and then submit the case to the College Faculty Evaluation Committee for deliberation.

Article 3 Faculty members applying for promotion shall first be reviewed by the Departmental (Graduate Institute or Degree Program) Faculty Evaluation Committee in accordance with the evaluation criteria established by their respective department (graduate institute or degree program) and the relevant regulations of the College. The review shall cover the applicant's representative works completed within the five years preceding the effective date of the proposed promotion, and reference works completed within the preceding seven years, following the applicant's acquisition of qualifications at the current academic rank.

Works submitted for promotion shall fall within one of the following categories:

1. Journal Articles: Articles published in reviewed academic journals recognized by the relevant committee of the respective department (graduate institute or degree program). Documentary proof of review shall be provided.
2. Book Chapters: Chapters published in scholarly books recognized by the relevant committee of the respective department (graduate institute or degree program) as being equivalent in academic quality to the journal articles described in the preceding

subparagraph. Documentary proof of review shall be provided.

3. Scholarly Monographs: Academic books that have undergone rigorous review, are systematically organized, and have been publicly published and distributed. The contents of the monograph shall focus on a single theme or present a coherent argument centered on the same theme. Documentary proof of both review and public publication shall be provided.

Co-authored works shall comply with the following requirements:

1. The promotion applicant shall submit a statement signed by the co-author(s) specifying each author's contribution ratio and relationship to the applicant. The co-author(s) shall also personally sign a declaration waiving the right to use the same work as their own representative work for promotion review.
2. The number of co-authored works jointly authored by the applicant and the applicant's academic advisor, student, or spouse shall not exceed one-half of the total number of works submitted.
3. Journal articles shall be accepted only if the applicant is the first author or corresponding author. The applicant shall also specify in the list of works submitted for promotion the basis for the order of authorship and its significance.

At least one representative work shall be single-authored.

Applicants seeking promotion to Professor on the basis of a scholarly monograph as the representative work shall additionally have three journal articles or book chapters. Applicants seeking promotion to Associate Professor on the same basis shall additionally have two journal articles or book chapters.

Applicants using a journal article or book chapter as the representative work shall have, including the reference works, a total of at least six publications for promotion to Professor, and at least five publications for promotion to Associate Professor.

One scholarly monograph shall be counted as equivalent to three journal articles.

Article 4 Applicants appointed as Assistant Professors shall, in the course of successive promotions to the rank of Professor, use a scholarly monograph for promotion at one of the two promotion stages.

The scholarly monograph may be submitted either as a representative work or as a reference work.

Where journal articles are submitted as promotion works, the applicant shall designate at least two representative works and provide a statement explaining the relationship among them.

Applicants appointed as Associate Professors shall, when applying for promotion to Professor, include at least one scholarly monograph among their representative works or reference works.

Faculty members appointed on or after August 1, 2018 who are subject to the College's

"Guidelines for the Utilization of Funding for the Global Recruitment of Outstanding Faculty" shall complete their first promotion in accordance with the following requirements:

1. Applicants appointed as Assistant Professors shall, in the course of successive promotions to the rank of Professor, use a scholarly monograph for promotion at one of the two promotion stages. The scholarly monograph may be submitted either as a representative work or as a reference work.

   Applicants appointed as Associate Professors shall, when applying for promotion to Professor, include at least one scholarly monograph among their representative works or reference works.
2. Applicants using a scholarly monograph as the representative work shall, when applying for promotion to Professor, additionally have three reviewed journal articles or book chapters; applicants applying for promotion to Associate Professor shall additionally have two reviewed journal articles or book chapters. Such journal articles or book chapters shall be recognized by the relevant committee of the department (graduate institute or degree program) as being equivalent in quality to publications included in the Taiwan Humanities Citation Index (THCI), Taiwan Social Science Citation Index (TSSCI), Chinese Social Sciences Citation Index (CSSCI), or international journals indexed in SSCI, SCI, or A&HCI.
3. Applicants using journal articles as promotion works shall have at least six publications for promotion to Professor and at least five publications for promotion to Associate Professor, of which at least two journal articles shall be designated as representative works, together with a statement explaining the relationship among them. The above works shall be published in journals included in the Taiwan Humanities Citation Index (THCI), Taiwan Social Science Citation Index (TSSCI), Chinese Social Sciences Citation Index (CSSCI), or international journals indexed in SSCI, SCI, or A&HCI, or shall consist of book chapters recognized by the relevant committee of the department (graduate institute or degree program) as being equivalent in quality to publications included in the Taiwan Humanities Citation Index (THCI), Taiwan Social Science Citation Index (TSSCI), Chinese Social Sciences Citation Index (CSSCI), or international journals indexed in SSCI, SCI, or A&HCI.

Article 5 Applications for faculty promotion shall be reviewed by the College Faculty Evaluation Committee in accordance with the following procedures:

1. The College Faculty Evaluation Committee shall first review whether the applicant satisfies the eligibility requirements for promotion, including years of service and scholarly works.
2. Only applicants who satisfy the requirements set forth in the preceding paragraph shall have their submitted works reviewed by the College Faculty Evaluation Committee in accordance with the promotion standards prescribed in the preceding Article.

3. Only applicants who satisfy the requirements set forth in the preceding paragraph shall have their research, teaching, and service records reviewed by the College Faculty Evaluation Committee. Upon approval, the external review shall be conducted in accordance with the “Guidelines for External Review of Faculty Qualification Evaluation of the College.”
4. Where five external reviewers are invited, applicants seeking promotion to the rank of Professor shall receive an overall rating of at least Grade C from at least four reviewers, of whom at least three shall assign Grade B or above, before the case may be submitted to the Committee for deliberation. Applicants seeking promotion to the rank of Associate Professor or below shall receive an overall rating of at least Grade C from at least four reviewers, of whom at least two shall assign Grade B or above, before the case may be submitted to the Committee for deliberation. Where more than five external reviewers are invited, the threshold for submission to the Committee shall not be lower than the equivalent standard applicable to a five-reviewer evaluation.
5. For applicants who pass the external review, the College Faculty Evaluation Committee shall deliberate on the reliability and validity of the review results. Upon confirmation, the Committee shall review the applicant's research, teaching, and service records together with the external review results. The applicant must attain a score of at least 70% in each category of the promotion evaluation form, a total score of 75 points or above, and receive scores of 75 points or above from more than two-thirds of the Committee members in order to pass the promotion review. The College Faculty Evaluation Committee shall then submit the promotion case to the President for referral to the University Faculty Evaluation Committee for deliberation.
6. Where any member of the College Faculty Evaluation Committee has doubts regarding the review results, the member shall provide specific reasons. Upon approval by more than two-thirds of the members present at the Committee meeting, the case shall be submitted for an additional external review. Any review result determined to be questionable shall not be counted.
7. Members of the College Faculty Evaluation Committee may, prior to deliberation, examine the applicant's promotion materials at the designated location.
8. Members of the College Faculty Evaluation Committee shall participate throughout the entire deliberation process; otherwise, they shall not participate in the scoring. If the Committee has concerns regarding a promotion case, it may resolve to postpone deliberation. When deliberation resumes, the Committee may invite the applicant to attend the meeting or submit a written explanation to facilitate further deliberation.

Article 6. After an applicant's research achievements have passed the College-level review, the College Faculty Evaluation Committee shall evaluate the application in accordance with the following evaluation categories and criteria:

1. Evaluation Categories: Equal consideration shall be given to both the quality and quantity of all research and teaching achievements.
   (1) Research:
      a. Representative works and reference works (including scholarly works, creative works, proof of achievements, and technical reports).
      b. Papers presented and commentaries delivered at domestic and international academic conferences.
      c. Awards received for scholarly works.
      d. Research projects directed by the applicant.
      e. Other research achievements.
   (2) Teaching:
      a. Evaluation of teaching performance.
      b. Supervision and examination of master's theses and doctoral dissertations.
      c. Other achievements contributing to teaching effectiveness.
   (3) Service:
      a. Concurrent service in professional administrative positions at the University, College, or department (graduate institute, degree program, office, or center).
      b. Contributions to departmental (graduate institute, degree program, office, or center), College, and University affairs.
      c. Service as an academic advisor or faculty advisor for student organizations, publications, or representative teams.
      d. Organization or co-organization of domestic or international academic conferences.
      e. Achievements in the practice of social responsibility.
      f. Achievements in university-industry collaboration.
      g. Other service contributions.
2. Evaluation Criteria: Research shall account for 50% of the total score. Teaching shall account for 30% to 40%, and service shall account for 10% to 20%.
3. Faculty members may determine the weighting between the teaching and service components.
4. Within the research component, representative and reference works under Subparagraph (1) shall account for 40% of the total score and shall be scored according to the ratings assigned by the external reviewers. Subparagraphs (2) through (5) shall account for 10% of the total score and shall be evaluated by the members of the College Faculty Evaluation Committee using a scale from 5 to 9 points. A score above 9 or below 5 must be accompanied by supporting reasons.
5. For the teaching and service components, members of the College Faculty Evaluation Committee may assign scores only within a range of 10% above or below the scores

assigned by the Departmental (Graduate Institute or Degree Program) Faculty Evaluation Committee, after which the average score shall be calculated.

A faculty member who, under the evaluation criteria set forth in the preceding paragraph, elects to allocate 20% of the total score to the service component shall, in addition to having passed the most recent faculty performance evaluation, satisfy at least two of the following conditions during the seven years following the acquisition of qualifications at the current academic rank and prior to the submission of the promotion application:

1. Having received the University's Distinguished Service Award.
2. Having served as the chief or deputy administrative officer at the University, College, department (graduate institute, degree program), or University-level center.
3. Having served as editor-in-chief of an academic journal of the College or a department (graduate institute or degree program) for at least four semesters.

Article 7 Any matters not provided for in these Guidelines shall be governed by the “Regulations for Faculty Appointment and Promotion Reviews” of the University and other applicable laws and regulations.

Article 8 These Guidelines shall take effect upon approval by the College Affairs Meeting and subsequent approval by the University Faculty Evaluation Committee. The same procedure shall apply to any amendments.

* This English version is translated from the original Chinese version and is provided for reference only. In the event of any discrepancy or ambiguity, the original Chinese version shall prevail.