

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

Approved by the Department Affairs Meeting on June 16, 1998

Amended and approved by the College Affairs Meeting on June 19, 1998

Amended and approved by the 2067th Administrative Meeting on August 4, 1998

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Amended and approved by the 2326th Administrative Meeting on January 20, 2004

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Report approved by the 3087th Administrative Meeting on February 2, 2021

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Article 1 These Working Guidelines are established in accordance with Article 8, Paragraph 1 of the *National Taiwan University Directives Governing the Establishment of the Faculty Evaluation Committee of Each Department, Division, Graduate Institute, Degree Program, Office, and Center*.

Article 2 The qualifications and documents of applicants for promotion must undergo preliminary review by the Faculty Promotion Review Committee (“the Promotion Committee”), after which the applicant’s relevant works will be submitted to the College for review. The College will recommend at least ten external reviewer from a relevant field. Applicants for promotion may not submit a list of recommended reviewers, but may submit the name of one person to be recused to the College.

- Article 3 The application may be recommended to the College when at least two-thirds of the review scores are 70 or higher and the average review score is 80 or higher.
- If the applicant has doubts about the review results, they may submit a written explanation stating the reasons within seven days or withdraw their application before the meeting of the Promotion Committee.
- Article 4 The faculty promotion review includes research, teaching, and service, with a weighting of 6:3:1. Each committee member scores based on the aforementioned weighting during the voting process, with a total score of 80 or above considered a favorable recommendation vote. If a majority of the attending committee members approve the recommendation, it is forwarded to the College. The ranking is determined by the number of favorable recommendation votes; in the case of a tie, it is decided by the average score obtained by the applicants. The votes of committee members shall be signed and sealed for the record.
- The average score is calculated to two decimal places, with any digits beyond the second decimal place (including the third decimal place) discarded without exception.
- Article 5 The review of “research achievements” for promotion in these guidelines includes the applicant’s monographs, book chapters, journal articles, conference papers, and other relevant items. The representative work must be a work published after obtaining the applicant’s current academic rank and within five years prior to the effective date of the promotion. The quality of the applicant’s representative work shall be the primary consideration. If the representative work is a monograph, it must be accompanied by at least two papers that have been published or accepted for publication in domestic or international journals within the past seven years. If the representative work is a journal article, it must be accompanied by at least five papers or book chapters that have been published or accepted for publication in domestic or international journals or edited volumes after obtaining the applicant’s current academic rank and within seven years prior to the effective date of the promotion. The aforementioned journal articles must be published in domestic or international journals with a peer review system. Authors of monographs or chapters in edited volumes shall attach relevant documents proving the review process. However, applicants who were pregnant or gave birth during the aforementioned periods may apply for an extension of two years.
- “Teaching achievements” refer to teaching evaluations, the content and teaching hours of courses taught in previous years, the supervision of master’s and doctoral theses, and other items recognized by the Department Affairs Meeting. If the average overall evaluation score for all courses taught by the applicant during the past three years is not lower than 4, the base score for the committee’s teaching evaluation must not be lower than 21 points.

“Service achievements” refer to specific examples of academic and non-academic service within the University, as well as external academic and professional service. The content includes departmental service, mentoring students in their academic and personal lives, assisting in organizing academic conferences, developing library computer resources, reviewing and editing academic publications, and participating in various service activities, with a primary focus on internal service. After obtaining their current academic rank, the applicant must serve on at least two committees at the Department, College, or University level. Only those who meet the standards for teaching and service may proceed to the external review of their submitted works.

Article 6 When the promotion is not approved, the Promotion Committee shall provide written notification to the applicant clearly stating the reasons. For academic research, if the opinions differ from the external review, specific reasons must be provided that are sufficient to undermine the credibility and accuracy of the professional review and are supported by academic evidence. The written notification shall state that if the applicant for promotion is dissatisfied with the decision, they may appeal to the Faculty Appeals Committee of the University or file a complaint with the Ministry of Education, and this must be done within thirty days from the day following the receipt of the notification.

Article 7 Any outstanding matters not covered by these Guidelines are handled in accordance with other relevant regulations.

Article 8 These Guidelines are effective from the date of promulgation after being approved by the Department Affairs Meeting and College Affairs Meeting, and submitted to the Administrative Meeting for record.