

Regulations for Evaluating Teacher Promotions for Teachers from TKU College of Foreign Languages and Literatures

Article 1

The College of Foreign Languages and Literatures (hereafter cited as CFLL) administers, reviews, and recommends its full-time teachers' applications for promotion. The Regulations for Evaluating Teacher Promotions for Teachers from TKU College of Foreign Languages and Literatures (hereafter cited as the regulations) was developed based on Article 20 stipulated in the Regulations for Evaluating Teacher Promotions for Teachers from Tamkang University, which is the fundamental matrix from which the regulations emerge. Article 20 is to be referred to for points not stipulated in the regulations herein.

Article 2

The CFLL Teacher Evaluation Committee (hereafter cited as the committee) administers CFLL teachers' applications for promotion. A quorum of two thirds of the committee members should be achieved in order for a meeting to be officially announced. A resolution can be made only if two thirds of the present committee members vote for it. The number of present committee members should reach 5, and the committee should include only members eligible for the review when the review requires professional knowledge of a particular field.

Article 3

Review Procedure

1. The CFLL Teacher Promotion Reviews comprise three main areas: teaching, service, and research. The data submitted for review must be based on the most recent three years of a teacher's performance.
2. Items under "teaching" and "service" categories will be reviewed under the CFLL regulations for "Teaching" and "Service" Scoring.
3. Originality of the publications submitted for review is required, and these publications must be published or to be published (a letter of acceptance is required) in an international professional journal, a local professional journal, or a refereed international conference proceeding in print or CD format. Publications which are reorganized content of another publication or publications or publications which are revisions or compilations of another publication or publications are not allowed to be submitted for review at the College level. A decision of disapproving such applications should be made by the reviewing committee at the departmental level.

4. Major publications submitted for promotion must be those published within five years of the certificate of the previous level being dated. Applicants of teacher promotion may request an extension for another two years in case of pregnancy or childbirth in the designated period. Major publications must be written in the language the applicant is teaching and must be related to the field the applicant is teaching. A Chinese abstract should accompany the major publications written in a foreign language
5. In addition to the major publication, three or more supporting publications are required for those who seek to be promoted to assistant or associate professors and five or more are required for those who seek to be promoted to full professor. Supporting publications submitted for promotion must be those published within seven years of the certificate of the previous level being dated. Applicants of teacher promotion may request an extension for another two years in case of pregnancy or childbirth in the designated period. Languages other than the language the applicant is teaching can be used in supporting publications.
6. Application for teacher promotion will not be accepted within five years in case the applicant is found plagiarize other's work. In case plagiarism is found after the certificate is awarded, the case will be reported to the MOE and the certificate will be written off. Any application for teacher promotion submitted by the faculty member will not be accepted within five years. Violation of other relevant laws will be subject to accusation based on the laws.
7. In case the major publication is co-authored by several associates, only one of the authors is allowed to submit this publication for reviewing. Other authors should waive the right to submit the publication as the major one. The applicant should state in writing his or her contribution to the publication and signed by other co-authors. Exceptions to the rule are: (1) a written consent is not required if the applicant is an academican of Academia Sinica; (2) a written consent of an international author is not required if the applicant is the first author or the corresponding author.
8. The committee conducts the primary review of the application. The review mainly focuses on ethical issues. The content of the major publications, supporting publications, and reference documents should not unduly overlap. The same research papers written in different languages will not be repeatedly counted. The major publications should not be excerpts from a Master's or doctoral thesis, except in the case of lecturers applying for promotion, for whom the old regulations apply, who might want to submit their doctoral thesis to request a promotion to associate professor.
9. Starting 2004, applicants are required to prove that, in the 3 most recent years, at

least one research proposal was submitted to the National Science Council or other research organizations.

10. Review procedures and criteria

(1) The first-stage review: the review will focus on checking the accuracy of the documents and grading and will take the comments made by the department into account. The regulations require that the teaching and service categories reach 80 and are approved by two thirds of the committee members. The application for promotion can be moved forward for the second-stage review only if the applicant's research publications meet all the requirements stipulated in the regulations. In case the application is not approved at the first-stage review, the application documents will be returned to the relevant department.

(2) The second-stage review: this stage focuses on reviews of the applicant's publications by reviewers outside Tamkang University.

- i. Two reviewers outside Tamkang University will be assigned to review the documents. The coordinator of the department committee may recommend 4 to 5 reviewers to be added to the human resources database for future reference by the coordinator of the CFLL committee.
- ii. The applicant may provide, along with a statement, a list of two people by whom he or she wishes to avoid being reviewed.
- iii. Guidelines for ruling on the decision made by outside reviewers.
 - Both reviewers should show consistency in their comments and final decision. If inconsistency occurs, the review will be considered invalid.
 - If both reviewers either recommend or strongly recommend the promotion, then the committee will officially hold a meeting and approve the recommendation.
 - If both reviewers do not recommend the promotion, then the committee will officially hold a meeting and not recommend the application for promotion.
 - If one of the two reviewers does not recommend the promotion and the other one does recommend or strongly recommend the promotion, then the committee will officially hold a meeting to decide to send the application case to a third reviewer. The committee will again hold a meeting to make a final decision. If the committee finally decides not to recommend the promotion application, all of the application documents will be returned to the department.

Article 4

Follow-up review

1. If the promotion application is recommended, the committee will double check the “research” part of the application and will forward all of the application documents to the Office of Human Resources. The Office of Human Resource, in turn, will forward all of the application documents to the school committee for the review at the school level. The school committee will administer the review from outside Tamkang University.
2. The committee reviews the application based on the items listed on the “Teacher Publications Review Sheet” and “Teacher Promotion Comments Sheet”. The “Research” part of the application is reviewed based on Article 11 stipulated in Regulations for Evaluating Teacher Promotions for Teachers from Tamkang University.
3. The applicant should be notified in writing of the decision within 10 days after the meeting in case the promotion application is not recommended. The written notification should state the reasons for not recommending the promotion, how to file a petition for review of the decision, and the deadline for the filing of the petition.
4. Should the applicant have any objections to the final decision, he or she may file a petition with the review committee at the school level within 20 days of the receipt of the written notification. Petitions against review of publications outside the university are not accepted. Petition filing is limited to one time only.

Article 5

The regulations are being passed at the CFLL committee meeting and approved by the president of Tamkang University. They will come into effect on the day the regulations are made public. Any revisions to the regulations should be made according to this procedure.