

Regulations for Faculty Appointment and Promotion at the College of Humanities and Social Sciences, Taipei Medical University

Formulated and approved by the college-level faculty evaluation committee council on January 8, 2016

Formulated and approved by the college affairs council on January 20, 2016

Formulated all 11 articles as per the official document (code: Taipei Medical University No. 1050000414) on February 1, 2016

Amended and approved by the college-level faculty evaluation committee council on January 10, 2019

Amended and approved by the college affairs council on February 21, 2019

Amended and approved by the university-level faculty evaluation committee on January 30, 2019

Amended all 11 articles as per the official document (code: Taipei Medical University No. 1080000948) on March 21, 2019

Amended and approved by the college-level faculty evaluation committee on June 4, 2019

Amended and approved by the college affairs council on September 5, 2019

Amended and approved by the university-level faculty evaluation committee on October 15, 2019

Amended all 11 articles as per the official document (code: Taipei Medical University No. 1080004653) on December 17, 2019

Article 1 The Regulations for Faculty Appointment and Promotion at the College of Humanities and Social Sciences, Taipei Medical University (hereinafter referred to as this regulation) was formulated to facilitate the appointment and promotion of faculty members and protect their rights according to the Act Governing the Appointment of Educators, the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, and Article 10 of the Regulations for Faculty Appointment and Promotion at the Taipei Medical University.

Article 2 This regulation applies to the appointment, promotion, continuing appointment, and change of appointment of part-time and full-time faculty members.

Article 3 The appointment and promotion of faculty members of all academic ranks at this college are conducted according to multiple evaluation approaches (i.e., academic research, teaching practice, and industry–academia cooperation) and pursuant to Articles 2–6 of the Regulations for Faculty Appointment and Promotion at the Taipei Medical University.

Article 4 Faculty members applying for appointment or promotion at this college shall submit their application enclosed with the required documents by the announced deadline. The reviewing procedure shall be conducted in accordance with Articles 7–19 of the Regulations for Faculty Appointment and Promotion at the Taipei Medical University.

Article 5 The college-level faculty evaluation committee shall conduct faculty appointments and

promotions according to the following rules:

1. The appointment and promotion of full-time faculty members shall proceed in accordance with the Regulations for Faculty Appointment and Promotion at the Taipei Medical University.
2. The appointment and promotion of part-time faculty members shall proceed in accordance with the Regulations for Part-time Faculty Appointment at the Taipei Medical University.
3. The following elements shall be reviewed: applicants' public speeches; their teaching, research, and service review scores specified in Article 7, and their comprehensive contributions to this university.
4. Faculty members applying for the position of full-time assistant professor or professor of higher ranks shall participate in public speeches held by this college.
5. At least half of the faculty evaluation committee members shall be present at the application review meeting, and at least two-thirds shall express agreement to submit the application with the meeting minutes to the university-level faculty evaluation committee for further review.
6. Faculty members not passing the review shall be informed by the college-level faculty review committee and provided with specific reasons.

Article 6 Faculty members of all academic ranks applying for appointment or promotion shall submit the following printed documents to this college:

1. Applicants shall prepare the required forms listed on the website of the Office of Human Resources of this university.
2. Applicants applying for appointment or promotion shall provide supporting information pertaining to the review elements pursuant to Article 7 of this Regulation.
3. Applicants with a master's or doctoral degree shall attach their degree certificate or its photocopy.
4. Applicants shall present a designated number of offprints of their representative papers (publications), teaching practice reports or specialized publications, or technical reports according to the university regulations. Works used in the application for their previous academic rank shall not be accepted.
5. Applicants applying for an appointment shall attach two letters of recommendation.
6. Applicants applying for change of appointment and holding a university and college teacher qualification approved by the Ministry of Education shall submit relevant documents, such as research papers and publications, a photocopy of the change of

appointment certificate approved by the Ministry of Education, and the syllabuses of the courses they taught in the previous semester, to the college faculty evaluation committee for review. The results of the review shall be forwarded to the university-level faculty evaluation committee for a final decision.

Article 7 The appointment or promotion of faculty members of all academic ranks shall be executed according to the following procedures: The dean shall select 3–5 members of the college-level faculty evaluation committee to evaluate applicants' performance in teaching, research or industry–academia cooperation, and service on the basis of the approach the candidate selects (i.e., either academic research, teaching practice, or industry–academia cooperation). After approving the application, the application review committee shall submit their evaluation results with the meeting minutes to the university-level evaluation committee for further review. The specifications of the three evaluation approaches are as follows:

1. Academic research:

(1) Teaching and service review standard:

This item shall be assessed according to the Teaching, Research, Service Evaluation Form for the College of Humanities and Social Sciences, Taipei Medical University and the Teaching, Service, Evaluation Score Sheet for the College of Humanities and Social Sciences, Taipei Medical University.

(2) Research review standard:

This item shall be assessed according to Subsections 1, 4, and 5 of Article 2 and Article 3 of the Regulations for Faculty Promotion Scoring Standards at the Taipei Medical University.

- a. Academic research shall be both innovative and consistent.
- b. Only academic papers published in the preceding 6 years and during the period starting from the date of obtaining the previous academic rank to that of the application of the next shall be accepted. Applicants shall select paper as their representative work (published in the previous 5 years) and list the remaining items as reference works. A series of related studies can be compiled as a representative work. Monographs or offprints of published works and certified documents confirming publication acceptance of unpublished works shall be provided.
- c. Applicants shall be listed as the first or corresponding author of the representative work used for appointment or promotion applications.

Coauthor statements shall be attached if the representative work is coauthored by two or more authors.

- d. The content of collected papers serving as representative works shall have or be grounded on the same subject, with more than one paper (inclusive) or a part of the paper being published in academic journals with a review process. Collected papers that appeared in publications with a review process or in internationally renowned publications are not subject to the said specification.
- e. Matters regarding the research performance of applicants applying for appointment or promotion shall be administered pursuant to the Regulations for the Minimum Research Performance Standards for Faculty Promotion at the Taipei Medical University.

2. Teaching practice:

(1) Research and service review standard:

This item shall be assessed according to the Teaching, Research, Service Evaluation Form for the College of Humanities and Social Sciences, Taipei Medical University and the Teaching, Service, Evaluation Score Sheet for the College of Humanities and Social Sciences, Taipei Medical University.

(2) Teaching review standard:

This item shall be assessed according to Subsections 2, 4, and 5 of Article 2 and Article 3 of the Regulations for Faculty Promotion Scoring Standards the Taipei Medical University.

3. Industry–academia cooperation:

(1) Teaching and service review standard:

This item shall be assessed according to the Teaching, Research, Service Evaluation Form for the College of Humanities and Social Sciences, Taipei Medical University and the Teaching, Service, Evaluation Score Sheet for the College of Humanities and Social Sciences, Taipei Medical University.

(2) Industry–academia cooperation review standard:

This item shall be assessed according to Subsections 3, 4, and 5 of Article 2 and Article 3 of the Regulations for Faculty Promotion Scoring Standards the Taipei Medical University.

4. Full-time faculty members applying for promotion according to the said three approaches shall publish the works completed during their service at this university and submitted for review in the name of this university. Part-time faculty members

applying for promotion shall publish their representative works and at least another work (including monographs) in the name of this university.

5. Faculty members appointed using their theses or dissertations shall not resubmit their theses or dissertations as their representative work for promotion and shall provide a copy of their theses or dissertations for reference.
6. Applicants shall not resubmit representative works, teaching practice reports, or technical reports rejected by the review committee and shall clarify the differences between the works and improvements made to the works submitted for reapplications.
7. Applications submitted with false documents and cumulative scores for review shall be rejected by the college-level faculty evaluation committee. Applicants deemed by the faculty evaluation committee to be involved in serious violations shall not be allowed to submit an application for 1–3 years according to the severity of their violations as determined by the academic ethics committee.

Article 8 The noncontinuing appointment and dismissal of faculty members of all academic ranks shall be managed according to Article 5 of the Regulation for Faculty Appointment the Taipei Medical University.

Article 9 Specifications for continuing appointments are as follows:

1. Continuing appointments shall be governed by Articles 4 and 6 of the Regulations for Faculty Appointment at the Taipei Medical University and Article 6 of the Regulations for Faculty Evaluation the Taipei Medical University.
2. Faculty members with special contributions approved by the college-level faculty evaluation committee are not subject to said specifications.

Article 10 Matters not covered in this Regulation shall be executed according to the Regulations for Faculty Promotion the Taipei Medical University.

Article 11 This regulation and amendments thereto shall be implemented after the approval by the college-level faculty evaluation committee, college affairs council, and university-level faculty evaluation committee.

Cumulative Score Sheet for Faculty Appointments at the College of Humanities and Social Sciences, Taipei Medical University

Department: _____ Name: _____

Academic rank applying for: _____

- Instructor: minimum cumulative score of 100
- Assistant professor: minimum cumulative score of 150 and publication of at least two papers or one academic monograph
- Associate professor: minimum cumulative score of 200 and publication of at least three papers or one academic monograph and two research projects
- Professor: minimum cumulative score of 300 and publication of at least five papers or one academic monograph and three research projects

* Publications in the 6 years after promotion to the previous rank (include at most 15 works)

No. / Research paper classifica tion	Published works in the 6 years starting from the promotion to the previous academic rank (All authors [in the original order], the title, journal name, year of publication, volume, and starting and ending pages of the papers shall be listed.)	Weighted score for research papers (C)	Weighted score for journals (J)	Weighted score for author rank (A)	Total Score C×J×A
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Cumulative score ($S_n = S_{01} + S_{02} + S_{03} + \dots$)

The number of extramural research projects conducted in collaboration with government agencies and the National Health Research Institutes or industry-academia cooperation projects: _____

Applicant's signature: _____

Guidelines for the Calculation of Cumulative Scores for Faculty Appointments the College of Humanities and Social Sciences, Taipei Medical University

I. The writing format of representative academic works:

Representative works shall be limited to academic journal articles, patents, technology transfers, and research results with both patents and technology transfers. Works with incorrect information and those that cannot be verified shall not be scored. Relevant supporting document shall be provided for journal articles or academic monographs that have been accepted for publication but have not yet been published; those without supporting documents shall not be scored.

- A. The writing format of academic journal articles: full articles, short communications, case reports, or review articles
 - 1. All authors (listed in the original order), the title, journal name, year of publication, volume, and starting and ending pages of the papers shall be listed.
 - 2. The name of the applicant (principal investigator) and that of the journal shall be underlined.
 - 3. The names of the corresponding authors shall be marked with a “*” in the upper right corner.
 - 4. Full journal names or their JCR abbreviations shall be used.
 - 5. The abbreviations (e.g., SSCI), categories, and sequence data (with the denominator being the number of journals in the field and the numerator being the rank of the journal in the field) shall be listed if the research results are published in index databases.
- B. The writing format for patents and technology transfers: The university shall be designated as the patent owner, and technology transfer cases shall be signed in the name of this university for eligibility.
 - 1. Patents: Patent titles, inventors, patent certificate numbers, patent nationalities, and terms of the patent shall be provided.
 - 2. Technology transfers: Technology titles, the technology transfer fee, technology transfer receivers, and year of technology transfer shall be provided.
 - 3. For foreign patents or technology transfers, the titles and Chinese translations shall be jointly provided.

II. Research results scoring: Scoring for academic journal articles:

Only results published in the 6 years starting from the date of promotion to the previous academic rank to that of the next shall be scored. Relevant supporting documents shall be provided for papers that have been accepted for publication but have not yet been published; those without supporting documents shall not be scored. All papers shall be scored according to the weighted points for research paper classification (C), foreign and domestic journals (J), and author ranks (A). The score of each paper shall be the result of $C \times J \times A$.

1. Weighted points for research paper classification (C)

Research paper classifications	Weighted points (C)
Original research paper	3
Short communication	2
Review article (one article per year)	2
Case report	1

Note: Master's theses, doctoral dissertations, research papers or reports not published in academic journals, science popularization articles, discussions of other research papers without including the results obtained by the commentator, articles in response to other commentators' opinions or doubts, abstracts of research societies, annual conferences or seminars, and monographs and their selected chapters shall not be subject to the classification above.

2. Weighted points for foreign and domestic journals (J):

Ranking of foreign and domestic journals	Weighted points (J)
International SCI, SSCI, A&HCI, or EI journals	5
THCI Core or TSSCI	4
Professional academic journals with peer review processes	3
Other academic seminar collected papers with peer review processes	2

3. Weighted points for author rank (A):

Author rank	Weighted points (A)
First author or corresponding author	5
Second author	3
Third author	1
Fourth author or lower in rank	0.5

Note: If applicants are listed as corresponding authors, a "*" shall be placed in front of the author's name in the "representative works within five years" column. Names without a "*" shall not be verified as corresponding authors during the review.

4. Papers with equal contributors shall be scored according to the following criteria:

- (1) Those with two to three authors with equal contribution shall be scored using the weighted points based on their ranks.
- (2) Those with four to six authors with equal contribution shall be scored using 60% of the weighted points based on their ranks.
- (3) Those with seven or more authors with equal contribution shall be scored using 20% of the weighted points based on their ranks.
- (4) Authors with equal contribution shall have equal rank, and the weighted points of the author in the next rank shall be scored using his or her rank among all authors. Scores under 0.5 points shall be counted as 0.5 points.

5. Points for non-research paper publications:

Classifications of non-research paper publications	Points
Academic monographs (Notes 1-3)	180
Book chapters in first-tier (A) international academic monographs (Notes 1-4)	90
Book chapters in second-tier (B) international academic monographs (Notes 1-4)	60
Book chapters in domestic academic monographs (Note 1)	45
Technical reports	40

Patents	Please see the following table
Technology transfers	
<p>Note 1: Publications shall be original, be verified as non-textbook academic materials, be printed and issued by publishers or book companies, and be listed with information such as authors, publishers, issuers, release dates, pricing, and publishers' expert review certificates.</p> <p>Note 2: A monograph rewritten on the basis of a doctoral dissertation shall have a greater than 50% difference in content from the original doctoral dissertation.</p> <p>Note 3: If multiple authors are involved, the score shall be calculated by dividing the total score by the number of authors.</p> <p>Note 4: Identification standards shall be subject to the information provided in the latest version of <i>SENSE Ranking of Academic Publishers</i>.</p>	

Table: Weighted points for patents or technology transfers

No.	Classification	Weighted points		
		(C)	(J)	(A)
1	Domestic utility model and design patents	15	1	1
2	Foreign utility model and design patents	20	1	1
3	Domestic invention patents	40	1	1
4	Foreign invention patents	60	1	1
5	Technology transfers with a fee below NT\$500,000	70	1	1
6	Technology transfers with a fee ranging from NT\$500,000 to less than NT\$1,000,000	80	1	1
7	Technology transfers with a fee of NT\$1,000,000 or more	90	1	1
<p>Note 1: Any inventions patented in multiple countries (or places) shall be counted as a single patent only and scored using the one with higher points. Any patent for improvements on inventions shall not be scored. Any invention granted for both patents and technology transfers shall only be scored once, using the item with higher points.</p> <p>Note 2: The technology transfer fee shall be consistent with that listed in the corresponding technology transfer contracts and calculated according to the cumulative fee of a single technology transfer.</p> <p>Note 3: Technology transfer fees generated by nonstandard technology transfers (e.g., previous technology transfer fees of research projects) shall not be counted according to the above classifications.</p> <p>Note 4: The score of each patent or technology transfer shall be calculated by multiplying its weighted score listed above by the individual contribution ratio.</p>				

2016 Ranking of Academic Publishers

For book publishers there is no internationally accepted system of ranking. This system is based on those used by SENSE (www.sense.nl)

Refereed book publications:

A: Refereed book publications published by the world top of publishers

B: Refereed book publications published by the world's semi-top of publishers

C: Refereed book publications published by other publishers

Rank	Publisher
A	Academic Press
A	California University Press
A	Cambridge University Press
A	Clarendon Press
A	Cornell University Press
A	Columbia University Press
A	Harvard University Press
A	Hoover Institution Press
A	John Wiley
A	John's Hopkins University Press
A	MIT Press Cambridge Mass
A	Oxford University Press
A	Pennsylvania University Press
A	Pergamon Press
A	Stanford University Press
A	Princeton University
A	Routledge
A	Routledge Curzon
A	Sage
A	University of Chicago Press
A	University of Pennsylvania Press
A	Wiley
A	Wiley-Blackwell
A	Yale University Press
B	Allen and Unwin
B	American Chemical Society
B	American Institute of Physics
B	Australian National University Press
B	Ashgate

B	Aspen
B	Ashgate/Avebury
B	Basic Books, Inc.
B	Berg Publishers
B	Blackwell
B	Bloomsbury
B	Birkh ñuser
B	Brill
B	Butterworth-Heinemann
B	Callwey
B	Cold Spring Harbor Laboratory Press
B	Curzon Press
B	Duke University Press
B	Earthscan
B	Edward Elgar
B	Elsevier Science
B	Frank Cass
B	Garrisberg MacMillan
B	Harcourt Brace Jovanovich, Inc.
B	Harper & Row Publishers, Inc./Ballinger Publishing Co.
B	Harwood Academic Publishers
B	Hart
B	Heinemann
B	Humana Press
B	IEEE
B	IEEE Computer Society
B	Indiana University Press
B	Island Press
B	James Currey
B	Karger Publishers
B	Karthala
B	Kegan Paul International
B	Kluwer Academic Publishers
B	Kluwer Law International
B	Lexington Books

B	Lippincott Williams & Wilkins
B	Lit Verlag
B	Lynn Rienner Publishers
B	M.E.Sharpe Inc.
B	Nomos
B	Nai
B	Palgrave Macmillan
B	Methuen
B	Palgrave
B	Paul Chapman Publishing
B	Permanent Black/Orient Longman
B	Pitman/Pearsons
B	Pearson Education
B	Plenum Press
B	Pluto Press
B	Polity Press
B	Praeger
B	Random House Inc.
B	Rodopi
B	Rowman and Littlefield Publishers
B	Rutgers University Press
B	Society of Environmental Toxicology and Chemistry (SETAC) publications
B	Springer
B	Springer Verlag
B	Springer Netherlands
B	Springer Vienna
B	St. Martin Press
B	St. Lucie Press
B	STET
B	Suhrkamp Verlag
B	Swets Blackwell
B	Texas University Press
B	The New York Academy of Sciences
B	Thieme

B	Thomson – Sweet & Maxwell
B	University of Wisconsin Press
B	University of North Carolina Press
B	Verso
B	World Scientific
B	Westview Press
B	Zed Books
B	Royal Society of Chemistry
B	CRC Press
B	State University of New York Press
B	Taylor and Francis
B	CABI
B	USP Press
B	United Nations
B	United Nations University Press
B	vdf, Hochsch.-Verl. an der ETH

**Teaching, Research, Service Evaluation Form for the College of
Humanities and Social Sciences, Taipei Medical University
(Applicable only to faculty appointment or promotion)**

Academic research Industry–Academia cooperation Teaching Practice

Department applying to		Applicant name		Academic rank applying for	
Research					
Teaching					
Service (including other special achievements)					
Comprehensive comments					

- Strongly recommended (>90) Recommended (90–80)
 Moderately recommended (79–70) Not recommended (<70)

Reviewer: _____

Date:

Teaching, Service, Evaluation Score Sheet for the College of Humanities and Social Sciences, Taipei Medical University (applicable only to faculty promotion)

Academic research approach Industry–academia cooperation approach

Department apply to		Applicant name		Academic rank applying for	
Review elements	Specific review elements and focuses			Rating of college-level faculty committee members	
Approaches and percentages of teaching, research, and service					
Check	Approaches	Teaching	Research	Service	
<input type="checkbox"/>	Academic research	30%	60%	10%	
<input type="checkbox"/>	Industry–academia cooperation	60%	30%	10%	
1. Research performance					
Meets the basic requirements of promotion on the basis of the academic research or industry–academia approach, with a cumulative score of ____.					
The scoring of academic journal articles for promotion shall be implemented according to Subparagraph 2, Paragraph 1, Article 2 in the Regulations for Faculty Promotion Scoring Standards the Taipei Medical University.					
2. Teaching performance	Including courses, seminars, workshops, and other achievements warranting additional points				
Total score (100)					
3. Service performance	Academic and nonacademic service and other achievements warranting additional points				
Total score (100)					

***The total score for teaching and service performance is 100, with 70 being the minimum score for acceptance. Addition points shall be awarded for special achievements supported by relevant documents.**

Reviewer: _____

Date:

**Teaching, Service, Evaluation Score Sheet for the College of
Humanities and Social Sciences, Taipei Medical
University(applicable only to faculty promotion)**

Teaching practice approach

Department applying to		Applicant name		Academic rank applying for	
Review elements	Specific review elements and focuses		Rating of college-level faculty committee members		
<p>1. Application type Meets the basic requirements of promotion on the basis of the teaching practice approach, with a cumulative score of ____.</p> <p style="background-color: yellow;">Implemented according to the Regulations for Faculty Promotion Scoring Standards the Taipei Medical University.</p>					
Teaching practice approach percentages of teaching, research, and service					
Approach	Teaching	Research	Service		
Teaching practice	60%	30%	10%		
2. Research performance	Including research defined in Subparagraphs 1–3, Paragraph 2, Article 2 in the Regulations for Faculty Promotion Scoring Standards at the Taipei Medical University, and other academic warranting additional points				
Total score (100)					
3. Service performance	Academic and nonacademic service and other achievements warranting additional points				
Total score (100)					

* The total score for teaching and service performance is 100, with 70 being the minimum score for acceptance. Additional points shall be awarded for special achievements supported by relevant documents.

Reviewer: _____

Date: