

# National Chengchi University Faculty Member's Employment Examination Regulations of the Department of English

Adopted by the Department Council Meeting January 20, 1995

Amendments adopted by the interim Department Council Meetings on Article 2, November 4, 2000

Amendments adopted by Department Council Meeting on Articles 4, Article 5 and Article 7, October 7, 2002

Permitted by the College Faculty Examination Committee January 13, 2003

Amendments adopted by the Interim Department Council Meeting on Article 7 May, 8, 2003

Permitted by the College Faculty Examination Committee May 9, 2003

Amendments adopted by the Department Council Meeting on Article 5 January 9, 2004

**Article 1** Individual departments should apply to employ faculty members regarding the following points: shortage of teachers, future department development, faculty demands and course affairs

## **Article 2** Open selection

The Department Faculty Examination Committee determines the numbers of employment, and organizes the Selection Board, and invites qualified teachers domestically and abroad according to the University Act (Please refer to Attachment 1).

## **Article 3** Organization of the Selection Board

The Selection Board consists of the full-time associate professors or above of this department among whom they elect 4 to be committee members (at least one per subject). The re-elected person can not renew the positions, and the Department Dean is the ex-officio. The Board is responsible for the collecting and arranging the application letters and documents, and selecting the candidates.

## **Article 4** Employment Qualifications

Applicants seeking employment should meet any of following requirements:

The degree and specialty of the applicant must be the ones of literature (British and American Literature or Comparison Literature), linguistics or language teaching, and also be with one of the following qualifications:

A. The qualification of the assistant professor (included) or above validated by the Ministry of Education.

B. Ph. D degree acquired or to be acquired by July 1<sup>st</sup> of that year (The certificate should be attached. If not acquired the degree within the limited time, the employment will be cancelled).

C. Foreign teachers of languages (limited with the relevant native language) must have the degrees of master or above.

The above applicants must also present the research achievements published in the last two years (starting from July 1<sup>st</sup> of that year).

#### Article 5 Selection Procedures

- A. The Selection Board should present the data of the qualified candidates to the Department Office for references of all the teachers of the Department Faculty Examination Committee three weeks before each of the Group Examination (literature, linguistics /English teaching).
- B. All the full-time professors and associate professors in this department should choose a specialty as two groups of literature, linguistics/ English teaching, and join one of the Group Examination Committees. However, the Department Dean should recommend 7 to 9 teachers from multi-fields to form the Examination Committee to do the selection of the language teaching teachers. Only after the members of each Group Committee attend the complete examination operation can they vote. The Group convener selected by the members should summon the Group Examination Committee Meeting one month before the Department Faculty Examination Committee. For each vacancy, 3 to 4 preferential candidates are selected, more candidates to be added up if there two vacancies, and their works should be presented to the scholars in and beyond the university, and the candidates should be invited to the university to interview and make a public speech. If the candidate can not come to the university, he or she should post the relevant documents, such as future research projects, teaching programs, or students evaluation documents and so on, to prove his or her teaching and research potential. The schedule of this regulation is adjusted according to the actual conditions by the Department Dean.
- C. Each Group Examination Committee will vote anonymously for the best candidate, more than one or just vacant, according to the qualifications and the results of the speech and interview, and present the results to the Department Faculty Examination Committee for discussion.
- D. The number of the attendees of the Department Faculty Examination Committee should be more than half of the supposed attendees, and then summon the conference. The Faculty Examination Committee members will vote anonymous votes on the base of the proposed employment list. Only when each candidate gets more than half of the votes of the attendees can the

candidate be proposed for employment. If there are two or more candidates, the one who gets the most concurring votes, at least half of all the votes, can be proposed to employment; the second most, still at least half of all the votes, can be an alternate.

- E. When the votes are equal on the Department Faculty Examination Committee Conference, the chair can quit the position of chair and attend the voting. Only one vote is limited .

More than two thirds of the Faculty Examination Committee members, on base of the need of teaching and research, attend the Selection Conference, and when three fourths of the attendees vote concurring votes, the Department Dean and the Selection Board are granted authorization to select proper candidate, and hand in the case to the Department Faculty Examination Committee for examination. This is not limited with Article V (a),( b), (c).

Article 6 Adjunct teachers are to be employed for the shortage of teachers, and should be proposed to the Faculty Examination Committee to discuss and form the resolution.

Article7 The teachers newly-employed according to this method, are to be renewed before the second and third employment by the Department Faculty Examination Committee on the base of the teachers' achievements in teaching, research and service (See the Examination Table in Index II). If the teacher has got over half of all attendees voting concurring votes, then he or she is not to be employed.

Article 8 Ratified by the Department Council Meeting and the College Faculty Examination Committee, the regulations can be put into force, which is also the same for amendments.