

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

- Passed by the Departmental Affairs Meeting on Oct 11, 1994 (Academic Year 83)
Revised and passed by the Departmental Affairs Meeting on May 12, 1998 (Academic Year 87)
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Revised and passed by the Departmental Affairs Meeting on Jan 7, 2014 (Academic Year 103)
Revised and passed by the College Affairs Meeting on Mar 26, 2014 (Academic Year 103)

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 promotions for full-time faculty members of this Department. Matters not covered by these regulations shall be handled in accordance with the University's "Faculty Promotion Regulations," "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 requirements and wish to apply for promotion shall submit three copies of the following materials to the Department:

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

Article 3

The Department Faculty Evaluation Committee shall conduct reviews based on the research, teaching, and service items submitted by the applicant in accordance with regulations; however, part-time faculty members are exempt from the service evaluation. The review items include performance in research, teaching, and service.

I. Research:

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

(ii) The representative work must have been published within five years prior to the base date of the promotion and after the date of obtaining the current faculty rank (as recorded on the Ministry of Education faculty certificate).

(iii) Reference works must have been published within seven years prior to the base date of the promotion and after the date of obtaining the current faculty rank (as recorded on the Ministry of Education faculty certificate). Works belonging to a series of related research may be combined as a single representative work.

(iv) Regarding the aforementioned timeframes, applicants who were pregnant or gave birth during said periods may apply for a two-year extension.

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

(vi) Specialized works submitted for review must possess personal originality. Compilations created by organizing, adding/deleting, combining, or rearranging the works of others, or other non-academic works, shall not be submitted for review. If discovered during the preliminary review, they shall be returned.

(vii) If the representative work for promotion is a journal article that has been accepted but not yet published, it must be officially published before it can be submitted to the University Faculty Evaluation Committee for review.

II. Teaching:

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

III. Service:

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

Article 4

The review items for promotion include teaching, research, and service. The applicant's qualifications must meet the following requirements:

1. The average scores for both "Teaching" and "Service" on the Tamkang University Faculty Promotion Teaching and Service Performance Evaluation Form must be 80 points or higher.
2. The applicant must have at least two papers published in academic professional journals with a peer-review process, whether domestic or international.

Article 5

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

Article 6

Applicants for promotion to Associate Professor must have served as a full-time Assistant Professor for three years or more. Applicants for promotion to Professor must have served as a full-time Associate Professor for three years or more. At the time of application, the applicant must have taught consecutively in this Department for at least the most recent two years.

Article 7

Meetings of the Department Faculty Evaluation Committee may only be convened if two-thirds or more of the members are present.

Article 8

Voting at the Department Faculty Evaluation Committee meeting shall be conducted by secret ballot. A motion is passed only if it receives the approval of two-thirds or more of the members present.

Article 9

The convener of the Department Faculty Evaluation Committee shall notify the applicant and the Department Head in writing within one week after the review. For those who pass the review, the Department Head shall recommend them to the College Faculty Evaluation Committee. If the applicant has any objections, they may submit a written appeal with relevant materials to the Department 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 University President. The same shall apply to any future amendments.