

Promotion Review Procedures for Faculty Members in the Department of Applied Chinese Language at Kai Nan University

Article 1: This procedure is established in accordance with the "Kai Nan University Faculty Promotion Review Regulations" and the "Kai Nan University College of Humanities and Social Sciences Faculty Promotion Review Regulations."

Article 2: Faculty promotions require the attendance of over half of the qualified committee members in the department's teaching evaluation committee, and approval by over half of the attending voting members.

Article 3: The members of the department's teaching evaluation committee should hold a rank one level higher than the applying faculty member. If there are an insufficient number of qualified faculty members within the department, external experts with relevant expertise may be appointed to form a temporary teaching evaluation committee.

Article 4: Within the five years of applying for promotion, the faculty member's publications should be preliminarily evaluated based on the scoring criteria set by the department. The evaluated scores are then submitted to the department's teaching evaluation committee for further review. Only works with academic significance related to the department's expertise will be considered for scoring.

Scoring for promotion works is as follows:

- (1) Academic Paper Publications: Each paper published in a formally edited journal or a compiled academic book with anonymous review certification from academic journals or conferences earns 20 points. Recipients of research awards under the university's "Regulations for Research Incentives for Full-time Teachers and Researchers" may

receive additional points based on the formula: $20 \times (\text{Actual award amount} / \text{Highest award amount}) \times 15$, with a limit of one award per paper.

- (2) Academic Book Publications: Each academic book publication, with anonymous review certification, earns 50 points. Works recognized with the university's Outstanding Research Award receive an additional 40 points per book. However, if any paper within the academic paper publications overlaps with content in this category's book, it will not be scored.
- (3) Co-authored Works: Scoring for co-authored works is calculated using the formula: $(\text{Score of the paper, chapter, or book}) \times 2 / (N+1)$, where N is the total number of co-authors.

Article 5: Faculty members applying for promotion should have at least one publication within the past five years in journals such as SSCI, SCI, TSSCI, EI, SCIE, or A&HCI. The scores for these works must meet the following standards to be eligible for promotion:

1. Assistant Professor: Total score must reach 80 points.
2. Associate Professor: Total score must reach 90 points.
3. Professor: Total score must reach 100 points.

Article 6: The promotion application process involves the following steps by the department's teaching evaluation committee:

1. Faculty members must first pass the performance evaluation conducted by the College of Humanities and Social Sciences at Kai Nan University before applying for promotion.
2. Formal review of the applicant's qualifications, seniority, and publications.
3. If the formal review is satisfactory, the publications within the past five years are evaluated based on the promotion standards mentioned in Article 5.

4.If the department's promotion standards are met, a comprehensive evaluation is conducted on the applicant's research, teaching, and service records.

Article 7: After the department-level review of the faculty member's promotion publications, the department's teaching evaluation committee uses the following criteria to assess and calculate the average score on the department's faculty promotion scoring table:

1.Evaluation Criteria:

(1) Research: Evaluated according to Article 4 of this regulation.

(2) Teaching:

2.Instruction:

(1) Teaching seven credits per semester earns a basic 7 points; deductions are made for each credit below this threshold. Teaching during evenings or holidays beyond 25% of the total teaching hours earns an additional point.

(2) Offering distance learning courses or receiving awards for it earns an extra 1 point each.

(3) Guiding students to obtain certifications in supplementary teaching courses earns 2 points each.

(4) Teaching hours for leave, schedule changes, or substitutions below 6 hours per semester (excluding sick leave, bereavement leave, and public holidays) earn 1 point each.

(5) Unexcused absences without prior notice earn 2 points each.

(6) Unexcused absence due to rescheduling mid-term or final exams earns a deduction of 2 points each.

(7) Timely entry of mid-term and final grades into the academic system earns 1 point.

(8) Teaching professional courses in a foreign language earns an extra 1 point each.

(9) Each semester's average student evaluation score exceeding 4 earns 1

point, while below 3 deducts 1 point.

Thesis Supervision: Supervising a master's thesis graduation earns 2 points each. In the case of joint supervision, the points are divided by the number of supervisors.

Professional Development: Participating in professional development activities, both on-campus and off-campus, earns 0.5 points each.

Selected as an outstanding teacher earns 10 points each.

Other achievements contributing to teaching effectiveness.

(3) Guidance and Service:

Regularly holding office hours during the evaluation period earns a total of 4 basic points per semester, accumulating to 40 points over 5 years.

Additional points may be granted for the following (up to 6 points per semester):

Serving as the head of a first-level unit earns 4 points each semester.

Serving as the head of a second-level unit earns 3 points each semester.

Each semester's participation in service and guidance activities earns 1 point each for the following:

- (1) Serving as a representative on department, college, or university committees (Attendance rate must be at least two-thirds. No additional points are awarded to those serving as first or second-level unit heads.)
- (2) Assisting in organizing school recruitment and promotion activities.
- (3) Assisting in writing applications for various non-research project grants.
- (4) Assisting in promoting school evaluation, excellence plans, and Ministry of Education commissioned tasks.
- (5) Organizing or co-organizing domestic and international academic conferences.
- (6) Assisting in guiding external visitors on campus.
- (7) Developing plans for offering extension classes.

- (8) Serving as a mentor.
- (9) Selected as an outstanding mentor.
- (10) Serving as an advisor for student associations, clubs, publications, or sports teams.
- (11) Participating in the assessment of various activities.
- (12) Applying for government subsidies for club or other activity plans.
- (13) Successfully obtaining government subsidies for club or other activity plans.
- (14) Leading clubs to participate in off-campus competitions.
- (15) Leading clubs to achieve rankings in off-campus competitions.
- (16) Leading or participating in student community service.
- (17) Leading or participating in club volunteer off-campus services.
- (18) Leading or participating in off-campus counseling services.
- (19) Other concrete achievements in teaching guidance and service recognized by the department.

For faculty members taking leave for holidays, lecturing, research, and professional development, the assessment of service and guidance during that period is 7 basic points per semester.

Evaluation Standards: A maximum score of 100 is calculated, with 70% for research, 15% for teaching, and 15% for service.

Article 8: Faculty members applying for promotion with a higher-level formal degree must follow the relevant regulations of the university.

Article 9: The procedures and operational regulations for faculty promotion reviews follow the sixth article of the "Kai Nan University Faculty Promotion Review Regulations" and will not be accepted if overdue.

Article 10: These regulations, approved by the departmental meeting, will be implemented upon confirmation by the College Teaching Evaluation Committee, and any amendments will follow the same process.