

National Sun Yat-sen University
Institute of Undersea Technology

Guidelines for Faculty Promotion Review

Approved by:

- Institute Faculty Evaluation Committee Meeting (April 14, 2023)
 - 5th Institute Affairs Meeting of Academic Year 2023 (June 29, 2023)
 - 1st College Faculty Evaluation Committee Meeting of Academic Year 2023 (September 26, 2023)
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To review applications for faculty promotion within the Institute of Undersea Technology (hereinafter referred to as “the Institute”), these Guidelines are established in accordance with the **National Sun Yat-sen University Regulations for Faculty Promotion Review**, the **Regulations on the Establishment of Faculty Evaluation Committees**, and the **College of Marine Sciences Guidelines for Faculty Promotion Review** (hereinafter referred to as “the College Guidelines”).

1. Eligibility

All full-time faculty members of the Institute applying for promotion must comply with the requirements specified in both the University’s Faculty Promotion Review Regulations and the College Guidelines.

2. Application Deadlines

- Faculty members applying for promotion **effective in the first semester (starting August 1)** shall submit their applications **by February 7 of the same year**.
- Faculty members applying for promotion **effective in the second semester (starting February 1)** shall submit their applications **by August 7 of the preceding year**.

3. Promotion Review Procedures

The Institute Faculty Evaluation Committee (hereinafter referred to as “the Committee”) shall conduct the review in **two stages**:

Stage 1: Qualification Review

Applicants must meet the qualification criteria specified in the University’s Faculty Promotion Review Regulations and the College Guidelines.

Once the applicant’s qualifications are approved, the Committee shall forward the necessary documents to the **College Faculty Evaluation Committee** for review.

After approval at the College level, the case shall be submitted to the **University Faculty Evaluation Committee** for external review.

Applicants whose qualifications are not approved shall be notified in writing, with specific reasons provided.

Stage 2: Evaluation Review

After receiving the results of the external review, the Committee shall assess each applicant based on the relative weightings of **academic/industry research performance, teaching performance, and service performance**, as prescribed by the University’s regulations.

- Academic and teaching performance shall be scored according to the University’s evaluation indicators.
- College service performance shall be scored according to the College’s indicators.
- **Institute service performance** shall be evaluated based on the following indicators (maximum 4 points total):

Item	Scoring Method	Maximum Points
Serving as student advisor	+0.2 per semester	1.0
Organizing seminars, workshops, competitions, or serving as journal editor	Domestic: +0.12 each; International: +0.2 each	0.4
Assisting with Institute accreditation documentation	+0.2 each time	0.4

Item	Scoring Method	Maximum Points
Serving as a member of Institute committees	+0.1 each	1.0
Serving as chief or deputy proctor for university entrance exams	+0.08 each	0.4
Serving as exam paper setter/grader or screening committee member for the master's program	+0.4 each	1.2
Assisting in fundraising, guiding students to win competitions, media exposure, or other commendable services	Bonus points as approved by the Committee	0.4

The minimum passing threshold for promotion shall be determined in accordance with the University and College promotion regulations.

4. Appeal and Reapplication

Faculty members who disagree with the Committee's decision may file an appeal or request a review according to the University's relevant regulations.

If a promotion case is approved by the Institute but fails at the College or University level, any reapplication shall be processed anew following the same procedures prescribed in these Guidelines.

5. Implementation

These Guidelines shall be implemented upon approval by the Institute Faculty Evaluation Committee, the Institute Affairs Meeting, and the College Faculty Evaluation Committee, and upon ratification by the University President.

The same procedure shall apply to any amendments.