

Yuan Ze University College of Engineering

Detailed Regulations for Faculty Promotion Reviews

- 03.21.1997 Drafted at the 5th College Faculty Evaluation Committee meeting of academic year 1996
- 04.03.1998 Ratified at the 7th College Faculty Evaluation Committee meeting of academic year 1997
- 04.16.1998 Approved at the 2nd University Faculty Evaluation Committee meeting of the spring semester of academic year 1997
- 04.29.1998 Revised and ratified at the 8th College Faculty Evaluation Committee meeting of academic year 1997
- 05.06.1998 Approved at the 4th University Faculty Evaluation Committee meeting of the spring semester of academic year 1997
- 05.09.2001 Revised and ratified at the 6th College Faculty Evaluation Committee meeting of academic year 2000
- 06.13.2001 Revised and ratified at the 6th College Affairs Meeting of the academic year 2000
- 10.24.2001 Revised and ratified at the 2nd College Faculty Evaluation Committee meeting of the academic year 2001
- 12.05.2001 Revised and ratified at the 2nd College Affairs meeting of the academic year 2001
- 06.07.2006 Revised and ratified at the 8th College Faculty Evaluation Committee meeting of the academic year 2005
- 06.14.2006 Revised and ratified at the 5th College Affairs Meeting of the academic year 2005
- 09.13.2006 Revised and ratified at the 1st University Faculty Evaluation Committee meeting of the academic year 2006
- 05.19.2010 Revised and ratified at the 8th College Faculty Evaluation Committee meeting of the academic year 2009
- 06.09.2010 Revised and ratified at the 5th College Affairs Meeting of the academic year 2009
- 07.01.2010 Approved at the 8th University Faculty Evaluation Committee meeting of the academic year 2009
- 03.27.2012 Revised and ratified at the 5th College Affairs Meeting of the academic year 2011
- 05.02.2012 Revised and ratified at the 8th College Faculty Evaluation Committee meeting of the academic year 2011
- 05.16.2012 Approved at the 7th University Faculty Evaluation Committee meeting of the academic year 2011
- 05.31.2017 Revised and ratified by the 8th College Faculty Evaluation Committee meeting of the academic year 2016
- 06.07.2017 Revised and ratified at the 6th of the College Affairs Meeting of the academic year 2016
- 06.21.2017 Approved at the 9th University Faculty Evaluation Committee meeting of the academic year 2016

Article 1 These regulations are stipulated in accordance with the provisions of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education as well as the University's Organizational Regulations, Rules on the Organization of Faculty Evaluation Committees, and Regulations for Evaluating Faculty Promotions. Matters not addressed in these detailed regulations shall be handled in accordance with the aforementioned regulations.

Article 2 Applying for promotion

- a. Recommendations of College of Engineering faculty for promotion must first be approved by the College Faculty Evaluation Committee.
- b. Any faculty member of the College of Engineering may apply for promotion if they have served the requisite number of years in accordance with YZU regulations.
- c. Faculty members applying for promotion must abide by the YZU Guidelines for External Review of Faculty Promotions and direct their application to their respective department.
- d. Applications submitted by faculty members seeking promotion must include the following:
 - (1) Seven copies of the applicant's resume for external auditing (provided in accordance with University Faculty Evaluation Committee regulations).
 - (2) Seven copies of the information about the applicant's research (provided in accordance with University Faculty Evaluation Committee regulations).
 - (3) A list of persons who should be excluded from the review of the applicant's writings or achievements (provided in accordance with University Faculty Evaluation Committee regulations).

(4) Two copies of the information about the applicant's teaching, services, and student advising (provided in accordance with University Faculty Evaluation Committee regulations).

(5) One copy of the applicant's doctoral dissertation.

Article 3 Review criteria

- a. Applicants shall be reviewed in three domains: teaching, research, and student advising and services.
- b. Applicants must pass the evaluation in all three domains to qualify.

Article 4 Review procedures

- a. Each department shall update their list of recommended external reviewers each year and submit the list to the chairperson of the University Faculty Evaluation Committee as a reference for selecting the external review panel.
- b. When convening a meeting of the College Faculty Evaluation Committee, applicants must describe their teaching, research, and student advising and service achievements to the committee; committee members shall grade the applicant's performance and vote on whether to pass the applicant. Committee members who are interested parties shall recuse themselves:
 - (1) Teaching and student advising and services: Performance shall be graded by the attending committee members with voting rights; an applicant must receive a mean score of 80 or higher.
 - (2) Research: An applicant must receive votes in favor from at least two-thirds of the attending committee members with voting rights.
- c. Applicants who pass their teaching, research, and student advising and services reviews shall be forwarded to the University Faculty Evaluation Committee, and their external review shall be conducted in accordance with YZU Guidelines for External Reviews of Faculty Promotions.
- d. When reviewing the promotion of associate professors to professors, only committee members accredited as professors may vote. When reviewing the promotion of assistant professors and instructors, only those accredited as associate professors or above may vote. Committee members shall not evaluate teachers at a higher level of accreditation than their own. The applicant shall be notified of the results of deliberations by the College Faculty Evaluation Committee.

Article 5 Recommendation procedures

After completing its review of the promotion applications, the College Faculty Evaluation Committee shall forward its list of recommended candidates and the meeting minutes to the University Faculty Evaluation Committee for deliberation.

Article 6 Appeals

If an applicant deems the decisions of the College Evaluation Committee to be unjust, they may submit an appeal along with supporting evidence in accordance with the University's Regulations on Organization and Arbitration for review by the Faculty Plea and Arbitration Committee.

Article 7 These detailed regulations and their amendments shall be promulgated following ratification by the College Faculty Evaluation Committee, ratification by a College Affairs Meeting, and approval by the University Faculty Evaluation Committee.