

Working Guidelines for the Faculty Appointment Review Process of the Department of Political Science,
College of Social Sciences, National Taiwan University

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1. The Department establishes these guidelines for faculty appointments in accordance with Article 8, Paragraph 1 of the *National Taiwan University Guidelines Governing the Establishment of the Faculty Evaluation Committee of Each Department and Division*.
2. Faculty appointments by the Department include the initial appointment and reappointment. The initial appointment is for one year and is automatically renewed for another year upon expiration. After the first reappointment period ends, those who pass the review may be reappointed for a period of two years each time.
3. The number of positions, areas of expertise, and qualifications for the proposed faculty appointments must be approved by the New Faculty Selection Committee of the Department before proceeding with the recruitment process.
4. The review process for the initial appointment of faculty members shall include an evaluation of academic research achievements and a public presentation. The names of reviewers for academic research achievements are recommended by the New Faculty Selection Committee of the Department. Academic research achievements shall include representative work and reference works. Representative works must be published or accepted for publication in well-known domestic or international academic or professional journals after obtaining the applicant's current academic rank and within five years prior to the effective date of the promotion. Proof that the

work has been accepted for publication or already published must be provided. Only already published monographs are accepted, and proof of professional review must be provided. Reference works must be published after obtaining the applicant's current academic rank and within seven years prior to the effective date of the promotion. Representative works and reference works must be submitted for review by three or more scholars or experts from outside the University.

If a candidate for an adjunct faculty position meets one of the following criteria, the process may be simplified and the external review of the works may be exempted:

(1) Academicians of Academia Sinica or those who have received the Outstanding Research Award or Special Researcher Award of the National Science Council, the Academic Award or National Professorship of the Ministry of Education, the Outstanding Scholar Award of the Foundation for the Advancement of Outstanding Scholarship, or other recognized domestic or international awards for outstanding academic achievement.

(2) Those who have previously been hired as adjunct faculty members at the University and have not been employed at the University for less than three years for any reason may be reappointed at the same academic rank. Full-time faculty members at the University may be appointed as part-time faculty members at the same academic rank within three years after their departure.

(3) Those who are currently teaching at public or private universities and hold a teaching certificate at the rank of the intended appointment or above.

(4) Those who are currently distinguished research fellows, research fellows, associate research fellows, or assistant research fellows at Academia Sinica, with the intended appointment at the equivalent rank.

5. The initial selection of newly appointed faculty members is proposed by the New Faculty Selection Committee to the Faculty Evaluation Committee of the Department based on the results of the academic review, recommending one to two candidates for each initial appointment. The proposed candidates must give a public presentation in the Department.

6. The final selection of newly appointed faculty members is made by the Department's Faculty Evaluation Committee, requiring a quorum of at least two-thirds of the members present and approval from a majority of those present. If the number of candidates from the initial selection exceeds the number of vacancies, the attending committee members will vote separately on each of the candidates, and the candidate with the highest number of affirmative votes is recommended for appointment. If there is a tie in the number of affirmative votes, a second round of voting will take place. Each committee member may only vote for one candidate from the initial selection of candidates, and the candidate with the highest number of votes is recommended for appointment.. If the votes are still tied, another round of voting will take place following the same procedure as in the second round, continuing until a candidate with the highest number of votes is recommended for appointment.

7. Faculty members shall submit an application for reappointment six months before the end of the first reappointment period and prepare the following relevant information from the past three years:

(1) Three copies of academic research output (including reviewed journal articles, conference papers, monographs and chapters in edited books, research reports, textbooks, and other works).

(2) Teaching performance (including teaching evaluation results from the Department and University, supervision

of master's and doctoral theses, record of courses taught, and course syllabi, etc.).

(3) Specific examples of service within the University (including organizing academic seminars, participating in administrative work and committees at the departmental, college, and university levels, editing departmental journals, and assisting in inter-university exchange activities, etc.).

(4) Other relevant information that may assist in the review.

Faculty members in the preceding paragraph do not include newly appointed full-time associate professors and professors.

8. After receiving the application for second reappointment, the Department Chair shall promptly convene a meeting of the New Faculty Selection Committee to review the application. The review criteria include the applicant's research quality, teaching performance, and service within the University, with a weighting of 3:5:2. The New Faculty Selection Committee shall prepare a preliminary report recommending whether to renew the appointment, which will be submitted for decision by the Faculty Evaluation Committee. The decision to renew the appointment by the Faculty Evaluation Committee requires a quorum of at least two-thirds of the members present and approval from a majority of those present.

9. Those who are not approved for reappointment after review may, with the consent of the Department's Faculty Evaluation Committee, be reappointed for one additional year as a buffer. Upon expiration, the appointment shall be automatically terminated, and no further extensions shall be granted. Otherwise, in accordance with relevant regulations, the matter will be submitted for review by the Level 3 Faculty Evaluation Committee for approval not to renew the appointment.

10. If an applicant for reappointment is dissatisfied with the decision regarding their appointment, they may, within 30 days from the day after receiving the written notification, prepare the necessary written materials and submit a complaint to the University's Faculty Appeals Committee.

11. Faculty members approved for promotion before completing the second application for reappointment are regarded as automatically reappointed.

12. Faculty members who are pregnant, giving birth, caring for children, or experiencing significant life changes may submit proof and, upon approval by the department or graduate school head, defer their evaluation for two years.

13. Any outstanding matters not covered by these Working Guidelines are handled in accordance with other relevant regulations.

14. These guidelines are effective from the date of promulgation after being approved by the Department Affairs Meeting, College Affairs Meeting, and the University's Administrative Meeting.