

NATIONAL SUN YAT-SEN UNIVERSITY

College of Liberal Arts Department of Foreign Languages and Literature Regulations of Faculty Promotion Evaluation

Approved by the 3rd Department General Meeting on January 7, 2014, School Year 102.

Amended and approved by the 6th College Faculty Evaluation Meeting on February 27, 2014, School Year 102.

Authorized by the president on March 24, 2014, 2nd Semester of School Year 102.

- I. This set of regulations is issued in accordance with “National Sun Yat-sen University (“NSYSU”) Regulations of Teaching and Research Personnel Promotion Evaluation” and “NSYSU Regulations for Faculty Promotion Evaluation” to establish the procedure for faculty promotion evaluation in the Department of Foreign Languages and Literature (hereafter referred to as “the Department”).
- II. The Department faculty promotion evaluation committee meeting is organized by the Department Faculty Evaluation Committee (hereafter referred to as “the Committee”) with the department head as the convener. Committee members shall avoid attending evaluation meetings in which they are the applicants for promotion.
- III. Qualifications required for the Department’s faculty promotion application shall comply with the university’s “Regulations of Teaching and Research Personnel Promotion Evaluation.”
- IV. Faculty members applying for promotion shall submit necessary information to the Committee two weeks prior to the start of each semester. Late applications will not be considered.
- V. An applicant must submit the following information in accordance with the university’s relevant regulations:
 - A. NSYSU Faculty Promotion Applicant Information Form
 - B. Four copies of the thesis for promotion application and other publications for references (academic theses published in the current position).
 - C. Four copies of the applicant’s academic resume.
 - D. The Department Faculty Promotion Scoring Form, Self-Evaluation for Promotion Form and List of [Other Academic Research, Teaching Performance and Service Evaluation.]
- VI. In accordance with Article IV of NSYSU’s “Regulations of Teaching and Research Personnel Promotion Evaluation,” faculty members applying for promotion are evaluated in three categories: academic research, teaching performance, and service performance. The items and scoring proportions used by the Committee is as follows:
 - A. Academic Research: Accounts for 70% of the total score. The score is calculated according to the relevant regulation on research scoring in “NSYSU College of Liberal Arts Regulations for Faculty Promotion Evaluation Scoring.” It is divided into the following two parts:
 1. Research for external review: The best representative work of the applicant’s publications of the previous five years while in the current position and other relevant publications of the previous seven years. This accounts for 75% of the total.
 2. Execution of a government-commissioned research project (limited to the principle investigator of the project) of the previous seven years while in

the current position and subsidized items. This accounts for 25% of the total.

- B. Teaching Performance: Accounts for 20% of the total score. The score is calculated according to the relevant regulation on academic performance in “NSYSU College of Liberal Arts Regulations for Faculty Promotion Evaluation Scoring.”
- C. Service Performance: Accounts for 10% of the total score. The basic score is 65 points. The score is calculated according to “NSYSU College of Liberal Arts Regulations for Faculty Promotion Evaluation Scoring.” The Department takes in account the following items for calculation:
 - 1. Serving a level II head position.
 - 2. Receiving a Department’s Outstanding Faculty Member Award
 - 3. Serving as a department mentor.
 - 4. Serving as a member or representative in a university, college, or department-level committee with attendance rate over 75%.
 - 5. Serving in a preparatory team for the Department’s large-scale meetings or activities.
 - 6. Serving as a head recruiter or a recruiter of another level for the Department’s foundational English courses.
 - 7. Serving as a faculty member in charge of a set of courses.
 - 8. Supervising a thesis for a doctoral or master student.
 - 9. Other services in or outside of NSYSU (for example, being invited to deliver a lecture, acting as a long-term consultation committee member outside of NSYSU, conducting thesis oral exam or mentors thesis outside of NSYSU, serving as a supervisor or director in a professional society outside of NSYSU, serving as a consultant or committee member in a government organization, being involved in student recruitment or other service beneficial to the university).

The total score of the items specified in the above three paragraphs must exceed 70 points.

- VII. When conducting initial evaluation, the Committee must first forward applicants’ promotion theses to the college dean to appoint three qualified academic experts for publication reviews in accordance with “NSYSU Regulations of Teaching and Research Personnel Promotion Evaluation.” The Committee shall recommend at least seven academic experts with sufficient capabilities from outside of NSYSU (for the college’s reference when conducting external review) for the college dean to select three as reviewers. The college will conduct external review and the results will be sent back to the Department for initial evaluation.
- VIII. If a promotion applicant is dissatisfied with the Committee’s decision after receiving the notice, he/she may apply for reconsideration with written explanation in accordance with the relevant regulations in “NSYSU Regulations of Teaching and Research Personnel Promotion Evaluation.”
- IX. Evaluation regulations and other guidelines unaddressed in this set of regulations shall be handled in accordance with the university’s Regulation for Faculty Promotion Evaluation.
- X. This set of regulations shall be implemented following approvals of the Department Affairs Meetings and the College Faculty Evaluation Committee as well as the authorization from the president. The same procedure shall be carried out when amendments are to be made.