

**National Chung Hsing University Department of Chemical Engineering
Regulations for Extension of Service for Professors and Associate Professors**

Approved at the 1st Department Affairs Meeting on August 22, 2024

1. The Department of Chemical Engineering at National Chung Hsing University (hereinafter referred to as the "Department") has established these guidelines for extending the service of professors and associate professors, in accordance with the "National Chung Hsing University President's Guidelines for Extension of Service for Professors and Associate Professors."
2. The Department, based on teaching needs, may extend the service of professors and associate professors who meet the following basic conditions and one of the special conditions, with their consent, to continue service after reaching the age of 65. This extension of service will require approval from the Curriculum Committee, Department Affairs Meeting, and Faculty Review Committee.
 - Basic Conditions:
 1. The professor has completed the required teaching hours and has not exceeded the prescribed limit of outside teaching hours.
 2. During the extension period, the professor must be able to continue fulfilling the required teaching hours for core and elective courses.
 3. The professor's teaching, research, and service have been evaluated positively by the Department's Faculty Review Committee.
 - Special Conditions:
 1. Serving as an academician of the Academia Sinica.
 2. Having served as the chair of a national or international chair professorship.
 3. Receiving the National Industry-Academia Master Award.
 4. Receiving the Ministry of Education's Academic Award or Teacher's Medal.
 5. Receiving the National Science Council's Outstanding Research Award more than twice.
 6. Having published at least one book or more than three significant academic papers related to the courses taught, in well-known domestic or international academic journals (Q2 level or higher), within three years before the extension of service or during each extension period, demonstrating academic contributions.
 7. The replacement instructor for the professor's courses must be recognized by the Curriculum Committee and the Department Affairs Meeting as a difficult-to-replace, highly specialized individual, but the extension is limited to a maximum of two times.
 8. Achieving significant results in industry-academia cooperation and making substantial contributions to the industry.

3. Professors and associate professors do not have the right to request an extension of service.
4. To process the extension of service for professors and associate professors, the department must receive recommendations from two full-time faculty members. The Curriculum Committee will verify the teaching needs, and the Department Affairs Meeting must approve it. The Faculty Review Committee will review it annually. At least half of the committee members must be present for the Department Affairs Meeting to make decisions, with more than half of the attending members agreeing. For the Faculty Review Committee, at least two-thirds of the committee members must be present, with two-thirds of the attendees agreeing. However, if the professor or associate professor meets one of the special conditions in point 2, the Faculty Review Committee can review it directly.
5. The extension period for professors and associate professors can last for one year after reaching the age of 65, up to the end of the semester when they turn 66. For subsequent extensions, the service period cannot exceed one year and will end at the semester when they reach 70. However, if the professor meets the special conditions specified in point 2, the Department can decide on the extension period based on teaching needs, but it cannot exceed the semester when they turn 70.
6. Professors and associate professors who extend their service may take on administrative duties but are not permitted to take unpaid leave or sabbaticals for further studies or research.
7. The recommender must submit the recommendation form and related documents to the department office before the application deadline, which is as follows:
 - If the professor turns 65 between August and January of the following year, or if the extension expires in January, the deadline is the end of January.
 - If the professor turns 65 between February and July of the following year, or if the extension expires in July, the deadline is the end of July.
 - For second or subsequent extension requests, the recommender must submit a report on the professor's specific performance in teaching, research, and service during the three years prior to the previous extension's expiration.
8. If a professor or associate professor loses the willingness to teach, no longer meets the conditions for the extension, or if there is no longer a teaching need in the department, the extension of service will be terminated, and the individual will be required to retire. The termination date of the extension will be the effective retirement date.
9. These regulations will be implemented upon approval by the Department Affairs Meeting, and the same applies to any revisions.