**Enforcement Rules for the Regulations for Faculty Promotion in the English Department,
College of Foreign Languages, Fu Jen Catholic University**

Passed by the 2nd Meeting of  the English Dept. Faculty Evaluation Committee Meeting of Fall 2005, FJCU

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| Article 1 |
| These enforcement rules (hereafter the Rules) are enacted for the fair and objective evaluation of promotion application by faculty members of this department in accordance with Article 8 of the "Regulations for Faculty Promotion of the College of Foreign Languages of Fu Jen University" and Article 5 of the "Regulations for Faculty Promotion of English Department". |
| Article 2 |
| Evaluation of the promotion works 1. As stipulated in Article 6, Clause 5 of the "Regulations for Faculty Promotion in the English Department," the applicant in principle must present promotion works written in English, with a Chinese abstract for the representative work. However, when the representative work is written in Chinese, the applicant needs to provide a thorough explanation in English of the Chinese work, together with an English abstract of the representative work and a separate paper in English among the supporting works to display proficiency in written academic English.2. Upon receiving the application for promotion submitted by the applicant, the Chair will arrange an evaluation of the applicant's promotion works by two reviewers with expertise in the appropriate area. The rank requirement for the reviewers is stipulated in Article 7 of "Regulations for Faculty Promotion in the English Department." One of the reviewers can be from within the department. The second reviewer will be from outside the department; the reviewer can be from relevant departments or colleges in FJU or outside of FJU.3. If the applicant provides a list of people not to be recommended as reviewers, the Chair will take into consideration the applicant’s list.4. Both reviewers' scores for the promotion works must be over 80 for the Department Faculty Evaluation Committee to proceed with the evaluation. |
| Article 3 |
| Evaluation of the Application 1. Upon completion of the review of the promotion works, the Department Chair will convene the Faculty Evaluation Committee and conduct an evaluation meeting. For the composition of the committee, see the "Regulations for the Establishment of the Faculty Evaluation Committee."2. A quorum of two-thirds of committee members is required. Each member of the committee casts his/her vote on the evaluation of the applicant’s Teaching and Service by giving scores in the respective categories. A score of 80 is required to pass in each category. By giving a score of 80, the member casts a vote of agreement and all members present have to vote (no abstention).3. For the applicant to pass, two-thirds of those present must give passing scores (80 or above) in both teaching and service categories, and the average score in each category must be 80 or above. A second vote may be conducted when the number of passing scores is less than two-thirds but more than one-half of those present.  |
| Article 4 |
| The evaluation focuses on the sum of the three categories—research, teaching, and service—yielding a full score of 100 points, and the weighting and passing standards are as follows: 1. Assistant Professor: Research 55%, Teaching 30%, Service 15%. A total score of 80 or above is required to pass.2. Associate Professor: Research 60%, Teaching 25%, Service 15%. A total score of 80 or above is required to pass.3. Professor: Research 65%, Teaching 20%, Service 15%. A total score of 80 or above is required to pass. |
| Article 5 |
| Evaluation criteria for the three categories: 1. Research: the average of the two scores given by the two reviewers2. Teaching:A score of 100 points is the full mark. The departmental level committee should use the standardized form made by the college to formulate detailed criteria for evaluation and score accordingly. When giving a score, the reviewer should give specific reasons for support. The score for teaching needs to be over 80 points to be considered.3. Service:A score of 100 points is the full mark. The departmental level committee should use the standardized form made by the college to formulate detailed criteria for evaluation and score accordingly. When giving a score, the reviewer should give specific reasons for support. The score for service needs to be over 80 points to be considered. |
| Article 6 |
| If the applicant has passed the evaluation, the committee will submit the applicant's materials and report to the Dean with the following information: 1. The evaluation forms completed by the Faculty Evaluation Committee members2. The meeting minutes of this Committee3. List of three to five names of possible reviewers for the reference of the College Faculty Evaluation Committee. |
| Article 7 |
| These Rules will be implemented after approval by the Department Faculty Evaluation Committee. Amendments shall be approved in the same fashion. |