

**Tamkang University, College of Engineering**  
**Department of Water Resources and Environmental Engineering**  
**Faculty Promotion Review Regulations**

Passed by the Departmental Affairs Meeting on October 11, 1994  
Amended and passed by the Departmental Affairs Meeting on May 12, 1998  
Amended and passed by the Departmental Affairs Meeting on September 29, 1998  
Amended and passed by the College Affairs Meeting on October 7, 1998  
Amended and passed by the Departmental Affairs Meeting on May 16, 2000  
Amended and passed by the College Affairs Meeting on May 24, 2000  
Amended and passed by the Departmental Affairs Meeting on April 10, 2001  
Amended and passed by the Departmental Affairs Meeting on December 25, 2001  
Amended and passed by the College Affairs Meeting on December 28, 2001  
Amended and passed by the Departmental Affairs Meeting on January 7, 2014  
Amended and passed by the College Affairs Meeting on March 26, 2014

**Article 1**

These regulations are established in accordance with Article 20 of the University's Faculty Promotion Regulations to handle the application, review, and recommendation of full-time faculty promotions within this Department. Matters not covered by these regulations shall be handled in accordance with the University's Faculty Promotion Regulations, the Regulations for the Evaluation of Faculty Teaching and Service Performance, and other relevant laws and regulations.

**Article 2**

Faculty members who meet the University's promotion criteria and wish to apply for promotion must submit three copies of the following documents to the Department:

1. "Faculty Promotion Opinion Form," "Faculty Promotion Publication Review Opinion Form," "Faculty Teaching and Service Performance Evaluation Form," and the "Tamkang University Faculty Qualification Checklist for Submission of Specialized Works."
2. "Faculty Teaching and Service Performance Evaluation Form."
3. Publications (specialized works, artistic works, evidence of achievement, or technical reports) that comply with the University's Faculty Promotion Regulations.
4. An approved list of research projects commissioned by government agencies or other entities.
5. Other relevant materials conducive to the promotion review.

**Article 3**

The Departmental Faculty Evaluation Committee (FEC) shall review the research, teaching, and service performance submitted by the applicant in accordance with regulations; however, part-time faculty are exempt from the service evaluation. The review categories include:

**I. Research:**

(i) In addition to the representative work (which must be SCI or EI), those applying for promotion to Associate Professor must provide at least 3 additional reference works; those applying for promotion to Professor must provide at least 5 additional reference

works.

(ii) Representative works must have been published within five years prior to the base date of the promotion application and after the date of attainment of the applicant's current faculty rank (based on the start date of seniority printed on the teacher's certificate issued by the Ministry of Education).

(iii) Reference works must have been published within seven years prior to the base date of the promotion application and after the attainment of the current faculty rank. A series of related research papers may be combined as a single representative work.

(iv) For the aforementioned time limits, if the applicant was pregnant or gave birth during the period, they may apply to extend the time limit by two years.

(v) If the submitted works are SCI or EI papers, a bibliographic verification verified by the library or sufficient supporting evidence provided by the applicant must be attached.

(vi) Submitted specialized works must demonstrate personal originality. Compilations of others' works through organization, editing, or arrangement, or other non-academic works, may not be submitted. If found during the preliminary review, the application will be returned.

(vii) If the representative work for promotion is a journal article that has been accepted but not yet published, the case may not be submitted to the University Faculty Evaluation Committee for deliberation until the article is officially published.

## **II. Teaching:**

The scoring for items in the Teaching Evaluation Form is based on the average score of specific performances in each sub-category within the three academic years prior to the promotion. The maximum score for each sub-category is 100 points.

## **III. Service:**

The scoring for items in the Service Evaluation Form is based on the average score of specific performances in each sub-category within the three academic years prior to the promotion. The maximum score for each sub-category is 100 points.

### **Article 4**

The review categories for promotion include teaching, research, and service. Applicant qualifications must meet the following requirements:

1. According to the Tamkang University Faculty Teaching and Service Performance Evaluation Form, the average scores for both the teaching and service categories must be 80 points or higher.
2. At least two papers must have been published in professional academic journals with a peer-review process, either domestic or international.

### **Article 5**

Faculty promotions in this Department shall be processed by the Departmental Faculty Evaluation Committee.

### **Article 6**

Applicants for promotion to Associate Professor must have served as a full-time Assistant Professor for at least three years. Applicants for promotion to Professor must have served as a full-time Associate Professor for at least three years. At the time of application, the

applicant must have taught consecutively in this Department for the most recent two years.

**Article 7**

Meetings of the Departmental Faculty Evaluation Committee must be attended by at least two-thirds of the members to be convened.

**Article 8**

Decisions of the Departmental Faculty Evaluation Committee shall be made by secret ballot. A motion for promotion is passed only with the approval of at least two-thirds of the members present.

**Article 9**

The convener of the Departmental Faculty Evaluation Committee shall notify the applicant and the Department Chair in writing within one week after the review. For those who pass the review, the Department Chair shall recommend them to the College Faculty Evaluation Committee. If an applicant has objections to the result, they may submit a written appeal with relevant materials to the Departmental Faculty Evaluation Committee within 20 days of receiving the notification.

**Article 10**

These regulations shall be implemented after being passed by the Departmental Affairs Meeting and the College Affairs Meeting and approved by the President. The same applies to any future amendments.