

## **Evaluation Standards for Faculty Promotion and Guidelines for Submitting Publications for Promotion Review in the Department of Law, National Chung Hsing University**

Passed by the joint meeting of the Department of Financial and Economic Law and the Graduate Institute of Technology Law on July 8, 2010.

Amended in the 20th Department Affairs Meeting on March 9, 2012 (Revision of Article 4).

Amended in the 28th Department Affairs Meeting on December 25, 2012 (Revision of Item 4-2).

Amended in the 45th Department Affairs Meeting on April 15, 2014 (Revision of Item 4-2).

Amended in the 52nd Department Affairs Meeting on November 11, 2014 (Revision of Item 4-2).

Amended in the 57th Department Affairs Meeting on March 17, 2015 (Revisions of Article 2, Items 1; Article 4, Items 1 and 2; Article 8).

Amended in the 88th Department Affairs Meeting on January 9, 2018 (Full text revision).

Amended in the 173rd Department Affairs Meeting on November 12, 2024 (Full text revision), approved by the Dean on November 20, 2024.

1. These guidelines are established in accordance with Articles 3 and 12 of the University's Faculty Appointment and Promotion Regulations.
2. Faculty members who wish to apply for promotion must meet the requirements of the "National Chung Hsing University Department of Law Faculty Appointment and Promotion Regulations" (hereafter referred to as the "Department's Appointment and Promotion Regulations") and also meet the minimum standards specified below:

### (1) Teaching Performance

The total score is 100 points, with 80 points as the passing grade. The following items and scores will be used for calculation. Scores exceeding 100 will be capped at 100 points:

1. Each credit of the courses taught at the university during each semester is awarded 2 points.
2. If a course taught at the university has a syllabus, the course is awarded 1 point.
3. If a course taught at the university has materials or handouts created by the instructor, the course is awarded 2 points.
4. Contributions to teaching in the university each semester.
5. Teaching satisfaction surveys and student feedback for the courses taught.

### (2) Research Performance

1. Applicants must submit law-related publications (legal professional works) published after obtaining their previous faculty rank, in accordance with the Department's Appointment and Promotion Regulations and these guidelines. These legal professional works are divided into "representative works" and "reference works."
2. For the applicant's legal professional works, the submission must include at least two peer review reports from publishers or distributors, in the form of double-blind reviews.
3. Representative works must be individual monographs in the field of law or first-class legal research papers as defined in these guidelines.
4. Reference works can be solo-authored or co-authored works. Unless otherwise specified in these guidelines, applicants must submit peer reviews from at least

two reviewers for co-authored works. In the case of co-authored works, the applicant must be the first author or corresponding author; if a corresponding author, related proof documents must be included. For co-authored reference works, the number of works and points will be averaged based on the number of authors, unless a detailed contribution breakdown and written proof signed by all co-authors are provided, in which case the points will be calculated based on the contribution ratio.

5. If the applicant co-authors legal papers with students, only one paper can be counted.
6. If the same legal paper is published in multiple places with academic integrity, it will only be counted once.

Research performance is evaluated on a total of 100 points, with a passing grade of 100 for promotion to professor and 80 for promotion to associate professor. The following classifications and scoring system will apply, with scores exceeding 100 capped at 100 points:

- Monographs in the field of law: Evaluated based on anonymous peer reviews from two external scholars recommended by the Department's review committee. A maximum score of 50 points per book.
- Legal Papers:
  - First Class: 25 points per paper.
    - A paper accepted or published in a TSSCI law core journal (Category: LAW) or SSCI law journal (Category: LAW).
  - Second Class: 20 points per paper.
    - A paper accepted or published in a TSSCI law non-core journal (Category: LAW) or a TSSCI non-law core journal.
    - A paper published in a legal monograph that passed double-blind review.
  - Third Class: 15 points per paper.
    - A paper published in a legal journal not belonging to the first or second class, which passed double-blind review.
  - Fourth Class: 10 points per paper (up to 30 points).
    - A paper published in the following non-first or second class journals, with over 10,000 words and double-blind review:

#### A. Comprehensive Law Journals

1. The Taiwan Law Review
2. Cross-Strait Law Review
3. Financial and Economic Law Review
4. Criminal Law Review (*Discontinued*)
5. Court Case Times
6. Angle Health Law Review
7. Health Law and Policy Journal
8. Angle Lawyer Empowerment
9. Journal of New Perspectives on Law
10. The Law Monthly (*Discontinued*)
11. Journal of New Perspectives on Law (*Discontinued*)

12. NTUT Journal of Intellectual Property Law and Management Review (Graduate Institute of Intellectual Property, Taipei Tech)
13. Taiwan Law Journal (*Discontinued*)
14. NCCU Intellectual Property Review (National Chengchi University, Institute of Technology Management and Intellectual Property)
15. Intellectual Property Right Journal
16. Formosan Jurist
17. Contemporary Law Journal
18. Public Law
19. Formosa Transnational Law Review
20. Roots Law Journal
21. Sharing Law Journal

#### B. Law Society Journals

1. Criminal Law Magazine
2. Chinese Legal History
3. Taiwan Labor Law Society Journal
4. Taiwan International Law Quarterly
5. Taiwan Bar Journal
6. Dissent (Lawyers Magazine)
7. Journal of Judges Association
8. The Constitutional Review

#### C. Government Agency Law Journals

1. Socioeconomic law and Institution Review (*Discontinued*)
2. The Military Law Journal
3. Consumer Protection Research
4. Taiwan Prosecutor Review
5. Legal Studies Review
6. Legal System Research in Mainland China
7. Criminal Policy and Crime Prevention

- Fifth Class: 5 points per paper (up to 10 points).
  - Legal papers or academic conference papers published in non-first to fourth class journals, government-commissioned research reports, or research projects with more than 8,000 words.

#### (3) Service and Collaboration Performance

The total score is 100 points, with 80 points as the passing grade. The following items and scores will be used for calculation. Scores exceeding 100 will be capped at 100 points:

1. Serving or acting as the administrative officer for the Department, Faculty, or University: 10 points per semester.
2. Organizing academic conferences for the Department: 10 points per event.
3. Holding a government or public/private school position as a part-time professional with a fixed term: 10 points per semester.
4. Representing the University in school affairs meetings: 5 points per semester.
5. Representing the Faculty in faculty meetings: 5 points per semester.
6. Presenting papers or being the main speaker at academic conferences: 5 points per event; being a moderator, discussant, or panelist: 2 points per event.
7. Guiding students in national scientific research programs or extracurricular activities: 5 points per event.
8. Attending legal professional meetings invited by government agencies or private institutions: 5 points per event (this does not apply if attending due to a fixed-term professional position).
9. Serving as an examiner for national examinations appointed by government agencies: 5 points per task.
10. Handling appeals or litigation cases appointed by government agencies or the University: 5 points per event.
11. Serving on University committees with official appointment: 5 points per semester.
12. Contributing to departmental service tasks: 5 points per task per semester.
13. Representing the Department, Faculty, or University in lectures: 2 points per event.
14. Providing professional legal consulting services for the University: 2 points per event.

The research, teaching, and service performance scores will be calculated until the semester the promotion application is submitted.

3. When an applicant's case meets the minimum standards set by the Department's hiring and promotion regulations, the Department's Faculty Evaluation Committee will review the following criteria:
  1. Teaching Performance:
    - Courses taught.
    - Teaching materials and lesson plans.
    - Results of teaching evaluations (including student satisfaction and feedback).
  2. Research Performance:
    - Legal scholarly works and reference materials.
  3. Service and Collaboration:
    - Contributions to the Department and University.
    - Mentoring students in extracurricular activities.
    - Significant external service contributions.

The total score for evaluation is 100 points, with the following distribution:

- For professor applicants: 30% teaching, 50% research, 20% service and collaboration.
- For associate professor and assistant professor applicants: 30% teaching, 40% research, 30% service and collaboration.

4. After the Department's Faculty Evaluation Committee has reviewed the applicant's case and the score reaches 70 or higher, the application may be submitted to the next level of the evaluation process. However, if the applicant's legal scholarly works and reference materials do not meet the standards outlined in Article 7, the application will not proceed to the next level.

For reappointment applicants, the evaluation process and standards are similar to those for promotions, but for part-time faculty holding a higher-level certificate, the external review of their legal scholarly works is still required according to these guidelines.

5. Specialized legal publications submitted for review in connection with faculty appointment, promotion, or reappointment must correspond to the nature of the subjects taught and demonstrate originality. The submission of edited works comprising compilations, modifications, or rearrangements of others' works is prohibited. Additionally, such publications must comply with the following provisions:

- (1) The representative work must be a legal academic monograph or a first-tier legal journal article in the field of law, published by the applicant during their employment at this university within five years prior to submission and after obtaining their previous academic rank. The publication must comply with the Faculty Appointment and Promotion Regulations of the department and these Guidelines. Applicants who were pregnant or gave birth during this period may apply for an extension of the aforementioned timeframe by up to two years.

- (2) Reference works must be legal academic monographs or first to fourth-tier legal journal articles in the field of law, published after the applicant obtained their previous academic rank and in compliance with the Faculty Appointment and Promotion Regulations of the department and these Guidelines.

- (3) There are no restrictions on the language used in specialized legal publications. However, works written in a foreign language must be accompanied by a Chinese abstract.

- (4) All sources cited in the specialized legal publications must be properly attributed, and a bibliography must be included.

- (5) Applicants submitting more than one work for review must designate one as the representative work and others as reference works. Related research series may be consolidated into a single representative work. Works previously submitted as representative works cannot be reused for subsequent promotion applications.

**(6) Publication Timeline for Specialized Legal Publications:**

1. **Representative Works:** For faculty appointments, promotions, or reappointments effective on August 1, the representative work must be published or submitted with proof of acceptance from the publisher or issuing entity no later than February 15 of the same year. For faculty appointments, promotions, or reappointments effective on February 1, the representative work must be published or submitted with proof of acceptance from the publisher or issuing entity no later than August 15 of the previous year. If the representative work is submitted with proof of acceptance, it must be formally printed within one year from the date the proof was issued by the publisher or issuing entity. The printed work must be submitted to the university for verification and archiving within two months of

formal publication. If the work cannot be published within one year due to reasons beyond the applicant's control, evidence must be provided by the publisher or issuing entity, detailing the reasons for the delay and confirming the expected publication date. The applicant may apply for an extension through the original Faculty Evaluation Committee review process, with a maximum extension limit of three years from the date of the acceptance proof. Each level of the Faculty Evaluation Committee shall track and monitor such cases.

2. If a reference work has not yet been published at the time of promotion application, the applicant must submit proof of acceptance from the publisher or issuing entity at the time of application. The work must be formally printed within one year from the date on the proof of acceptance. The applicant must submit the printed reference work to the college for verification and archiving within two months of formal publication and report it to the university's Faculty Evaluation Committee for recordkeeping. If the work cannot be printed within one year due to reasons beyond the applicant's control, evidence must be provided by the publisher or issuing entity, detailing the reasons for the delay and confirming the expected printing date. The applicant may apply for an extension through the college-level Faculty Evaluation Committee, with a maximum extension limit of three years from the date of the acceptance proof.
3. For representative or reference works published as a multi-volume set or in parts (e.g., Volumes 1 and 2), the date of the final part's publication shall be used to determine compliance with the timelines specified in the preceding subparagraphs.
4. If a representative or reference work is published both digitally and in print, the online publication date shall be considered the official publication date, provided the online version has undergone a formal review process and is publicly accessible and usable.

All professional or academic achievements attained by a faculty member after obtaining their previous academic rank may be submitted as reference materials for review during the promotion application process.

For newly appointed faculty members at or below the rank of Assistant Professor, those submitting specialized publications for review in accordance with Article 16 and Article 16-1, Paragraph 1 of the Teachers' Employment Act may substitute their representative work with a legal dissertation, which is exempt from the restrictions set forth in Subparagraph 1 of Paragraph 1.

Representative and reference works submitted for review by faculty members applying for appointment, promotion, or reappointment shall not include any works previously submitted for review when obtaining their prior academic rank.

Newly appointed faculty members eligible for exemption from external review pursuant to Article 3 of the university's Faculty Appointment and Promotion Regulations must still comply with the requirements stipulated in Paragraphs 1 to 4 of these Guidelines regarding their submitted publications.

6. Upon the determination by the Departmental Faculty Evaluation Committee that the applicant's specialized legal publications meet the requirements set forth in Article 5 of these Guidelines for new appointments, promotions, or reappointments, the committee chair shall compile a reference list of external reviewers recommended by committee members through confidential submissions. Each case shall include at least ten proposed reviewers, and the list shall be confidentially forwarded to the Chair of the College Faculty Evaluation Committee. The convener of the College Faculty Evaluation

Committee and the President may each supplement the list of external reviewers. From the compiled list, the President shall select two reviewers, and the convener of the College Faculty Evaluation Committee shall select three reviewers. The College Office shall subsequently facilitate the external review process for the applicant's specialized legal publications and supporting materials.

7. For the external review of legal scholarly works and reference materials submitted by applicants for new hires, promotion, or reappointment, the total evaluation results must meet the following standards before the department-level faculty evaluation committee can proceed with escalating the case to the next level of review:
  1. For Professors and Associate Professors:
    - The total evaluation must include at least four reviewers who assign a B grade (80 points or above) to the applicant's scholarly work.
  2. For Assistant Professors and Lecturers:
    - The total evaluation must include at least four reviewers who assign a C grade (75 points or above), with at least three of those reviewers assigning a B grade (80 points or above).
8. Matters not covered by these Guidelines shall be governed in accordance with the "Regulations Governing the Accreditation of Teachers at Junior Colleges and Higher Educational Institutions," the "Principles for Handling Violations of Teacher Qualification Review Regulations at Junior Colleges and Higher Educational Institutions," and relevant regulations of the university and the College of Law and Politics.
9. These guidelines shall be implemented after being passed by the Department Affairs Meeting and submitted for the dean's approval. The same procedure shall be followed when amending the guidelines.

In case of any dispute, the explanation should be based on the Chinese version.

# National Chung Hsing University, Department of Law, Evaluation Form for Promotion (Reappointment) of Full-time (Part-time) Faculty

Faculty Name: \_\_\_\_\_

Proposed Promotion Rank:  Associate Professor  Assistant Professor

Review Item		Subtotal	Total
Teaching 30 points	Courses Taught (10 points)		
	Teaching Materials and Lesson Plans (10 points)		
	Teaching Feedback Survey Results (Student Satisfaction and Feedback) (10 points)		
Research 40 points	Legal Publications and External Review Scores		
Service and Collaboration 30 points	Contribution to Departmental and University Affairs (Maximum 10 points)		
	Supervision of Department Students in Extracurricular Activities (Maximum 10 points)		
	Significant Achievements in Off-campus Service (Maximum 10 points)		
<p>Note: According to Article 6 of the "National Chung Hsing University Faculty Promotion Evaluation Standards and Guidelines for Submission of Publications for Review," the following standards must be met for the external review results of new appointments, promotions, or reappointments before submitting them for sequential evaluation. If there are stricter regulations in individual units, those regulations shall apply.</p> <ol style="list-style-type: none"> <li>1. For the ranks of Professor and Associate Professor: The overall evaluation must have at least four reviewers rating B level (80 points) or above.</li> <li>2. For the ranks of Assistant Professor and Lecturer: The overall evaluation must have at least four reviewers rating C level (75 points) or above, with at least three reviewers rating B level (80 points) or above.</li> </ol> <p>Before submitting for sequential evaluation, the chair of the college's Faculty Evaluation Committee must provide the results of each external review to all levels of the faculty evaluation committees as reference for their review.</p>		<b>Total Score</b>	

Departmental Faculty Evaluation Committee Members' Opinions		
	Approved	For those who agree with the promotion or reappointment, please mark the box under "Approved."
	Not Approved	For those who do not agree with the promotion or reappointment, please mark the box under "Not Approved," and provide specific reasons for disapproval.
Specific Reasons for Disapproval		

In case of any dispute, the explanation should be based on the Chinese version.



## National Chung Hsing University, Department of Law, Evaluation Form for Promotion (Reappointment) of Full-time (Part-time) Faculty

Faculty Name: \_\_\_\_\_ Proposed Promotion Rank:  Professor

Review Item		Subtotal	Total
Teaching 30 points	Courses Taught (10 points)		
	Teaching Materials and Lesson Plans (10 points)		
	Teaching Feedback Survey Results (Student Satisfaction and Feedback) (10 points)		
Research 50 points	Legal Publications and External Review Scores		
Service and Collaboration 20 points	Contribution to Departmental and University Affairs (Maximum 8 points)		
	Supervision of Department Students in Extracurricular Activities (Maximum 7 points)		
	Significant Achievements in Off-campus Service (Maximum 5 points)		
<p>Note: According to Article 6 of the "National Chung Hsing University Faculty Promotion Evaluation Standards and Guidelines for Submission of Publications for Review," the following standards must be met for the external review results of new appointments, promotions, or reappointments before submitting them for sequential evaluation. If there are stricter regulations in individual units, those regulations shall apply.</p> <p>3. For the ranks of Professor and Associate Professor: The overall evaluation must have at least four reviewers rating B level (80 points) or above.</p> <p>4. For the ranks of Assistant Professor and Lecturer: The overall evaluation must have at least four reviewers rating C level (75 points) or above, with at least three reviewers rating B level (80 points) or above.</p> <p>Before submitting for sequential evaluation, the chair of the college's Faculty Evaluation Committee must provide the results of each external review to all levels of the faculty evaluation committees as reference for their review.</p>		Total Score	

Departmental Faculty Evaluation Committee Members' Opinions		
	Approved	For those who agree with the promotion or reappointment, please mark the box under "Approved."
	Not Approved	For those who do not agree with the promotion or reappointment, please mark the box under "Not Approved," and provide specific reasons for disapproval.
Specific Reasons for Disapproval		

In case of any dispute, the explanation should be based on the Chinese version.

National Chung Hsing University, Department of Law, Faculty Reference Publication  
Co-author Certification

S u b m i t t e r	Chinese Name		English Name		Institution	
T i t l e o f R e f e r e n c e P u b l i c a t i o n					Publication Date	
Contributions or Completed Portions by the Submitter and Co-authors (Please provide detailed descriptions)	Content				Contribution Proportion	Co-author's Confirmation Signature
	Example Submitter: ○○○  <ul style="list-style-type: none"> <li>• Research framework, literature review, statistical analysis, conclusion writing</li> </ul>				Example 70%	
	Co-author: ○○○  <ul style="list-style-type: none"> <li>• Interviews and data organization</li> </ul>				20%	
	Co-author: ○○○  <ul style="list-style-type: none"> <li>• Review and revisions</li> </ul>				5%	
	Co-author: ○○○  <ul style="list-style-type: none"> <li>• English manuscript editing</li> </ul>				5%	
	(If additional details are needed, please add accordingly)					
	Total				100%	
	Date of Form Completion	Date of Form Completion: Republic of China (Taiwan) ○○○ Year ○○ Month ○○ Day				

1. The submitter and each co-author must complete and personally sign the form, detailing their completed or contributed portions.
2. If any co-author is a foreign national, the form may be written in a foreign language (provided that the content is clearly understood by the foreign co-author).
3. If there is insufficient space in any section, additional attachments may be submitted.

In case of any dispute, the explanation should be based on the Chinese version.