

Department of Oceanography, National Sun Yat-sen University

Guidelines for Faculty Promotion Review

Approved at the 1st Department Faculty Review Committee Meeting of the 2nd Semester, Academic Year 2022 on February 14, 2023

Approved at the 1st Department Affairs Meeting of the 2nd Semester, Academic Year 2022 on February 20, 2023

Approved at the 1 College Faculty Review Committee of the 2nd Semester, Academic Year 2022 on March 6, 2023

Approved by the University President on April 7, 2023

- Article 1. These guidelines are formulated in accordance with the University’s “Regulations on the Establishment of Faculty Review Committees,” “Regulations for Faculty Promotion Review,” and the “College of Marine Sciences Guidelines for Faculty Promotion Review,” to facilitate the review of faculty promotion applications within the Department of Oceanography (hereinafter “the Department”) of National Sun Yat-sen University (hereinafter “the University”).
- Article 2. Applicants for faculty promotion must meet the requirements stipulated in the University’s and College’s faculty promotion review regulations.
- Article 3. Department Faculty Review Committee Promotion Review Procedures:
- (I) Stage 1: Qualification Review
1. For promotions effective in the first semester (August 1) or the second semester (February 1), faculty members must submit application materials to the Department Faculty Review Committee (DFRC) by February 15 or August 15, respectively.
 2. The DFRC must review whether the applicant meets the minimum promotion threshold by the end of the first week of the semester.
 3. For those who pass the threshold, the DFRC shall forward all relevant documents—including the application materials, meeting minutes, representative works for external review, recommended external reviewers, and any conflict-of-interest or disqualification lists provided by the applicant—to the first College Faculty Review Committee meeting of the semester.
- (II) Stage 2: Evaluation
1. Once the external review results are received, the DFRC shall calculate the total promotion score based on research, teaching, and service performance using established weightings and evaluation standards. The service score shall be calculated based on the criteria in Item 2 and then weighted accordingly.
 2. The service performance score is out of 100 points, with the following breakdown:
 - (1) Serving and attending department, college, or university committee meetings (as chair or member): 1 point per meeting, up to 5 points per semester, 30 points maximum.

- (2) Awards for Outstanding Advisor: University level: 25 points, College level: 10 points, Department level: 5 points. Only the highest score per academic year is counted.
 - (3) Administrative service: Level-1 administrator: 10 points per semester, Level-2 administrator (including Director of R/V New Ocean Researcher III Committee): 8 points per semester. Points are cumulative if holding multiple positions.
 - (4) Attending departmental meetings: 1 point per meeting, up to 30 points total. Approved leave or research sabbaticals are exempt.
 - (5) Supporting academic events (e.g., student recruitment, invigilation, editorial duties, academic hosting, receptions, etc.): 5 points per event, up to 80 points.
 - (6) Professional services (e.g., external review committee member, guest lectures, media appearances): 2 points per instance, up to 40 points.
 - (7) The total score is capped at 90 points.
 - (8) The DFRC may adjust service scores by ± 10 points.
3. A total promotion score of 70 points or higher, along with meeting the external academic review requirements outlined by the University and College, is required to pass the Department-level promotion review.
 4. The DFRC chair shall provide written comments on approved applications, along with scores, documents, and meeting minutes for further review by the College Faculty Review Committee.

Article 4. Applicants who fail the DFRC review may file an appeal or petition within the specified timeframe, in accordance with the University's faculty promotion review regulations.

Article 5. Matters not covered in these guidelines shall be handled in accordance with the "Regulations for the Accreditation of Teachers at Junior Colleges and Above," the University's and College's promotion review regulations, and other applicable rules.

Article 6. These guidelines are effective upon approval by the DFRC, the Department Affairs Meeting, the College Faculty Review Committee, and the University President. The same procedure applies to future amendments.

Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.