

Rules and Regulations for Appointment and Promotion of Faculty at College of Public Health, National Taiwan University

Chapter I. General Principles

Article 1 To encourage the faculty of the College in the pursuit of excellence and to ensure that faculty meet the necessary standards of qualification, the College Faculty Evaluation Committee has established these rules and regulations for appointment and promotion of faculty, in accordance with Article 6-1 and Article 8-1 of the “Essential Points for Establishment of the Colleges and Centers of National Taiwan University” and Article 6 of the “Regulations for Establishment of the NTU College of Public Health Faculty Evaluation Committee.”

Article 2 The qualifications for appointment to a faculty position in the College at the level of instructor or above (both initial appointments and reappointments) and for promotion to a higher rank are determined according to the relevant regulations of the Ministry of Education, the University and the College. For such appointments, the procedures for nomination and evaluation of candidates are also accordingly determined.

Article 3 The evaluative process for the promotion of the College’s faculty shall be based on the following spirit of purpose:

1. With respect to research, teaching and service demonstrated by faculty members, more importance shall be attached to the quality than to the quantity.
2. Faculty members shall be encouraged in the all-around pursuit of excellence, to strive vigorously to dedicate themselves to progress, not only in the realm of education by upgrading the level of their teaching and disciplinary knowledge to improve pedagogical effectiveness and learning outcomes, but also attaching value to the realms of service and research in the pursuit of substantive results that contribute to their academic field and have beneficial social impact.
3. The individual development of all domains of public health shall be valued, while collaboration among peers is encouraged, and emerging domains and interdisciplinary collaboration are supported, especially such efforts that can promote the College’s international prestige as an institution of excellence.

Article 4 Faculty members of the College shall meet the following prerequisite qualifications prior to applying to the department or degree program for promotion to a higher rank:

1. Assistant Professors applying for promotion to Associate Professor.
 - I. Research carried out within the past five years while holding the post of Assistant Professor shall meet the following requirements:
 - i. Include a body of one or more research articles in which applicant served as first author or corresponding author published or accepted for publication in an SCI journal or SSCI journal.

- ii. The body of writing must include at least one representative work with the applicant as first author.
- iii. The representative works must meet at least one of the following criteria:
 - a. Publication in a JCR journal dedicated to the field of specialization of the applicant, with a ranking in the top 20% or an impact factor of greater than 5.
 - b. Constitutes a major academic contribution or societal impact.
- iv. The body of writings needs to be listed on the College's official form with a brief explanation of academic contribution, societal impact, or emerging significance/significant interdisciplinary contribution.

II. Teaching performed in the past five years as assistant professor must satisfy the following criteria (those who cannot calculate consecutively over the previous five years due to further studies undertaken abroad, official business, military service, or other unavoidable circumstances, should extrapolate backward to reach a total of five years):

- i. On average each year has taught alone or collaboratively a lecture-style course equivalent to at least 4 academic credits. The number of credit hours taught should be calculated according to the proportion of classes actually taught.
- ii. As a demonstration of specialized academic expertise, has been in charge of and acted as head instructor of at least one course (delivering more than half of the lectures).
- iii. Has cooperated with the Curriculum Committees for the undergraduate department, graduate institutes, degree programs and the College in the teaching of required core courses.
- iv. Has cooperated in giving lectures in lecture-style courses offered in the undergraduate department and the degree programs.
- v. Has served as a thesis advisor to graduate students or as research advisor to undergraduate students doing independent research in a special topics course in public health.

III. The candidate must have performed service on or off campus in the past 5 years while holding the post of Assistant Professor and provide concrete facts about that service.

2. Associate Professors applying for promotion to the position of Professor:

I. Research carried out within the past five years while holding the post of Associate Professor shall meet the following requirements:

- i. Include a body of two or more research articles in which applicant served as first author or corresponding author that was published in or accepted for publication by an SCI journal or SSCI journal.
- ii. The body of writing must include at least one representative work or reference work with the applicant as first author.
- iii. The body of writing must contain at least two representative works that meet at least one of the following criteria:
 - a. Publication in a JCR journal dedicated to the field of specialization of the applicant, with a ranking in the top 20% or an impact factor of greater than 5.
 - b. Constitutes a major academic contribution or societal impact.

iv. The body of writings needs to be listed on the College's form with a brief explanation of academic contribution, societal impact, or emerging significance/significant interdisciplinary contribution.

II. Teaching performed in the past five years as Associate Professor must satisfy the following criteria (those who cannot calculate consecutively over the previous five years due to further studies undertaken abroad, official business, military service, or other unavoidable circumstances, should extrapolate backward to reach a total of five years):

i. On average each year has taught alone or collaboratively a lecture-style course equivalent to at least 4 academic credits. The number of credit hours taught should be calculated according to the proportion of classes actually taught.

ii. As a demonstration of specialized academic expertise, has been in charge of and acted as head instructor of at least one course (delivering more than half of the lectures).

iii. Has cooperated with the Curriculum Committee for the undergraduate department, graduate institutes, degree programs and the College in the teaching of required core courses.

iv. Has cooperated in giving lectures in lecture-style courses offered in the undergraduate department and the degree programs.

v. Has served as a thesis advisor to graduate students or as research advisor to undergraduate students doing independent research in a special topics course in public health.

III. The candidate must have performed service on and off campus in the past 5 years while holding the post of Associate Professor and provide concrete facts about that service.

Chapter II. Appointment of Full-time Faculty (Including Joint and Visiting Appointments)

Article 5 Principles for appointing and promoting full-time faculty of the College:

1. Applications for promotions or initial appointments (to fill a current vacancy, a vacancy that will open before July due to an already known mandatory retirement order, or a newly added position set to be established on August 1) shall be submitted to the College by the end of March (applications to positions in newly established departments, institutes, and programs are exempt from this submission deadline). Applications for initial appointments to vacancies arising after the end of March shall be submitted to the College by the end of October. Those who obtain a higher-level academic degree subsequent to appointment may at any time submit an application for reappointment.
2. When all of the established positions allotted to an undergraduate department, graduate institute or degree program are occupied and the educational unit has borrowed a vacant position to meet its teaching needs, it may propose a promotion of the teacher appointed to the borrowed vacancy under the following circumstances:
 - (1) If the borrowed vacancy was an established position directly attached to the College (not affiliated with any single department, institute, or program), the teacher may apply for promotion provided the director of the department, institute or degree

program submits a written guarantee that once the unit has its own vacancy, the teacher shall be reappointed to fill that vacancy (and the borrowed vacancy shall be returned).

- (2) If the vacancy was borrowed from a unit other than the College, in addition to the above-mentioned action, the director of the relevant department, institute or degree program shall also give a precise statement as to when the vacancy to which the teacher shall be reappointed is expected to arise.

Article 6 When the department, institute, or program presenting a nomination of appointment and promotion of faculty to the College, all the following items shall be checked thoroughly and a paper copy of each document along with an electronic file of each delivered:

1. Promotions.

- (1.) A completed promotion recommendation form.
- (2.) A detailed resume with a list of published articles.
- (3.) One to four representative works, which must meet the following criteria:
 - (a.) Published subsequently to obtaining the current rank.
 - (b.) Published after receiving a full appointment at the College.
 - (c.) Limited to articles published or accepted for publication by a journal after obtaining the current rank and within the past 5 years. To qualify as representative works, articles written jointly with two or more coauthors are limited to those in which the applicant was first author or corresponding author.
- (4.) Reference works published after obtaining the current rank and within the past 7 years (a paper copy and digital file of up to a maximum of 10 publications, a digital file only of the remainder).
- (5.) Regarding representative works published within the past 5 years and reference works published within the last 7 years, the time limitation should trace back from the validation date of the teacher certification concurrently being applied for (those who already have the appropriate teacher certification should trace back from the starting date of the promotion being applied for). Only the documents submitted by the deadline set by the departments, institutes or programs shall be considered for review.
- (6.) An overview of research, one copy written in English and one in Chinese, describing the applicant's field of research and important contributions made to it (2000 words or less, in principle).
- (7.) Proof of joint authorship.
- (8.) 6 copies of the completed Writings Review Comment Form.
- (9.) The body of writings needs to be listed on the College's official form with a brief explanation of academic contribution, societal impact, or emerging significance/significant interdisciplinary contribution.
- (10.) Documentary material pertinent to teaching and service performed.

2. Initial Appointments.

- (1.) A resume in Chinese and a detailed resume in English with a list of published articles.

- (2.) 3 letters of recommendation.
- (3.) One to four representative works, which must meet the following conditions:
 - (a.) Representative works must have been published in or accepted for publication in a well-known domestic or international academic or professional journal within the past 5 years; and proof of the date on which the article was published or will be published must be provided. Only in cases seeking appointment at the level of assistant professor (instructor/lecturer) or below, may their PhD dissertation or master's thesis be submitted for consideration as a representative work.
 - (b.) An applicant seeking an appointment and concurrently applying for teacher certification must comply with the Ministry of Education's rules for submitting representative works as well as the rules of the College pertaining to promotion for a candidate of the applicant's academic rank.
- (4.) Other academic writings for consideration that would contribute to the evaluation, which should be published after obtaining the current rank and within the past 7 years
- (5.) Regarding representative works published within 5 years and reference works published within the last 7 years (see items 3 and 4 above regarding Promotions), the time limitation should trace back from the validation date of the concurrently applied for teacher certification (those who are not applying for teacher certification should trace back from the starting date of the applied for appointment or promotion). If the department, institutes, or programs have rules stipulating time limitations of fewer years, they shall take precedence. If any of the submitted representative works were not published in a periodical having a specific date so that it is not possible to judge whether it was published within 5 years, the cover of the journal and table of contents should be submitted to facilitate the review.
- (6.) Proof of joint authorship.
- (7.) 6 copies of the completed Writings Review Comment Form.
- (8.) Applicants holding a PhD or master's degree should submit a photocopy of their diploma or a certificate.
- (9.) A written account of the recruitment and review process of this initial appointment and the Initial Appointment Review Comment Form.

Article 7 Those nominated candidates of appointment and promotion of faculty must within the specified time limit give a public lecture about their research achievements at the College.

Article 8 The evaluation of candidates of appointment and promotion of faculty is divided into three parts, with scores given to their teaching, research and service. The candidates of promotion of faculty should choose and confirm one of the following two ways of dividing the allocation of points between teaching and service before submitting the application of promotion:

1. Teaching score weights 80%, service score weights 20%.
2. Teaching score weights 60%, service score weights 40%.

Article 9 The evaluation of promotion of faculty is arranged by an Academic Achievement Examination Committee and a Teaching and Service Examination Committee and conducted in accordance with the corresponding criteria for promotion listed above. Those cases evaluated by the two committees mentioned above, progress to the evaluation in which the College's Faculty Evaluation Committee deliberates whether or not to recommend promotion. Members of the Faculty Evaluation Committee shall carefully inspect all application material submitted by the applicant as well as the opinions of the outside reviewers, and also has a duty to attend the candidate's public lecture. The applicants shall be allowed to present in person in the College Evaluation Committee meeting.

Article 10 The constitutes and responsibilities of the Academic Achievement Examination Committee and the Teaching and Service Examination Committee.

1. Academic Achievement Examination Committee.

- (1.) Consists of 7 members elected from among the College's Faculty Evaluation Committee. The examination committee shall be convened and presided over by one of its members, appointed by the Dean to be in charge of convening and moderating examination committee meetings. The committee members' areas of specialization should be equally balanced among the three areas of Health Policy and Management and Health Behaviors and Community Sciences; Biostatistics, Epidemiology and Preventive Medicine; and Environmental and Occupational Health Sciences and Food Safety.
- (2.) At least two-thirds of the members shall be in attendance to hold a meeting.
- (3.) The Committee is responsible for deciding a list and the order of external reviewers from outside the College to review the body of academic research studies of each applicant for promotion. Each applicant's research writings for promotion shall as a rule be sent to at least 6 external reviewers for review. When deemed necessary, external review shall be handled in accordance with other rules set by the University's Faculty Evaluation Committee. The manager of the unit in which the applicant for promotion is employed shall submit a list of recommended external reviewers for the examination committee to consult.
- (4.) The examination committee shall carefully examine the reviews of the external reviewers and the applicants' responses to them, according to "National Taiwan University College of Public Health Academic Achievement Standards for Faculty Promotion of Rank," and then put forward a written opinion focusing on specific details of the research achievements of each individual applicant for promotion.

2. Teaching and Service Examination Committee.

- (1.) Consists of 7 members elected from among the College's Faculty Evaluation Committee, with the Dean of the College being an ex-officio member serving as Committee Chair in charge of convening and moderating examination committee meetings. The committee members' areas of specialization should be equally balanced among the three areas of Health Policy and Management and Health

Behaviors and Community Sciences; Biostatistics, Epidemiology and Preventive Medicine; and Environmental and Occupational Health Sciences and Food Safety.

- (2.) At least two-thirds of the members shall be in attendance to hold a meeting.
- (3.) The examination committee must carefully review all materials related to teaching and service submitted by the applicant for promotion, sample student opinions if necessary, and conduct a face-to-face meeting with the applicant for promotion, according to "National Taiwan University College of Public Health Teaching and Service Standards for Faculty Promotion of Rank."

Article 11 After the two examination committees mentioned in Article 10 complete their review and put forward the written opinions, the Dean of the College shall convene the College's Faculty Evaluation Committee to conduct the secondary evaluation, following the procedures:

1. After the Head of each of the two examination committees reports on the written opinion drafted subsequent to reviewing the applicant for promotion, the meeting shall be open to all attending committee members for discussion.
2. The Faculty Evaluation Committee members review the written opinions of the two examination committees and decide whether or not to recommend promotion.

The candidates of promotion of faculty should meet the following standards to be recommended by the Faculty Evaluation Committee:

1. For teaching score and service score, the votes from two-thirds of the Faculty Evaluation Committee members are equal to 80 points. A vote more or less is equal to 2 points more or less. The teaching score and service score are counted under the weighting the candidate chose from Article 8. The combined teaching and service score should meet 80 points or above.
2. The research score comes from writings review and Faculty Evaluation Committee review. The research score should meet 80 points or above, with at least two-thirds of the external reviewers in favor of recommending promotion. The score is counted following the two methods:
 - (1.) The writings review score weights 50% of the total research score. The "high recommendation" from external reviewer is equal to 90 points; the "recommendation" from external reviewer is equal to 80 points; the "not recommendation" from external reviewer is equal to 70 points.
 - (2.) The Faculty Evaluation Committee review score weights 50% of the total research score. The votes from two-thirds of the Faculty Evaluation Committee members are equal to 80 points. A vote more or less is equal to 2 points more or less.

Please refer to the appendix for the examples of the combined teaching and service score and research score.

In cases where the applicant did not obtain a recommendation, the committee members shall furnish to the applicant for promotion a clear explanation as to why.

Chapter III. Appointment of Adjunct Faculty

- Article 12 Every undergraduate department, graduate institute and degree program of the College shall engage adjunct faculty to fulfill their teaching needs.
- Article 13 Those who have already passed the relevant qualification examination set by the Ministry of Education for appointment at a given rank as part-time teachers are eligible to apply to the college for a position at this rank.
- Article 14 Submission of application materials presented to the College by nominees shall be transacted in accordance with Article 5. At most 4 representative works should be sent for review and the recommendation letter requirement is exempt.
- Article 15 The examination for adjunct instructional appointment: procedural steps, items to be submitted, and standards for passing. The applicant shall first submit their representative works to the College's Faculty Evaluation Committee for examination. Representative works must have been published within 5 years of the starting date of appointment and the applicant must be first author or corresponding author. The representative works are scored according to the Ministry of Education rules. Those applicants receiving a score of 70 points or more are presented to the College's Faculty Evaluation Committee for deliberation. Those who capture approval of at least two-thirds of its members, pass the examination and are recommended for appointment.
- Article 16 If the qualifications of an adjunct teacher change during the period of part-time appointment, the teacher may pursuant to Articles 12~15 be proposed for promotion to a rise in rank of one level, following the relevant procedures stipulated above.

Chapter IV. Supplementary Provisions.

- Article 17 Matters outside the purview of these procedural rules shall be handled according to pertinent rules of Ministry of Education and National Taiwan University.
- Article 18 After passage by the College Affairs Meeting and approval of the University Administrative Meeting, these rules and regulations take effect immediately upon announcement.

Appendix: Example of the combined teaching and service score and research score (Article 11)

(1.) The writings review score weights 50% of the total research score. The “high recommendation” from external reviewer is equal to 90 points; the “recommendation” from external reviewer is equal to 80 points; the “not recommendation” from external reviewer is equal to 70 points.

Copies of high recommendation (90 points)	Copies of recommendation (80 points)	Copies of not recommendation (70 points)	Average points of the writings review score
6	0	0	90
5	1	0	88
5	0	1	87
4	2	0	87
4	1	1	85
4	0	2	83
3	3	0	85
3	2	1	83
3	1	2	82
2	4	0	83
2	3	1	82
2	2	2	80
1	5	0	82
1	4	1	80
1	3	2	78
0	6	0	80
0	5	1	78
0	4	2	77

(2.) The Faculty Evaluation Committee review score weights 50% of the total research score. The votes from two-thirds of the Faculty Evaluation Committee members are equal to 80 points. A vote more or less is equal to 2 points more or less.

Number of votes for recommendation	Points for 21 committee members in total	Points for 20 committee members in total	Points for 19 committee members in total	Points for 18 committee members in total	Points for 17 committee members in total	Points for 16 committee members in total	Points for 15 committee members in total	Points for 14 committee members in total	Points for 13 committee members in total
21	94								
20	92	92							
19	90	90	92						
18	88	88	90	92					
17	86	86	88	90	90				
16	84	84	86	88	88	90			
15	82	82	84	86	86	88	90		
14	80	80	82	84	84	86	88	88	
13	78	78	80	82	82	84	86	86	88
12	76	76	78	80	80	82	84	84	86
11	74	74	76	78	78	80	82	82	84
10	72	72	74	76	76	78	80	80	82
9	70	70	72	74	74	76	78	78	80
8	68	68	70	72	72	74	76	76	78
7	66	66	68	70	70	72	74	74	76
6	64	64	66	68	68	70	72	72	74
5	62	62	64	66	66	68	70	70	72
4	60	60	62	64	64	66	68	68	70
3	58	58	60	62	62	64	66	66	68
2	56	56	58	60	60	62	64	64	66
1	54	54	56	58	58	60	62	62	64
0	52	52	54	56	56	58	60	60	62