

# Ming Chuan University Procedures for Faculty Promotion

Revised and passed at the University Affairs Committee Meeting on June 8, 2020 (Effective from August 1, 2020)

- Article 1. The Ming Chuan University Procedures for Faculty Promotion were established to manage faculty promotion in accordance with the relevant regulations.
- Article 2. The university has a diversified faculty promotion system which comprises Academic Research Track, Applied Research Track and Teaching Research Track. The related details are as follows:
1. Academic Research Track: Focuses mainly on academic papers and journal articles
  2. Applied Research Track: Focuses mainly on research achievements from applied research including: patents, technology transfers, case studies, academia-industry collaboration projects
  3. Teaching Research Track: Focuses mainly on research achievements related to student learning effectiveness and teaching practices
- In addition to Academic Research Track, based on its academic disciplines, each School must choose to implement at least one of the other two tracks.
- Article 3. Full-time faculty members of each rank must meet the following conditions before they may be promoted:
1. Have demonstrated superior teaching, service, and research performance with at least one year of continuous teaching service at Ming Chuan University (MCU); have published specialized book(s) or paper(s) for academic or professional purposes.
  2. Faculty members must meet one of the following conditions before they may be promoted:
    - (1) Promotion to Assistant Professor rank:
      - a. Possess a doctoral degree or comparable education certification with excellent grades, and publications in a specialized area of academic pursuit.
      - b. Possess a master's degree or comparable education certification, have more than four years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
      - c. Possess a bachelor's degree in Medicine, Chinese Medicine or Dentistry, and have more than nine years clinical experience with at least four years as physician-in-charge in a medical center with excellent performance, and publications in a specialized area of academic pursuit.
      - d. Have at least three years experience as Instructor with excellent performance, and publications in a specialized area of academic pursuit.
    - (2) Promotion to Associate Professor rank:
      - a. Possess a doctoral degree or comparable education certification, have more than four years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
      - b. Have at least three years experience as Assistant Professor with excellent performance, and publications in a specialized area of academic pursuit.
    - (3) Promotion to Professor rank:
      - a. Possess a doctoral degree or comparable education certification, have more than eight years of relevant research, specialization with excellent performance, creative writing or innovation, and important academic contributions or publications in a specialized area of academic pursuit.
      - b. Have at least three years experience as Associate Professor with excellent performance, and publications in a specialized area of academic pursuit.
- Article 4. Full-time faculty members of each rank must meet the following conditions before they may be promoted:
1. For promotion to Assistant Professor rank, applicants should have specialized publications such as academic papers, specialized books or a doctoral dissertation; for promotion to Associate Professor rank, applicants should have specialized papers or books possessing notable academic merit and independent research capability; for promotion to Professor rank,

applicants should have unique academic contributions in a specialized area of academic pursuit and continuously publish papers in their field of study.

2. Faculty promotion research categories are as follows:
  - (1) Those who apply for academic research promotion track:
    - a. Applicants should have specialized publications such as academic papers or specialized publications.
    - b. Specialized Publications are those which have been published as a publicly released book in Taiwan or abroad or a paper published in a regular issue of a well-known academic or professional journal (which conducts a formal review process and is posted on the site of a publicly viewable electronic journal), or in a journal which can prove that issues are being published periodically, at presented a formal academic conference with a formal review process and included in the subsequently publicly published proceedings (may include CD-ROM), or in an publicly published academic book. The aforementioned publications must be unique and offer substantive contributions.
  - (2) Those who apply for applied research promotion track:
    - a. Continuously conduct academic, technology or practical research and publish applied research-related reports or journals in their area of specialization.
    - b. Specialized publications refer to structured reports on all achievements of patents or innovations, or related specialized technology transfer reports or case studies. The aforementioned reports must be comprehensive, unique and offer substantial contributions after complete analysis and structuring. Industry-academia collaboration practice improvement project reports that offer special contributions are also included.
  - (3) Those who apply for teaching research promotion track:
    - a. Applicants should have proposed concrete and specialized research or conducted innovative teaching practices, or provided achievement evaluation analysis regarding the use of teaching materials as specialized publications in their field of study.
    - b. Specialized publications are those which have been published in Taiwan or abroad in a regular issue of a well-known academic or professional journal (which conducts a formal review process and is posted on the site of an publicly viewable electronic journal), or in a journal that can prove that issues are being published periodically, at a formal academic conference with a formal review process and included in the subsequently publicly published proceedings, or in an publicly published academic book. The aforementioned publications must be comprehensive, unique and offer substantive contributions.

When applying for promotion to Assistant Professor rank on the basis of a doctoral degree, applicants' publications in their specialized areas of academic pursuit (including doctoral dissertations, works or written reports, technical reports) will be reviewed in accordance with the regulations for newly employed faculty members.

For promotions as part-time faculty members, applicants should have four semesters of continuous teaching service at Ming Chuan University and meet the abovementioned criteria for full-time faculty members' promotion. If the faculty members are the full-time faculty members at another university, their applications should be processed by the other university and the years of service required for promotion are adopted in accordance with Article 4. The review fee should be paid by the applicants.

Any faculty members who failed the most recent evaluation cannot apply for promotion. Once they pass the re-evaluation, they can apply for promotion from the next semester.

Article 5. Faculty members mentioned in the previous Article may submit a selected sample of their works, exhibitions or performances along with a certificate of achievement or technical reports for review. Standards for review are in accordance with the Ministry of Education Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

Article 6. As mentioned in Article 3, the years of service are calculated as follows:

1. The years of service in research or professional field is based on the dates (month/year) of the official employment proof issued by the institution served.
2. The years of service for those who have previously served as a teacher is calculated from the date recorded on the Certificate of Current Rank issued by the Ministry of Education, as validated by cumulative letters of employment to the end of the semester in which the application is submitted for promotion (either July 31 or January 31). The years of service for part-time faculty members is reduced by half.
3. The years of teaching are calculated in accordance with the annual letter of employment corresponding to the effective date on the teacher's certificate. This does not include any years of unpaid leave but the years prior to and after the leave may be summed up.
4. During the period of application for promotion, faculty members who are granted for temporarily transfer to other schools and voluntary lecture more than two credit hours every semester at Ming Chuan University are eligible for up to two years of service during the temporary transfer period. Approved by the MCU Faculty Hiring and Promotion Committee, faculty members who are temporarily transferred to other schools for more than three years may have their teacher qualifications submitted by school to which they are temporarily transferred.
5. During the period of application for promotion, a maximum of one year of service may be counted for faculty members who are granted permission for full-time further study, research leave or academic exchange.
6. Faculty members employed by the university who are permitted not to teach for any reason cannot apply for promotion during the semester they are not teaching.

Article 7. Faculty or staff members who received their Instructor Certificate before the implementation of revised Instructor Hiring Ordinances (March 31, 1997) and have taught classes continuously may apply for Associate Professor Qualification with publications in a specialized area of academic pursuit or doctoral dissertation with obtained degree. If the application is refused, they may submit for Assistant Professor Qualification.

Abovementioned faculty or staff members promoted as assistant professors with a doctoral degree who wish to apply for Associate Professor Qualification should submit a representative publication or accomplished works after receiving the Assistant Professor rank. Neither the doctoral dissertation nor part of the dissertation will be accepted. These applications will be sent for review in accordance with Article 30 of the Instructor Hiring Ordinances, with no limit regarding the years of service. All other requirements for promotion are identical to general promotion cases.

Article 8. Faculty members who apply for promotion should submit a selected sample of their publications, works, exhibitions or performances along with a certificate of achievement or technical reports which meet the following requirements in accordance with the Ministry of Education Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

1. Relevant to subjects the faculty member is teaching.
2. Faculty members who apply for promotion should have professional works that meet the requirements of their research field and rank, among which they should choose one representative paper based on their research track and rank-level regulations, and others serve for reference. A series of relevant research may be combined as a single representative submission; no part can have been reviewed for any earlier promotion.
3. The representative paper and reference works must be the product or publication of work completed after the applicant attained the previous level of faculty qualification, which should meet the requirements of the university's promotion regulations. The procedures for promotion are established separately. Each School can establish its procedures for promotion in accordance with the institutional promotion regulations and academic features, which are approved by the University Faculty Hiring and Promotion Committee and announced for implementation.
4. The representative work must not be part of one's academic degree thesis or dissertation. However, if the academic degree paper or its extended research was not earlier reviewed for

promotion purposes, applicants should state this fact in advance to apply for special review. After conducting a special review process, such representative works that are deemed as highly creative may be exempt from this restriction. Moreover, when such papers are submitted, a copy of the applicant's degree thesis or dissertation must be attached for the review process.

5. If the representative work is similar in name or content to a representative work that has been previously submitted for qualification screening, the applicant should provide a comparison table showing differences and similarities between the two representative works.
6. If a representative work is a co-authored work by multiple persons, only one person may submit the work for qualification screening. The other persons should abandon the right to submit the academic works, creative works, proofs of merit, or technical reports as representative works for qualification screening. The applicant should specify in writing in what part of the work he/she has participated in and should obtain the other co-authors' signature certificates. However, the above does not apply in the following circumstances:
  - (1) The applicant is an academican of Academia Sinica, who is exempt from submitting co-author's signature certificate.
  - (2) If the applicant is the first author or the corresponding author, he/she is exempt from submitting co-author's signature certificate for foreign non-first authorship or non-corresponding authorship.
  - (3) If a co-author specified in the provisions of the preceding Paragraph for some reason cannot provide his/her co-author's signature certificate, the applicant should specify in writing his/her part of participation and the reason(s) for being not able to obtain the signature certificate. Upon approval by the Faculty Hiring and Promotion Committee, the applicant is exempt from providing the signature attachment.
7. Please attach Plagiarism Detection Regarding Thesis Originality System Result to the representative work (Those who are promoted by work or physical education achievement do not need to attach this), and review results from the Department (Graduate School) and School Faculty Hiring and Promotion Committee.

Article 9. If the applicant submits a journal article that is certified to be published on a set date in a domestic or foreign scholarly journal or a trade journal for qualifications screening, the applicant's representative work should be published within one year starting from the date the journal issued its acceptant certificate, and the applicant should submit the academic work to the Human Resources Division for checking and filing within two months after the work is published. If the work fails to be published within one year for reasons not attributable to the applicant, the applicant should provide explanation along with the certified date of publication and apply to the Faculty Hiring and Promotion Committee for an extension before the expiration date. Upon approval by the Faculty Hiring and Promotion Committee, the extension takes effect. The extended time is subject to a limit of three years starting from the date that the journal issued its acceptant certificate.

The works specified in the provisions of the preceding Paragraph should not be submitted for the next qualification screening.

If a faculty member fails to publish his/her representative work within the prescribed period, the application for promotion should be withdrawn. If the faculty member's new rank of Teacher's Certificate has already been issued by the Ministry of Education, that qualification is invalidated and the Teacher's Certificate should be returned or voided.

Article 10. Faculty members who are granted promotion in accordance with these procedures schedule will have their new level of rank and salary in compliance with the relevant MOE regulations.

Article 11. MCU conducts the faculty promotion process twice in a year.

1. Review procedures of faculty applications for promotion are as follows:

Order	Faculty Application Deadline	Initial Review (each department and graduate program)	Second Review (School Level)	Final Review (University Level)

Time Period: First Semester	Before September 15	Before October 15	Before the end of December	Before the end of May of the following year
Second Semester	Before March 15	Before April 15	Before the end of June	Before the end of November
Task Items	Applicants must send all relevant documents to their department (grad program) for the initial review. Late applications are not accepted.	The application will be examined and scored with respect to the applicant's teaching, service, and research achievements by the Department Faculty Hiring and Promotion Committee convened by each department (grad program). Review results will be submitted to Schools. Late applications are not accepted.	The applicants' publications will be examined and scored with respect to the applicant's teaching, service, and first review evaluation-related documents and external reviewers' scores (School level) by the School Faculty Hiring and Promotion Committee. Review results will be submitted to Human Resources Division. Late applications are not accepted.	After the Faculty Review and Evaluation Committee completes the second review process (university level), the applications will be sent to Human Resources Division for organizing, then submitted to University Faculty Hiring and Promotion Committee for final review with respect to the applicant's teaching, service, second review-related documents and external review scores). The review period can be extended if events occur that could impede the review process or the review period overlaps summer or winter vacation.

2. External Review Procedure:

- (1) School-level Review: The nomination roster for external specialists and experts should consist of 8 to 10 scholars provided by the Dean of School (Graduate School) and School Faculty Hiring and Promotion Committee members and note anyone to be excluded from the review (up to three persons, with reasons stated) as listed by the applicant, submitted to the Vice President for Academic Affairs for selecting six (6) or more specialized scholars and experts from the reference list; the Human Resources Division will handle the external review-related affairs.
- (2) University-level Review: The nomination roster for external specialists and experts should consist of 8 to 10 scholars recommended by the relevant Deans or University Faculty Hiring and Promotion Committee members and anyone to be excluded from the review (up to three persons, with reasons stated) as listed by the applicant, submitted by the Vice President for Academic Affairs to the Convener of the University Faculty Hiring and Promotion Committee for selecting six (6) or more specialized scholars and experts from

the reference list; Ming Chuan University Faculty Review and Evaluation Committee will handle the external review-related affairs.

- (3) If one nominated as external specialist or expert is party to a teacher-student relationship, academic-industry collaboration, is a relative or has other relevant interests, he or she should refrain from becoming involved with the review.

3. Upon approval, the applications will be reported for ratification to the president by the Human Resources Division and then to the Ministry of Education for issuance of the Teaching License.

Article 12. The criteria for promotion are as follows:

1. For full-time faculty members: will be evaluated in teaching and guidance service, and research achievements according to the type of promotion application. Each individual score must be over 80.
2. For part-time faculty members: will be evaluated in teaching and research achievements. Each individual score must be greater than 80.

The Ming Chuan University Procedures for Credential Evaluations Related to Faculty Promotion are dealt with separately.

Article 13. The passing score of off-campus evaluation for books or papers (including works, proofs of merit and technical reports) is 80 points; anything below 80 points will be regarded as failure to pass. For re-evaluation and final review, specialized publications, works, proofs of merit and technical reports will be sent to three scholars and professionals for review. If two approve the works, the case can be reported to the next level of Faculty Hiring and Promotion Committee for further review.

Article 14. The review procedures, reviewers, comments of reviewers and other relevant materials should be kept confidential to maintain fairness. However, in the following circumstances, this limitation does not apply:

1. The screening process, and reviewers' assessment comments may be provided to an entity that is processing an applicant's appeal and other agencies dealing with remedies.
2. The assessment and reviewers' comments may be provided to the applicant in the case of an unsatisfactory review.

If the applicant or other person acting on the applicant's behalf seriously asks, lobbies, tempts with enticements, threatens, or otherwise interferes with a reviewer or review procedures, the qualifications review will be stopped immediately and the applicant will be notified. No applications will be accepted from the applicant for two years following the date of notice.

If any plagiarism or violation of teacher qualification occurs during the process of screening the teacher qualification, it will be dealt with according to Ming Chuan University Guidelines for Dealing with Plagiarism and Teacher Qualification Screening Violations by Faculty Members.

Article 15. If the application for promotion is not approved, faculty members may make another application after one year (calculated from the date of the former application) in accordance with rules outlined in these procedures.

Article 16. Each level of the Faculty Hiring and Promotion Committee must inform applicants of their review results as well as the reasons given for the assessment to those whose applications are turned down. If any doubt remains about the process, applicants may apply in writing within seven days to the level of the Faculty Hiring and Promotion Committee that issued the notice to have their case reexamined. Only one such application is possible. An objection to the publications review results will not be accepted.

If applicants are still not satisfied with the resolution, appeal may be made in writing to the Ming Chuan University Faculty Appeal and Review Committee within 30 days after receipt of the official notice of assessment results. Only one such application is possible.

Article 17. Promotion procedures for faculty members serving in the General Education Center, Physical Education Office, Teacher Education Center, English Language Center, and Specialized Degree Program are dealt with in accordance with the criteria used in each of these units.

Article 18. During the period after the University Faculty Hiring and Promotion Committee has approved

applications but before the applications are ratified by the Ministry of Education, the applicant will be given a letter of appointment at the position rank of the promotion. After the application is approved and the Teaching License is issued, a new letter of appointment will be issued with the date when the new level of teaching service commences. After the new letter is issued, the successful applicant's salary or hourly pay differential will be paid retroactively at the new salary rank to cover the period from when the promotion was approved and the new letter of appointment was issued.

A part-time faculty member who has been promoted at another university and earns a higher ranking Teaching License can change the contract from the proceeding semester if the certificate is submitted prior to class beginning, or from the next semester if it is submitted after classes begin.

Article 19. Matters not covered in these procedures will be dealt with in accordance with the Ministry of Education Procedures Governing the Accreditation of Teacher Qualification at Institutions of Higher Education.

Article 20. Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***