

Guidelines on Appointment Qualifications of Faculty

at Institute of Marine Ecology and Conservation, National Sun Yat-sen University

Approved by the 3rd Institute Affairs Meeting on January 3, 2024, 1st Semester of School year 112.

1. These directions are issued for the appointment of full-time, part-time, and foreign faculty members of the Institute of Marine Ecology and Conservation. All directions are enacted in accordance with the *Regulations for Establishment of Faculty Evaluation Committee*, the *Regulations for Appointment Qualifications of Faculty and Researchers* at National Sun Yat-sen University, and the *Directions for the Examination of Appointment Qualifications for the Part-Time Faculty* at National Sun Yat-sen University, the *Guidelines on Evaluation of Foreign Faculty Appointment* at National Sun Yat-sen University and at College of Marine Sciences, the *Regulations for Establishment of Faculty Evaluation Committee* at National Sun Yat-sen University (hereinafter referred to as the “University”), at College of Marine Science (hereinafter referred to as the “College”) and at Institute of Marine Ecology and Conservation (hereinafter referred to as the “IMEC”).
2. The appointment of faculty members of the IMEC shall be handled in accordance with these directions, unless otherwise stipulated by law.
3. The appointment qualifications of faculty members at all levels of the IMEC shall meet with Article 3 of the *Regulations for Appointment Qualifications of Faculty and Researchers* at University.
4. Appointment for Full-time Faculty:
 - (1) Qualifications for Full-time Faculty:

Applicants must meet the requirements outlined in Article 3 of the *Regulations for Appointment Qualifications of Faculty and Researchers* at University.
 - (2) Appointment Procedure:

The appointment process follows Article 5 of the *Regulations for Appointment Qualifications of Faculty and Researchers* at University. Applicants are required to submit a written application, participate in a public lecture, and gather feedback from the institute's faculty and students. The provided information will be considered by the institute's Faculty Evaluation Committee for preliminary evaluation. Upon successful preliminary evaluation, the application will be submitted for further consideration by the respective

Institute, College, University of the Faculty Evaluation Committee.

(3) External Review of Academic Works:

With the exception of those exempted from external review according to the University's rules for the appointment of faculty and researchers, newly appointed faculty members must undergo external review for specialized works (including dissertations), proof of achievements, or technical reports produced after the previous faculty rank. Up to ten works may be submitted. Faculty members should choose one work as a representative piece. Works related to a series of studies may be combined as a representative work, with the remaining works listed as references.

(4) Any inadequacies in the above sections will be handled in accordance with the rules for the *Regulations for Appointment Qualifications of Faculty and Researchers* at University and at College.

5. Appointment for Part-time Faculty:

(1) Qualifications for Part-time Faculty:

Applicants must meet the requirements outlined in articles of the *Regulations for Appointment Qualifications of Part-time Faculty* at University.

(2) Appointment Procedure:

Part-time faculty members who already possess a teacher certificate for the proposed rank or who are transitioning from adjunct positions at the university may be exempted from undergoing external review of academic works. In such cases, their applications can be directly submitted for review by the relevant the Institute, College, and University of the Faculty Evaluation Committee.

For whom doesn't have the teacher certificate, the procedures outlined in Article 5 of the *Regulations for Appointment Qualifications of Faculty and Researchers* at University. Applicants are required to submit a written application, participate in a public lecture, and collect feedback from the institute's faculty and students. This information should be provided to the institute's Faculty Review Committee for reference and preliminary evaluation. Once the preliminary evaluation is successful, the application can then be submitted for further consideration by the relevant Institute, College, and University of the Faculty Evaluation Committee, and having an external review of academic works.

(3) External Review of Academic Works:

With the exception of those exempted from external review according to the

University's rules for the appointment of faculty and researchers, newly appointed faculty members must undergo external review for specialized works (including dissertations), proof of achievements, or technical reports produced after the previous faculty rank. Up to ten works may be submitted. Faculty members should choose one work as a representative piece. Works related to a series of studies may be combined as a representative work, with the remaining works listed as references.

(4) Any inadequacies in the above sections will be handled in accordance with the rules for the *Regulations for Appointment Qualifications of Part-time Faculty* at University and at College.

6. During the deliberation of the appointment case, an anonymous vote will be conducted for each applicant. Detailed regulations regarding attendance, voting procedures, and the criteria for approval shall follow the provisions outlined in the institute's regulations for the establishment of the Faculty Evaluation Committee.

7. Regarding the initial appointment, renewal, termination, suspension, non-renewal, and other related matters of faculty members, as well as matters unaddressed in these Directions shall be conducted in accordance with *Regulations for Appointment Qualifications of Faculty and Researchers* and other applicable regulations of the University.

8. The set of guidelines shall be implemented following the approval of the Institute of General Meeting, the review and approval of the College Faculty Evaluation Committee, and the authorization of the president of the University. The same procedure shall be carried out when amendments are to be made.