

Regulations for Faculty Appointment and Promotion of the Department of Law, National Chung Hsing University

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Chapter 1: General Provisions

- Article 1 These regulations are formulated based on the University's organizational procedures, Article 33, and relevant laws.
- Article 2 The appointment and promotion of faculty members in the Department, unless otherwise specified by law, shall be governed by these regulations.
- Article 3 Newly appointed faculty members in the Department shall be designated under either the respective college's quota or the University's competitive quota. Appointment proposals require approval by more than half of the Department's faculty members or by the College-Level Faculty Recruitment and Selection Committee for college quota positions. For competitive quota positions, approval by the University-Level Faculty Recruitment and Selection Committee is required before submission to the Departmental Faculty Evaluation Committee (hereinafter referred to as the "Faculty Evaluation Committee") for review. Exceptionally distinguished scholars—such as Academicians of Academia Sinica, recipients of the National Science and Technology Council Distinguished Award, Special Research Fellow Award, Ministry of Education Academic Award, National Chair Professorship, Foundation for the Advancement of Outstanding Scholarship Awards, Wu Ta-You Memorial Award, Academia Sinica Young Scholars Research Award, or other recognized national or international academic honors—are exempt from review by the Faculty Recruitment and Selection Committees. The same exemption applies to faculty members appointed through the college-level recruitment process (hereinafter referred to as "College-Appointed Faculty").

The review of academic works (substantive review) for new appointments, promotions, and reappointments shall be conducted by the respective college. However, the following individuals may be exempt from the external review process: Scholars meeting the criteria set forth in Section 1 as distinguished

scholars. Newly appointed faculty members serving as senior administrative officers at the University or appointed as part-time faculty who already hold equivalent-level university faculty certificates issued by the Ministry of Education.

The detailed guidelines for the external review of academic works shall be stipulated separately.

Faculty members who meet the following criteria may have their appointment proposals submitted directly to the University-Level Faculty Evaluation Committee for review in accordance with administrative procedures: Scholars holding valid faculty certificates from the Ministry of Education that correspond to the proposed appointment level and who are recognized as distinguished scholars under Paragraph 1. Newly appointed senior administrative officers at the University whose appointment has been approved by a majority vote of the Department Affairs Meeting. Part-time faculty members holding equivalent-level faculty certificates or those exempt from external review under Paragraph 2 may be appointed following review and approval by both the Departmental and College-Level Faculty Evaluation Committees, after which their appointments shall be submitted to the University-Level Faculty Evaluation Committee for record purposes.

The appointment, reappointment, promotion, and extension of service of faculty members shall be subject to the approval of the Departmental and College-Level Faculty Evaluation Committees, with at least two-thirds of the members in attendance and a two-thirds majority of voting members in favor. The proposal shall then be submitted to the University-Level Faculty Evaluation Committee for further review, requiring at least two-thirds of its members in attendance and a majority vote of the participating members for approval, before being forwarded to the President for final appointment. For College-Appointed Faculty, the processes of appointment, reappointment, promotion, and extension of service are exempt from review by the Departmental Faculty Evaluation Committee.

Article 4

The qualification review for the hiring, reappointment, and promotion of faculty members shall be handled in accordance with the relevant regulations if the faculty member in question violates the eligibility criteria for review or if their academic achievements submitted for review involve serious breaches of academic ethics, including plagiarism, falsification, fabrication, or other fraudulent behavior. These cases will be handled in accordance with the

"Regulations for the Qualification Review of Teachers at Colleges and Universities," the "Principles for Handling Violations of Eligibility for Faculty Review at Colleges and Universities," and the "National Chung Hsing University Procedures for Handling Violations of Faculty Eligibility and Violations of Academic Ethics."

Should the aforementioned circumstances also constitute a violation of other legal provisions, the matter shall be addressed in accordance with the relevant laws.

If a submitted case is reported or discovered to involve any of the aforementioned violations, the applicant shall not be permitted to withdraw the qualification review application, and the case shall proceed through the prescribed procedures.

Article 4-1

Legal papers must meet the academic publication standards set by the College and comply with the "National Chung Hsing University Department of Law Faculty Promotion Review Standards and Guidelines for Submitting Publications for Promotion" (hereinafter referred to as the "Department's Submission Guidelines").

For the purposes of these regulations, the term "legal paper" refers to original scholarly articles on law, and does not include literature reviews, technical or research project reports, or other types of communication or letters.

The term "individual academic monograph in the field of law" refers to a scholarly book that is not a textbook or a collection of academic papers, but rather meets the following criteria:

1. It is written solely by the applicant and published or distributed by an academic publisher or institution, either domestically or internationally, clearly indicating the author's name, the publisher's name, the publication date and location, and the publisher's registration number.
2. It includes review opinions from at least two reviewers provided by the publishing or distributing institution.
3. At least two months before applying for promotion, it must be recommended by the department's Faculty Evaluation Committee for anonymous review by two distinguished scholars from outside the university, who must determine that the book meets the academic level equivalent to that of the first category of legal papers as stipulated by the Department's Submission Guidelines.

Chapter 2: New Hiring

Article 5 The hiring of faculty members shall be done within the allocated teaching quotas.

For new faculty hires in this department, an alternative candidate may be submitted for review to the college-level and university-level Faculty Evaluation Committees. If approved, the candidate may be hired. If the candidate is not hired by August 1st or February 1st, their status as an alternative candidate is forfeited.

This department may hire part-time faculty members, with the limit being two part-time faculty for every vacancy of a full-time faculty member, or part-time faculty members who teach up to 18 hours per academic year. However, part-time faculty hired with self-funded budgets are not counted against the full-time faculty vacancy quotas.

Article 6 Information regarding the recruitment of new faculty members shall be published in mass media or academic journals, with the application period set for no less than two weeks. However, individuals appointed to administrative positions at this university may be exempt from the open recruitment process.

For full-time faculty members holding regular positions, whose highest academic degree was conferred by this university, they must have at least two years of full-time teaching, research, or professional experience related to their field of study at other public or private institutions after obtaining their degree. However, individuals with exceptional expertise or outstanding achievements, as reviewed and approved by the relevant Faculty Evaluation Committees at all levels, shall not be subject to this restriction.

Article 7 For newly hired full-time assistant professors, they must have at least one paper published before the review, which is either their doctoral thesis in law or a first-category legal paper as defined by the department's submission guidelines, published within five years prior to the review.

For newly hired full-time associate professors or higher, they must have at least two papers published after obtaining the previous faculty rank, each meeting the first-category legal paper criteria as set forth by the department's submission guidelines. The representative works must be papers published within five years before the review.

Chapter 3: Promotion

Article 8 Faculty members applying for promotion within this department must submit the following documents to the departmental office within the specified application

period. Applications that are not submitted within the designated timeframe or are incomplete will not be accepted for review:

1. **Research:** Five copies each of representative works, supplementary works, and reference materials that meet the requirements stipulated in the relevant regulations and departmental review criteria. Applicants must also provide all documents as required by these regulations and the departmental criteria. If the representative or supplementary works are not yet published at the time of application, proof of acceptance for publication or issuance by the publisher or issuing authority must be attached.
2. **Teaching:** Materials related to teaching in courses offered at this university after obtaining the previous level of faculty qualification, as required by the departmental review criteria.
3. **Service and Collaboration:** Materials related to service and collaboration activities conducted within and outside the university after obtaining the previous level of faculty qualification, as required by the departmental review criteria.

Requirements for Assistant Professors Applying for Promotion to Associate Professor:

1. Applicants must have served as an assistant professor for at least three years, demonstrated excellent performance in research, teaching, and service, and met the standards for promotion as stipulated in the departmental review criteria. Additionally, the applicant must possess specialized legal publications as specified in Clause 2.
2. The applicant must have at least five legal publications (including representative and supplementary works), of which at least two must be categorized as "Type I legal articles" as defined by the departmental review criteria, and at least three must be from Type I to Type IV legal articles. Alternatively, the applicant may submit one individual academic monograph in the field of law and at least three legal articles from Type I to Type IV categories as stipulated in the departmental review criteria. Unless otherwise specified in the departmental review criteria, representative works must have been published during the applicant's employment at this university within five years prior to the review and after obtaining the previous faculty qualification.
3. Representative works must be single-author works by the applicant. Unless otherwise specified in the departmental review criteria, at least

two double-blind peer review reports from reviewers designated by the publisher or issuing authority must be provided.

4. Supplementary works may include single-author or co-authored works. Unless otherwise specified in the departmental review criteria, at least two double-blind peer review reports from reviewers designated by the publisher or issuing authority must be provided. For co-authored supplementary works, the applicant must be the first author or corresponding author. If listed as the corresponding author, supporting documentation must be provided. The number of co-authored works will be divided equally among the authors unless the applicant submits a form prescribed by the departmental review criteria, detailing each co-author's contribution and percentage of effort, along with written consent signed by all co-authors. In such cases, the number of works will be calculated based on the contribution percentage.

Requirements for Associate Professors Applying for Promotion to Professor:

1. Applicants must have served as an associate professor for at least three years, demonstrated excellent performance in research, teaching, and service, and met the standards for promotion as stipulated in the departmental review criteria. Additionally, the applicant must possess specialized legal publications as specified in Clause 2.
2. The applicant must have at least seven legal publications (including representative and supplementary works), of which at least two must be categorized as "Type I legal articles" as defined by the departmental review criteria, and at least five must be from Type I to Type IV legal articles. Alternatively, the applicant may submit one individual academic monograph in the field of law and at least four legal articles from Type I to Type IV categories as stipulated in the departmental review criteria. Unless otherwise specified in the departmental review criteria, representative works must have been published during the applicant's employment at this university within five years prior to the review and after obtaining the previous faculty qualification.
3. Representative works must be single-author works by the applicant. Unless otherwise specified in the departmental review criteria, at least two double-blind peer review reports from reviewers designated by the publisher or issuing authority must be provided.
4. Supplementary works may include single-author or co-authored works. Unless otherwise specified in the departmental review criteria, at least two double-blind peer review reports from reviewers designated by the

publisher or issuing authority must be provided. For co-authored supplementary works, the applicant must be the first author or corresponding author. If listed as the corresponding author, supporting documentation must be provided. The number of co-authored works will be divided equally among the authors unless the applicant submits a form prescribed by the departmental review criteria, detailing each co-author's contribution and percentage of effort, along with written consent signed by all co-authors. In such cases, the number of works will be calculated based on the contribution percentage.

Article 9 Teaching seniority for faculty promotion shall primarily be based on the period of service at this university. Teaching seniority from other institutions may be partially credited upon approval by the Faculty Evaluation Committee.

For faculty members on approved leave with pay, leave without pay, or on secondment while continuing to teach at the university, their seniority during the leave period shall be calculated at half value, with a maximum of one year credited. For periods of secondment, a maximum of two years of seniority may be credited, provided the faculty member continues teaching. Seniority will not be credited for periods during which no teaching duties are performed.

Faculty members on unpaid leave to engage in substantive teaching at partner institutions under dual-degree programs may have their teaching seniority calculated at half value, with a maximum of one year credited. This requires verification by the Office of Academic Affairs in conjunction with the Office of International Affairs and is exempt from the requirement to continue teaching at this university as specified in the preceding paragraph.

The calculation of seniority shall be determined based on the effective date of the faculty promotion.

Article 10 Faculty members who have been on leave with or without pay for more than six months in the academic year, or who are about to leave the university for more than six months, are not eligible to apply for promotion. The same restriction applies to faculty members appointed at the college level.

Article 11 The promotion of faculty members shall be reviewed according to the procedures outlined in Article 3 of these regulations, with evaluations of their teaching, research, and service/collaboration performance. The evaluation criteria for each category will be specified in the department's submission guidelines.

Article 12 The promotion qualifications for part-time faculty members at all levels, apart from the calculation of service years at half the rate, shall follow the same procedures as those for full-time faculty members.

Chapter 4: Reappointment

Article 13 A lecturer with a doctoral degree newly hired by this department may apply for reappointment as an assistant professor after one year of service. However, the application for reappointment cannot be based on the doctoral thesis or the same work submitted for the original appointment.

Article 14 Personnel who obtained lecturer or assistant professor certification before the amendment of the "Act Governing the Appointment of Educators" on March 19, 1997, and who have continued teaching without interruption, may apply for reappointment as associate professor or lecturer after obtaining a doctoral or master's degree, in accordance with the university's original appointment and promotion regulations (approved by the 31st University Affairs Meeting).
For lecturers whose applications for reappointment as associate professors are not approved, they may apply for reappointment as assistant professors. Faculty members who are reappointed as assistant professors may not subsequently use the same degree thesis or identical works to apply for reappointment as associate professors.

Article 15 Faculty members who obtain a high-level teacher certification from the Ministry of Education and have published specialized works within the last three years may apply for reappointment as a higher-level teacher. Their works are exempt from external review. However, starting February 1, 2014, newly hired full-time faculty members applying for reappointment must still undergo an external review of their publications.

The years of service as a faculty member in a position of the same level as the reappointed position cannot be combined for future promotion years. Publications before reappointment cannot be used for future promotions.

Article 16 Faculty members who have been on leave with or without pay for more than six months in the current academic year, or who are about to leave the university for more than six months, are not eligible to apply for reappointment. The same restriction applies to faculty members appointed at the college level.

Chapter 5: Supplementary Provisions

Article 17 For cases of new appointments, promotions, and reappointments of faculty, the review shall be handled by the college through external review. The department-level and college-level faculty evaluation committees will review the cases in sequence, considering the external review results at each level. Once approved at all levels, the final proposal must be submitted to the Personnel Office by the end

of May or November of each year. Late submissions will not be accepted. The university-level faculty evaluation committee will complete the review in June or December. However, for new appointments that require special consideration for teaching or research, if they are submitted after being reviewed at all levels by the end of March or September, the university-level faculty evaluation committee may begin the review in advance.

College-level faculty appointments are exempt from review by the department-level faculty evaluation committee.

When the department-level faculty evaluation committee reviews scholarly works and papers, it should meticulously record the evaluation process, including the questions raised by committee members regarding the candidate for promotion or reappointment, and the candidate's explanations. These records should be submitted to the higher-level faculty evaluation committee for reference.

Requests for service extensions must be submitted to the Personnel Office by the end of May or November each year.

Article 18 Part-time faculty members who have served at this university for two semesters or more, teaching at least two credits per semester, and who apply for a review during the semester they are still teaching here, may undergo a faculty qualification review after being evaluated by the department, college, and university-level faculty evaluation committees. However, for lecturers applying for review, they must have specialized works other than their degree thesis.

Article 19 The results of faculty evaluation meetings at all levels must be communicated in writing to the involved faculty members within seven days after the meeting concludes. Faculty members who disagree with decisions regarding non-promotion or non-reappointment and believe there has been a procedural error may file an appeal within 30 days after receiving the notification of the evaluation results, following the "National Chung Hsing University Faculty Appeal Committee Organization and Appeal Guidelines." If a teaching unit believes there has been an error in not extending a faculty member's service, the teaching unit, in coordination with the faculty member, may file an appeal. The faculty member themselves may not independently request the appeal.

If the appellant disagrees with the decision of the university's Faculty Appeal Committee, they may further appeal to the Ministry of Education's Central Faculty Appeal Committee.

Article 20 For the reappointment of full-time faculty, after the department-level faculty evaluation committee reviews the case, the list will be submitted to the Personnel Office for the president's approval. In cases of dismissal, suspension, non-renewal, or termination, procedures as stipulated by the Teacher Act must be followed.

For college-level faculty, dismissal, suspension, non-renewal, or termination is not subject to review by the department-level faculty evaluation committee.

For part-time faculty reappointments, approval is required from at least two-thirds of the department-level faculty evaluation committee members, and two-thirds of those who participate in the voting process. The case will then proceed through the administrative procedures.

For former full-time faculty applying to become part-time faculty, approval is needed from at least two-thirds of the department-level faculty evaluation committee members, with at least half of those voting in favor. Afterward, it will proceed through the administrative process.

If a part-time faculty member has not taught at this university for two consecutive years, reappointment will follow the procedures for new appointments.

Full-time faculty transferring to a different position within the department will follow the "National Chung Hsing University Full-Time Faculty Transfer Procedures."

Article 21 (Deleted)

Article 22 For matters not addressed in these regulations regarding the qualification review of faculty candidates, the "Regulations for Faculty Qualification Review in Higher Education Institutions," "Principles for Handling Violations of Faculty Qualification Review Regulations," and relevant rules from this university and the College of Law and Political Science shall apply.

Article 23 These regulations shall be implemented after being passed by the Departmental Affairs Meeting and approved by the Dean. The same procedure shall apply to any amendments.

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