

NATIONAL TAIWAN NORMAL UNIVERSITY

Graduate Institute of European Cultures and Tourism Faculty Review Directives

Last amended on November 16, 2023 by the 2nd Graduate Institute of European Cultures and Tourism Affairs Meeting of Academic Year 2023–24
(Approved for recordation on December 4, 2023 by the 2nd College of International Studies and Social Sciences Faculty Evaluation Committee)

Chapter I. General Provisions

- Article 1 The following directives have been formulated in accordance with Article 3, Paragraph 2 of the National Taiwan Normal University (hereinafter referred to as “the University”) *Faculty Review Regulations* and the College of International Studies and Social Sciences (“the College”) *Faculty Review Guidelines*.
- Article 2 The Graduate Institute of European Cultures and Tourism (“the Institute”) Faculty Evaluation Committee (“the Institute Committee”) shall be responsible for handling matters related to: full- and part-time faculty members’ initial appointments, renewals, terms of appointment, leave, promotions, changes of appointment, suspensions, dismissals, and non-renewals of appointment; full-time faculty members’ evaluations, long-term appointments, determination of cause for dismissal, voluntary or mandatory retirement requirements, and extensions of service; the appointment of professors emeritus and faculty members co-appointed with Academia Sinica or other institutions; faculty members’ further studies (domestic or abroad), research, and guest lectures; and the preliminary review of violations of faculty guidelines, employment contracts, or other applicable laws and regulations.
- Article 3 Faculty members who request a publications review and teaching certificate from the Ministry of Education shall meet the eligibility criteria set forth under the Ministry’s *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, in addition to the stipulations set forth herein as well as in the College’s *Faculty Review Guidelines* and the University’s *Faculty Review Regulations*.

Chapter II. Initial Appointments, Renewals, and Appointment Terms

- Article 4 Initial appointments, appointment renewals, and appointment terms for faculty members of the Institute shall be subject to the following rules:
1. Initial appointments of faculty members shall be carried out in a fair and objective manner and shall be based on principles of transparency. Consideration shall be given to the Institute’s faculty quotas, diversity in faculty members’ educational backgrounds, and educational/research needs.
 2. Full-time faculty members’ initial appointments, renewals, and appointment terms shall be subject to Articles 4 through 10 of the University’s *Faculty Review Regulations*. Full-time faculty members’ eligibility shall be subject to the University’s *Guidelines Governing the Eligibility and Review of Newly Appointed Faculty Members* and the applicable regulations of the College.
 3. With the exception of current full-time faculty members who are applying for a change of appointment to a part-time capacity, all faculty candidates shall provide the Institute Committee with a photocopy of their degree diploma, three letters of recommendation, and four copies of all papers and publications completed in the most recent three-year period.

4. Review opinions shall be compiled by the convener and presented to the Institute Committee, which shall convene to review the appointment. A meeting may only be convened with more than two thirds of the Committee members in attendance.
5. During appointment review meetings, Committee members shall score candidates based on their academic publications and research achievements (50%), participation in academic speeches and seminars (30%), and academic reputation, research potential, teaching experience, and personal character (20%). Candidates must receive a total score of 80 or higher in order to be considered.
6. A secret vote shall be held among committee members in attendance. Candidates who receive the support of at least two thirds of the Committee members may be referred to the College Faculty Evaluation Committee (“the College Committee”) for further review.

Chapter III. Promotions

Article 5 Pursuant to Chapter III (Promotions), Article 19 of the University’s *Faculty Review Regulations*, and Article 3 of the College’s *Faculty Evaluation Guidelines*, the review of promotion requests submitted by full-time faculty members of the Institute shall be based on the following criteria:

1. Research: Publications that meet the requirements set forth under Article 6 herein.
2. Teaching:
 - 1) Basic teaching hour requirements
 - 2) Course evaluation survey results
 - 3) Advisees’ research performance
 - 4) Other teaching-related performance
3. Service:
 - 1) Performance in adjunct administrative roles
 - 2) Participation in and contribution to department (institute/degree program), college, or university affairs
 - 3) Service as an advisor to student clubs, publications, and varsity teams
 - 4) Industry-academia collaboration performance
 - 5) Other service performance (e.g., Ministry of Education University Social Responsibility Projects).

Article 6 Publications submitted by faculty members seeking promotion shall meet the following requirements:

1. The submitted publications must be based on original research that is related to the courses taught by the faculty member and may not be an anthology, excerpt, compilation, or rearrangement of the work of others.
2. Representative works must meet one of the following requirements:
 - 1) At least three publications published or accepted during the faculty member’s period of service in the current rank (the faculty member must be the single author or the first/corresponding author):
 - a. Articles published in an SCI-, SCIE-, SSCI-, TSSCI-, EI-, A&HCI-, THCI- (known as THCI core prior to 2016), EconLit-, SCOPUS-, or ERIH-indexed journal, or other journals recognized by a college affairs meeting and approved by the University Faculty Evaluation Committee (“the University Committee”)

b. Papers presented at a domestic/international conference and subsequently published as part of the conference proceedings (including in CD-ROM format or via online release) following a formal review process

c. Officially published monographs

2) At least one officially published monograph (the faculty member must be the single author or first author)

Applicants for promotion shall choose one of the above as their representative work(s). Representative works must have been published or released after the applicant obtained their current faculty rank and in the five-year period preceding the effective date of the promotion; reference works must have been published or released after the applicant obtained their current faculty rank and in the seven-year period preceding the effective date of the promotion. However, applicants who requested unpaid childcare leave or maternity/paternity leave during the aforementioned period may be granted a two-year extension. For applicants who have requested that their years of service at a foreign institution be counted towards their promotion requirements, any works published under the auspices of said foreign institution may be considered. For monographs, book chapters, and conference proceedings, applicants shall provide proof of publication and proof of review opinions from two external reviewers issued by the publisher. Said reviewers shall meet the requirements set forth under Article 12 of the University's *Faculty Evaluation Regulations*.

3. A co-authored work may only be submitted by one of the authors as their representative work. The remaining author(s) shall sign an affidavit relinquishing the right to have the work considered as their representative work. Applicants for promotion shall provide a written statement detailing their specific contributions to the work and shall include the affidavit signed by all co-authors with their application, except in any of the following circumstances:

1) If the applicant is an Academia Sinica academician, the co-authors' affidavit is not required.

2) If the applicant is the first or corresponding author, any non-first/non-corresponding authors based in a foreign country are not required to sign the affidavit.

If an affidavit could not be obtained from a co-author, the applicant shall prepare a written statement detailing their contributions to the work and the reasons for their inability to obtain the co-author's affidavit and submit the statement to the University Committee for review and approval.

4. If an applicant submits a proof of acceptance issued by a domestic/international scholarly or professional journal, they shall certify that the work will be published within one year of the date of acceptance. The applicant shall submit the published work to the University for verification and recordation within two months of the work's publication. If, due to circumstances unattributable to the applicant, the work is not published within a year, the applicant shall submit a statement detailing the reason for the delay and the new publication date to the competent department (institute/degree program), college, and university faculty evaluation committees for recordation by the original publication deadline. If approved, the applicant may be granted an extension of up to three years following the original date of acceptance.

Article 7 The review procedures for promotion requests submitted by faculty members of the Institute shall be as follows:

1. Promotion requests shall be submitted to the Institute Office by March/September 10 of each year, and shall include the following documents:

1) A photocopy of the applicant's letter of appointment and teaching certificate

- 2) Six copies of the publications submitted for consideration, with the representative work(s) clearly indicated (publications must be related to the applicant's field of teaching and research)
 - 3) A review form and a list of publications
 - 4) A teaching, research, and service performance evaluation sheet
2. The convener of the Institute Committee shall provide each committee member with a copy of the applicant's documents two weeks before the committee convenes to review the promotion request.
 3. Review by the Institute Committee
 - 1) Members of the Institute Committee shall serve as reviewers
 - 2) The committee shall convene to review promotion requests by April/October 1 of each year.
 - 3) The quorum shall be two thirds of all committee members.
 - 4) The committee shall first verify that all publications submitted for consideration meet the requirements set forth herein as well as in the College's *Faculty Review Guidelines* and the University's *Faculty Review Regulations* before proceeding with a review of applicants' teaching and service performance.
 - 5) Review items and passing scores:
 - a. Research: Research scores shall be assigned by the College Committee within the permissible range based on the results of external reviews. The Institute Committee shall only determine whether the publications submitted by individual applicants meet the criteria for promotion set forth by the College.
 - b. Teaching: 80 points
 - c. Service: 80 points
 - d. An applicant who obtains a passing score in all three items above shall be eligible for a promotion.
 - 6) Each committee member shall assign their score for each of the scoring items on the anonymous scoring sheet prepared by the Institute Committee. Any scoring sheets that are not filled out in accordance with the scoring guidelines shall be discarded.
 - 7) The Institute Director shall forward all documents, publications, and review/results opinions associated with the candidates who pass the preliminary review, as well as a list of 8 to 10 recommended external reviewers, to the College for review by April/October 10 of each year.

Chapter IV. Extensions of Service, Further Studies, Suspensions, and Dismissals

Article 8 Extensions of service shall be subject to the following rules:

1. Academically renowned full-time professors who are over the mandatory retirement age but who demonstrate outstanding teaching/research performance may qualify for an extension of service upon approval by the Institute Committee (the attendance of at least two thirds of the committee members is required). The Institute shall refer professors who are approved for an extension of service to the College Committee for processing in accordance with the applicable regulations.
2. Faculty members who are granted an extension of service in accordance with the preceding subparagraph shall meet the basic and special requirements set forth in the University's *Guidelines on Service Extension of Presidents and Professors*.

Article 9 Matters governing faculty members' further studies, research, guest lectures, and international business trips shall be subject to the following rules:

1. Quota: Pursuant to Article 5 of the University's *Regulations for Faculty Members Traveling Abroad to Lecture, Conduct Research, or Pursue Further Studies*, the number of faculty members traveling abroad to lecture, conduct research, or pursue further studies in any given academic year (including those unable to return to the University in the following academic year) shall not exceed 10% of the total full-time faculty members of each department and institute.
2. Order of consideration: The order of priority shall be as follows: 1) faculty members who are pursuing a degree, 2) faculty members who are going abroad for the first time, 3) faculty members who have not been abroad for the longest period of time, 5) faculty members with the most seniority, and 6) faculty members who have been abroad for the fewest times or the least number of years.

Article 10 Matters related to suspensions, dismissal, and non-renewals of appointment shall be subject to the following regulations:

1. Faculty members who violate the University's Faculty Service Regulations, Faculty Appointment Contract, or other applicable laws and regulations during their term of appointment may be subject to suspension, dismissal, or non-renewal of appointment following review by the Institute Committee and a resolution by the College Committee and University Committee.

Any cases involving suspension, dismissal, or non-renewal of appointment shall require the concurrence of two thirds of the Institute Committee members before submission to the College Committee for processing.

Suspension and dismissal resolutions shall indicate the reasons, facts, and regulatory basis for the decision in detail and the channel and deadline for redress.

2. Faculty members who wish to dispute a suspension or dismissal decision shall be given a reasonable time frame to provide a statement of defense, and they may provide evidence or ask the competent faculty evaluation committee to provide further evidence.

Article 11 Directives governing long-term appointments shall be formulated separately upon the University's formulation of the corresponding regulations.

Chapter V. Supplementary Provisions

Article 12 Matters unaddressed herein shall be subject to the University's *Faculty Review Regulations* and other applicable regulations. Disputes arising from these directives shall be settled by the Institute Affairs Meeting.

Article 13 These directives and any amendments made hereto shall be implemented upon passage by the Institute Affairs Meeting, submission to the College Faculty Evaluation Committee for recordation, and presentation to the University President for approval.
The eligibility period for publications set forth under Article 6, Subparagraph 2, Item 2 shall become effective on August 1, 2024.