

I-SHOU UNIVERSITY

Guidelines on the Preparation of Faculty Promotion Application Packets

(Effective on January 10, 2017)

Documents to Be Submitted for **External Review** of Academic Works for Faculty Promotion

【Please do bind the following documents】

No.	Description	Notes
	<p>Documents to be bound (including a cover spine)</p> <p>1. Front Cover</p> <p>2. Table of Contents</p> <p>(1) A compiled chart of academic works</p> <p>(2) Representative work</p> <p>(3) Works for supporting purposes</p> <p>(4) Supporting documents (please itemize these documents, if any)</p>	<p>Made in triplicate if research achievements (including academic works, innovative teaching practices reports, technical reports, proofs of merit, and creative works) are submitted for qualifications screening.</p>

A Compiled Chart of Academic Works

No.	Work Title and Relevant Information [including the journal name, the date of publication, and the journal volume & issue number (or the ISSN)]	Nature of the Work	Published Work		
			Field	Field Ranking (%)	Impact Factor
(1)	Representative Work				
	Work for Supporting Purposes 1				
	Work for Supporting Purposes 2				
	Work for Supporting Purposes 3				
	Work for Supporting Purposes 4				

Representative Work

1. A **certificate of co-authorship** is required if the work is a co-authored work by two or more persons: **(one original and two photocopies followed by the representative work)**
 - (1) If the work is a co-authored work by two or more persons, only one person may submit the work for qualifications screening. The other person(s) should give up the right to submit the academic work, creative work, proof of merit, or report as a representative work for qualifications screening. The applicant should specify in writing in what part of the work he/she has participated and should obtain the signature(s) of the co-author(s).
 - (2) If the applicant is an Academician of the Academia Sinica, he/she is exempted from submitting the signature(s) of the co-author(s).
 - (3) If the applicant is the first author or the corresponding author, he/she is exempted from submitting the signature(s) of the foreign co-author(s) who is (are) not the first author or the corresponding author.
 - (4) If a co-author(s) for some reason (being dead, disappeared, seriously ill, etc.) cannot sign the certificate of co-authorship, the applicant should specify in writing in what part of the work he/she has participated and the reason(s) for being not able to obtain the signature(s) of the co-author(s). Upon approval by the University-level Teacher Review Committee,
- (2)

	<p>he/she is exempt from providing the signature(s).</p> <p>2. If the work is written in a language other than in Chinese, the applicant should attach an abstract in Chinese to the work for review. If the work is written in a foreign language other than in English, the abstract may be written in English instead.</p> <p>3. The representative work should meet the following requirements:</p> <p>(1)The nature of the work should be relevant to the subject(s) the applicant teaches.</p> <p>(2)The work should not be part of a thesis/dissertation. Notwithstanding the foregoing, the aforesaid rule doesn't apply if the thesis/dissertation has not been submitted for qualifications screening before, or the work is part of continued research of the thesis/dissertation, and the applicant offers an explanation on his/her own initiative, and the work is proved to have considerable degree of innovation upon professional review.</p>
(3)	<p>Works for Supporting Purposes</p> <p>1. An abstract in Chinese and a certificate of co-authorship are not necessarily required.</p> <p>2. The requirements for academic works stipulated by the Ministry of Education must be satisfied.</p>
(4)	<p>Supporting Documents: (please itemize these documents, if any)</p>
Relevant Rules	<p>The academic works submitted for qualifications screening should fulfill the following requirements:</p> <p>1. The work(s) should be original and should not be just a compiled product of rearranging, adding to or deleting from, compiling, and editing any other's works or other non-research results.</p> <p>2. The applicant can select up to five works, one of which is the representative work and the others for supporting purposes. Works closely correlated with one another may be compiled into one representative work. If a work has been submitted as a representative work for qualifications screening before, the work must not be a representative work again in an application for promotion.</p> <p>3. The works submitted for qualifications screening should be published or presented after the accreditation of the current academic rank. If the applicant's seniority as a full-time faculty member accrued while teaching abroad is taken into account by the University, his/her academic works, creative works, proofs of merit or reports submitted for qualifications screening will be complied and taken into account.</p> <p>4. If a work is written in a foreign language other than in English, the applicant should have the full text translated into Chinese or English before submitting it for qualifications screening.</p> <p>5. They may be monographs published in public circulation, or certified in writing by a publisher to be published in the future.</p> <p>6. They may be journal articles published in domestic or foreign scholarly journals or trade journals, or electronic journals that have official peer-review procedure and may be made public and use of, or certified in writing by a journal to be published on a specific date.</p> <p>7. They may be works presented at domestic or foreign conferences that have official peer-review procedure, and then published and publicly issued in the form of proceedings, on CD or online.</p> <p>8. If the applicant has succeeded in passing the qualifications screening by submitting works, proofs of merit or reports, he/she should have his/her academic works published as stipulated by law. Notwithstanding the foregoing, if any content of the academic works involves confidential information, application for a patent, or information that should not be unlawfully disclosed, the academic works may, at the discretion of the University, be kept confidential for good or not to be published within a certain period of time.</p>
Others	<p>1. If you have other questions or concerns, please refer to:</p>

- (1) Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education
- (2) Guidelines for the Screening of Qualification on Teachers of Junior Colleges and Higher Levels
- (3) Regulations for Faculty Promotion System at I-Shou University

2. Personal Information Protection Act:

In light of the Personal Information Protection Act, the Ministry of Education has revised the existing Teacher Qualification Résumé, dividing it into two separate forms, Forms A and B. Only Form B will be delivered to external reviewers. Moreover, documents which contain personal information (such as the Teacher Qualification Résumé, academic credentials and work certificates) **must not be bound with** academic works, innovative teaching practices reports, technical reports, proofs of merit, or creative works.

3. Because the Teacher Certificate is in a bilingual format (Chinese and English), applicants should fill out the Teacher Qualification Résumé with the English translation of their names. The English translation should be the full English name on the passport, or applicants may make inquires on the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs.

Please Tick	Documents to Be Submitted for Internal Review for Faculty Promotion 【Please do NOT bind the following documents】
	Teacher Qualification Résumé (Form B: for External Review) MOE Council of Academic Reviewal & Evaluation: https://www.schprs.edu.tw To prevent personal information from being illegally collected, processed or used, applicants please complete and submit the Teacher Qualification Résumé (Form B: for External Review) for the purpose of external review.
	An application form for faculty promotion & a summary of review results by Teacher Review Committees at all levels
	A basic information sheet of academic works for faculty promotion
	Evaluation sheets of teaching and counseling & service performance by Teacher Review Committees at all levels
	A photocopy of the Teacher Certificate for the current academic rank issued by the Ministry of Education
	A photocopy of the Letter of Appointment for the current academic rank
	The list of persons to be recused from external review 1. Persons who should recuse themselves: (1) all previous and current supervisors of an applicant; (2) those who closely cooperate with an applicant in academic research; (3) those who used to be or are an applicant's spouse, former spouse, a blood relative within the fourth degree of kinship, or a relative by marriage within the third degree of kinship; (4) those who have taught or currently teach at the same academic institution with an applicant; (5) those who should recuse themselves according to law. 2. Persons who are suggested to be recused: If there is concrete evidence to support the allegation that any of the external reviewers would be biased in performing his/her duties, an applicant may apply for having the external reviewer(s) recused (a maximum of three persons with an explanatory statement, if applicable).
	A certificate of full-time teaching service (only for part-time faculty members with a full-time teaching job) and a certificate of course instruction during the term of part-time appointment submitted by part-time faculty members
	Concrete achievements in teaching, research, and counseling & service (documents under this item may be bounded separately)
	A representative work and works for supporting purposes (please bind these works together for external review; please refer to the Documents to Be Submitted for External Review of Academic Works for Faculty Promotion for more information)
Please Tick	Documents to Be Submitted for Accreditation by Ministry of Education 【Please do NOT bind the following documents】 Only for applicants passing the university-level review
	Teacher Qualification Résumé (Form A: for MOE Accreditation) (a soft copy is required) 【please paste a passport photo on the Résumé and sign it】 MOE Council of Academic Reviewal & Evaluation: https://www.schprs.edu.tw (for the purpose of MOE accreditation)
	1. A checklist of teacher qualifications accreditation supported by degrees or diplomas 2. A checklist of teacher qualifications accreditation supported by academic works (including technical reports, creative works, and proofs of merit) 【The checklist must be reviewed and approved by administrative heads-in-charge before being submitted.】

One 1-inch passport photo (to be pasted on the Teacher Certificate)

A basic information sheet of educational backgrounds for applicants for teacher qualifications accreditation supported by foreign academic credentials (available on the website of MOE Council of Academic Reviewal & Evaluation)

A certificate of entry and exit dates for the period of study overseas (for applicants for teacher qualifications accreditation supported by foreign academic credentials) (please make an application to the National Immigration Agency)

Southern Taiwan Joint Services Center, Executive Yuan (Address: No. 436, Chenggong 1st Road, Qianjin District, Kaohsiung City; Tel: 07-2712300)

I-SHOU UNIVERSITY
Faculty Promotion
Application Packet
(Template)

Applicant: ***

Department/Center: ***

Current Academic Rank: Associate Professor

Academic Rank Being Sought: Professor

Date: MM DD, YYYY

Table of Contents

I. Compiled Chart of Academic Works

II. Representative Work

III. Work for Supporting Purposes (1)

IV. Work for Supporting Purposes (2)

V. Work for Supporting Purposes (3)

VI. Work for Supporting Purposes (4)

VII. Supporting Documents

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Academic Works	Work Title and Relevant Information [including the journal name, the date of publication, the journal volume & issue number (or the ISSN), and the names of the author and co-author(s)]	Nature of the Work	Published Work		
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Representative Work					
Work for Supporting Purposes (1)					
Work for Supporting Purposes (2)					
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Work for Supporting Purposes (4)					

Certificate(s) of Co-Authorship

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Representative Work

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Work for Supporting Purposes (1)

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Supporting Documents

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Please itemize these documents.