

Guidelines on Faculty Promotion Evaluation

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. The present guidelines have been established by the Institute of Marine Ecology and Conservation (hereafter referred to as “the Insitute”) in accordance with Guidelines on Faculty Promotion Evaluation at Ministry of Education, at National Sun Yat-sen University (hereafter referred to as “the University”), and at College of Marine Science (hereafter referred to as “the College”) to ensure the Institute have a common standard when conducting the promotion evaluation.
2. Professors in Institute who become compliant the following conditions are eligible to apply for promotion according to the following regulations.

(1) Promotion from Assistant Professor to Associate Professor:

In general research promotion, the following conditions must be met:

- A. Within the current position, the applicant must have published three or more papers as the corresponding author or first author in SCI, EI, or SSCI journals. Professors with expertise in humanities, law and politics, social sciences, economics, management, and other related fields are exempted from the SCI journals requirement in addition to SSCI journals within the current position, and are only required to publish one or more papers as the corresponding author or first author in SSCI journals.
- B. The total number of papers includes all publications within the current position, but the representative work must be published by National Sun Yat-sen University and serve as the first-author within the past three years of applying for promotion.

In technical and applied field, the following conditions must be met:

- A. Shall be within the current position, previously received University Outstanding Teacher award in the Industry-Academia-Research category or the Excellent Teacher in Industry-Academia-Research award, or achieved a total score of 24 or above based on the University's faculty promotion evaluation principles for academic, industry-academia, and research performance within the past seven years. This includes research project awards and academic achievements within the current position, with scores calculated in the College of Science, Engineering, Medicine, and Marine Sciences. Professors with expertise

in humanities, law and politics, social sciences, economics, management, etc., may also be evaluated based on the scores in the College of Liberal Arts/Management, Law, or the General Education Center.

- B. The total number of papers and reports includes all publications within the current position. However, if the representative work is a technical report, it must be certified by the Office of Global Industry-Academe Collaboration and Advancement, and it should be a research outcome acknowledged by National Sun Yat-sen University within the past three years, with the applicant being named and serving as the first author.

In the teaching and research, the following conditions must be met:

- A. Within the current position, the applicant must have previously received the University's Outstanding Teacher award in the Teaching category, the Excellent Teacher in Teaching award, or have been recommended and selected by the college for the university's Excellent Teacher in Teaching award on two or more occasions.
- B. Must have completed one or more projects under the Ministry of Education's Teaching Practice Research Program.
- C. Within the current position, must have published three or more papers as the first author or corresponding author in SCI, EI, or SSCI journals. Professors with expertise in humanities, law and politics, social sciences, economics, management, etc., may publish one or more papers as the first author or corresponding author in SSCI journals (excluding those concurrently listed in SCI journals) within the past three years.
- D. The total number of papers includes all publications within the current position. However, for teaching research works, the representative work must be as the first author or corresponding author and published by National Sun Yat-sen University within the past three years.

(2) Promotion from Associate Professor to Professor:

In General Academic Research Promotion, the following conditions must be met:

- A. Within the current position, the applicant must have published four or more papers as the corresponding author or first author in SCI, EI, or

SSCI journals. Teachers with expertise in humanities, law and politics, social sciences, economics, management, etc., may also, within the current position, publish one or more papers as the corresponding author or first author in SSCI journals (excluding those concurrently listed in SCI journals), except that they must meet the specified criteria.

- B. The total number of papers includes all publications within the current position, but the representative work must be published by National Sun Yat-sen University within the past three years, with the applicant being named and serving as the first author.

In Technical and Applied Field, the following conditions must be met:

- A. Within the current position, the applicant must have previously received the University's Outstanding Teacher award in the Industry-Academia-Research category or the Excellent Teacher in Industry-Academia-Research award. Alternatively, the applicant may have accumulated a total score of 28 or above based on the university's teacher promotion evaluation principles for academic, industry-academia, and research performance within the past seven years. This includes research project awards and academic achievements (Category A2) in the College of Science, Engineering, and Marine Sciences. Teachers with expertise in humanities, law and politics, social sciences, economics, management, etc., may also be evaluated based on the scores in the College of Liberal Arts/Management, Law, or the General Education Center.
- B. The total number of papers and reports includes all publications within the current position. However, if the representative work is a technical report, it must be certified by the Office of Industry-Academia Collaboration and Continuing Education. Additionally, the research outcome must be named and published by National Sun Yat-sen University within the past three years, with the applicant serving as the first author.

In the Teaching and Research, the following conditions must be met:

- A. Within the current position, the applicant must have previously received the University's Outstanding Teacher award in the Teaching category, the Excellent Teacher in Teaching award, or have been recommended and selected by the college for the University's Excellent

Teacher in Teaching award on two or more occasions.

B. Must have completed one or more projects under the Ministry of Education's Teaching Practice Research Program.

C. Within the current position, must have published four or more papers as the first author or corresponding author in SCI, EI, or SSCI journals. Professors with expertise in humanities, law and politics, social sciences, economics, management, etc., within the college, may publish one or more papers as the first author or corresponding author in SSCI journals (excluding those concurrently listed in SCI journals) within the past three years.

The above-mentioned promotion regulations shall be subject to any more stringent provisions established by the college faculty review committee or the university faculty review committee, if such provisions exist.

3. The calculation of teaching experience mentioned above is based on the effective date of the teacher certificate at this level (including and above) until the end of the semester before applying for promotion, according to the criteria set by the Ministry of Education.

During periods of full-time study or research domestically or abroad, a maximum of one year of experience may be counted. For those approved for temporary assignment, a maximum of two years of experience during the assignment period may be counted. Individuals engaged in full-time study or research, teaching abroad, or temporary assignments, who submit a promotion application to our department's faculty evaluation committee, must have actively taught classes or conducted research on campus during the semester in which the application is submitted.

4. The professor promotion review process is divided into Institute review, College review, and University review, conducted by the Institute Faculty Evaluation Committee, College Faculty Evaluation Committee, and University Faculty Evaluation Committee, respectively.

(1) At each level of the faculty evaluation committee, when reviewing teacher promotion cases, comprehensive consideration should be given to the teacher's performance in academic research, industry-academia collaboration, teaching, and service and guidance.

(2) Before the completion of the review process, teachers seeking promotion shall not reapply for the same level of teacher qualification review.

5. The Institute Faculty Evaluation Committee establishes the weightings for various ways on promotion in accordance with the following proportional ranges, determining the weights for performance aspects such as Academic Industry-academia Research Achievements (A, including external evaluation scores for academic research outcomes (A1) and research project awards and academic achievements within the current position in the past seven years (A2)), Teaching Performance (B), and Service Performance (C). After approval by the college faculty evaluation committee, these weightings are used for promotion reviews.

	In General Academic Research Promotion	In Technical and Applied Field	In the Teaching and Research
Outside campus Evaluation Scores for Academic Research (A1/A)*	75	40	60
Academic Industry-academia Research Achievements (A)	70	60	60
Teaching Performance (B)	20	30	30
Service Performance (C)	10	10	10

* The weighting of Outside campus Evaluation Scores for Academic Research is determined according to the Guidelines on Faculty Promotion Evaluation at Ministry of Education at University.

6. Professors who submit for the promotion review shall provide one of three report, the “**General Academic Research Report**”, the “**Technical and Applied Field Report**”, or the “**Teaching and Research Report**” with a maximum of up to ten papers in general.

- (1) The Technical and Applied Field Report must be recognized by the Office of Global Industry-Academe Collaboration and Advancement as collaborative technological development achievements specifically affiliated with University.
- (2) In the case of faculty members who were previously deemed ineligible in the Faculty Promotion Evaluation and resubmit their academic research outcomes previously presented as representative works for review, the submitted reference works should be increased or replaced by one or more.
- (3) Compilations formed by organizing, adding, deleting, combining, or arranging the works of others, or other non-academic research outcomes, are not eligible for submission.
- (4) The representative work submitted for review as an academic research

outcome must not be a thesis or any part thereof. However, if the work has not been submitted for review as a qualification for any rank or as part of a continuing research on a thesis, and has been published with an explanation, it can be considered by professional review, recognizing works with a significant degree of innovation are not subject to this limitation.

7. The procedures for the promotion is conducted by the Faculty Evaluation Committee at Institute are as follows:

- (1) For those seeking promotion to take effect in the upcoming semester (August 1) or the following semester (February 1), relevant documents should be submitted to the Faculty Evaluation Committee at Institute by February 15 and August 15, respectively.
- (2) The Faculty Evaluation Committee at Institute should, by the end of the first week of the semester, review whether the qualifications of the applying faculties meet the promotion conditions specified in the preceding paragraph.
- (3) Upon the teacher's successful qualification review for promotion, the Faculty Evaluation Committee at Institute will submit documents, minutes, application reports for promotion, and the recommended list of external reviewers to the Faculty Evaluation Committee at University. The list includes the conflict of interest list and the list of scholars deemed unfavorable for review provided by the applying professors.
- (4) Second-stage review by the department's faculty evaluation committee:
 - A. After receiving the results of external reviews, the department's faculty evaluation committee should assess the academic, research, teaching, and service performance based on the university's regulations, guidelines, or relevant rules. If the overall score is seventy or above, and the teacher meets the university's criteria for the threshold of qualified external review of academic research outcomes, the promotion review by the department is deemed successful.
 - B. For professors who pass the departmental review, the convener of the Faculty Evaluation Committee at Institute should provide comments, along with the evaluation results, relevant documents, and minutes, to the Faculty Evaluation Committee at Institute at University.

The provisions mentioned above regarding the review procedures of the department stipulate that, if there are stricter regulations established by the

Faculty Evaluation Committee at Institute, the regulations set by the Faculty Evaluation Committee at College and at University shall take precedence.

8. Professors applying for promotion who are dissatisfied with the evaluation results of the faculty evaluation committee may, within thirty days from the date of receiving the notification, submit an appeal or complaint in accordance with the relevant regulations of our university.
9. Professors who were appointed and have continued to teach without interruption before the *Enforcement Rules of Act Governing the Appointment of Educators* (prior to March 19, 1997) may, upon obtaining a doctoral degree, apply for reappointment as assistant professors or apply for promotion to associate professors through the promotion process starting from the next semester.
10. Matters not included in the guidelines shall be processed in accordance to the University's relative regulations.
11. The present guidelines shall be implemented following the formulation of Faculty Evaluation Committee at Institute, the Meeting of General Affair at Institute, and submitted to Faculty Evaluation Committee at the College and at the University for approval. The same procedure shall be carried out when amendments are to be made.