College of Liberal Arts, National Chengchi University Guidelines for External Review of Faculty Qualification Evaluation

November 5, 2001	Approved by the College Faculty Evaluation Committee
January 30, 2002	Filed for record by the 192nd University Faculty Evaluation Committee
September 1, 2011	Entire Guidelines amended and approved by the College Faculty Evaluation Committee
November 9, 2011	Filed for record by the 29th University Faculty Evaluation Committee

Article 1 These Guidelines are promulgated by the College of Liberal Arts of National Chengchi University (hereinafter referred to as the "University") (hereinafter referred to as the "College") in accordance with the Principles Governing External Review of Faculty Qualification Evaluation of National Chengchi University for the purpose of administering the external review of faculty qualification evaluation in the College.

Article 2 When reviewing a faculty qualification application, the College Faculty Evaluation Committee (hereinafter referred to as the "Committee") shall have its Convener appoint, according to the applicant's area of expertise, three to five relevant scholars and experts to form a nomination panel.

Article 3 The nomination panel shall, based on the applicant's academic specialization and with reference to the applicant's lists of reviewers to be recused and reviewers who may be excluded (in the format set forth in the Appendix), prepare a list of proposed reviewers.

The number of proposed reviewers shall be no fewer than twice the number of external reviewers required. Reviewers shall be ranked in order of priority, and replacements shall be selected accordingly.

The information provided for each proposed reviewer shall include the reviewer's name, current position, academic field, and contact information, as specified in the recommendation form.

Members of the nomination panel and the relevant administrative personnel shall maintain strict confidentiality.

Article 4 A proposed reviewer shall be recused from serving as a reviewer under any of the following circumstances:

1. The reviewer served as the applicant's academic advisor.
2. The reviewer is a co-author of the applicant's representative work.
3. The reviewer is employed by the same institution as the applicant.
4. The reviewer has a familial relationship with the applicant.

Article 5 The selection of reviewers shall observe the following principles:

1. Reviewers for the same case should not all be professors from the same institution.

2. Professors from the applicant's alma mater should, where possible, not be selected.
3. The applicant's former classmates should, where possible, not be selected as reviewers.
4. Individuals who have previously participated in related research projects with the applicant should, where possible, be avoided.

Article 6 After the nomination panel has determined the list of reviewers, the College's administrative staff shall, unless special circumstances exist, contact the reviewers and send the review materials within ten days. If a reviewer has been successfully contacted but fails to respond within three days, the administrative staff may contact the next reviewer on the priority list.

Article 7 The review period shall, in principle, be one month. The College's administrative staff shall remind reviewers to complete their reviews within the prescribed time.

Article 8 During the review process, the College's administrative staff shall keep the promotion applicant and the applicant's department (graduate institute or degree program) informed of the following:

1. Confirmation that the review materials have been delivered to the reviewers and whether the review results satisfy the threshold for submission to the Committee for deliberation.
2. The deliberation results of the College Faculty Evaluation Committee.

Article 9 If the review process cannot be completed within the prescribed timeframe, the College's administrative staff shall apply to the University Faculty Evaluation Committee for an extension before the end of June or December, as applicable.

Article 10 When departments (graduate institutes or degree programs) of the College conduct external reviews for faculty qualification evaluation, they shall establish a nomination panel for external reviewers to prepare a list of proposed reviewers and formulate guidelines governing the relevant review procedures. Such guidelines shall take effect after being filed with the College Faculty Evaluation Committee for record. The same procedure shall apply to any amendments.

Article 11 Any matters not provided for in these Guidelines shall be governed by the Principles Governing the Selection of Reviewers for Faculty Promotion Works at Junior Colleges and Institutions of Higher Education promulgated by the Ministry of Education and the Principles Governing External Review of Faculty Qualification Evaluation of National Chengchi University.

Article 12 These Guidelines shall take effect after approval by the College Faculty Evaluation Committee and filing with the University Faculty Evaluation Committee for record. 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.