

Chung Yuan Christian University, College of Humanities and Education, Regulations for Faculty Promotion Review

Approved on November 24, 1999, at the 88-3 Faculty Meeting.
Amended on March 3, 2000, at the 98-2-1 Faculty Meeting.
Amended on April 29, 2000, at the 98-2-2 Faculty Meeting.
Approved on May 21, 2000, by the 98-2-3 University Teaching Evaluation Committee.
Amended on June 23, 2001, at the 99-2-3 Faculty Meeting.
Amended on December 7, 2011, at the 100-1-1 Faculty Meeting.
Approved on December 30, 2011, by the 100-1-4 University Teaching Evaluation Committee.
Amended on November 29, 2012, at the 101-1-3 Faculty Meeting.
Approved on February 22, 2013, by the 101-2-1 University Teaching Evaluation Committee.
Based on original secret document number 1030000643 dated March 5, 2014.
Amended on October 13, 2016, at the 105-1-1 Faculty Meeting.
Approved on October 28, 2016, by the 105-1-2 University Teaching Evaluation Committee.
Amended on June 20, 2017, at the 105-2-3 Faculty Meeting.
Approved on October 27, 2017, by the 106-1-2 University Teaching Evaluation Committee.
Amended on January 8, 2019, at the 107-1-3 Faculty Meeting.
Approved on February 22, 2019, by the 107-2-1 University Teaching Evaluation Committee.
Amended on September 22, 2020, at the 109-1-1 Faculty Meeting.
Approved on October 8, 2020, by the 109-1-2 University Teaching Evaluation Committee.
Amended on January 11, 2022, at the 110-1-2 Faculty Meeting.
Approved on July 26, 2022, by the 110-2-5 University Teaching Evaluation Committee.
Amended based on original secret document number 1110002691 dated August 3, 2022.
Amended on October 17, 2022, at the 111-1-1 Faculty Meeting.
Approved on October 28, 2022, by the 111-1-3 University Teaching Evaluation Committee.
Amended on September 6, 2023, at the 112-1-1 Faculty Meeting.
Approved on October 27, 2023, by the 112-1-2 University Evaluation Committee.

Article 1

These regulations are established in accordance with Article 6 of the "Regulations for the Establishment of the Faculty Review Committee at the College of Humanities and Education."

Article 2

Any faculty member of the College of Humanities and Education who meets the promotion eligibility criteria outlined in the University's promotion review regulations may apply for promotion. The evaluation criteria for faculty promotion include: teaching (40%), service and counseling (20%), and research (40%), which includes creative work, practical and theoretical research into teaching, or industry-academia collaboration.

Article 3

Faculty promotions must comply with the provisions of Article 2 of the University's faculty promotion review regulations.

Article 4

The procedure for faculty promotion review is as follows:

1. Full-time faculty members must have achieved a teaching performance score of 75 or above in the teaching category of the College's faculty evaluation within three years after obtaining their previous rank. Part-time faculty members must have an average teaching evaluation score of 4.0 (or 80 points) or above for the four most recent semesters. Both

groups must also meet the relevant teaching assessment indicators as outlined in Appendix 1, as well as the relevant indicators for service and guidance assessment as outlined in Appendix 2, before they can submit a promotion application. The application must be approved by the department or center's Faculty Evaluation Committee before being submitted, along with all following materials, for review by the College Faculty Evaluation Committee:

- a. Evaluation scores and comments from the evaluation committee members of each department or center.
 - b. The applicant's materials related to teaching, research (creative work, teaching practice research, or industry-academic collaboration), and service and guidance. If a self-assessment form is established by the department or center, the applicant must also attach their self-assessment form.
2. If a faculty member submits their promotion application based on the practical research results, in addition to complying with the requirements of item (1) above, all items of the College's "Basic Indicators for Practical Teaching Research Review" must be reviewed, and one of the "Exemplary Indicators for Practical Teaching Research Review" must be met before a promotion application can be submitted (These indicators are outlined in Appendix 3).
 3. If a faculty member submits their promotion application based on the results of industry-academia collaboration, in addition to complying with the requirements of item (1) above, one of the "Basic Indicators for Industry-Academic Collaboration Promotion Review" and one of the "Exemplary Indicators for Industry-Academic Collaboration Promotion Review" must be met before a promotion application can be submitted (These indicators are outlined in Appendix 4).
 4. The College Faculty Evaluation Committee may invite relevant personnel to attend meetings as needed.

Article 5

The items and standards provided for reference during the Faculty Promotion Review are to be conducted in accordance with Article 4 of the University's Faculty Promotion Review Regulations and must meet at least one of the following conditions:

1. Research Publications:
 - a. Professional articles published in academic journals with a review system, with the required number of publications as follows:

- i. To be promoted from associate professor to professor: at least four articles.
 - ii. To be promoted from assistant professor to associate professor: at least three articles.
 - iii. To be promoted from lecturer to assistant professor: at least two articles.
- b. A published book (must be authored entirely by the applicant, and it must be a complete and systematic academic work, excluding textbooks). If the applicant has only written parts of a book, those chapters may only be counted as journal articles per (1).

The applicant may select one of the above (a or b) as the representative work. If the representative work is co-authored, the applicant must be the first author. Other publications or books may also be listed as reference works.

The term "professional publications" refers to books that have been published and made publicly available; or articles published in domestic or international academic or professional journals (including those undergoing formal review procedures, which may also be published and accessed in electronic journals); or publications that have been certified by the aforementioned journals for regular publication; or works presented at domestic or international conferences with a formal review processes that are subsequently published and made publicly available (including those released on CD).

Professional publications are categorized into representative works and reference works, and must be published or presented by the applicant after obtaining the previous faculty rank.

2. Performances or Creative Works:

For faculty in the arts who are recognized by the departmental Faculty Evaluation Committee for their works or achievements as a substitute for research publications, the review procedures will be conducted in accordance with Article 17 of the Ministry of Education's regulations for evaluating the qualifications of faculty members in institutions of higher education.

3. Teaching Practice Research Results:

Faculty members applying for promotion must present specific research and development results demonstrating innovation, improvement, or extended application in curriculum design, teaching materials, teaching methods, teaching aids, technology and

media use, or assessment tools that effectively enhance student learning outcomes or make significant contributions to the image of the University. Such results can be submitted as technical reports for review, and the review procedures will be conducted in accordance with Article 16 of the Ministry of Education's regulations for evaluating the qualifications of faculty members in institutions of higher education.

Article 6

In addition to publications, performances, or creative works, the following materials may also be submitted:

1. Research Projects:

Participation as a principal investigator or team member in research projects funded by the National Science Council, the Ministry of Education, Academia Sinica, or other public or private institutions.

2. Research Awards:

Documentation of awards received from relevant domestic and international academic research organizations.

Article 7

If the application is not approved, the College Faculty Evaluation Committee shall notify the applicant in writing of the results within one week of the decision. If the applicant has questions regarding the review results, they may submit a request for reconsideration in accordance with the University's Guidelines for Faculty Promotion Applications.

Article 8

For matters not covered in these regulations, the procedures shall comply with the provisions outlined in the University's Faculty Promotion Review Regulations.

Article 9

These regulations shall be implemented upon approval by the College Faculty Meeting and subsequent review by the University Faculty Evaluation Committee. The same procedures shall apply for any amendments to these regulations.

【Appendix 1】

Chung Yuan Christian University, College of Humanities and Education, Teaching Performance Indicators

1. Basic Indicators (maximum 70 points)

Indicator	Category	
1	Course Outline	Complete the "Course Outline and Teaching Plan System" login as scheduled, and have no serious negligence and overtime records within the past three years, except for those due to responsibilities that cannot be attributed to the teacher.
2	Teaching hours	Teach according to the teaching hours and syllabus prescribed by the school .
3	Score submission	Complete the uploading and recording of student scores as scheduled, with there being no serious negligence or overtime records within the past three years, except for cases where the teacher's responsibility cannot be attributed.
4	Teaching evaluation	The average teaching evaluation score within the 3 years before applying for promotion must be within the top 75% or the average teaching evaluation grade must be above 4.0, but they meet the requirements of Article 3, Paragraph 3 of the "Chung Yuan University Teaching Evaluation" or the responsibilities that cannot be attributed to teachers except.

2. Development Indicators (match one of these)

Indicator	
1	Compilation of teaching materials, teaching aids and teaching improvement results.
2	Lecture performance in professional education or general teaching.
3	Honors or outstanding performance in teaching.
4	Counseling undergraduate students in research and implementation of special topics or serve as a tutor for students' independent learning plans.
5	Within three years, at least one Problem-Based Learning/Project-Based Learning (PBL), micro, or deep-course should be offered, or at least one course should incorporate a flipped classroom, digital technology, Activity Facilitated Learning (AFL), or other innovative teaching methods.
6	Offer one distance learning course within 3 years before promotion.
7	Within the three years prior to applying for promotion, serve as a facilitator for teaching workshops at various levels at least once.

8	Obtain the Advanced Program certificate of the National University Faculty Teaching Professional Certification Program before applying for promotion to Associate Professor.
9	Obtain the Macro Program certificate of the National University Faculty Teaching Professional Certification Program before applying for promotion to Professor.
10	Relevant departments provide individual information on teaching administration cooperation.
11	Selected as an outstanding or excellent teacher by the school
12	Received grants for teaching practice research or teaching improvement-related projects.
13	Other teaching-related achievements recognized by the faculty-level teacher evaluation committee

【 Appendix 2 】

Chung Yuan Christian University, College of Humanities and Education, Teacher Service and Counseling Review Indicators

1. Basic Indicators (For full-time teachers, if they serve as mentors, the third item should be reviewed. If they do not serve as mentors, the first and second items should be reviewed. Part-time teachers must meet at least one of the indicator criteria.)

Indicator	Category	
1	Service	<p>Full-time: Actively participate in department affairs meetings and activities within three years of applying for promotion.</p> <p>Part-time: Actively participate in department activities within three years pf applying for promotion.</p>
2	Services and Counseling	<p>Full-time: The average score in the Service (including Counseling) item of the Teacher Evaluation in the three years before applying for promotion is above 80 points or above</p>
3	Counseling	<p>Full-time teachers applying for promotion that have served as a mentor within the three years prior to the application should fulfill the following responsibilities as mentors:</p> <ol style="list-style-type: none"> (1) Arrange at least two hours per week for one-on-one meetings with students. (2) Host two mentor sessions each semester and complete the online records. (3) Attend university-wide mentor meetings and division-level mentor meetings. (4) Conduct individual counseling for students in need of guidance, including mid-term warning counseling, and complete records. (5) Monitor first-year undergraduate students and complete the "New Student Immediate Record Form". (6) Provide individual guidance and complete interactive journals (including student care, learning status, socialization reminders, safety advice, attendance follow-up, cheating counseling, etc.).

		<p>Part-time teachers applying for promotion must demonstrate concrete efforts in student counseling within the three years prior to application:</p> <p>(1) Conduct counseling for students identified in need of assistance (such as mid-term warning counseling) and provide records.</p> <p>(2) Provide individual counseling and maintain interactive journals or provide records.</p>
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2. Development Indicators (For full-time teachers, if they serve as mentors, they must meet at least one of the criteria. If they do not serve as mentors, they must meet at least two of the criteria. Part-time teachers must meet at least one of the criteria.)

Indicator	
1	Held a position as a supervisor or deputy supervisor in a university administrative or academic unit within the three years prior to applying for promotion.
2	Served as a member of a university committee within the three years prior to applying for promotion.
3	Acted as a faculty advisor for a student club or as a coach for a university sports team within the three years prior to applying for promotion.
4	Taught a service learning course at the university within the three years prior to applying for promotion.
5	Participated in a skill workshops organized by the university's Student Affairs Office within the three years prior to applying for promotion.
6	Served as a career mentor for the department, a director of the College Careers Office, or a director of the College Globalization Office within the three years prior to applying for promotion.
7	Served as the project leader for a mission-driven project assigned by the university or college within the three years prior to applying for promotion.
8	Other development activities recognized by the faculty-level teacher evaluation committee

**Chung Yuan University, College of Humanities and Education,
Practical Teaching Research Review Indicators**

1. Basic Indicators (maximum 70 points)

Indicator	Category	
1	Course Outline	Complete the "Course Outline and Teaching Plan System" login as scheduled, and have no serious negligence and overtime records in the past three years, except for those due to responsibilities that cannot be attributed to the teacher.
2	Teaching hours	Teach according to the teaching hours and syllabus prescribed by the school.
3	Score submission	Complete the uploading and logging of student scores as scheduled, and there are no serious negligence or overtime records in the past three years , except for cases where the teacher's responsibility cannot be attributed.
4	Teaching evaluation	The average teaching evaluation score within the 3 years before applying for promotion is in the top 75% or the average teaching evaluation grade is above 4.0 , but they meet the requirements of Article 3, Paragraph 3 of the "Chung Yuan University Teaching Evaluation" or the responsibilities that cannot be attributed to teachers except.

2. Excellence Indicators (At least one must be met)

Indicator	Category	
1	Digitalized Course Application	Independently offered at least one open course (OCW), Massive Open Online Course (MOOCs), digital certification, or distance education course for 2 or more semesters within the last 5 years.
2	Teaching Awards (Internal/External)	Received a national or university-level "Outstanding Teacher Award" or a college-level "Excellent Teacher Award" at least once within the past 7 years.
3	Full-English Courses	Received the "Outstanding Full-English Course Teacher Award" at least twice within the last 5 years.
4	Student Thesis	Guided graduate theses that received internal or external awards at least twice within the last 3 years

Indicator	Category	
	Guidance	
5	Student Participation in Competitions	Guided students to participate in teaching-related competitions, winning internal or external awards at least twice within the last 3 years.
6	Policy-driven Programs	Served as the director of an employment or interdisciplinary credit program for a total of 2 or more years within the last 3 years.
7	Student Certification Guidance	Guided students to obtain national certifications at least 5 times within the last 3 years.
8	Innovative Teaching Methods	Offered at least one Problem-Based Learning (PBL), Project-Based Learning (PBL), micro-course, or deep-course annually, or used flipped learning, digital technology, or Activity Facilitated Learning (AFL) in at least one course annually within the last 3 years.
9	Teaching Practice Research or Teaching Improvement Projects	Obtained a government-funded teaching practice research or teaching improvement project after receiving the previous teacher qualification level.
10	Other Teaching Practice Excellence	<ul style="list-style-type: none"> (1) Implemented internal or external teaching-related projects (as a project leader, co-leader, or collaborator, or by teaching or executing project-related tasks). (2) Developed teaching plans, teaching materials, etc. (3) Other achievements related to teaching that can be supported by documentation (e.g., invited speaker at teaching seminars, participation in teaching-related workshops, etc.).

*Each indicator must not be repeated in both the basic and excellence reviews.

**Chung Yuan University, College of Humanities and Education,
Industry-academia Review Indicators**

1. Basic Indicators (Must meet at least one of the following)

Indicator	Category	
1	Industry-University Cooperation Project Amount and Administrative Management Fees	In the previous five years, has sign at least 3 industry-academia cooperation projects in the name of the university. For those promoted to professor, the total amount must exceed NT\$8 million (inclusive), and cumulative administrative management fees must exceed NT\$ 1.2 million (inclusive). For those promoted to associate professor or assistant professor, the total amount must exceed NT\$5 million (inclusive), and administrative management fees must exceed NT\$750,000 (inclusive).
2	Technology Transfer Actual Receipt Amount and Rebate	In the last five years, has signed at least 3 technology transfer agreements (with or without the National Science Council) in the name of the university. For those promoted to professor, the total amount must exceed NT\$5 million (inclusive), and cumulative rebates must exceed NT\$1 million (inclusive). For those promoted to associate professor or assistant professor, the total amount must exceed NT\$4 million (inclusive), and rebates must exceed NT\$800,000 (inclusive).
3	Comprehensive Category	In the last five years, has signed at least 3 items from Category 1 or Category 2 (individually or combined) in the name of the university. The optional proportion of Category 1 and Category 2 will total 100%. Administrative management fees and rebates follow the same rule. The same amounts should not be counted twice.

*Industry-academia cooperation or technology transfer projects are based on the contract signing date. In addition to being logged by the university's R&D Office, the applicant for promotion should be the project host. If the applicant is a co-host, the amounts related to the project or technology transfer will be equally divided for calculation.

2. Excellence Indicators (Must meet at least one of the following)

Indicator	Category	
1	Industry-University	Provide diagnostic consultation, innovative incubation guidance, innovative service management, or innovative product design using technical knowledge for a cooperative

	Cooperation Achievements	institution, with documented verification of performance.
2	Industry-University Cooperation Outcomes	Conduct various types of educational training, workshops, seminars, internships, or training for students or staff of cooperative institutions, with follow-up tracking showing verifiable results.
3	Industry-University Cooperation Benefits	Propose at least one management, marketing theory, application, or coaching method to the industry or government sector, with follow-up tracking showing proven effectiveness.
4	Continuing Industry-University Cooperation	Use technology transfer to assist and guide graduates and the general public to establish at least one start-up company, with documented verification of fulfilling social responsibility.

*The content of individual basic and excellence indicators cannot be reviewed repeatedly.