

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

94.12.07. Passed by Dept. Faculty Evaluation Committee Meeting in fall semester, Academic Year of 94
97.03.19 Passed by Dept. Faculty Evaluation Committee Meeting in spring semester, Academic Year of 96
97.09.26 Passed by Dept. Faculty Evaluation Meeting in fall semester, Academic Year of 97
98.12.15 Passed by Dept. Faculty Evaluation Meeting in fall semester, Academic Year of 98
111.03.23 Passed by the 1st Faculty Meeting of the English Dept. in fall semester, Academic Year of 110
111.04.26 Passed by the 5th Dept. Faculty Evaluation Committee Meeting in Spring semester, Academic Year of 110

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 8 of the "Regulations for Faculty Promotion of the English Department".

Article 2: Evaluation of **publications**

1. As stipulated in Article 6, Clause 2 of the "Regulations for Faculty Promotion in the English Department," the applicant in principle must present promotion work written in English, with a Chinese abstract for the representative work. However, when the representative work is written in Chinese, the applicant must provide an English abstract.
2. **Among the representative work and secondary works, there must be one academic paper written in English.**
3. Upon receiving the application for promotion submitted by the applicant, the will examine and score the applicant's seniority, ethical and professional conduct, teaching, research, advising, and service. 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.

Article 3: Evaluation of the technical reports on pedagogical practices

1. **As stipulated in Article 6, Clause 2 of the "Regulations for Faculty Promotion in the English Department," the applicant in principle must present promotion work written in English, with a Chinese abstract for the representative work. However, when the representative work is written in Chinese, the applicant must provide an English abstract.**
2. **The applicant can submit at most 4 works as the secondary works. Conference papers (oral presentation or poster) can be included. A Conference paper must include the full paper and the proof of presentation. A poster must include the full paper, the poster, the abstract and the proof of presentation.**
3. **Among the representative work and secondary works, there must be one academic paper written in English.**
4. **All of the course evaluation grades must be over 3.0 for 6 semesters before the application.**

Article 4: Evaluation of the application

1. Upon completion of the review of the promotion work, 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 the committee members is required. Each member of the committee casts his/her vote on the evaluation of the applicant's teaching, **service (including advising)** by giving scores in the respective categories. A score of **70** is required to pass in each category (a full mark is 100). By giving a score of **70**, the member casts a vote of agreement. All members present must vote (no abstention is permitted).
3. For the applicant to pass, two-thirds of those present must give passing scores (**70** or above) in the teaching, and **service (including advising)** categories. The average score in each category must be **70** 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 **5**: Evaluation criteria for the **two** categories:

1. Teaching:

A score of 100 points is the full mark. When giving a score, the reviewer should give specific reasons for support. The score for teaching must be over **70** points to be considered.

2. **Service (including advising)**:

A score of 100 points is the full mark. When giving a score, the reviewer should give specific reasons for support. The score for service must be over **70** points to be considered.

The departmental level committee should use the standardized form made by the college to formulate detailed criteria for evaluation and score accordingly.

Article **6**

Upon passing the applicant's 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 members
2. The meeting minutes of this committee
3. A list of 10 to 12 names of possible reviewers outside the University 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.