

# Ming Chuan University Guidelines for Teaching Track Faculty Member and Research Track Faculty Member Application and Review

Passed at the University Faculty Evaluation Committee Meeting on June 6, 2019  
Revised and Passed at the University Faculty Evaluation Committee Meeting on April 9, 2020  
Revised and Passed at the University Faculty Evaluation Committee Meeting on May 28, 2020

- Article 1 Ming Chuan University Guidelines for Teaching Track Faculty Member and Research Track Faculty Member Application and Review (herein referred to as the Guidelines) were established for encouraging faculty members to apply their professional skills in accordance with Item 2, Article 14 of Ming Chuan University Procedures for Faculty Member Evaluations.
- Article 2 There are two tracks for Comprehensive Faculty Evaluation: Teaching Track Faculty Member and Research Track Faculty Member. Qualified faculty members may submit their applications and upon passing the three-level review, this will be effective from following academic year. Their evaluation items and weighting percentages will be dealt with in accordance with Ming Chuan University Procedures for Faculty Member Evaluations.
- Article 3 Application period: Submit application prior to the end of February and complete the School-level Faculty Evaluation Committee meeting within the deadline.
- Article 4 Qualification
1. Teaching Track Faculty Member
    - (1) Must submit an application each academic year, will increase 4 additional teaching hours per semester upon approval, may apply for research evaluation exemption; however, with the additional teaching hours, the total teaching hours must not exceed the limit on teaching hours (excluding teaching track foreign language instructors of the old system).
    - (2) The score of Teaching for Faculty Evaluation must in the top 50% of the Department and be equal to or higher than 80 points.
      - A. The assessed academic year for the application will be the previous academic year.
      - B. Those who failed any item of the Faculty Evaluation are not qualified to apply.
  2. Research Track Faculty Member
    - (1) Upon approval, the reduction of 3 teaching hours will be implemented from the following academic year for a period of three academic years, and the faculty member can personally evaluate whether they wish to add additional teaching hours.
    - (2) At least 3 papers published in SCIE, SSCI or AHCI within the previous three academic years, and at least 2 MOST grants or Academic-Industry Programs

(more than NTD 500,000). (Only the Principal Investigator of MOST grants or Academic-Industry programs is eligible.)

A. The three academic years refers to the three academic years to be assessed prior to the application.

B. At least 3 papers published in SCIE, SSCI or AHCI.

C. At least 3 papers published in periodicals for which applicant is the 1st author or corresponding author; only 1 faculty member can use the same paper.

(3) The score of each Faculty Evaluation item should be equal to or higher than 80 points.

A. The average score of each Faculty Evaluation item should be equal to or higher than 80 points for the three assessed academic years.

B. Those who failed any item of the Faculty Evaluation are not qualified for application.

Article 5 Quota: each School can set up the maximum ratio (less than 10%), for any special need, please report to the President for approval.

Article 6 Assessment Standards:

1. Teaching Track Faculty Member: Every year, **the overall points must be equal to or higher than 70 points; the points for Teaching must be equal to or higher than 80 points, while Counseling and Service must both be equal to or higher than 70 points.**

2. Research Track Faculty Member

(1) The points for Teaching, Counseling and Service must all be equal to or higher than 70 points.

(2) Research Assessment: At least 5 papers published in SCIE, SSCI or AHCI every three academic years, and at least 3 MOST grants or Academia-Industry projects (of more than NTD 500,000).

A. Papers must be published in online periodicals or published periodicals; please submit the evidence of publishing in online periodicals within the previous three academic years.

B. Served as the 1st author or corresponding author for at least 3 papers published in periodicals; only 1 faculty member can use a joint paper to apply.

C. For MOST grants and Academia- Industry Programs, only the Principal Investigator is eligible.

Article 7 Processing Non-Passes

1. Teaching Track Faculty Member

(1) Non-Pass of comprehensive evaluation or one of the Faculty Evaluation Items will be dealt with in accordance with Ming Chuan University Procedures for

Faculty Member Evaluations.

- (2) Non-Pass of Teaching, Counseling and Service, faculty members will be transferred to General Faculty, who must complete the General Faculty Evaluation every three years before they can apply for Teaching Track Faculty Member. **(Teaching track foreign language instructors of the old system are not limited by this item)**

2. Research Track Faculty Member

- (1) Non-Pass of comprehensive evaluation or one of the Faculty Evaluation Items will be dealt with in accordance with Ming Chuan University Procedures for Faculty Member Evaluations.

- (2) Those who do not meet the research standard must return the payment for course reduction hours based on the set ratio.

| Periodicals \ Projects | 5 Papers | 4 Papers | 3 Papers | 2 Papers | 1 Paper |
|------------------------|----------|----------|----------|----------|---------|
| 3 Projects             |          | 20%      | 40%      | 60%      | 80%     |
| 2 Projects             | 10%      | 30%      | 50%      | 70%      | 90%     |
| 1 Project              | 20%      | 40%      | 60%      | 80%      | 100%    |

Article 8 For a Research Track Faculty Member who is suspended, resigns or retires within three academic years of the application, the evaluation will be implemented each academic year; those who do not meet the research standard must return the payment for course reduction hours based on the ratio of teaching period. The application period will be dealt with in accordance with Article 3 of the Guidelines.

1. Academic Year Result Evaluation Standards:

- (1) At least 1 paper published in **SCIE, SSCI or AHCI** within one academic year, and at least 1 MOST grant or Academic-Industry Program (more than NTD 500,000).
- (2) At least 3 papers published in **SCIE, SSCI or AHCI** within two academic years, and at least 2 MOST grants or Academic-Industry Programs (more than NTD 500,000).

2. Processing Non-Passes

- (1) Those who do not meet the standard for one academic year must return half the payment for course reduction hours.
- (2) Those who do not meet the standard for two academic years must return the payment for course reduction hours based on the set ratio.

| Periodicals \ Projects | 3 Papers | 2 Papers | 1 Paper | 0 Papers |
|------------------------|----------|----------|---------|----------|
| 2 Projects             |          | 25%      | 50%     | 75%      |
| 1 Project              | 15%      | 40%      | 65%     | 90%      |
| 0 Project              | 30%      | 55%      | 80%     | 100%     |

Article 9 Matters not covered in these Guidelines will be dealt with in accordance with Ming Chuan University Procedures for Faculty Member Evaluations.

Article 10 Upon being passed at the University Faculty Evaluation Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*