

# 國立臺灣師範大學社會科學學院教師評審準則

## National Taiwan Normal University College of International Studies and Social Sciences Faculty Evaluation Guidelines

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- Article 1 The National Taiwan Normal University College of International Studies and Social Sciences *Faculty Evaluation Guidelines* (the “Guidelines”) have been formulated under the NTNU *Faculty Evaluation Regulations*.
- Article 2 This College performs pursuant to the Guidelines the hiring, renewal, appointment, promotion, reappointment, suspension, dismissal, and non-renewal of full- and part-time faculty members in all of its departments. Evaluations, long-term appointments, determination of reasons for dismissal, voluntary retirement, or forced retirement of faculty members should be completed in accordance with legal requirements. Extensions of service of professors emeritus and faculty members jointly hired by NTNU and Academia Sinica (or other educational institutions) and other matters shall be reviewed by a faculty evaluation committee of this College.  
The initial hiring, renewal, and appointment of full-time faculty members shall be completed in accordance with Articles 4–10 of the NTNU Faculty Evaluation Regulations.
- Article 3 Faculty members of departments of this College applying for promotion reviews and the requirements for representative co-authorship, are subject to, in addition to Articles 12, 12-1, and 13, the following rules, which govern grading items, review materials, review items, and evaluation criteria:
1. Grading items
    - (1) Research: The publications submitted by faculty members applying for promotions shall be related to the nature of subjects taught. The publications, research achievement-based or not, shall be original and not compilations or amendments of the publications of others.  
In respect of representative publications, applicants shall meet one of the following rules:
      1. Faculty member applicants for promotion shall have published or have at least three of their publications accepted while in their current position. They shall be the sole author, first author, or corresponding authors of such publications.

- (1) The publications are published in SCI, SSCI, TSSCI, EI, A&HCI, THCI (previously THCI Core, before 2016), EconLit, SCOPUS, **ERIH**, or academic journals as otherwise approved by this College (or other NTNU college affairs meetings), passed during the University Faculty Evaluation Meeting, and submitted for future reference;
- (2) The publications have been reviewed by the review system after being read out in domestic or foreign seminars, and are put into a collection published by official publishing organizations (including CD-ROMs and online publications); and
- (3) The publications are officially published book articles.

2. The faculty members have published an academic book as the sole author or first author.

Applicants may determine which of the above shall serve as the representative publications. Representative publications may not be submitted more than once. The publications submitted for review shall be published or released after the applicant received the qualifications relevant to the level before the promotion. Concerning the review of books, book articles, or paper collections published after seminars, applicants shall attach the opinions of two external review committee members of the publishers as well as the proof of publication approval. The review units shall comply with the rules stipulated in Article 12 of the NTNU Faculty Evaluation Regulations.

(2) Teaching

1. Whether teaching hours meet basic requirements.
2. Curriculum opinion surveys.
3. Performance in guiding students' academic research.
4. Other teaching matters.

(3) Services

1. Participation in department, institute, college, and university affairs.
2. Serving as student advisers or guidance providers in student clubs, publications, or representative teams.
3. Counseling students in personal and employment matters.
4. Concurrently serving other NTNU administrative positions.
5. Participating in academic-related activities such as off-campus seminars and workshops, or serving as the person in charge or important personnel of off-campus academic societies.
6. Responsibility for guiding or review of academic-related matters outside NTNU.
7. Performance of industry-university cooperation.
8. Other service matters.

2. Documents to be submitted for review: Documents shall be submitted before October/April 10<sup>th</sup> of each year (as relevant). The faculty member promotion preliminary review results are to be compiled and forwarded to the NTNU Office of Human Resources and then to this College for secondary review.

- (1) A list of the faculty members from each department and institute applying for promotion and a list of the number of faculty members applying for promotions.
- (2) A copy of the preliminary review records.
- (3) Publications used by faculty members applying for promotion and a list of the representative publications (six copies).
- (4) A copy of the meeting minutes of the department or institute faculty evaluation committee.
- (5) Review forms, publication forms, and self-report of one's teaching, research, and service achievements (to NTNU or the academic sector) over the years.
- (6) Faculty member promotion application forms and a copy of their qualifications.
- (7) The number of reviewers recommended by the department faculty evaluation committee is eight to ten.
- (8) Selecting one or two potential reviewers that the relevant faculty member does not wish to submit to for review.

3. Grading matters

- (1) Deans may choose five of the eight to ten reviewers recommended in the list provided by the department and institute faculty evaluation committees to review publications.
- (2) The external review of the aforementioned publications shall adopt a grading system divided into: A (outstanding), B (excellent),

C (satisfactory), and D (lacking). Reviewers shall rate applicants' research performance by comparing it to that of faculty members at the same level and in the same field.

(3) When this College and its departments and institutes evaluate teaching and service matters, it is permitted to customize criteria and grading method. The evaluation methods may include applicant self-evaluation, faculty peer evaluation, student evaluation, and administrative support evaluations.

(4) Should the faculty evaluation committee of this College find that there clear differences between the opinions and scores of individual external review committee members, that the review opinions are overly brief to allow for judgment, or that there are otherwise major flaws, the review opinions may be returned to the original reviewers with the consent of more than two-thirds of the attending committee members. If the review opinions are still questionable, the faculty evaluation committee of this College may, as necessary, have other scholars or experts perform reviews with the consent of more than over two-thirds of the attending committee members. In such circumstances the abovementioned "questionable" review opinions will not be taken into account.

(5) If the applicants pass the research, teaching, and service reviews, the promotion applications will be granted.

#### 4. Evaluation standards

(1) Research items: For special publication or technical report applications, there shall be at least four reviewers who rate the applications as grade B or above.

Department-level faculty evaluation committees will only review whether the applicants' research meets the promotion requirements stipulated in the rules of their respective colleges.

(2) Teaching items: Shall be 80% or above.

(3) Service items: Shall be 80% or above.

Article 4 For matters not covered in the Guidelines, they shall be handled in accordance with the NTNU Faculty Evaluation Regulations and related rules. Any disputes shall be resolved by the college affairs meeting.

Article 5 These Guidelines are announced and implemented once they have been approved by the college affairs meetings of this College, submitted to the University Faculty Evaluation Committee for future reference, and reported to and approved by the President. The same principle applies in respect of any amendments.