

Operational Guidelines Governing Faculty Review and Evaluation of the Institute of Taiwan History, National Taiwan Normal University

Passed at the 1st Institute Affairs Meeting of the 2004 academic year on November 4, 2004
Filed for record at the 202nd University Faculty Evaluation Committee Meeting on January 26, 2005
Filed for record at the 203rd University Faculty Evaluation Committee Meeting on March 23, 2005
Passed at the 2nd Institute Affairs Meeting of the 2008 academic year on October 13, 2008
Passed at the 132nd College Faculty Evaluation Committee Meeting on October 16, 2008
Filed for record at the 232nd University Faculty Evaluation Committee Meeting on December 31, 2008
Revised at the 1st Institute Faculty Evaluation Committee Meeting of the 2nd semester of the 2009 academic year on
March 17, 2010
Passed at the 5th Institute Affairs Meeting of the 2nd semester of the 2009 academic year on April 16, 2010
Revised at the 1st Institute Faculty Evaluation Committee Meeting of the 2nd semester of the 2011 academic year on
March 12, 2012
Passed at the 2nd Extraordinary Institute Affairs Meeting of the 2nd semester of the 2011 academic year on April 23,
2012
Passed at the 163rd College Faculty Evaluation Committee Meeting on April 27, 2012
Filed for record at the 257th University Faculty Evaluation Committee Meeting on May 16, 2012
Revised at the 2nd Institute Faculty Evaluation Committee Meeting of the 2nd semester of the 2014 academic year on
April 13, 2015
Passed at the 1st Institute Affairs Meeting of the 2nd semester of the 2014 academic year on April 21, 2015
Passed at the 193rd College Faculty Evaluation Committee Meeting on April 24, 2015
Filed for record at the 277th University Faculty Evaluation Committee Meeting on May 17, 2015
Revision passed at the 3rd Institute Affairs Meeting of the 1st semester of the 2016 academic year on January 9, 2017
Passed at the 212th College Faculty Evaluation Committee Meeting on January 23, 2017
Filed for record at the 289th University Faculty Evaluation Committee Meeting on February 24, 2017
Revised at the 2nd Institute Faculty Evaluation Committee Meeting of the 2nd semester of the 2017 academic year on
May 23, 2018
Passed at the 2nd Institute Affairs Meeting of the 2nd semester of the 2017 academic year on May 28, 2018
Passed at the 225th College Faculty Evaluation Committee Meeting on June 8, 2018
Filed for record at the 301st University Faculty Evaluation Committee Meeting on October 2, 2018
Passed at the 4th Institute Affairs Meeting of the 1st semester of the 2018 academic year on January 28, 2019
Approved and filed for record at the 232nd College Faculty Evaluation Committee Meeting on March 8, 2019
Approved and filed for record at the 304th University Faculty Evaluation Committee Meeting on March 27, 2019
Passed at the 2nd Institute Affairs Meeting of the 2nd semester of the 2018 academic year on June 13, 2019
Approved and filed for record at the 235th College Faculty Evaluation Committee Meeting on June 21, 2019
Approved and filed for record at the 307th University Faculty Evaluation Committee Meeting on September 25, 2019
Passed at the 2nd Institute Affairs Meeting of the 1st semester of the 2021 academic year on December 16, 2021
Approved and filed for record at the 254th College Faculty Evaluation Committee Meeting on January 7, 2022
Passed at the 1st Institute Affairs Meeting of the 2nd semester of the 2022 academic year on March 6, 2023
Approved and filed for record at the 265th College Faculty Evaluation Committee Meeting on April 11, 2023

Passed at the 1st Institute Affairs Meeting of the 2nd semester of the 2023 academic year on February 26, 2024

Approved and filed for record at the 271st College Faculty Evaluation Committee Meeting on March 4, 2024

Passed at the 1st Institute Affairs Meeting of the 1st semester of the 2024 academic year on October 28, 2024

Approved and filed for record at the 278th College Faculty Evaluation Committee Meeting on December 2, 2024

Article 1

These Guidelines are established in accordance with Article 3, Paragraph 2 of the National Taiwan Normal University Faculty Evaluation Regulations and Article 9 of the Establishment Guidelines for the Faculty Evaluation Committee of the Institute of Taiwan History (hereinafter referred to as "the Institute FEC").

Article 2

The appointment ranks of the Institute's faculty and their corresponding methods of submission for review shall be handled in accordance with the provisions of Article 5 of the University Faculty Evaluation Regulations.

Article 3

The initial appointment of full-time faculty members shall follow Article 4, 6, 7, 19-2 of the University Faculty Evaluation Regulations and University Regulations Governing the Qualification Requirements and Evaluation Procedures for New Full-time Faculty. Qualification requirements for new full-time faculty must comply with the regulations of the College of Liberal Arts. The selection of external reviewers and the scoring methods shall be handled in accordance with the regulations governing faculty promotion.

The following appointment procedures shall apply:

(1) When the Institute intends to appoint a new full-time faculty member, the proposal must be approved by the Institute Affairs Meeting, after which a public recruitment notice shall be issued by the Institute.

(2) Applicants shall be required to submit: 1. Certificates of academic degrees (university level and above); 2. Certificates of relevant work experience; 3. Academic representative work; 4. Relevant publications within the past five years; 5. A complete bibliography of publications; 6. Proposed courses and course syllabi.

(3) The Institute FEC shall review the applicant's background. Among qualified candidates, a number equal to three to five times the number of positions shall be selected as preliminary candidates, who must perform a thematic lecture or teaching demonstration.

(4) The Institute FEC shall vote by secret ballot. A candidate shall pass with the approval of at least two-thirds of the members present.

(5) For the vote to be valid, the number of members present must reach at least two-thirds of the total membership.

(6) Approved candidates shall have their specialized works submitted by the Director for secondary review by the College FEC, followed by final review by the University FEC and ratification by the President.

Article 4

The initial and renewal of appointments for part-time and jointly appointed faculty members shall follow Articles 6-1 and 9 of the University Faculty Evaluation Regulations.

Article 5

Initial appointment, renewal, and suspension of Chair Professors shall follow University Regulations Governing the Recruitment of Chair Professors.

Article 6

Basic requirements and restrictions for promotion shall follow Articles 8, 11, and 14 of the University Faculty Evaluation Regulations.

Article 7

Review procedures, work requirements, and co-authorship regulations for promotion shall follow Articles 12, 12-1, 13, and 13-2 of the University Faculty Evaluation Regulations.

Article 8

Items and submission materials for promotion are as follows:

(1) Research: Works must demonstrate originality and meet the following:

1. Representative work: Formal academic monographs that have passed review or at least three papers published in indexed journals (SCI, SCIE, SSCI, TSSCI, etc.).
2. Reference works: Works published in journals/monographs meeting representative criteria,

chapters in monographs, or papers in conference proceedings with formal review.

3. Timeline: Representative works must be published within five years and reference works within seven years prior to the effective date. However, applicants who have taken parental leave, been pregnant, or given birth may apply for a two-year extension. If an applicant has served at an overseas institution and that period is counted toward seniority, works from that period may be included.

4. Exclusions: Textbooks, reference tools, lecture notes, reports, research notes (劄記), diaries, research proposals, and translations.

5. Accepted papers: Works with an 'acceptance for publication' letter must be published within one year (maximum three years if delayed for reasons not attributable to the applicant).

(1) Teaching: Must reach a minimum score of 80. Includes teaching hours, evaluation results, student supervision, and awards.

(2) Service: Must reach a minimum score of 80. Includes administrative roles, contributions to affairs, mentorship, industry-academia collaboration, and University Social Responsibility (USR) projects.

Article 9

The passing thresholds for faculty promotion require all items (Research, Teaching, Service) to be approved by Faculty Evaluation Committees at all levels. Research must pass preliminary review by the Institute FEC; Teaching and Service must reach a minimum score of 80. If an application is not passed, the Institute FEC shall notify the party concerned, stating the specific reasons, legal basis, and the available remedies along with the applicable procedures and deadlines.

Article 10

Extension of service, dismissal, non-renewal, suspension, and severance shall follow Articles 15 through 18 of the University Faculty Evaluation Regulations.

Article 11

Specific transitional cases (e.g., faculty before 1997 amendment, promotion by degree) shall follow Articles 19 through 23 of the University Faculty Evaluation Regulations.

Article 12

Matters not provided herein shall be interpreted by the Institute FEC in accordance with University regulations and ratified by the Institute Affairs Meeting.

Article 13

These Guidelines shall take effect upon approval by the Institute Affairs Meeting, shall be filed for record with the College FEC, and shall be promulgated by the President.