

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Mechanical and Electromechanical Engineering Regulations for Faculty Promotion Evaluation

Approved by the College of Faculty Evaluation Committee Meeting on April 10, 1991.

Approved by the College of Faculty Evaluation Committee Meeting on November 12, 2003.

Approved by the College of Faculty Evaluation Committee Meeting on April 14, 2006.

Approved by the Department of Faculty Evaluation Committee Meeting on April 12, 2017.

Approved by the College of Faculty Evaluation Committee Meeting on September 20, 2017.

- I. The present regulations are issued for faculty promotions in accordance with “National Sun Yat-sen University (NSYSU) Regulations of Teaching and Research Personnel Promotion Evaluation” and “The College of Engineering Regulations for Faculty Promotion Evaluation.”
- II. Faculty members of all levels in the Department of Mechanical and Electromechanical Engineering (hereafter referred to as “the Department”) must meet the following requirements in order to apply for promotion:
 - A. Standards set in Article II and III in “NSYSU Regulations of Teaching and Research Personnel Promotion Evaluation.”
 - B. Standards set in “The College of Engineering Regulations for Faculty Promotion Evaluation.”
- III. Faculty members applying for promotion must submit the required materials listed in “NSYSU List of Materials for Faculty Promotion Evaluation” to the Department office by the deadlines set by the Department (January 15th in the first semester and July 15th in the second semester).
- IV. An applicant must be the first author (excluding student authors) of the representative publications used for promotion and the publications must be already published. If there are co-authors, an applicant must provide a proof of co-authorship. Publications previously used for other external reviews may not be reused.
- V. After receiving an application for promotion, the Department Faculty Evaluation Committee will evaluate the application according to Article II of the present regulations. If the application is approved, the committee shall submit the publication to the College of Engineering to conduct an external review. Results of the external review shall be returned to the Department Faculty Evaluation Committee for initial evaluation; the faculty who gets 4 points or above from the external review score of initial evaluation shall be scored by the Committee members according to “The Department Regulations for Faculty Promotion Evaluation Scoring;” otherwise, the faculty who does not reach 4 points shall get at least two-thirds of the attending committee members’ agreement and then be scored by them.
- VI. The initial evaluation is conducted based on the Department’s “Regulations for Faculty Promotion Evaluation Scoring.” The total score for faculty evaluation is calculated based on research performance (70% of the total score), teaching performance (20% of the total score), and service performance (10% of the total score). A score of 70 points or over is considered as a passing score. After passing, the application is submitted within the set timeframe to the College of Engineering Faculty Evaluation Committee for a secondary evaluation. Applications that do not pass the evaluation will be returned to the applicants with concrete explanations.
- VII. Faculty members who did not pass the promotion dissatisfied with evaluation results may file complaints with concrete reasons according to “NSYSU Regulations of Teaching and Research Personnel Promotion Evaluation.”

- VIII. When applicants, who passed the evaluation of the Department but did not pass the evaluation of the College of Engineering or the university, reappplies, the Department must re-evaluated the application in accordance with the present regulations.
- IX. The present regulations shall be implemented following approvals of the Department Faculty Evaluation Committee, the Department general meetings, and the College Faculty Evaluation Committee. The same procedure shall be carried out when amendments are to be made.

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Department of Mechanical and Electromechanical Engineering Flow Chart for Faculty Promotion Evaluation

Jan. 15 (1st semester); Jul. 15 (2nd semester)
Applications submitted by Nov. 15
will take effect starting Feb. 1st.
Applications submitted by May 15
will take effect starting Aug. 1st.

A faculty member applies for promotion.

An applicant must meet the conditions set in the "College of Engineering Standards for Faculty Promotion":

- I. An applicant published at least five theses as the first author (excluding student authors) or corresponding author in a SCIE journal within the past five years. For assistant professors promoting to associate professor positions, a publication extended from their PhD dissertation may be used (representative publications not included).
- II. An assistant professor must be the principle investigator of at least three MOST general research projects within the past five years. He/she must also published at least three theses as the first author (excluding student authors) or corresponding author in a SCIE journal.
- III. The abovementioned representative works must be published in the name of NSYSU within the last three years. Applicants must comply with one of the above two conditions.

An applicant submits materials for initial evaluation, including "NSYSU List of Materials for Faculty Promotion Evaluation"

The application passes the initial evaluation conducted by the Department Faculty Evaluation Committee.

The Department Faculty Evaluation Committee selects, through voting, ten recommended external reviewers.

The College of Engineering conducts the first external review.

Materials required for secondary evaluation:
1. Materials used in initial evaluation
2. Comments given by external reviewers

The application receives at least 70 points in the total score from the first external review and evaluation by the Department Faculty Evaluation Committee (research performance accounts for 70%, teaching performance accounts for 20%, and service performance accounts for 10%).

The College of Engineering Faculty Evaluation Committee conducts a secondary evaluation:

1. An applicant meets the conditions set in the "College of Engineering Standards for Faculty Promotion."
2. An applicant receives at least four points in external review evaluation or at least two-thirds of attending committee members' agreement to submit the publication for the second external review.

The president conducts the second external review.

The application receives at least 70 points in the total score from the second external review and evaluation by the College Faculty Evaluation Committee.

The application is submitted to the University Faculty Evaluation Committee.