

Review Measures for Promotion of Teachers of Jinwen University of Science and Technology

(Ren 501)

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- Adopted at the 5th Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2007 on January 8, 2008
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- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2022 on October 18, 2022
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- Article 1 In addition to the Act Governing the Appointment of Educators (hereinafter referred to as the "Act") and its Enforcement Rules, the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" (hereinafter referred to as the "Regulations") and other related regulations, Jinwen University of Science and Technology (hereinafter referred to as the "University") handles the review of promotion of teachers according to the Review Measures for Promotion of Teachers of Jinwen University of Science and Technology (hereinafter referred to as "these Measures").
- Article 2 The "Academic Units" mentioned herein mean all departments (institutes and degree programs).
- Article 3 The promotion for teachers of the University is classified into three levels and three examination. The preliminary examination shall be carried out by the Teachers Evaluation Committee of each Academic Unit (hereinafter referred to as the "Department Committee"); the re-examination shall be carried out by the Teachers Evaluation Committee of each school (hereinafter referred to as the "School Committee"); the final examination shall be carried out by the Teachers Evaluation Committee of the University (hereinafter referred to as the "University Committee").

Article 4 In principle, for the review of promotion of teachers, no teacher shall be reviewed by anyone at a lower level; in the event that there are insufficient senior teachers in the School Committee or Department Committee, the case shall be reported to the President to select at least five senior teachers to make up for the vacancy of members of such School Committee or Department Committee.

Article 5 The promotion of teachers of the University may be based on their expertise or professional fields, with specialized works, papers, achievement certificates or technical reports to present their professional theories, practices or teaching research or develop results, which shall be submitted for the review of teacher qualifications.

Such works, achievement certificates and technical reports shall comply with the formal specifications of works.

The scope, items and evaluation criteria for the review of the specialized works, papers, achievement certificates and technical reports shall be handled as stipulated by the Ministry of Education.

Article 6 A full-time teacher at each level of the University who has served the University for over one year with excellent performance in teaching, research and mentoring & service, who has passed the annual teacher evaluation and meet the following qualification requirements, shall be eligible for promotion application:

I. Promotion into an assistant professor:

The teacher shall have served as a lecturer for more than three years, and with the lecturer qualification, have published more than one journal paper or work under specific anonymous review, and more than one achievement certificate and technical report, and have acquired more than two industry-university performance points five years before the application for promotion.

II. Promotion into an associate professor:

The teacher shall have served as an assistant professor for more than three years, and with the assistant professor qualification, have published more than two journal paper or work under specific anonymous review, and more than two achievement certificate and technical report, and have acquired more than four industry-university performance points five years before the application for promotion.

III. Promotion into a professor:

The teacher shall have served as an associate professor for more than three years, and with the associate professor qualification, have published more than three journal paper or work under specific anonymous review, and more than three achievement certificate and technical report, and have acquired more than six the industry-university performance points five years before the application for promotion.

The "industry-university performance" points mentioned in the preceding paragraphs mean the sum of the points calculated according to Paragraphs 2 and 3, Article 3 of "Research Measures for Awards Granted to Teachers" of the University and the "Implementing Key Points for Teachers to Acquire Subsidies from Government Agencies", which can be taken into account only upon completion of verification and submission of the conclusion report. However, should the teacher get pregnant or give birth during the accumulation period for the industry-university performance, the teacher may apply for an extension of the period for two years.

A teacher who has acquired the teaching assistant certificate or lecturer certificate issued by the Ministry of Education before the amendment to the Act became effective on March 21, 1997 and continues to teach without interruption may apply for a higher-level teacher qualification as stipulated by the original promotion measures before the amendment became effective. The review procedures, however, shall still be subject to these Measures.

If a lecturer mentioned in the preceding paragraph has obtained the doctorate degree, he/she may choose to apply for the associate professor qualification; in case he/she fails to pass the review, he/she may apply for the assistant professor qualification, provided that he/she may not apply for the associate professor qualification with the same dissertation or works after acquiring the assistant professor qualification.

Article 7 To continued teaching without interruption mentioned in the preceding article shall meet any of the following conditions:

- I. Full-time teachers: Such teachers shall actually teach every semester. Such provision, however, does not apply to those who do not actually teach with both their posts and salaries retained or with their posts retained and salaries suspended.
- II. Part-time teachers: Such a teacher shall have an appointment letter for each consecutive semester, and shall have at least one credit point for actual teaching in each semester, and at least one credit point for scheduled teaching in the semester when the application is filed.

Article 8 Article 6, the seniority for promotion shall be calculated in accordance with the date of commencement of the teacher's seniority set forth in his/her teaching certificate at the corresponding level, which shall commence from the year when the teacher is engaged for teaching at such level. Those who have not acquired the required seniority may not apply for promotion.

For a full-time teacher who has been approved for full-time further education, research or academic exchange, such period for full-time further education, research or academic exchange may be taken into account in the calculation of seniority in promotion application, up to one year. For one who has been approved for secondment and has returned to school for voluntary teaching during the secondment, such period for secondment may be taken into account in the calculation of seniority in promotion application, up to two year.

In the event that the seniority of a teacher is from teaching experience in an overseas college or university for promotion application set forth in Paragraph 1, such overseas college or university shall meet one of the following conditions:

- I. The college or university shall be included in the reference list of overseas colleges and universities compiled by the Ministry of Education; if not, the college or university shall be reviewed and verified by the Ministry of Education.
- II. The college or university shall be included in the recognition list of colleges and universities in the Chinese mainland, Hong Kong and Macao compiled by the Ministry of Education.

Article 9 Teachers shall focus on teaching practice in their research, and their promotion shall be classified into teaching practice research promotion and teaching practice achievement promotion; the specialized works to be submitted for review for the former shall be teaching practice research works, while the specialized works to be submitted for review for the latter shall be teaching practice achievement works.

A teacher applying for promotion with teaching practice shall be subject to an application threshold stipulated by Article 6 and shall also comply with the statistics of student questionnaires on teaching performance of the past three years prior to promotion, where the original score ranking shall be top 50% amongst all teachers in the entire University.

A teacher applying for promotion with teaching achievement reports shall be subject to the following review standard:

- I. Assistant professor: One who has good teaching practice researches or achievements in his/her teaching field and is able to develop teaching capabilities.
- II. Associate professor: One who has continued teaching practice researches or achievements in his/her teaching field and has specific contributions to their publicity within the University.
- III. Professor: One who has continued original teaching practice researches or achievements in his/her teaching field and has specific social contributions to their publicity inside and outside the University.

A teacher applying for promotion with teaching practice achievement technical reports shall submit the teacher qualification review form to the University Committee for review.

Article 10 A teacher may apply for promotion once each semester. The applying teacher shall prepare materials required for the promotion application and submit the "Statement of Academic Ethics on Works Submitted for Teacher Promotion" of the University. For one whose seniority commences on August 1, the School Committee shall complete the review by June 1 of the current year; for one whose seniority commences on February 1, the School Committee shall complete the review by December 1 of the last year. External review shall be conducted no more than once according to the following procedures:

- I. Preliminary examination:

Each Academic Unit shall submit the application form of the teacher applying for promotion and other related materials as well as his/her certificates and works for the Department Committee to conduct a detailed examination according to these "Measures, the Promotion Review Criteria" of the school and the teacher's evaluation results of the past three years, and give a comprehensive evaluation result of recommendation or non-recommendation accordingly.
- II. Re-examination:
 - (I) Each School Committee shall conduct the re-examination based on the result of the preliminary examination.
 - (II) Each school shall submit the application of the approved teacher to the University Committee for final examination.

III. Final examination:

- (I) After the teacher passes the re-examination, each school shall send the materials of the preliminary examination and the re-examination to the University Committee, for a secret ballot after a comprehensive evaluation on the research (except the works, technical reports, papers or achievement certificates submitted), teaching and service achievements of the teacher who has passed the re-examination. However, if the teacher fails the review, the reason for the decision shall be specified.
- (II) After the teacher applying for promotion passes the comprehensive evaluation, the Personnel Office shall handle the external review as stipulated by the “Key Points for External Review of Teachers' Works” of the University and then submit the application to the University Committee for the final examination.

For one who applies for promotion with works, achievement certificates or technical reports, such works, achievement certificates or technical reports shall have been published within one year. However, in the event that the foregoing contents involve any secrets, are subject to patent applications or are not allowed to be published according to law, they may not be published or may not be published within a certain period of time as confirmed by the University Committee.

Unless under the circumstance set forth in the preceding, one who submits works, achievement certificates or technical reports for the examination shall make them available on the University's website or library or in related publications at home and abroad. The “Key Points for External Review of Teachers' Works” shall be determined by the University Committee.

Article 11 The evaluation items and passing criteria for teacher promotion are as follows:

I. Research:

A research project submitted to three scholars and experts at the same time for review by one who applying for being promoted to professor shall get 70 points from at least two of the reviewers.

A research project submitted to six scholars and experts at the same time for review by one who applying for being promoted to any professional title other than professor shall get 70 points from at least four of the reviewers.

II. Teaching: No less than 80 points.

III. Mentoring & service: No less than 80 points.

The external review for works shall be handled according to relevant regulations of the Ministry of Education and the University.

When the applicant passes teaching, research and mentoring & service at the same time, the promotion will be approved. One who fails the promotion application may re-apply for promotion according to these Measures.

The University Committee shall examine the evaluation procedures of the School Committee and the Department Committee in detail, and shall, in principle, respect the evaluation results on research, teaching and service shall be respected.

The Committee shall respect the reviewers' professional opinions on the works submitted for examination and respect their judgment, except handling in accordance with Article 12, without overturning the results of the external review only through voting.

Article 12 In the event that the Committee has any doubt about the opinions of external review in the process of teacher qualification examination, it shall be handled as stipulated below:

- I. Any typo, miscalculation or other such obvious errors in the score or comment shall be returned to the original review for clarification and then verified by the Committee.
- II. Where the score is in conflict with the comment, the research methods and the research contents are involved, or there are any other doubts that are enough to undermine the credibility and correctness of such professional review, a professional review panel shall be formed, and the case shall be returned to the original reviewer is sent for clarification and then verified by the professional review panel and the Committee.

The professional review panel mentioned in Subparagraph 2 of the preceding paragraph shall consist of scholars and experts with adequate professional competence in the professional field of the works submitted for review.

In the event that the opinions of external review under Paragraph 1 meet the following requirements, the Committee shall list the specific reasons clearly to exclude them, and engage a full number of scholars and experts to conduct the review based on the number of the excluded opinions:

- I. Where there is indeed some typo, miscalculation or other such obvious errors in the score or comment, upon verification of the doubt set forth in Paragraph 1, Article 1 by the Committee.
- II. Where the credibility and correctness of the professional review is undermined due to any specific reasons with professional academic basis after the doubt under Subparagraph 2, Paragraph 1 is verified by the professional review panel and the Committee.

For the same teacher qualification review case, the exclusion of external review opinions in accordance with the preceding subparagraph by the Committee shall be conducted only once.

Article 13 For a full-time teacher of the University who has acquired the doctorate degree and applies for promotion to assistant professor, two industry-university performance points are required; for one who applies for promotion to associate professor shall have additional two industry-university performance points according to the points required under the “Research Measures for Awards Granted to Teachers” and the “Implementing Key Points for Teachers to Acquire Subsidies from Government Agencies” of the University, with the review items and review procedures subject to Articles 10 and 11 hereof.

When a teacher applies for promotion to professor, his/her research achievements shall be submitted to the Ministry of Education for review upon approval in external review at the college or university level. At most five research achievements may be submitted to the Ministry, one of which shall be selected as the representative work, with the rest as reference works; if the works fall into a series of related researches, they may be combined as the representative work.

One who used to fail the teacher qualification examination and file the application again, there shall be one more piece of works or a new piece of works to replace the old one.

- Article 14 An application for promotion will be rejected under any of the following circumstances:
- I. Where the teacher fails the evaluation in the academic year prior to the promotion.
 - II. Where there will be no courses for the teacher after the promotion.
 - III. Where the teacher is in a period of post retention and salary suspension (retention).
 - IV. Where the application is not handled according to the procedures, or those concerned have signed for it.
 - V. Where the teacher's specialized works or papers have not been published yet.
 - VI. Where the teacher, who is receiving further education at home or abroad or lecturing abroad on a full-time basis, does not actually teach at the University in the semester when the application is filed with the Committee at the lowest level of the University for examination.
 - VII. Where the teacher has been seconded outside the University; however, if the teacher has been in secondment to another college or university for over three years, upon approval by the University Committee, the application may be handled by the college or university where the teacher serves in secondment.
 - VIII. Where the teacher falls into any circumstance set forth in Paragraph 1 of Article 14, Paragraph 1 of Article 15 or Paragraph 1 of Article 16 of the Teachers Act, and is still in the process of investigation, dismissal or non-renewed employment.
 - IX. Where the teacher falls into any circumstance set forth in Paragraph 1 of Article 18, Article 21 or Paragraph 1 or Paragraph 2 of Article 22 of the Teachers Act, and is still in the process of investigation or dismissal or in the dismissal period.
 - X. Where the teacher falls into any circumstance set forth in Subparagraph 2 or 3, Paragraph 1, Article 27 of the Teachers Act, and is still in the process of investigation or paid dismissal.
- Article 15 After passing the examination by the University Committee, the teacher shall fill out the related form and submit it to the Ministry of Education for review as stipulated by the “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education” of the Ministry of Education.
For a teacher applying for promotion with works, the research achievements shall comply with relevant provisions under the above-mentioned Regulations.
- Article 16 Since the academic year of 2010, the review of promotion with works has been canceled for part-time teachers of the University, unless for the review of degree promotion.
- Article 17 The provisions herein related to qualification examination and promotion shall apply to part-time teachers (provided that the seniority of a part-time teacher shall be halved).

Article 18 In the event of any plagiarism in any works submitted for promotion by a teacher, it shall be handled as stipulated by relevant ordinances of the Ministry of Education as well as the “Measures for Handling Cases Involving Teachers' Breach of Teacher Qualification Regulations and Academic Ethics” of the University.

Article 19 The decision-making process of the Committee shall be recorded in detail in the minute of the meeting and kept in good custody. The Committee shall clarify the specific reason of the decision and notify the applicant in writing. Where the decision is "ineligible", the Committee shall give an instruction about the remedy available if the applicant is dissatisfied with the decision. A teacher applying for promotion may submit a written review application and related materials to the University Committee according to the Notes for Failing the On-campus Teacher Promotion Examination within one week upon receipt of the notification of the decision from the University Committee, which shall be submitted no more than once. The above provision does not apply to any objection against external review. Should the teacher still be dissatisfied with the result of the review application, he/she may file an appeal with the Teacher Appeal Review Committee of the University. In an appeal case, the promotion application may be filed again with different representative works.

Article 20 The University's review process, the reviewers, the review opinions and other related information shall be kept confidential, to maintain the impartiality of the review. The above provision, however, does not apply under any of the following circumstances:

- I. Where the review process and the review opinions are provided to the teachers appeal handling authority and other relief authorities.
- II. Where the review opinion of ineligibility is served to the applicant.

Article 21 These Measures are adopted at the Teaching Affairs Meeting, and released and implemented upon approval by the President.