Amended by the College on October 28, 2022

**MUST READ Guidelines for Faculty Promotion Applicants:**

1. Rules and Regulations for Appointment and Promotion of Faculty at College of Public Health, National Taiwan University (hereinafter the "Rules and Regulations") (October 27, 2021) http://coph.ntu.edu.tw/news/law
2. Teaching and Service Standards for Faculty Promotion of Rank, College of Public Health, National Taiwan University (October 27, 2021)

http://coph.ntu.edu.tw/news/law

1. National Taiwan University College of Public Health Academic Achievement Standards for Faculty Promotion of Rank (October 27, 2021) http://coph.ntu.edu.tw/news/law

Please check the following points:

□ I have read the three regulations cited above.

□ I have attached the Faculty Promotion Application Form in both hard copy and digital form.

File name: 2021-- Application Form—Applicant’s English name (in both .doc and .pdf formats)

□ I have attached 1 to 4 representative works in both hard copy and digital form.

File name: 2021--Representative Works--No.--Applicant’s English name.pdf

□ I have attached no more than ten reference works in both hard copy and digital form.

File name: 2021--Reference Works--No.--Applicant’s English name.pdf

□ I have attached other reference works in digital form.

File name: 2021--Other Reference Works--No.--Applicant’s English name.pdf

Signature of Applicant:

I have informed the academic group convener on \_\_\_\_\_\_\_\_\_\_\_\_\_\_(yyyy/mm/dd).

Signature of Academic Group Convener:

**NATIONAL TAIWAN UNIVERSITY**

**Faculty Promotion Application Form**

Amended by the NTU Personnel Department on August 12, 2020

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| --- | --- | --- | --- | --- | --- |
| College (Center) | Dept. (Section, Graduate Institute, Degree Program, Office, or Center), hereinafter the "academic program" | Full Name | Title | Rank to be promoted | Commencement date of seniority at promoted rank |
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| --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_(yyyy/mm/dd)  Reviewed and passed by the academic program’s Faculty Evaluation Committee at its \_\_\_\_ meeting | Quorum for the meeting: \_\_\_\_ persons  Number of attendees: \_\_\_\_ persons  Number of affirmative votes: \_\_\_\_\_ |

Signature of Head of Academic Program

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| --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_(yyyy/mm/dd)  Reviewed and passed by the College Faculty Evaluation Committee at its \_\_\_\_ meeting | Quorum for the meeting: \_\_\_\_ persons  Number of attendees: \_\_\_\_ persons  Number of affirmative votes: \_\_\_\_\_ |

Signature of Dean of College (Center Director)

**NATIONAL TAIWAN UNIVERSITY**

**Datasheet for Faculty Promotion Application**

**in the Academic Year \_\_\_\_\_\_**

**1. Basic Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name |  | Title |  | Affix recent color photo (2" diagonal, glossy, front-facing, no head coverings) |
| College  (Center) |  | Dept. (Section, Graduate Institute, Degree Program, Office, or Center) |  |
| Employment Commencement Date |  | Current Position  Start Date |  |

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| --- | --- | --- | --- | --- | --- |
| Education | Name of Institution | Major | Degree | Date of Graduation/  Attendance (YYYY/MM) | |
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|  |  |  |  | |
| Area of Specialization |  | | | | |
| Work Experience | Institution/  Organization | Job Title | | | Duration (YYYY/MM to YYYY/MM) |
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| Qualifications | Certificate Ref. No. | Level Attained | Issued by | | Effective (Issuance) Date (YYYY/MM) |
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|  |  |  | |  |
| Unpaid Leave/Off-the-Job In-service Education | Reason | Unpaid Leave  or leave with full pay | Duration (YYYY/MM to YYYY/MM) | | Total Seniority |
|  |  |  | |  |
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| Academic Organization Membership | Name of Organization | | Title & Responsibilities | | Duration (YYYY/MM to YYYY/MM) |
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**2. Teaching**

(A) Courses taught (after attaining teaching qualifications at the current level and within the last 5 years from upon which the applicant's current faculty member certificate takes effect)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Course Title | Intended Audience’s year of study | Weekly Contact Hours | No. of students enrolled (approx.) | Required/Elective | Co-instructor(s) |
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(B) Contribution to course design and strategy formulation:

(C) Textbook(s) or manual(s) for experiment(s)/internship(s) compiled or authored:

(D) Examples of improvements achieved in pedagogical approach or effectiveness in teaching:

(E) Facts concerning recognition by Excellence in Teaching Award or teacher evaluation (at the University or College level):

(F) Other notable contributions to teaching:

**3. Research**  (Provide works published since teaching qualifications at the current level were attained and within the past 7 years. Only works published after obtaining teaching qualifications at the current level and within the past 5 years may be designated as a representative work. The recognition of the 5-year and 7-year period starts from the date on which the applicant's current faculty member certificate takes effect)

(A) Academic Works and Publications

1. Refereed papers (please specify if materials in a publication have been derived from the applicant’s Ph.D. dissertation; please categorize them into 1.1 - Representative works, 1.2 - Reference works (no more than 10 submissions), and 1.3 - Other reference works)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Description:  Please list all works in order of publication date and include all relevant information in the following order: Author(s) name as listed in the original publication, with the corresponding author(s) indicated with an asterisk (\*); title of the work, journal title and volume, page numbers and year of publication. Please indicate if the journal is SCI/SSCI-indexed and the research field to which it belongs. (Please state the year and month of publication or acceptance) | Impact Factor  Rank(N / M)  Research Field | SCI/SSCI  Cited Number | | | |
| SCOPUS | | Web of Science | |
| Cited No. | Self-Cited No. | Cited No. | Self-Cited No. |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

1.1 Representative works (List 1-4 works with hard copies and soft copies attached) (Please state the year and month of publication or acceptance)

The table above was added by the College Faculty Evaluation Committee on March 6, 2009.

Note:

1. Please refer to the categories under ISI Essential Science Indicators to identify the affiliated research fields of the SCI/SSCI journals.

2. SCI/SSCI Rank Factor: N refers to the journal's impact factor ranking in its research field (impact factor is determined in reference to the latest year's ISI database); M refers to the total number of journals in the said research field.

3. Cited Number (i.e. number of times SCI/SSCI-indexed papers are cited) is tallied up to the promotion application submission deadline.

1.2 Reference works (up to 10 works with hard copies and soft copies attached) (Please state the year and month of publication or acceptance)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Description:  Please list all works in order of publication date and include all relevant information in the following order: Author(s) as listed in the original publication, with the corresponding author(s) indicated with an asterisk (\*); title of the work, journal title and volume, page numbers and year of publication. Please indicate if the journal is SCI/SSCI-indexed and the research field to which it belongs. (Please state the year and month of publication or acceptance) | Impact Factor  Rank(N / M)  Research Field | SCI/SSCI  Cited Number | | | |
| SCOPUS | | Web of Science | |
| Cited No. | Self-Cited No. | Cited No. | Self-Cited No. |
| 1 |  |  |  |  |  |  |
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Note:

1. Please refer to the categories under ISI Essential Science Indicators to identify the affiliated research fields of the SCI/SSCI journals.

2. SCI/SSCI Rank Factor: N refers to the journal's impact factor ranking in its research field (impact factor is determined in reference to the latest year's ISI database); M refers to the total number of journals in the said research field.

3. Cited Number (i.e. number of times SCI/SSCI-indexed papers are cited) is tallied up to the promotion application submission deadline.

1.3 Reference works (other than those listed under 1.2. Please attach soft copies and provide following information)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Description:  Please list all works in order of publication date and include all relevant information in the following order: Author(s) as listed in the original publication, with the corresponding author(s) indicated with an asterisk (\*); title of the work, journal title and volume, page numbers and year of publication. Please indicate if the journal is SCI/SSCI-indexed and the research field to which it belongs. | Impact Factor  Rank(N / M)  Research Field | SCI/SSCI Cited Number | | | |
| SCOPUS | | Web of Science | |
| Cited No. | Self Cited No. | Cited No. | Self Cited No. |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

Note:

1. Please refer to the categories under ISI Essential Science Indicators to identify the affiliated research fields of the SCI/SSCI journals.

2. SCI/SSCI Rank Factor: N refers to the journal's impact factor ranking in its research field (impact factor is determined in reference to the latest year's ISI database); M refers to the total number of journals in the said research field.

3. Cited Number (i.e. number of times SCI/SSCI-indexed papers are cited) is tallied up to the promotion application submission deadline.

2. Conference full papers

3. Non-refereed papers

4. Monographs (excluding textbooks)

5. Review articles and book chapters

6. Degree papers

7. Other works (including technical reports)

(B) Exhibitions and presentations of creative works (please provide dates and venues/locations)

(C) Other facts concerning outstanding works (including contests and patents):

(D) Invited speaker at academic lectures and seminars (after attaining teaching qualifications at the current level and within the last 5 years from upon which the applicant's current faculty member certificate takes effect)

|  |  |  |
| --- | --- | --- |
| Subject Title | Date/Location | Organizer |
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(E) Student theses/dissertations supervised, including current and past students (after attaining teaching qualifications at the current level and within the last 5 years from upon which the current faculty member certificate takes effect):

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| --- | --- | --- | --- |
| Student name | Degree | Graduation Date (YYYY/MM) | Thesis/Dissertation Published (Received Awards)? |
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(F) Research projects (undertaken after attaining teaching qualifications at the current level and within the last 5 years from upon which the applicant's current faculty member certificate takes effect)

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| --- | --- | --- | --- | --- | --- | --- |
| Project Title | PI or Co-I | Research budget (in NT$ ten thousand) | Project  Duration | Sponsor(s)/Funding  Institution(s) | Research published? | Publication Ref. No. |
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(G) Awards and recognitions received domestically and internationally [including grants and other honors issued by the Ministry of Science and Technology (MOST) and its predecessor, the National Science Council (NSC)]:

(H) Highlight the applicant's research and any results achieved (within the last 5 years from upon which the applicant's current faculty member certificate takes effect), in no more than 1 page:

**4. Service** (after attaining teaching qualifications at the current level and within the last 5 years from upon which the applicant's current faculty member certificate takes effect)

(A) Departmental

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Title/  Responsibilities | Duration (YYYY/MM to YYYY/MM) | Award(s) |
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(B) University level

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| --- | --- | --- | --- |
| Service | Title/  Responsibilities | Duration (YYYY/MM to YYYY/MM) | Award(s) |
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(C) Service outside of NTU (list academic services only)

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| --- | --- | --- | --- |
| Organization/Service | Title/  Responsibilities | Duration (YYYY/MM to YYYY/MM) | Award(s) |
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Signature of the Applicant: \_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ (YYYY/MM/DD)

**5. Feedback from Faculty Evaluation Committee at the Academic Program**

(A) Teaching

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(B) Research

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(C) Service

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(D) Consolidated Feedback

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| --- | --- | --- | --- |
| Teaching ( ) %: | Research ( ) %: | Service ( ) %: | Total Score: |
|  | | | |

Signature of Head of Academic Program

**6. Feedback from College (Center)** (Please be as detailed and specific as possible)

(A) Consolidated evaluation and results by the College (Center) [Please specify the reasons for approving the applications, as well as the number of applications submitted to the College (Center), the number of approved applications, and the determination of promotion priorities. Please explain which approved applicants are eligible for the special promotion.]

(B) Teaching, Research, and Service Scores at the College Level

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching ( ) %: | Research ( ) %: | Service ( ) %: | Total Score: |

(C) Consolidated Feedback

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Research projects undertaken over the past 5 years (attach the list of research project titles) | | No. of projects: (for which the applicant has served as the Principal Investigator) | | | No. of projects: (for which the applicant has served as a Joint or Co-investigator) | |
| Total funding: | | | Total funding: | |
| Sponsoring dept./organization: | | | Sponsoring dept./organization: | |
| Grants or awards received over the past 5 years (e.g., grants from MOST/NSC), excellent awards from the Ministry of Education or NTU) | |  | | | | |
| 3. Applicant’s publications  (Include only works submitted for external review for the current application. Please attach a complete catalog of works and include a photocopy of each work in the same order) | Representative Works | | No. of works: \_\_\_  Co-author(s): \_\_\_; \_\_\_; \_\_\_  (excluding applicant) (list all) | □No. of articles published in SCI journals: \_\_\_  □No. of articles published in SSCI journals: \_\_\_  □No. of articles published in TSSCI journals: \_\_\_ | | □Approved first-class journal  □Monograph  □Others: \_\_\_ |
| Reference Works | | No. of works:  (should be the same as the sum total to the right) | No. of articles published in SCI journals: \_\_\_  No. of articles published in SSCI journals: \_\_\_  No. of articles published in TSSCI journals: \_\_\_ | | Approved journals: first-class \_\_\_\_\_, others \_\_\_\_\_\_  Monographs: \_\_\_, length (no. of words): \_\_\_  Other works: \_\_\_ |

Signature of Dean of College (Center Director)

Note: (Please check one)

□ The representative works submitted were published after attaining teaching qualifications at the current level and within the last 5 years from upon which the current faculty member certificate takes effect (within the last 7 years for reference works).

□ An applicant who has become pregnant or has given birth within the aforesaid period may apply for a 2-year extension of the period.

□ Provided that the applicant's college (center) or department (section, graduate institute, degree program, office, or center) has applicable regulations, those regulations shall prevail.

Please specify: Representative works within \_\_\_ years; reference works within \_\_\_ years.

Faculty members of the College of Public Health shall fill in the following information according to the College's applicable regulations. They include information on:

(Amended by the College in October, 2016)

1. Compliance of submitted works with the research section of Article 4 of the Rules and Regulations

2. The applicant's intended assessment weighting for teaching and service performances

3. Significant academic contributions, social impacts generated, or new/interdisciplinary contributions of the applicant's works

4. Concrete outcomes of international collaboration and exchange (Research)

5. Concrete outcomes of internationalization practices in Pedagogy (Teaching)

6. Concrete outcomes of promoting intercollegiate and international exchange and collaboration (Service)

**1. Information on the compliance of submitted works with the research section of Article 4 of the Rules and Regulations** (Please keep only 1 of the 2 forms below that is applicable to the rank of promotion in application)

|  |
| --- |
| For Promotion to Associate Professor |
| The applicant should meet all the criteria below when serving as an assistant professor in the past 5 years:  1. At least one of the applicant's work has been published or accepted by an SCI or SSCI journal where the applicant is the first author or corresponding author;  Title(s) of the representative work(s) meeting this criterion:  2. The applicant is named as the first author of at least one of the representative works;  Title(s) of the representative work(s) meeting this criterion:  3. The representative work(s) shall meet one of the following criteria:  (1) Published in a journal which is ranked among top 20% in its affiliated JCR category or has an impact factor of 5 or higher;  Title(s) of the representative work(s) meeting this criterion (or N/A):  (2) has made significant academic contributions or generated social impacts.  Title of the representative work(s) meeting this criterion and descriptions of the contributions:  4. Descriptions of the significant academic contributions, social impacts generated, or new/interdisciplinary contributions of the applicant's works shall be provided in accordance with the College's designated form.  Please go to the following section: 3. Significant academic contributions, social impacts generated, or new/interdisciplinary contributions of the applicant's works. |

|  |
| --- |
| For Promotion to Professor |
| The applicant should meet all the criteria below when serving as an associate professor in the past 5 years:  1. At least two of the applicant's works have been published or accepted by an SCI or SSCI journal where the applicant is the first author or corresponding author;  Titles of the representative works meeting this criterion:  2. The applicant is named as the first author of at least one of the representative or reference works;  Titles of the representative work(s) meeting this criterion:  3. At least two of the representative works shall meet one of the following criteria:  (1) Published in a journal which is ranked among top 20% in its affiliated JCR category or has an impact factor of 5 or higher;  Titles of the representative works meeting this criterion (or N/A):  (2) have made significant academic contributions or generated social impacts.  Titles of the representative works meeting this criterion and descriptions of the contributions:  4. Descriptions of the significant academic contributions, social impacts generated, or new/interdisciplinary contributions of the applicant's works shall be provided in accordance with the College's designated form.  Please go to the following section: 3. Significant academic contributions, social impacts generated, or new/interdisciplinary contributions of the applicant's works. |

**2. Please select your preferred mode of assessment weighting for teaching and service performances:** (in accordance with Article 8 of the Rules and Regulations)

□ Teaching 40%, Service 10% □ Teaching 30%, Service 20%

**3. Significant academic contributions, social impacts generated, or new/interdisciplinary contributions of the applicant's works** (in accordance with Articles 4 and 6 of the Rules and Regulations)

1. Please select up to five works in which the applicant is named as the first author or corresponding author and provide the following information (For works in which the applicant is named as one of the co-first authors or co-corresponding authors, please indicate with interlinear notes and briefly describe the applicant's contributions)

| Work(s) (author group, work title, journal, publication date) | SCI/SSCI | | Times cited | | Descriptions on: academic contributions, social impacts generated, or new/interdisciplinary contributions |
| --- | --- | --- | --- | --- | --- |
| Research Field | Rank | WEB OF SCIENCE | SCOPUS |
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2. Please select up to 5 works in which the applicant is named as one of the co-authors and provide following information (Works in which the applicant is named as a first author or corresponding author are excluded)

| Work(s) (author group, work title, journal, publication date) | SCI/SSCI | | Times cited | | Descriptions on:  Individual significant contributions to the work(s) |
| --- | --- | --- | --- | --- | --- |
| Research Field | Rank | WEB OF SCIENCE | SCOPUS |
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**4. Concrete performances in international collaboration and exchange**: This includes concrete outcomes of international collaboration and exchange in the last five years or since the last promotion (including international collaboration in academic publishing) (Research) (In accordance with Article 1, Subparagraph 5 of the College's *Academic Achievement Standards for Faculty Promotion of Rank*, these include conducting research overseas, participating in or organizing important international conferences, participating in international collaborative projects, serving as a reviewer or an editorial board member of an international journal, and participating in an academic society's or association's affairs.)

**5. Practicing Internationalization in Pedagogy**: This includes conducting lessons in English; supervising international students serving as interns or carrying out research in the College; inviting foreign scholars to give speeches or conduct lessons at NTU; co-supervising post-graduate students on their thesis/dissertation with foreign scholars, and going abroad to supervise students' academic and/or research activities. (Teaching) (In accordance with Article 3, Subparagraph 4 of the College's Teaching and Service Standards for Faculty Promotion of Rank)

**6. Promoting intercollegiate and international exchange and collaboration**: Please list the intercollegiate and international affairs the applicant has participated in at the departmental, the college, and the university levels in the last 5 years and describe the concrete contributions and the importance of those experiences to the development of the College. (Service) (In accordance with Article 4, Subparagraph 3 of the College's Teaching and Service Standards for Faculty Promotion of Rank, these include receiving overseas scholars, governmental representatives, and NPOs and participating in affairs such as negotiating teaching/research collaboration between domestic and international institutions and arranging overseas internship for students)