

# Regulations of the School of Management at National Central University for Faculty Promotion Evaluation

## I. General Provisions

### Article 1

In order to conduct the faculty promotion evaluation of the School, the School's Regulations for Faculty Promotion Evaluation (hereinafter, the "Regulations") are formulated in accordance with [National Central University Regulations Governing the Promotion Evaluation of Full-time Faculty Promotion].

### Article 2

All faculty members of the School who are qualified under the University's regulations for faculty promotion evaluation and apply for promotion shall submit relevant documents and apply for promotion in accordance with the promotion evaluation regulations of each respective department and institute according to the schedule requirement under the Faculty Promotion Flow Chart

### Article 3

When a faculty member applies for promotion, the reviewers shall be members of the School Evaluation Committee with a higher level of qualifications, provided that in the event of special circumstances, the organizer may conduct a meeting with the members to make a decision.

## II. Threshold, Evaluation Standard and Scoring Method for Promotion Applications

### Article 4

In addition to compliance with the relevant requirements and basic threshold of the University's promotion regulations, the achievements of a faculty member applying for promotion in three categories – namely, the specialized publications and research, teaching and counseling and services – shall also meet the following standards:

#### 1. Research achievements

- (1) If the representative work is co-authored, the applicant shall be the first author or corresponding author.
- (2) The representative work shall be published in a list of important journals recognized by the School.

#### 2. Counseling and service achievements

Five years prior to the submission of the application for the faculty promotion evaluation (backward counting from the effective date of promotion, same as below) and after obtaining the previous level of faculty qualification, the raw score shall be at least 3 points (inclusive) on average each year, and the scoring standard shall be handled in accordance with the counseling and service performance scoring standards under Article 6 of the Regulations.

## Article 5

The scope of evaluation on a faculty promotion application consists of three items – namely, teaching, research, and counseling and services – with teaching performance accounting for 30%, research performance 50% and counseling and service performance 20%.

## Article 6

Mechanical scoring method: Except as specially indicated in each paragraph, the calculation standard shall be based on the period which is five years prior to the submission of evaluation application and after the previous level of faculty qualification is obtained.

### 1. Scoring standard for teaching performance:

#### (1) Thesis advising

Advising the graduation theses of the students of the University with 1.5 points for each thesis; and in case of more than one thesis advisors, the points earned by each advisor shall be calculated in accordance with Paragraph 2(7) of this article (the "author" in the formula will be changed into "thesis advisor.")

#### (2) Teaching Credits

1 point will be earned for every 3 credits taught at the University. If less than 3 credits are taught, 0.3 point will be earned for each credit. For credits taught at departments that have no relevant graduate institutes, 0.5 points will be earned for each credit.

#### (3) If the applicant holds an administrative position, 2 more credits will be added for each semester.

#### (4) Preparation of teaching materials

For publication of books as university textbooks, 7 points will be earned for each teaching material passing the evaluation of the Ministry of Education (MOE) or receiving the MOE's award.

#### (5) Years of teaching

For teaching at a domestic or overseas university, 1.5 points will be earned for each year; and for teaching or research-related work in a domestic or overseas institution, 0.8 point will be earned for every year.

### 2. Scoring standard for research performance:

#### (1) 3 points for each publication in a domestic academic journal with a peer review system.

#### (2) 8 points for each publication in Grade 1 and Grade 2 TSSCI core journals or any overseas academic journal with a peer review system.

#### (3) 10 points for each publication in the SCI academic journals.

#### (4) 12 points for each publication in the SSCI academic journals.

#### (5) 15 points for each publication in outstanding management school journals.

#### (6) If a publication or a report is authored by more than one person, the score of each

author shall be calculated by the following formula:

$$\text{Score} = \frac{2}{\text{Number of Author} + 1} * (\text{Sore for Sole Author})$$

- (7) 3 points per year for serving as a principal investigator or participating in each research project commissioned by a public or private organization (only for projects reported to the employing organization). The score earned by each individual concerned shall be calculated by the formula in Subparagraph (7) of this paragraph, provided that the "number of authors" shall be determined by the extent of participation by the individuals concerned in the following manners:
- a. In case of being a principal investigator or co-principal investigator, the number of authors = the number of principal investigators + co-principal investigators.
  - b. In case of being a sub-investigator, the number of authors = the number of sub-investigator + principal investigators + co-principal investigators.
  - c. In case of being a researcher, the number of authors = the number of researchers + sub-investigators + principal investigators + co-principal investigators.
- (8) The same publication can be scored only once based on the most advantageous scenario without double counting.
3. Scoring standard for counseling and service performance: (Except as otherwise stipulated in the original calculation standard and Subparagraph (7) of the preceding paragraph, the calculation standard shall be the services performed at the University five years prior to the submission of promotion evaluation application and after the previous level of faculty qualification is obtained, with each single item capped at 8 points.)
- (1) For participation in either a University or School standing/special committee, or in temporary task-oriented one recognized by the Dean, 0.5 point will be earned each semester.
  - (2) For assumption of Center-level or laboratory supervisor, 1 point will be earned each semester.
  - (3) For organization of an external seminar, training course or workshop that lasts less than two days, 0.5 point will be earned for each event and 1 point for each event that lasts three to five days.
  - (4) For organization of a nationwide academic conference, 2 points will be earned for each event.
  - (5) For serving as a mentor, 1 point will be earned each semester, provided that if a University excellent mentorship award is received, 1.5 points will be earned for each semester of the academic year. For serving as various specific kinds of mentors in the Students Affairs Office, 0.5 point will be earned for each semester, provided that if a University excellent special item mentorship award is received, 1 point will be earned for each semester of the academic year.

- (6) If the applicant holds administrative positions, 1 point will be earned each semester.
- (7) Faculty's years of service in other institutions in the past five years shall be assessed by the School.
- (8) The scores set forth in the preceding paragraphs shall be assessed by the evaluation committee of a department or a graduate institute based on the performance of the applicant. Each department or graduate institute may set the scores for its service items in its respective promotion regulations, provided that those which may be included in the School-level promotion scoring shall not exceed 5 points.
- (9) If the applicant is the principal author of a cross-unit cooperation project or is in charge of promoting a schoolwide task recognized by the Dean, 0.5 point will be earned for each semester to the extent of not exceeding 5 points.

#### Article 7

The aggregate scores of teaching, research and counseling and services in Article 6 above shall reach 70 (inclusive) as the passing criterion. The applicant who fails to reach the minimum passing score will not be accepted.

#### Article 8

According to promotion procedure regulations of the University and the School, the applicant who meets the above-mentioned application promotion thresholds should submit the promotion application form, the list of publications for promotion and specialized publications, etc., reviewed by department (graduate institute) faculty evaluation committee (hereinafter, the "Department (Institute) Committee") and approved by the school faculty evaluation committee (hereinafter, the "School Committee"). After that the documents will be sent to the Personnel Division for preliminary evaluation in accordance with administrative procedures.

### III. Scoring and Recommendation Measures

#### Article 9

For a faculty member who has passed the preliminary evaluation, the publications will be sent to external scholars or experts for review by the School in accordance with [National Central University Regulations Governing the Promotion Evaluation of Full-time Faculty], [National Central University Guidelines on Conducting External Reviews of Faculty Qualifications], and [Guidelines on Implementing External Reviews of Faculty Publications at School of Management]. The Review List of School Faculty Promotion Publications is attached. The external evaluation shall be conducted by 6 reviewers. The evaluation result submitted to Department (Institute) Committee, School Committee and University Committee must meet [National Central University Regulations Governing the Promotion Evaluation of Full-time Faculty].

## Article 10

Before conducting a substantive evaluation meeting, School Committee may notify the applicant to be present to provide an explanation, and the applicant may waive the explanation opportunity, depending on his/her needs.

## Article 11

Faculty promotion involves concrete achievements in three categories including research, teaching, and counseling and services, with the following weightings and evaluation items:

1. Research performance (50%):
  - (1) Specialized publications (35%): unless specific reasons supported by a professional academic basis can be provided to disrupt the credibility and accuracy of the professional external evaluation, the determination thereof shall be respected.
  - (2) Other research achievements (15%): general performance in terms of other academic honors or achievements including research grants, industry-academia collaboration, patents, technology transfer, impact on society, domestic and international awards, promotion of integrated or interdisciplinary projects, leadership in student participation in research competitions, etc.
2. Teaching performance (30%): including teaching evaluation, teaching, advising graduate students, teaching honors and other performance in promoting the effectiveness of teaching, etc.
3. Counseling and service performance (20%): including specific contributions such as counseling students, serving as a mentor, holding concurrent administrative positions, participating in departmental, school and university services and off-campus services.

## Article 12

The calculation of the external evaluation results of the aforementioned research performance of specialized publications is the average of total external assessment scores divided by the numbers of publication copies sent to external reviewers. However, if the School Committee members believe that there are doubts such as obvious divergence in the external reviews, the overly sketchy reviews hindering comprehensibility, or materially defective evaluation procedure, the questionable evaluation opinions may, with the approval of the majority of members present, be additionally sent to three other reviewers in order on the list of publication reviewers originally determined by the operating team for such promotion by drawing lots, and the results of the second external evaluation and those of the first external evaluation will be combined for calculation. The results of such evaluation shall still meet the results of external evaluation under [National Central University Regulations Governing the Performance Evaluation of Full-time Faculty] before the application may be submitted to the School Committee for re-evaluation.

The School Committee members shall score the other research achievements under the research performance and the teaching and counseling and service performance of the applicant. After the

results of the external evaluation of the special publications for the above research performance are included, the application may be recommended to the University Faculty Evaluation Committee for evaluation only when the number of votes assigning a total score of 80 and above for the three categories of teaching, research and counseling and services account for over two thirds of the members attending the School Committee meeting.

#### Article 13

If the resolution is no recommendation in the above procedure, a written notice indicating the reasons for no recommendation concerning the three portions of research, teaching and counseling and services will be delivered to the applicant and the unit originally making the submission within one week after the meeting.

### IV. Measures for Appeals and Grievances

#### Article 14

In case of dissatisfaction with the resolution of the School Committee, the applicant may file grievances with the Faculty Grievance Review Committee of the University in 30 days from the date of receipt or knowledge of the evaluation measures or seek remedies pursuant to the administrative appeal procedure.

If an applicant is dissatisfied with the evaluation resolution of the Departmental (Institute) Committee, s/he may appeal to the Faculty Grievance Review Committee of the School within 10 days from the day the resolution is received. The appeal may be filed only once. When an appeal is filed, it is necessary to prepare a letter of appeal and relevant materials. The School Committee shall make a ruling on whether to accept the appeal or not within 10 days upon receipt of the appeal with favorable votes cast by over two thirds of the School Committee members present. After an appeal is accepted, the School Committee shall set up a five-person task force to investigate, and the task force will submit concrete investigation results to the School Committee for deliberation in three weeks. If the School Committee believes that the appeal is well-grounded, the investigation results should be sent to the Departmental (Institute) Committee for re-evaluation. The departmental evaluation committee shall make a decision which shall be copied to the individual concerned in two weeks. If the appeal is found to be baseless, a written notice specifying the reasons shall be issued to the individual concerned. If the individual concerned is still not satisfied with the re-evaluation resolution of the Departmental (Institute) Committee, grievances may be filed with the Faculty Grievance Review Committee of the School within 30 days from the day when the measures are received or known or seek remedies pursuant to the administrative appeal procedure.

If an applicant has filed grievances with the Faculty Grievance Review Committee of the School, s/he shall not appeal to the School Committee again, and the deliberation on the appeal case which has been ongoing shall also be suspended.

## V. Implementation and Modification of the Regulations

### Article 15

Each department-level unit of the School shall formulate its regulations for faculty promotion evaluation and submit the same to the School Committee for reference.

### Article 16

Matters not provided for under the Regulations shall be governed by [National Central University Regulations Governing the Promotion Evaluation of Full-time Faculty Promotion] and relevant requirements.

### Article 17

Before going into effect, the Regulations shall be adopted by the School Committee and then by the School Affairs Committee Meeting before being submitted to the Faculty Evaluation Committee of this University for reference, and this shall also apply to any amendment thereto.