Evaluation Standards for Faculty Promotion and Guidelines for Submission of Publications for Appointment and Promotion Review, Department of Law, National Chung Hsing University

Passed by the Joint Meeting of the Department of Financial and Economic Law and the Institute of Technology Law on July 8, 2010.
Amended by the 20th Department Affairs Meeting on March 9, 2012 (Point 4).
Amended by the 28th Department Affairs Meeting on December 25, 2012 (Point 4, Paragraph 2).
Amended by the 45th Department Affairs Meeting on April 15, 2014 (Point 4, Paragraph 2).
Amended by the 52nd Department Affairs Meeting on November 11, 2014 (Point 4, Paragraph 2).
Amended by the 57th Department Affairs Meeting on March 17, 2015 (Point 2, Paragraph 1; Points 4 & 8).
Full text amended by the 88th Department Affairs Meeting on January 9, 2018.
Full text amended by the 173rd Department Affairs Meeting on November 12, 2024; approved by the College Dean on November 20, 2024.
Amended by the 199th Department Affairs Meeting on November 3, 2026 (Points 2, 3, 4, 5, & 6); approved by the College Dean on November 13, 2026.

1. These Directives are enacted pursuant to Article 3 and Article 12 of the *National Chung Hsing University Regulations for Faculty Appointment and Promotion*.
2. Faculty members of the Department of Law (hereinafter referred to as "the Department") applying for promotion must comply with the *National Chung Hsing University Department of Law Regulations for Faculty Appointment and Promotion* (hereinafter referred to as the "Department Appointment and Promotion Regulations") and meet the minimum standards specified in the following items prior to submitting an application:

1. Teaching Performance (100-Point Scale)

Passing score: **100 points** for applications for promotion to Professor; **80 points** for applications for promotion to Associate Professor. Scoring is limited to teaching performance achieved after obtaining the current faculty rank. Scores in each category are calculated as follows (capped at 100 points):

- **Courses Taught (Maximum 80 points):**
  - Course Syllabus: 1 point per credit hour for courses offered by the Department each semester with a prepared syllabus.
  - English as a Medium of Instruction (EMI): 1 additional point per course for teaching professional EMI courses in the Department (points shared equally among joint instructors).
  - Cross-Departmental / General Education Support: 1 point per course for supporting professional courses in the College/other departments or University General Education courses (capped at 6 points).
  - Graduate Thesis Supervision: 1 point per supervised graduate student in the Department (points shared equally among co-supervisors).
  - In-Service Master’s Program: 1 point per successfully formed course offered in the Department’s In-Service Master’s Program.
- **Teaching Materials & Courseware (Maximum 20 points):**
  - Self-Compiled Materials: 3 points per course for compiling original teaching materials or handouts for University courses.
  - Professional Development: 1 point per attendance at internal or external teaching improvement seminars, workshops, or academic conferences.
- **Teaching Feedback & Performance (Maximum 40 points):**
  - Student Evaluation Survey: For course evaluation results (including satisfaction rates) of 4.5 or higher, 1.5 additional points per course; for scores between 4.00 and 4.49, 1 additional point per course.

    - Department Faculty Evaluation Committee Adjustment: Up to ±10 points added or deducted by the Department Faculty Evaluation Committee based on qualitative student feedback.
    - Teaching Awards: 15 points per University Distinguished Teaching Award; 10 points per College/University Excellent General Education Teacher Award; 5 points per Hsing-Ren Teacher Award.

2. Research Performance (100-Point Scale)

Passing score: **100 points** for promotion to Professor; **80 points** for promotion to Associate Professor. Calculated according to the categories and scores below (capped at 100 points):

- **Academic Monographs in Law:** Evaluated based on the anonymous review scores of two external distinguished scholars recommended by the Department Faculty Evaluation Committee; up to 50 points per monograph.
- **Legal Journal Articles:**
    - **Category 1 (25 points per paper):** Original legal articles indexed in TSSCI (Category: LAW) core journals or SSCI (Category: LAW) journals at the time of submission, acceptance, or publication.
    - **Category 2 (20 points per paper):** Original legal articles indexed in TSSCI (Category: LAW) non-core journals, TSSCI non-law core journals, or peer-reviewed chapters in legal academic monographs.
    - **Category 3 (15 points per paper):** Legal articles published in academic journals issued by law schools/departments of universities not belonging to Category 1 or Category 2.
    - **Category 4 (10 points per paper; maximum 30 points for this category):** Articles exceeding 10,000 words published in specified non-Category 1/2 journals (e.g., *Angle Law Review*, *Taiwan Law Review*, *Intellectual Property Right Monthly*, *National Bar Journal*, *Judges Association Journal*, *Constitutional Government Quarterly*, *Military Law Journal*, *Prosecutorial Review*, etc.).
    - **Category 5 (5 points per paper; maximum 10 points for this category):** Other published legal papers, conference papers, or government/NSTC commissioned research project reports exceeding 8,000 words not belonging to Categories 1–4.
- **Teaching Publications:** 25 points per paper for works meeting the requirements of Article 4-1, Paragraph 4 of the Department Appointment and Promotion Regulations.

3. Service and Collaboration Performance (100-Point Scale)

Passing score: **100 points** for promotion to Professor; **80 points** for promotion to Associate Professor. Restricted to service performance after obtaining the current rank. Applicants whose total service score meets the passing threshold but whose score for **Contribution to Departmental Common Affairs is below 50 points shall still be deemed failing**.

- **Contribution to Departmental Common Affairs:**
    - Committee Membership: 2 points per semester for serving on Department committees (excluding Department Affairs Meetings) with an attendance rate of 75% or higher.

    - Administrative Roles: 5 points per semester for serving as or acting in administrative roles within the Department.
    - Academic Symposia: 2 points per event for organizing academic conferences/symposia for the Department.
    - Departmental Service Work: 2 points per semester per item for handling specific departmental tasks (e.g., admissions promotion, examination administration, curriculum planning, special committees).
    - Journal Editing: 5 points per issue for serving as Executive Editor of *NCHU Law Journal* (*興大法學*).
- **Contribution to University/College Common Affairs (Maximum 30 points):**
    - University/College Committees: 2 points per semester per committee (attendance ≥75%, sub-cap 20 points).
    - Administrative Leadership: 2 points per semester for administrative supervisors or roles at the University/College level (sub-cap 20 points).
    - Legal Consultation: 2 points per recorded instance of providing professional legal consultation to the University.
- **Guidance of Department Students in Extracurricular Activities (Maximum 20 points):**
    - NSTC Student Research Grants: 2 points per student supervised applying for NSTC Undergraduate Student Research Grants; 3 additional points per student if the grant is approved.
    - Legal Competitions: 5 points per occasion for coaching Department students in professional legal competitions.
    - Peer-Reviewed Student Publications: 5 points per paper for guiding students to publish in double-blind peer-reviewed legal journals (where faculty is not co-author); 2 points per paper for other legal journals.
- **Special Achievements in Off-Campus Service (Maximum 20 points):**
    - Government/School Part-Time Roles: 5 points per appointment term for serving in formal professional part-time roles in government agencies or public/private schools.
    - Professional Meetings: 2 points per attendance at government or public legal conferences (excluding routine meetings from paid appointments).
    - National Examination Committees: 2 points per item for appointment by government bodies to national examination committees.
    - Legal Appeals/Litigation: 2 points per case handled for government agencies or the University in administrative appeals or litigation.

Note on Calculation: Performance scores are calculated up to the end of the semester preceding the application. The Department Faculty Evaluation Committee reserves the right to adjust scores based on actual participation.

3. Applications meeting the minimum standards of Points 1 and 2 shall be evaluated by the Department Faculty Evaluation Committee based on the following proportions (totaling 100%):

- **Promotion to Full Professor:**
    - Teaching Performance: **30%**
    - Research Performance: **50%**
    - Service & Collaboration Performance: **20%**
- **Promotion to Associate Professor or Assistant Professor:**
    - Teaching Performance: **30%**
    - Research Performance: **40%**

- Service & Collaboration Performance: **30%**

4. 1. An applicant whose score evaluated by the Department Faculty Evaluation Committee reaches **70 points or higher** may be submitted to the higher-level Faculty Evaluation Committee for review.
   2. If the external peer-review results of the specialized works and reference materials fail to meet the standard set in **Point 7**, the application shall not be submitted to higher-level committees.
   3. Applicants for **appointment conversion** (e.g., part-time faculty obtaining higher rank credentials) shall be reviewed under the same items and standards as faculty promotions, including external peer review of specialized works.

5. Specialized works submitted for new appointment, promotion, or appointment conversion must align with the subjects taught and demonstrate personal originality. Compiled works consisting of editing or rearranging others' publications are prohibited. Works must meet the following rules:

   1. **Representative Work Requirements:**
      - Published after obtaining the current faculty rank and within five years prior to submission during employment at NCHU.
      - Must be a single-authored legal academic monograph, Category 1 law journal paper, or teaching publication.
      - Must include double-blind anonymous peer-review reports from at least two reviewers issued by the publisher.
      - **Pregnancy/Childbirth Extension:** Female faculty may apply to extend the five-year timeframe by up to two years for pregnancy or childbirth.
   2. **Reference Work Requirements:**
      - Published after obtaining the current rank, consisting of academic monographs or Category 1–4 law papers.
      - May be single-authored or co-authored. For co-authored works, the applicant must be the **first author or corresponding author**.
      - A formal Co-Author Contribution Verification Form signed by all co-authors specifying contribution percentages must be submitted.
   3. **Language & Citation Requirements:**
      - Works may be written in any language; foreign language publications must include a Chinese abstract.
      - Citations and reference bibliographies must be strictly provided.
   4. **Resubmission & Publication Rules:**
      - Applicants previously unapproved for promotion must replace or add at least one specialized work upon reapplication.
      - **Publication Deadlines:**
        - For effective appointment/promotion on **August 1**: Representative works must be published or officially accepted by **February 15** of that year.
        - For effective appointment/promotion on **February 1**: Representative works must be published or officially accepted by **August 15** of the preceding year.
      - Works submitted with acceptance letters must be formally printed within **one year** of acceptance and deposited with the university within two months of printing. Extension up to a maximum of **three years** from acceptance may be granted for un-attributable reasons subject to committee approval.

5. **Degree Dissertation & Teaching Practice Research:**
    - Newly appointed Assistant Professors or below applying under the Teacher Education Act may substitute their representative work with a legal doctoral dissertation.
    - Faculty may also submit **Teaching Practice Research** results as their representative work.

6.
1. Upon determining that specialized works conform to regulations, the Department Chair compiles a confidential list of at least **10 recommended external experts/scholars** provided by committee members.
2. If teaching practice research is submitted as representative work, at least **3 additional experts** with teaching practice promotion background or discipline education experience shall be requested from the Office of Academic Affairs.
3. The confidential list is submitted to the College Faculty Evaluation Committee Chair. The University President and College Chair select **5 reviewers** (President selects 2; College Chair selects 3).

7. To proceed to higher-level review, external evaluation ratings of specialized works must meet the following thresholds:

- **Professor & Associate Professor Rank:** At least **four out of five reviewers** must rate the works as **Grade B (80 points) or higher**.
- **Assistant Professor & Lecturer Rank:** At least **four out of five reviewers** must rate the works as **Grade C (75 points) or higher**, with at least **three rating Grade B (80 points) or higher**.

8. Uncovered matters shall be governed by the *Regulations for Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, the *Principles for Handling Teacher Qualification Submissions in Violation of Regulations*, and relevant NCHU/College rules.
9. These Directives shall take effect upon passage by the Department Affairs Meeting and approval by the College Dean. The same procedure applies to future amendments.

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%	Courses Taught (10 points)		
	Teaching Materials & Lesson Plans (10 points)		
	Teaching Evaluations & Performance (10 points)		
Research 40 %	External Peer Review Score for Specialized Publications and Reference Materials		
Service and Collaboration 30%	Contribution to Departmental & University Common Affairs (10 points)		
	Performance in Guiding Extracurricular Student Activities (10 points)		
	External Service with Special Achievements (10 points)		
Notes on External Review Thresholds (Article 6): 1. **Full Professor / Associate Professor Ranks:** At least four (4) external reviewers must evaluate the overall submission as Grade B (80 points) or above. 2. **Assistant Professor / Lecturer Ranks:** At least four (4) external reviewers must evaluate the overall submission as Grade C (75 points) or above, with at least three (3) of them evaluating as Grade B (80 points) or above. 3. External review results shall be submitted by the Dean/Chairperson of the College Faculty Evaluation Committee to the Department Faculty Evaluation Committee for reference prior to review.		Total Score	

Departmental Faculty Evaluation Committee Members' Opinions		
	Approved	For those who agree with the promotion or reappointment, please mark the box under "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.
	Not Approved	
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%	Courses Taught (10 points)		
	Teaching Materials & Lesson Plans (10 points)		
	Teaching Evaluations & Performance (10 points)		
Research 50 %	External Peer Review Score for Specialized Publications and Reference Materials		
Service and Collaboration 20%	Contribution to Departmental & University Common Affairs (8 points)		
	Performance in Guiding Extracurricular Student Activities (7 points)		
	External Service with Special Achievements (5 points)		
Notes on External Review Thresholds (Article 6): 1. **Full Professor / Associate Professor Ranks:** At least four (4) external reviewers must evaluate the overall submission as Grade B (80 points) or above. 2. **Assistant Professor / Lecturer Ranks:** At least four (4) external reviewers must evaluate the overall submission as Grade C (75 points) or above, with at least three (3) of them evaluating as Grade B (80 points) or above. 3. External review results shall be submitted by the Dean/Chairperson of the College Faculty Evaluation Committee to the Department Faculty Evaluation Committee for reference prior to review.		Total Score	

Department Faculty Evaluation Committee Decision		
	Approved	For those who agree with the promotion or reappointment, please mark the box under "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.
	Not Approved	
Specific Reasons for Disapproval		

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

<table>
<tr><td colspan="6">National Chung Hsing University, Department of Law, Faculty Reference Publication Co-author Certification</td></tr>
<tr><td>Submitter</td><td>Chinese Name</td><td></td><td>English Name</td><td></td><td>Institution</td><td></td></tr>
<tr><td>Title of Reference Publication</td><td colspan="4"></td><td>Publication Date</td><td></td></tr>
<tr><td rowspan="7">Contributions or Completed Portions by the Submitter and Co-authors (Please provide detailed descriptions)</td><td colspan="4">Content</td><td>Contribution Proportion</td><td>Co-author's Confirmation Signature</td></tr>
<tr><td colspan="4">Example
Submitter: ○○○
• Research framework, literature review, statistical analysis, conclusion writing</td><td>Example
70%</td><td></td></tr>
<tr><td colspan="4">Co-author: ○○○
• Interviews and data organization</td><td>20%</td><td></td></tr>
<tr><td colspan="4">Co-author: ○○○
• Review and revisions</td><td>5%</td><td></td></tr>
<tr><td colspan="4">Co-author: ○○○
• English manuscript editing</td><td>5%</td><td></td></tr>
<tr><td colspan="4">(If additional details are needed, please add accordingly)</td><td></td><td></td></tr>
<tr><td colspan="4">Total</td><td colspan="2">100%</td></tr>
<tr><td>Date of Form Completion</td><td colspan="6">Date of Form Completion: Republic of China (Taiwan) ○○○ Year ○○ Month ○○ Day</td></tr>
</table>

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.

Faculty Promotion Application Document Verification Checklist

Candidate Name: _____
Target Rank: ([ ] Full-time [ ] Part-time) [ ] Professor [ ] Associate Professor [ ] Assistant Professor

Document Item	Electronic Copy Requirements	Hard Copy Requirements	Verification Status
Department Checklist	[ ] Word File	[ ] 1 Copy	[ ] Verified
University Document List	Downloaded from Personnel Office	[ ] 1 Copy	[ ] Verified
Promotion Recommendation Form	[ ] Word File	[ ] 1 Copy	[ ] Verified
Teacher Certificate Copy	[ ] Scanned PDF File	[ ] 1 Copy	[ ] Verified
Qualification Evaluation Opinion Form	[ ] Word File	—	[ ] Verified
Publication Catalog List	[ ] Word File	[ ] 5 Copies	[ ] Verified
Recusal Declaration Form	[ ] Word File (College Webpage)	[ ] 1 Copy	[ ] Verified
Representative Publication	Sole author; published within 5 years.[ ] PDF File (Editable)	Bound per Personnel Office format.[ ] 5 Copies	[ ] Verified
└ *Double-blind Peer Review Reports*	[ ] PDF File	[ ] 2 Copies per item	[ ] Verified
└ *Acceptance / Publication Proof*	[ ] PDF File (If unpublished)	[ ] 1 Copy per item	[ ] Verified
Reference Publications	Published after previous rank qualification.[ ] PDF File (Editable)	Bound and numbered in sequence.[ ] 5 Copies	[ ] Verified
└ *Double-blind Peer Review Reports*	[ ] PDF File	[ ] 2 Copies per item	[ ] Verified
└ *Co-Author Verification Original*	[ ] Scanned PDF File	[ ] 1 Copy per co-authored item	[ ] Verified
Reference Supporting Materials	Academic / professional achievements.[ ] PDF File (Editable)	Bound and numbered sequentially.[ ] 5 Copies	[ ] Verified
Teaching Evidentiary Portfolio	[ ] PDF File	[ ] 1 Set	[ ] Verified
Service Evidentiary Portfolio	[ ] PDF File	[ ] 1 Set	[ ] Verified
MOE Reporting System Data Entry	Complete via https://www.schprs.edu.tw/	[ ] Verified Complete	[ ] Verified

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

Detailed Assessment & Self-Evaluation Sheet — Teaching Category

Candidate Name: _____
Target Rank: ([ ] Full-time [ ] Part-time) [ ] Professor [ ] Associate Professor [ ] Assistant Professor

Item	Criteria & Maximum Point Limits	Detailed Scoring Rules	Candidate Self-Assessment / Notes	Department Verification
1. Courses Taught	**Max Limit: 80 points**	(1) 1 point per credit for courses with syllabus in Department.(2) +1 extra point per course taught as EMI (English Medium Instruction).(3) 1 point per course supporting College/other Depts/General Education (Max 6 pts).(4) 1 point per Master's thesis supervised.(5) 1 point per Executive Master's course offered and formed.	Candidate Score: ___ ptsDetails: _____	___ pts
2. Teaching Materials & Plans	**Max Limit: 20 points**	(1) 3 points per course with self-compiled teaching materials/handouts.(2) 1 point per attendance in teaching enhancement workshops/seminars.	Candidate Score: ___ ptsDetails: _____	___ pts
3. Teaching Feedback & Performance	**Max Limit: 40 points**	(1) Student evaluation ≥ 4.5: +1.5 pts/course; $4.0 - 4.49$: +1 pt/course.(2) Dept Committee adjustment: ± 10 points based on qualitative feedback.(3) Teaching Excellence Award: 15 pts; Outstanding General Ed: 10 pts; Hsing-Ren Master: 5 pts.	Candidate Score: ___ ptsDetails: _____	___ pts
Category Total	Passing Criteria:• Professor: 100 pts• Assoc. Prof: 80 pts	Scores exceeding 100 points shall be capped at 100 points.	Total Self-Score:____ / 100	Verified Total:____ / 100

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

Detailed Assessment & Self-Evaluation Sheet — Research Category

Candidate Name: _____
Target Rank: ([ ] Full-time [ ] Part-time) [ ] Professor [ ] Associate Professor [ ] Assistant Professor

Research Sub-category	Category Classification & Scoring Rules	Max Points & Limitations	Candidate Self-Assessment	Department Verification
1. Academic Monograph	Individual monograph in Law discipline evaluated by 2 external scholars.	Max 50 points per monograph.	Title: _____Score: ___ pts	___ pts
2. Law Journal Papers	**Category 1:** TSSCI (Law Category Core) / SSCI (Law Category)	25 points per article.	Quantity: ___ papersScore: ___ pts	___ pts
	Category 2: TSSCI (Law Non-Core) / TSSCI (Non-Law Core) / Double-blind peer-reviewed Law Book Chapter	20 points per article.	Quantity: ___ papersScore: ___ pts	___ pts
	Category 3: Law Department/Institute Journals (Non-Cat 1 & 2)	15 points per article.	Quantity: ___ papersScore: ___ pts	___ pts
	Category 4: Listed specialized law periodicals (>10,000 words)	10 points per article.*(Max limit: 30 points)*	Quantity: ___ papersScore: ___ pts	___ pts
	Category 5: Other published papers / conference papers / project reports (>8,000 words)	5 points per article.*(Max limit: 10 points)*	Quantity: ___ papersScore: ___ pts	___ pts
3. Pedagogy Publications	Teaching practice research publications meeting Article 4-1(4).	25 points per publication.	Quantity: ___ papersScore: ___ pts	___ pts
Category Total	Passing Criteria:• Professor: 100 pts• Assoc. Prof: 80 pts	Scores exceeding 100 points shall be capped at 100 points.	Total Self-Score:____ / 100	Verified Total:____ / 100

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

Detailed Assessment & Self-Evaluation Sheet — Service & Cooperation Category

Candidate Name: _____
Target Rank: ([ ] Full-time [ ] Part-time) [ ] Professor [ ] Associate Professor [ ] Assistant Professor

Item	Service Description & Scoring Rules	Max Limits & Conditions	Candidate Self-Assessment	Department Verification
1. Contribution to Department Affairs	(1) Department committee member ($\ge 75\%$ attendance): 2 pts/semester.(2) Administrative role/acting role in Dept: 5 pts/semester.(3) Organizing academic conferences for Dept: 2 pts/event.(4) Specific service duties (admissions, curriculum, committees): 2 pts/item/semester.(5) Executive Editor of *NCHU Law Review*: 5 pts/issue.	Mandatory Requirement:Must achieve **≥ 50 points** in this sub-category to pass.	Candidate Score: ___ ptsDetails: _____	___ pts
2. Contribution to University/College Affairs	(1) University/College committee ($\ge 75\%$ attendance): 2 pts/item/semester (Max 20 pts).(2) Administrative supervisor/role in University/College: 2 pts/semester (Max 20 pts).(3) Providing professional legal consultation for University: 2 pts/event.	Max Limit:30 points	Candidate Score: ___ ptsDetails: _____	___ pts
3. Extracurricular Student Guidance	(1) Supervising NSTC student research grants: 2 pts/student (+3 extra pts if approved).(2) Guiding students in professional legal competitions: 5 pts/event.(3) Guiding students to publish in double-blind peer-reviewed law journals: 5 pts/paper.(4) Guiding students to publish in law journals: 2 pts/paper.	Max Limit:20 points	Candidate Score: ___ ptsDetails: _____	___ pts
4. Special External Service Performance	(1) Appointed professional roles in govt/schools: 5 pts/term.(2) Invited to legal	Max Limit:20 points	Candidate Score: ___ ptsDetails:	___ pts

	expert meetings by govt/private bodies: 2 pts/event.(3) Appointed by govt as national exam administrator/committee: 2 pts/item.(4) Handling administrative appeals/litigations for govt/NCHU: 2 pts/case.		_____	
Category Total	Passing Criteria:• Professor: 100 pts• Assoc. Prof: 80 pts	Scores exceeding 100 points capped at 100 pts.*Note: Must reach ≥ 50 pts in Dept Affairs.*	Total Self-Score:____ / 100	Verified Total:____ / 100

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