

Guidelines for Faculty Promotion Evaluation

Department of Chemical Engineering, National Chung Hsing University

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Amended and approved at the departmental meeting on September 15, 2021 (Article 4, Section 2).

Article 1: Purpose

These guidelines are formulated based on the "Faculty Appointment and Promotion Guidelines of the College of Engineering, National Chung Hsing University." Matters not explicitly stipulated herein shall be handled in accordance with the above-mentioned guidelines.

Article 2: Application for Promotion

Full-time faculty members of the Department of Chemical Engineering (hereinafter referred to as "the Department") who meet the service duration requirements for promotion set by the Ministry of Education are eligible to apply.

Application materials must include:

- (1) A catalog of submitted materials and a personal academic and professional resume.
- (2) A statement of teaching performance.
- (3) A statement of research performance.
- (4) A statement of service performance.
- (5) Other supporting documents.

Article 3: Minimum Scoring Standards for Academic Works Submitted for Promotion

1. Basic Rules

- (1) Academic works submitted by the applicant must comply with the university's regulations.
- (2) Publications derived from thesis or dissertation content are not counted.
- (3) Research papers not published under the name of National Chung Hsing University are not counted.

2. Applicants must self-evaluate their publications from the past seven years according to the methods listed below. The results must be submitted to the departmental faculty evaluation committee. The total score must meet the following minimum thresholds to apply for promotion:
 - Associate Professor to Professor: A total score of at least 10 points.
 - Assistant Professor to Associate Professor: A total score of at least 4 points.

The scoring results must be verified and approved by the evaluation committee. If necessary, applicants may be invited to attend the meeting to provide clarification. Scoring methods are as follows:

(1) Applicants may choose one of the following two methods:

A. Ranking-Based Method:

- Top 10.0% of selected field SCI journals: 4 points.
- Top 25.0% of selected field SCI journals: 3 points.
- Top 50.0% of selected field SCI journals: 2 points.

- Bottom 50.0% of selected field SCI journals: 1 point.

B. Cumulative Impact Factor Method:

- Based on the latest data for the promotion year, calculated to one decimal place.

Note: For the same journal, points for "Short Notes" are halved.

(2) Additional Scoring Rules:

- Invention patents: 2 points; utility patents: 0.5 points.
- Domestic journals: 1 point, with a maximum of 2 points counted.
- For duplicate content between papers and patents, only one will be scored.
- Author credit distribution:
 - Sole corresponding author: Full points.
 - Two corresponding authors: 75% of full points.
 - Three corresponding authors: 50% of full points.
 - First author: 75% of full points.
 - Multiple first authors: 50% of full points.
 - Non-corresponding or non-first author: Calculated as $1/N$ of the full points, where N is the author position.

Article 4: Evaluation Process by the Departmental Faculty Evaluation Committee

The committee will conduct a preliminary review of basic qualifications (e.g., years of service) in accordance with the "Faculty Promotion Guidelines of the College of Engineering." The review will evaluate academic works, teaching, service, and collaboration based on departmental standards to determine if the applicant meets the promotion requirements. A vote will then decide whether the application is forwarded to the College of Engineering for further review. Additionally, the committee will recommend 10 to 12 external reviewers to the College of Engineering.

Evaluation Process:

Phase 1:

- The applicant gives a brief presentation (approximately 10 minutes) before the review meeting.
- The committee reviews the applicant's academic works and teaching performance. If a majority of the attending members find the applicant's teaching performance below the minimum standard, the application will not be considered further.
- A vote will decide whether the applicant's academic works are forwarded for external review by the College of Engineering. If approved, the committee submits the list of recommended external reviewers to the College. External review results will be used as a reference in Phase 2 of the departmental evaluation.

Phase 2:

- The applicant is invited to present their research (15-minute presentation, followed by a 10-minute Q&A) before the review meeting.
- The committee evaluates the applicant's materials, research presentation, Q&A session, and external review results, assigning scores based on the following weightings:

Category	Assistant → Associate Professor	Associate → Professor
Teaching	3 0 %	3 0 %
Service	2 5 %	2 0 %
Research (Academic Works)	4 5 %	5 0 %

Each committee member scores the applicant separately on teaching, academic works, and service/collaboration.

Approval Voting Threshold:

A score of 70 or above from a committee member is considered an affirmative vote for promotion.

Phase 3: During the academic professional review, the committee has the authority to adjust the external review scores for submitted works, as per regulations. Adjustments must be documented in the "Detailed Academic Work Review Form."

Phase 4: For promotion to be approved, the applicant must receive affirmative votes from at least two-thirds of the attending committee members.

Phase 5: The number of approved promotions cannot exceed the quota set for the department in the given academic year. If the number of qualified applicants exceeds the quota, the applicants will be ranked based on their total affirmative votes, and only those within the quota will be promoted.

Article5: The Department Faculty Evaluation Committee conducts a professional review and evaluates research performance based on the external review results provided by the college. The total scores for research, teaching, service, and collaboration are used to establish a ranking of priority, which is then submitted to the College of Engineering.

Article6: The convener of the Department Faculty Evaluation Committee is responsible for presenting the prioritized rankings during the College Faculty Evaluation Committee meeting.

Article7: These regulations were approved during the departmental meeting and are implemented accordingly. Revisions to these regulations must also be approved by the departmental meeting.