

NATIONAL SUN YAT-SEN UNIVERSITY
College of Marine Sciences

Guidelines on Faculty Promotion Evaluation

Promulgated by the Office of Personnel Services No.18 Official Document on January 22, 1992.
Amended and Approved by the 5th College General Meeting on June 18, 1993, School Year 81.
Amended and Approved by the 2nd College General Meeting on June 24, 1997, 2nd Semester of School Year 85.
Amended and Approved by the 5th College General Meeting on December 8, 1997, 1st Semester of School Year 86.
Amended and Approved by the 1st College General Meeting on April 20, 2000, 2nd Semester of School Year 88.
Amended and Approved by the 233th University Faculty Evaluation Committee Meeting on May 16, 2000.
Amended and Approved by the 3rd College General Meeting on June 11, 2004, 2nd Semester of School Year 92.
Amended and Approved by the 291th University Faculty Evaluation Committee Meeting on September 30, 2004.
Amended and Approved by the 2nd College General Meeting on June 14, 2006, 2nd Semester of School Year 94.
Amended and Approved by the 4th College General Meeting on June 3, 2013, School Year 101.
Amended and Approved by the 355th University Faculty Evaluation Committee Meeting on June 13, 2013.
Amended and Approved by the 4th College General Meeting on April 16, 2015, School Year 103.
Amended and Approved by the 367th University Faculty Evaluation Committee Meeting on May 14, 2015.
Amended and Approved by the 4th College General Meeting on March 10, 2016, School Year 104.
Amended and Approved by the 372th University Faculty Evaluation Committee Meeting on March 24, 2016.
Amended and Approved by the 4th College General Meeting on June 7, 2018, School Year 106.
Amended and Approved by the 388th University Faculty Evaluation Committee Meeting on June 21, 2018.
Amended and Approved by the 4th College General Meeting on June 107, 2019, School Year 107.
Amended and Approved by the 394th University Faculty Evaluation Committee Meeting on June 13, 2019.
Amended and Approved by the 3rd College General Meeting on January 4, 2022, School Year 110.
Amended and Approved by the 411th University Faculty Evaluation Committee Meeting on March 7, 2022.
Amended and Approved by the 2nd College General Meeting on December 2, 2022, School Year 111.
Amended and Approved by the 420th University Faculty Evaluation Committee Meeting on December 29, 2022.
Amended and Approved by the 6th College Faculty Evaluation Committee Meeting on May 6, 2023, School Year 111.
Amended and Approved by the 4th College General Meeting on May 20, 2023, School Year 111.

I. The present guidelines have been established by the College of Marine Sciences (hereafter referred to as “the College”) in accordance with “Regulations for Establishment of Faculty Evaluation Committee at National Sun Yat-sen University” and “Regulations for Promotion Evaluation of Faculty at National Sun Yat-sen University” to ensure the College and the bellowing departments and institutes have a common standard when conducting the promotion evaluation.

II. Promotion accesses, review items and performances:

- i. The promotion accesses are divided into general research, technology application and teaching research. Faculty shall choose one of the accesses for promotion.
- ii. There are three evaluation criteria for promotion evaluation: academic and industry-academic research performances (A, including the external review result [A1] and the projects and other related accomplishments within seven years during in original position [A2]), teaching performances, and service performances. The ratio for each criterion are:
 1. Applying for promotion by general research and technology application: 70 points for academic and industry-academic research performances, 20 points for teaching performances, and 10 points for service performances.
 2. Applying for promotion by teaching research: 60 points for academic and industry-academic research performances, 30 points for teaching performances, and 10 points for service performances.
 3. The proportion (%) of external review result [A1] in academic and industry-academic research performances (A) is based on the “Regulations for Establishment of Faculty Evaluation Committee at National Sun Yat-sen University”.

4. For promotion to associate professor, the overall average of the external review result [A1] must reach 75 points or more. For promotion to professor, the overall average of the external review result [A1] must reach 78 points or more.

iii. Academic research performances:

1. A maximum of ten specialized publications, proofs of merits or technical reports can be submitted. The applicant shall select one representative work and the rest as reference works. Related works constituting a series may be compiled into one representative work.
2. For those who failed to promotion, one or more works should be added or replaced when re-applying.

III. Faculty of the College who apply for promotion must meet the following conditions in addition to the University's regulations.

- i. The promotion of lecturer shall be conducted in accordance with the University's regulations.

ii. Assistant professor applying for promotion to associate professor:

1. Applying for promotion by general research, must meet the following conditions:

- (1) During the time in original position, shall have published three papers or more on SCI, EI, or SSCI journals as the corresponding author or lead author. Faculty in the College with expertise in humanities, law and politics, socio-economics, management, etc., during the time in their original position, shall have published one paper or more on the SSCI journal as the corresponding authors or lead authors.
- (2) All papers published during the time in the original position may be included in the article counts, but only papers published with NSYSU as the affiliation in recent three years may be representative work.

2. Applying for promotion by technology application, must meet the following conditions:

- (1) During the time in original position, shall have received NSYSU Outstanding Teacher Award (in Industry-Academic) or NSYSU Industry-Academia Excellence Award, or projects and other related achievements of this level within seven years with a total score of 24 points or more, and is scored by the group of three Colleges (Science, Engineering and Marine Sciences). Faculty in the College with expertise in humanities, law and politics, socio-economics, management, etc., could be scored by the group of four Colleges (Liberal Arts, Management, Social Sciences and Si-Wan).
- (2) All papers and reports published during the time in the original position may be included in the article counts, but only technical reports be recognized by the Office of Global Industry-Academe Collaboration and Advancement and published with NSYSU as the affiliation in recent three years may be representative work.

3. Applying for promotion by teaching research, must meet the following conditions:

- (1) During the time in original position, shall have received NSYSU Outstanding Teacher Award (in Teaching), or NSYSU Teaching Excellence Award, or be recommended by the College to select NSYSU Teaching Excellence Award for two times or more.
- (2) Shall have conducted MOE Teaching Practice Research Program for one piece or more.
- (3) During the time in original position, shall have published three papers or more on SCI, EI, or SSCI journals as the corresponding author or lead author. Faculty in the College with expertise in humanities, law and politics, socio-economics, management, etc., shall have published one paper or more on the SSCI journals (except for those are also SCI journals) as the corresponding author or lead author in recent three years.

- (4) All papers published during the time in the original position may be included in the article counts, but only written works on teaching research as the lead author or corresponding author and published with NSYSU as the affiliation in recent three years may be representative work.

iii. Associate professor applying for promotion to professor:

1. Applying for promotion by general research, must meet the following conditions:

- (1) During the time in original position, shall have published four papers or more on SCI, EI, or SSCI journals as the corresponding author or lead author. Faculty in the College with expertise in humanities, law and politics, socio-economics, management, etc., during the time in their original position, shall have published one paper or more on the SSCI journal as the corresponding authors or lead authors.
- (2) All papers published during the time in the original position may be included in the article counts, but only papers published with NSYSU as the affiliation in recent three years may be representative work.

2. Applying for promotion by technology application, must meet the following conditions:

- (1) During the time in original position, shall have received NSYSU Outstanding Teacher Award (in Industry-Academic) or NSYSU Industry-Academia Excellence Award, or projects and other related achievements of this level within seven years with a total score of 28 points or more, and is scored by the group of three Colleges (Science, Engineering and Marine Sciences). Faculty in the College with expertise in humanities, law and politics, socio-economics, management, etc., could be scored by the group of four Colleges (Liberal Arts, Management, Social Sciences and Si-Wan).
- (2) All papers and reports published during the time in the original position may be included in the article counts, but only technical reports be recognized by the Office of Global Industry-Academe Collaboration and Advancement and published with NSYSU as the affiliation in recent three years may be representative work.

3. Applying for promotion by teaching research, must meet the following conditions:

- (1) During the time in original position, shall have received NSYSU Outstanding Teacher Award (in Teaching), or NSYSU Teaching Excellence Award, or be recommended by the College to select NSYSU Teaching Excellence Award for two times or more.
- (2) Shall have conducted MOE Teaching Practice Research Program for one piece or more.
- (3) During the time in original position, shall have published four papers or more on SCI, EI, or SSCI journals as the corresponding author or lead author. Faculty in the College with expertise in humanities, law and politics, socio-economics, management, etc., shall have published one paper or more on the SSCI journals (except for those are also SCI journals) as the corresponding author or lead author in recent three years.

IV. The Department/Institute/Program Faculty Evaluation Committee (hereafter referred to as “the Department Faculty Evaluation Committee”) shall conduct promotion process as follows:

i. The first stage of promotion qualification review in the Department Faculty Evaluation Committee:

1. Faculty who apply for promotion taking effect in the first semester (August 1st) and second semester (February 1st), shall submit the relevant materials to the Department Faculty Evaluation Committee before February 15th and August 15th respectively.

2. Before the end of the first week of the semester, the Department Faculty Evaluation Committee shall review whether the promotion qualifications are conforming to the conditions of Article 3.
 3. After the applicant pass the promotion qualification review, the Department Faculty Evaluation Committee shall submit the forms, meeting minutes, publications and recommended list of external reviewers, along with the list of scholars with interest avoidance and adverse review that provided by applicant, to the first College Faculty Evaluation Committee Meeting every semester.
- ii. The second stage of promotion review in the Department Faculty Evaluation Committee:
1. After the result of external review return to the Department Faculty Evaluation Committee, the Committee shall evaluate the score of academic and industry-academic research performances, teaching performances and service performances by the scoring criteria and indicators in accordance with the University's regulations or guidelines. The overall score must reach 70 points or more, and qualify the threshold for external review of academic research achievements stipulated by the University's regulations, then pass the evaluation of the Department Faculty Evaluation Committee.
 2. After the applicant pass the evaluation of the Department Faculty Evaluation Committee, the convener shall add comments, together with evaluation results, forms and meeting minutes, and submit to the College Faculty Evaluation Committee.
- V. The College Faculty Evaluation Committee shall conduct promotion process as follows:
- i. The first stage of promotion qualification review in the College Faculty Evaluation Committee:
1. The College Faculty Evaluation Committee shall review whether the applicant's promotion qualifications are conforming to the conditions of Article 3.
 2. After the applicant pass the promotion qualification review of the Department and College Faculty Evaluation Committee, the College Faculty Evaluation Committee shall submit the forms, meeting minutes and publications to the Office of Personnel Services. The recommended list of external reviewers, and the list of scholars with interest avoidance and adverse review that provided by applicant, will submit to the University Faculty Evaluation Committee Meeting for the process of external review.
- ii. The second stage of promotion review in the College Faculty Evaluation Committee:
1. The scoring indicators and criteria of promotion performances are in accordance with the scoring table of respective promotion accesses.
 2. The Department Faculty Evaluation Committee evaluate the 90% of score by academic and industry-academic research performances, teaching performances and service performances. The College Faculty Evaluation Committee evaluate the other 10% of score by the overall performances. The overall score must reach 70 points or more, and qualify the threshold for external review of academic research achievements stipulated by the University's regulations, then pass the evaluation of the College Faculty Evaluation Committee. Then evaluate the score of service performances.
- iii. After the applicant pass the evaluation of the College Faculty Evaluation Committee, the convener shall add comments, together with evaluation results, forms and meeting minutes, and submit to the University Faculty Evaluation Committee.
- VI. Applicant who disagree with the decision of the Faculty Evaluation Committee, may raise the objection according to the University's relative regulations in 30 days after receive the notify.

- VII. The lecturer who have been appointed (before May 19th, 1997) and teaching continuously without interruption before the amendments to the "Act Governing the Appointment of Educators", may be appointed as assistant professor from the next semester by PhD degree after getting the PhD degree or to be promoted to associate professor through the promotion process.
- VIII. The Guidelines shall be implemented following approvals of the College Faculty Evaluation Committee, the College General Meeting and the University Faculty Evaluation Committee and the authorization of the President. The same procedure shall be carried out when amendments are to be made.

(The guidelines in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.)