**NATIONAL SUN YAT-SEN UNIVERSITY**

**Department of Foreign Languages and Literature**

**Guidelines for Faculty Appointments**

Amended by the 9th Department of Foreign Languages and Literature Faculty Evaluation Committee Meeting on March 30, 2006, School Year 94.

Approved by the 7th College of Liberal Arts Faculty Evaluation Committee Meeting on April 25, 2006, School year 94.

1. This set of regulations is issued in accordance with Article II of "Regulations for Establishment of Faculty Evaluation Committee" of National Sun Yat-sen University in order to recruit faculty members.
2. In cases of faculty vacancy in the department, new faculty members shall be recruited through public media. A list of candidates shall then be submitted to the Department Faculty Evaluation Committee for reviews.
3. New full-time faculty members shall be approved by at least two-thirds of committee members through votes. In cases of candidates receiving the same amount of votes, voting may be re-processed when necessary. Blank votes, invalidated votes, and abstention votes are regarded as disagree votes.
4. A full-time faculty applicant shall have obtained a doctoral degree, or the doctoral degree shall have been earned by the time of appointment, to be qualified for an appointment. The constraint of doctoral degree may be removed if the department has specific demands that are approved by the Department Faculty Evaluation Committee.
5. An applicant shall submit relevant education and experience information, at least two recommendation letters, and published works before the specified deadline.
6. The list of intended faculty appointments shall be submitted by the chairman of the department to the College and the University Faculty Evaluation Committees for reviews in the same school year.
7. New adjunct faculty appointments shall be processed as that of full-time faculty appointments, and shall be reviewed by three-levelled department, college, and university faculty evaluation committees.
8. Please refer to "Guidelines for Faculty Teaching Hours Collection" of the university for basic full-time faculty teaching hours. Weekly teaching hours shall not be less than three hours following compensation of teaching hours in accordance with regulations.

Teaching hours of general program courses for full-time faculty members may be collectively accounted in the second semester of every school year. In cases that basic teaching hours are still not achieved following compensation of teaching hours in accordance with regulations, there shall be no promotion unless approved by the University Faculty Evaluation Committee due to specific causes.

Full-time faculty members who do not achieve basic teaching hours for three of five school years may, once reviewed by the three-level faculty evaluation committees, have their positions adjusted to adjunct positions with appointment contracts modified.

1. Enforcement rules are issued separately.
2. The present guidelines shall be forwarded by the Department Faculty Evaluation Committee to the College Faculty Evaluation Committee for reviews and approvals. The same procedure shall be carried out when amendments are to be made.