

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

Adopted by the Department Council Meeting January 10, 2003

Amendments adopted by the College Faculty Examination Committee, January 3, 2003

Article 1. The Guidelines are set on the base of the 30th Article of "NCCU Faculty Member's Employment and Promotion Regulations" and "Operational Guidelines for Faculty Member's Employment and Promotion of NCCU College of Foreign Languages and Literatures."

Article 2. The faculty's rank promotion case should be discussed and passed as resolutions by more than half of the present members of the Department Faculty Examination Committee. In addition, the present members must be all qualified members and are more than half of the total members of the committee.

Article 3. The members of the Department Faculty Examination Committee should rank higher than the applicants.

Article 4. The works published within five years before the rank promotion application should be graded according to the criteria of this department and then sent to the Department Faculty Examination Committee for discussion. The academic content and theme of the works have to be related with the subjects of this department, such as British and American or Western Literature, Comparative Literature, Cultural Research, Linguistics, and Language Teaching, to be granted with the credits.

The scoring measures for the rank promotion works are as follows:

- A. Academic Papers or Works: The collected papers officially compiled by academic journals or after the academic seminars, or the specific works officially published with collected papers, attached with anonymous review certificates, can score 20 points for each. The periodical paper which has got the NCCU Excellent Research Prize each scores 15 points. Those recruited in AHCI or SSCI periodicals scores 6 points for each. Those recruited in TSSCI periodicals scores 3 points for

each. Those recruited in other periodicals which are considered similar to AHCI, SSCI or TSSCI and asserted by the Academic Research and Cooperation Committee will be correspondingly scored. Each paper can be scored once only.

- B. Academic Treatises: An academic treatise which is officially published and attached with certificates by anonymous reviewers can score 50 points. Each scholarly book with the NCCU Excellent Research Prize is scored as 40 points. However, if any paper in the first item of Academic Papers or Works is identical to any or part of the chapters in the book of this item, the former score will be cancelled.
- C. Research Proposal Report: The academic research proposals verified or delegated by the National Science Council, Ministry of Education, or other official institutes validated by the College Faculty Examination Committees, and attached with certificates, are scored 5 points for each.
- D. Seminar Report: The reports recited out publicly by the author (or one of the authors) on the seminars, attached with the whole report and attached anonymous reviews required for the general report, is scored as 3 points each. The invited paper which are published by the seminars through public invitation, attached additionally with the invitation certificate, are scored 5 points each. The reports by the keynote speaker and attached additionally with the invitation certificates, are scored 10 points per each. The reports with the same contents repeated on different seminars can only be scored as one copy.
- E. The collaborated works for scoring must be attached with certificates by the applicant for rank promotion, and each co-author will be scored by the ratio of the contributions in the co-works and be signed by the co-authors.

Article 5. The works for rank promotion published within five years before the rank promotion application, should be scored according to the criteria of the previous

article as follows:

- A. Rank promotion for the assistant professor: The total score should be 80at least.
- B. Rank promotion for the associate professor: The total score should be 90at least.
- C. Rank promotion for the professor: The total score should be 100at least.

Article 6 Examination procedure of faculty member's promotion is as following:

- A. After the faculty member being considered for promotion has assembled all the applicable materials, the department will propose to its Faculty Examination Committee discussion of the research, teaching and service materials. If passed, the rank promotion will be reported to the director of the college to propose to the College Faculty Examination Committee for discussion.
- B. The Department Faculty Examination Committee should deliver the teacher's research achievements to two scholars or professionals of equivalent rank outside the university for examination. The Department Faculty Examination Committee will then discuss the credibility and accuracy of these examination results, and consider these along with the teaching and service materials after verification.
- C. If one of these scholars or professionals examining the representative works of teachers applying for promotion assigns a judgment of not over 70, but the average score of the two is above 70; or if the average of the two is not over 70, but one gave a score of over 85, the works should be delivered to a third examiner. If the third examiner assigns a grade over 70, it may be proposed to the committee for discussion.

Article 7. After the applicant's works for promotion have passed the examination of the department, the Department Faculty Examination Committee will score the items in the Faculty Rank Promotion Score Chart of the department and then total and average all the scores according to the following examination items and standards:

- A. Examination items:
 - (a). Research:
 - 1. The representative works and reference works published in the last five years.
 - 2. The quality and quantity of invited comments and papers

published on the academic conferences domestically or abroad.

3. The quality and quantity of the awarded works.
4. The quality and quantity of the sponsored research projects.
5. Other research achievements.

(b). Teaching:

1. Evaluation of teaching achievements.
2. The quality and quantity of the instruction and examination of the papers by Masters or Ph. Ds.
3. The teaching syllabus, teaching data and term achievement charts supplied punctually.
4. Support of the writing courses in this department.
5. State of participation in the teaching and research and workshop of this department.
6. Other performances in promoting the teaching efficiency.

(c). Service:

1. Holding the concurrent administrative positions related with the majors in the university, the college or the department.
2. Participation in the contributions of the department, the college or the university.
3. Serving as a director, an instructor of an association, a journal or a representative team.
4. Sponsoring or cooperating in hosting local or foreign academic journals or seminars.
5. Serving as a member of the committees for all kinds of test formulation, review of files, oral tests or document review.
6. Serving as the superintendent of the academic journal of this department. (*Taiwan Journal of TESOL, Journal of Linguistics, Taiwan Journal of ESL* and etc.)
7. Attending the meetings in the department.
8. Representing this department to attend examinations and services off campus.
9. Other service items.

B. Criteria for examination: Research items take the proportion of 60%, teaching items 30%, and service items 10%.

C. The first item of the Research Items takes the proportion of 50%, accounted according to the scores given by the examiners; the second to the fifth item take proportion of 10%, the scores given by

the Department Faculty Examination Committee members, of which the maximum is 9 points, the and minimum is 5 points.

Article 8. The applicant teacher granted with the higher official degree should be handled according to the relevant regulations of this university.

The applicant's specific works (including the degree thesis) should be sent by the department to the scholars or professionals for examination according to the "Regulations Governing the Screening of Qualification of University, Independence College and Junior College Teachers." However, the associate professor's rank promotion case should be in accordance with the second note of the Article V, and also be sent by the Department Faculty Examination Committee to the scholars and professionals in and outside the university for examination.

Article 9. Applicants should arrange all promotion materials and apply for rank promotion to the department before March 31 (with possible promotion on August 1st of that year), or September 30 (with possible promotion February 1st of the following year). Applications will not be accepted if materials are incomplete or delayed.

Article 10 After a promotion passes the examination of individual department Faculty Examination Committees, it will be proposed to the College Faculty Examination Committee for discussion before April 30 and October 31 each year.

Article 11. The Regulations have been passed on the Department Council Meeting, and reported to the College Faculty Examination Committee and then implemented, which is the same for revision.