

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

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Faculty Evaluation Committee Meeting of Fall 2005, FJCU  
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**Article 1:**

These regulations for promotion (hereafter referred to as “the Regulations”) are enacted for the fair and objective evaluation of applications for promotion by faculty members of the English Department.

**Article 2:**

When applying for promotion, all full time faculty members should meet the following requirements:

1. To have taught at FJCU for over 2 years consecutively when applying for promotion.
2. Basic duration of teaching service: lecturer--3 years, assistant professor--3 years, associate professor--3 years.
3. Teaching service is counted from the date stated in the certificate of professional rank contract issued by the Ministry of Education (MOE) to the end of the semester prior to the proposed change in professorial rank (January or July).
4. Outstanding teaching, research, advising, and service, as well as ethical and professional conduct, are required for the current position. See "Regulations for Faculty Evaluation on Teaching and Service" (「教師資格審查教學服務成績考核辦法」) for the enforcement of rules.
5. Applicants for promotion for assistant professor should submit a work equal to a Ph.D. dissertation and possess demonstrate the ability for individual research. Applicants for promotion to associate professor or to full professor should have multiple publications in their areas of expertise and that have made contributions to their fields of academic specialization.
6. Incumbent teachers who obtained the MOE certificate for qualified lecturer or assistant before March 31, 1997 and have continuously taught since then can follow the preceding rules to apply for promotion.
7. Publications should be published using the name “Fu Jen Catholic University” for professional affiliation.

**Article 3**

Part-time faculty who want to apply for promotion should fulfill the above-mentioned qualifications stipulated for full-time faculty, except that the requirement for the duration of teaching is doubled. Publications should be published under the name of Fu Jen Catholic University. Part-time faculty must pay the necessary fee for the evaluation of their works submitted for promotion. If there are existing rules for promotion in the school where the part-time faculty member works full-time, promotion must be applied there.

**Article 4**

Applicants for promotion must submit the following documents before the due date.

1. One copy of the MOE resume with one two-inch photo.
2. Works submitted for promotion: Three copies of the representative work, secondary works and Chinese abstracts (500 ~1000 characters).
3. One copy of the original MOE certificate of professorial rank.
4. A list of reviewers outside the University whom the applicant does not wish to be reviewed by (up to three names with explanations needed).
5. Proof of main authorship for representative work with co-authors (if the representative work is a collaborative work).
6. Part-time faculty must submit certificate of any full-time employment elsewhere and documentation paper of offering course(s) within the University.
7. Applicant's statement about teaching, research, service and advising accomplished in the present position.

#### Article 5

##### Procedures and Grievance

1. The faculty member who applies for promotion (hereafter the applicant) will prepare MOE resume and submit it to the Personnel Office first. After the Personnel Office confirms the applicant's seniority, the applicant submits the materials mentioned in Article 4 to the Department Faculty Evaluation Committee (hereafter the Committee) before the due date of accepting promotion materials for initial evaluation.
2. The Committee will examine and score the applicant's seniority, ethical and professional conduct, teaching, research, advising, and service following the department's "Enforcement Rules for the Regulations for Faculty Promotion in the English Department, College of Foreign Languages, Fu Jen Catholic University." After voting to pass the application, the committee will forward the application as well as the meeting minutes to the College Evaluation Committee for the second level evaluation.
3. This Committee will inform the applicant of the results of the evaluation in written form. If the application is not passed, an explanation will be given.
4. If the applicant does not accept the final decision, s/he can apply to the University Faculty Grievance Committee for redress according to the related rules.

#### Article 6:

The works or pedagogical practices technical report submitted for promotion mentioned above must be in accordance with the following regulations:

1. Works submitted for promotion must involve original content created by the applicant. Works edited by the applicant may not serve as the representative work. To clarify: editing means to rearrange, to revise, or to edit others' works.
2. The works submitted for promotion should be related to the courses taught by the applicant. These works must be published as a book, or in national or international academic periodicals (including electronic periodicals with official review procedures clearly stated publically and enforced by editorial staff), or conference proceedings with official review procedures clearly stated publically and applied by editorial staff (including CD-ROMs or online publishing).
3. The applicant's works submitted for promotion must be written in English, with a

Chinese abstract for the representative work. For exceptions to this, see the Rule 1, Article 2 of the Enforcement Rules.

4. The publication(s) should include the writer's name and the necessary bibliographic information. For an offprint, the applicant should provide the title of the periodical and the volume number and date of publication. If the necessary bibliographic information for an offprint is not provided, then the applicant should attach the offprint copies of the cover and table of contents. If the work has been accepted for publication but is not yet published, the applicant should provide the acceptance letter.
5. A Ph.D. dissertation can be listed as secondary work but not as a representative work. However, if the Ph.D. dissertation has never been used to apply for a teacher's certificate or used in subsequent publications, the applicant should provide an explanation. If there is significant revision and addition to the dissertation work after it is evaluated by experts in related fields, the Ph.D. dissertation can be listed as the representative work.
6. If the content of the representative work is similar to a previous one that has been evaluated, the applicant should submit a table explaining the differences between the previous and the new work.
7. The applicant should submit at most 5 works. If the works submitted for promotion constitute more than two works, the applicant should identify one as the representative work and the other(s) as secondary works. Works in a series of related research may be compiled together as the representative work. The representative works should not be previously submitted as representative works for promotion application in academia.
8. The works submitted for promotion must be published after the date of previous acquisition of MOE professorial rank certification.
9. If a technical report passes review, it must be made available on the University website and through the library, or published domestically or overseas. Where an aforesaid academic work contains confidential information, is related to a patent application, or may not be unlawfully disclosed, following confirmation of the University, the academic work may not be published or may remain unpublished for a certain length of time.

#### Article 7:

The committee members evaluating the promotion to assistant professor will be assistant professors or above. The members of the committee to evaluate the promotion to associate professor will be associate professors or above. The committee members to evaluate promotions to professor will be professors or the equivalent.

Composition of a committee and the quorum stipulated in Article 2 of the "Regulations for the Establishment of the Department Faculty Evaluation Committee" should follow this basic rule regarding rank requirement.

The Committee, when unable to gather at least five people of appropriate rank to be on the committee, must invite professors in the appropriate area of expertise on campus or outside the university with the permission from the Dean to fill the vacancy.

If necessary, the Committee may give the applicant a chance for oral defense.

#### Article 8:

The department faculty evaluation assesses the applicant's ethical and professional conduct in teaching, research, advising, and service in the present position. The percentage-weights for all categories are stated in the department's "Enforcement Rules for the Regulations for Faculty Promotion in the English Department, College of Foreign Languages, Fu Jen Catholic University."

Article 9:

An applicant who does not pass the evaluation may re-apply according to the Regulations. The application needs to pass first the initial evaluation by this Committee and then be sent to the College Evaluation Committee for the second level evaluation.

Article 10:

The applicant must teach at FJU in the semester of application. He or she must teach at FJU when the promotion is effective. (amended according to school's mother law)

Article 11:

When faculty who apply for promotion resign from their position before the certificate is received from the MOE, FJU may discontinue the application procedures and withdraw all rights in FJU.

Article 12:

The schedule for application is set by the Department following the Personnel Office of FJU and College of Foreign Languages schedules and is included in the Department Calendar announced in the beginning of each semester. No special notification will be made.

Article 13:

For matters not covered in these regulations see the related MOE rules (「專科以上學校教師資格審定辦法」 and 「專科以上學校教師資格送審作業須知」).

Article 14:

These regulations are passed by this Committee and take effect after approval by the College Faculty Evaluation Committee. Revision should follow the same procedures.