

Faculty Review Directions for The Department of Athletic Performance at National Taiwan Normal University

2008.11.20. Passed during the Department Affairs Meeting

2008.12.08. Passed during the College Faculty Evaluation Committee Meeting

2008.12.31. Passed during the 232th University Faculty Evaluation Committee Meeting

2011.12.03. Amendment passed during the 4th Department Faculty Evaluation Committee Meeting of the first term of the 2012 academic year

2011.12.05. Passed during the 4th Department Affairs Meeting of the first term of the 2012 academic year

2012.12.07. Passed during the 3rd College Faculty Evaluation Committee Meeting of the 2012 academic year and for future reference

2012.12.26. Sent to the 263th University Faculty Evaluation Committee Meeting for future reference

2015.03.06. Amendment passed during the 1st Department Faculty Evaluation Committee Meeting of the second term of the 2014 academic year

2015.03.13. Passed during the 1st the Department Affairs Meeting of the second term of the 2014 academic year

2015.03.17. Amendment passed the 1st College Faculty Evaluation Committee Meeting of the second term of the 2014 academic year

2015.03.25. Sent to the 276th University Faculty Evaluation Committee Meeting for future reference

2017.01.04. Amendment passed during the 5th Department Faculty Evaluation Committee Meeting of the first term of the 2016 academic year

2017.01.08. Passed during the 5th Department Affairs Meeting of the first term of the 2016 academic year

2017.01.24. Amendment passed during the 5th College Faculty Evaluation Committee Meeting of the first term of the 2016 academic year

2017.02.24. Sent to the 289th University's Faculty Evaluation Committee Meeting for future reference

1. The Faculty Review Directions for Department of Athletic Performance is established based on review regulations for the College of Sports and Recreation and National Taiwan Normal University (hereby refer to as “the directions”).
2. The directions aim to improve the quality of research, teaching, training, and service of faculty members.
3. The initial appointment of full-time faculty members shall base on the principles of fairness, impartiality, and openness, and consider the diverse academic backgrounds of the faculty members.
4. The appointment level of faculty members shall be handled according to the following criteria.
 - 1) For those who have received the teacher certificate issued by the Ministry of Education and assistant professor or above, the College must invite three external scholars and experts for reviewing their professional outputs (or achievement certificates and relevant competition reports or documents) within three years. And those who are rated B or above by two reviewers may be appointed as the same level of those who qualified with a teacher certificate.
 - 2) Those who have obtained a master's degree or a diploma of the equivalent level from a domestic or foreign university and have

- professional outputs (or achievement certificates and relevant competition reports or documents) can be appointed as lecturers.
- 3) Those who have obtained a doctorate degree or a diploma of the equivalent level from a domestic or foreign university and have professional outputs (or achievement certificates and relevant competition reports or documents). According to the College's regulation, the second paragraph of Point 6, the professional outputs (doctorate thesis) should be externally reviewed and passed before appointing as an assistant professor.
 - 4) Those who have met one of the following qualifications, and have passed the external review of the publications according to the relevant regulations of the Department and College, can be employed as associate professors:
 - i. After obtaining a doctorate degree from a domestic or foreign university, carry on research activities in a research institution, or have engaged in jobs or roles related to the discipline studied for more than four years in total, with outstanding achievements and have professional outputs (or achievement certificates and relevant competition reports or documents).
 - ii. Those who have served as assistant professors for more than three years, with excellent performance, and have professional outputs (or achievement certificates and relevant competition reports or documents).
 - 5) Those who have met one of the following qualifications, and have passed the external review of the outputs according to the relevant regulations of the Department and College, can be employed as professors:
 - i. After obtaining a doctorate degree from a domestic or foreign university, carry on research activities in a research institution, or have engaged in jobs or roles related to the discipline studied for more than eight years in total, with outstanding achievements and have professional outputs (or achievement certificates and relevant competition reports or documents).
 - ii. Those who have served as associate professors for more than three years, with excellent performance, and have professional outputs (or achievement certificates and relevant competition reports or documents).
 - 6) Professors with outstanding achievements and meet the requests of the university's regulations for recruiting chair professors may be appointed as chair professors.

For the external review of the above-mentioned newly appointed faculty members' professional outputs (or achievement certificates), the reviewers and the evaluation criteria shall be conducted in accordance with the promotion regulations for faculty members.

5. For the initial appointment of full-time faculty members, the Department shall, according to the approved number of posts or numbers and the needs of teaching and research, check the academic certificates, experience, and professional outputs of the proposed teachers, and submit these documents to the Department Faculty Evaluation Committee for review in the aspects of teaching, research, professional field, morality, and the proposed courses. After the preliminary review, these documents and results should be sent to the College Faculty Evaluation Committee for review, and then sent to the University Faculty Review Committee for the final review. When the evaluation is passed at the university level, the appointment will happen with the approval of the University President. However, for those who have obtained teacher certificates of the same level issued by the Ministry of Education and satisfy the university's requirement for awarding academically outstanding teachers for whom served as NTNU Chair Professors in NTNU Seminar or Research Seminar, their professional outputs (or works, performances, achievement certificates, technical reports related documents) are exempted from external review, and the Department will send it to the University Faculty Evaluation Committee for deliberation after signing and approval according to administrative procedures of the Department. Those who are qualified for the above NTNU Seminar or Research Seminar, but have not obtained the same-level teacher certificate issued by the Ministry of Education, shall be signed by the department in accordance with the administrative procedures, and then their professional outputs (or works, performances, achievement certificates, technical reports related documents) will be sent to the University Faculty Evaluation Committee for deliberation after being sent and reviewed by five external scholars or experts.

The initial appointment of a part-time faculty member shall be handled in accordance with the provisions of the preceding paragraph, and shall be subject to the preliminary review by the Department Faculty Evaluation Committee, and then sent to the College Faculty Evaluation Committee for final review. When the review is passed at the college level, the appointment will happen with the approval of the University President. When the full-time teachers of the university reappoint as part-time teachers, they are exempted from checking their academic certificates and publications.

If the appointment of a faculty member is made with other universities or academic institutions, the member will be limited to those who have given consent to the collaboration agreement method signed by NTNU and other universities or academic institutions. The new recruitment procedures and qualifications shall be handled in accordance with the regulations of full-time faculty member and shall be preliminarily assessed by the Department Faculty Evaluation Committee. After the initial review, it will be sent to the College Faculty Evaluation Committee for review, and then sent to the University Faculty Evaluation Committee for the final review. Only after the final review is passed and the appointment will happen with the approval of the University President.

The renewal contract for the above co-employed faculty member shall be handled following regulations of part-time member recruitment.

6. For the initial appointment of full-time faculty members, the Department Faculty Evaluation Committee should also review their teaching qualifications.

When a doctoral degree is submitted for review as an assistant professor, the College should send the professional output (or the doctoral thesis) to three external scholars and experts for review, and at least two reviewers should rate it as grade B or above.

7. Any newly appointed full-time faculty members at all levels from August 1, 2011, will be evaluated under the National Taiwan Normal University Regulation for Faculty Evaluation.

Newly appointed full-time faculty members who meet Article 3 of the National Taiwan Normal University Regulation for Faculty Evaluation will be eligible for promotion application from the subsequent term after passing the evaluation for the renewal contract.

Those newly appointed full-time faculty members who fail to be promoted within six years of their appointment from February 1, 1999 will be re-appointed for another year. If they still fail to be promoted, the subsequent employment contract won't be offered.

Those newly appointed full-time faculty members mentioned above, owing to significant changes, maternity leaves without pay, or female members who give birth due to pregnancy can submit relevant documents to the Faculty Evaluation Committee at three levels for review. With the approval of three committees, the time limit for promotion can be extended to two years as a maximum every time.

8. The non-renewal and long-term appointment of full-time faculty members should be reviewed by the Department Faculty Evaluation Committee initially and the submit to the College Faculty Evaluation Committee.

Lastly, the final review will be conducted by the University Faculty Evaluation Committee. Those who have no final review result for non-renewal members shall be deemed to agree to renew their employment.

9. The initial appointment, renewal, and non-renewal of the appointment of Chair Professors shall be handled in accordance with the requests of the university's regulations for recruiting Chair Professors.
10. Full-time faculty members who apply for promotion need to meet one of the following basic requirements:
 - 1) Those who served as lecturers for four years and have outputs (or achievement certificates and relevant documents of competition practice reports) or lecturers who have obtained a doctorate degree and have professional outputs (or achievement certificates and relevant documents of competition practice reports) can apply for promotion to be assistant professors.
 - 2) Those who served as an assistant professor for three years and have outputs (or achievement certificates and relevant documents of competition practice reports) can apply for promotion to be associate professors.
 - 3) Those who served as an associate professor for three years and have outputs (or achievement certificates and relevant documents of competition practice reports) can apply for promotion to be full professors.

The calculation of the above-mentioned teaching years starts from the date written on the teacher certificate issued by the Ministry of Education, and accumulate until January/July of the year in which the promotion is applied, excluding the period for secondment, paid employment, sabbatical leave and leave without pay. For faculty members who had served as a full-time teacher in other same level university overseas, apply for promotion, the seniority can be calculated, but the university should limit to be on the list of foreign colleges and universities published by the Ministry of Education or the accredited colleges and universities in mainland China, Hong Kong and Macau announced by the Ministry of Education.

11. The professional outputs (works, performances, achievement certificates, technical reports related documents) submitted by faculty members applying for promotion should be related to the nature of the subject taught and meet the following criteria:
 - 1) Have personal original outputs which aren't re-edition, additions, deletions, re-organisation, or compilations of other people's works, or other non-research outputs.

- 2) Have publications in journals listed in the SCI、SSCI、TSSCI、EI、A&HCI、THCI Core, or other domestically and internationally academic or professional journals with censorship systems recognized by each college or academic journals rated as first-class in the sports field by the Ministry of Science and Technology, or papers published in domestic or international conferences proceedings (including CD-ROM or online), with formal review procedures or a monograph that has been reviewed and published. However, sports-related faculty members can apply for promotion with sports-related achievement or technical reports as professional outputs. The review of the monograph mentioned above shall be limited to the following bodies:
 - i. Publication editorial committees with a censorship system belonging to domestic or international universities.
 - ii. Publication editorial committees with a censorship system belonging to domestic or international academic research institutions.
 - iii. Editorial committees of journals that accept the review of monographs and manuscripts announced by the Ministry of Science and Technology.
 - iv. Co-publication editorial committees of domestic or international universities and academic research institutions, or with publishing houses.
 - v. Domestic or international publishing houses with the editorial committee and the censorship system are recognized by each Colleges of the University. The list needs to be submitted to the University Faculty Evaluation Committee for future reference.
- 3) The submitted documents should include any publications of the year when obtaining the previous level teacher qualification. The applicant who had served as a full-time faculty member in other university overseas and are counted as continuous seniority, the professional outputs (works, performances, achievement certificates, technical reports related documents) submitted for review may be counted together.

Faculty members who apply for promotion at all levels should have at least two published or accepted papers at their current positions and should meet the above requirements and be the first author or corresponding author. If applicants use sports-related achievements, please refer to the "Conversion Table of Sports Achievements for Research Achievements " announced by the College and with at least two publications in sports-related academic journals for conversion. Or

the applicant should at least have one monograph that has been reviewed and officially published, and the applicant should be the first author.

Lecturers who apply for promotion in accordance with Subparagraph 2, Paragraph 1, Article 11 of National Taiwan Normal University Regulation for Faculty Evaluation may have doctoral theses as representative works.

As specified in Subparagraph 2 of Paragraph 1, the applicants who hold the proof that domestic and foreign academic or professional journals have been accepted to publish regularly as their representative works. The representative works should be published within one year from the date of issuance of the acceptance certificate by the academic or professional journals. Within two months of publication, the representative work shall be submitted to the university for review and archive; If the work cannot be published within one year due to reasons not attributable to the applicant, the publication should submit an official document to explain the failure to publish and specify the time of publication before the expiration of the one-year period, and apply for an extension. Once the Faculty Evaluation committees of the Department and College have agreed the extension, it needs sending to the University Faculty Evaluation committees for future reference. The extension shall be limited to a maximum of three years from the date of issuance of the acceptance certificate of the publication. Once the Faculty Evaluation committees of the department and college have approved, it need to send to the Ministry of education for future reference.

12. Review procedures, items, and criteria for faculty members who apply for promotion are as follows:

- 1) When the faculty members are eligible for promotion, the applicants should submit the letter of appointment, teacher certificate and professional outputs within the prescribed time limit (or achievement certificates and relevant competition reports or documents) and fill in the review form, publications forms and a personal statement which describes the teaching, research, and service in the past years. These documents shall be submitted to the Department Faculty Evaluation Committees for deliberation before the 10th of September/March each year. If the application is handed in after the deadline, the application will be handled in the next term.
- 2) In addition to meeting the university's faculty evaluation regulations and other relevant regulations when faculty members of the department apply for promotion, the Department Faculty Evaluation Committees should review whether the professional outputs (or

achievement certificates and relevant competition reports or documents) meet the criteria following Article 11 and satisfy the promotion criteria of the College, and evaluate the performance of teaching and service (to the university or academia, society) and other aspects. With the approval of more than two-thirds of the attending members, the College should invite referees for the external review. If any disagreement about the promotion occurs, specific reasons should be required.

- 3) Before the 10th of October /April of each year, the head of the Department shall submit all documents, professional outputs (or achievement certificates and relevant competition reports or documents) of those who have passed the preliminary review, the review results by the Department Faculty Evaluation Committee, and eight to ten reviewers recommended by the Committee to the Dean. The Dean will select appropriate reviewers based on the recommended list.
- 4) The reviewers recommend above for assessing applicants' professional outputs (or achievement certificates and relevant competition reports or documents) should be external scholars and experts with outstanding research contributions.
The applicant has the right to offer one or two names who should be excluded as reviewers to the Department Faculty Evaluation Committee.
The external review is handled by the College and the responsible staff should sign a confidentiality agreement.
For applicants who submit professional outputs or achievement certificates, these documents should be reviewed by five reviewers at once, and the low-level reviewer can't assess a high-level applicant. If the reviewer is the applicant's spouse, the third-degree relative by blood, in-laws, thesis supervisors, or other relevant interests with the applicant should refrain from the review.
- 5) The Dean shall submit the review results of the professional outputs (or achievement certificates and relevant competition reports or documents), as well as the relevant materials and evaluation results from the Department Faculty Evaluation Committee to the College Faculty Evaluation Committee for the secondary evaluation.
- 6) The Dean shall, before the 10th of December/June each year, hand in all the materials, professional outputs (or achievement certificates and relevant competition reports or documents) and the results and evaluation opinions from the College Faculty Evaluation Committee

of the secondary review to the convener of the University Faculty Evaluation Committee for deliberation.

- 7) During the review process of any faculty members' promotions conducted by the Faculty Evaluation Committee at all levels, the applicant will be allowed to make a written or oral statement when necessary.
- 8) For those who have passed the review conducted by the University Faculty Evaluation Committee, the University President will be asked to offer a letter of appointment and report to the Ministry of Education for issuance of a teacher certificate in accordance with Point 19 of the regulation.

Those who meet the promotion conditions of Subparagraph 1, Paragraph 1 of Point 10, may apply to the department after obtaining the degree certificate. The Department Faculty Evaluation Committee should complete the evaluation at the latest before the start of the promotion term. Except for professional outputs (or theses), the examination shall be handled by the College under Paragraph 2 of Point 6, and the rest of the review procedures shall be conducted under the provisions of the preceding paragraph. During the external review process, actions related to soliciting, lobbying, offering inducement with interests, threats, or otherwise interfering with the reviewer or the review process are strictly prohibited.

12.1. The evaluation items for promotions are as follows:

- 1) Research:
 - i. Representative outputs (or achievement certificates and relevant competition reports or documents)
 - ii. Research outputs and results which are completed within the time limit specified in Subparagraph 3, Paragraph 1 of Point 11.
- 2) Teaching:
 - i. Compliance with the regulations for teaching hours.
 - ii. Student Opinion of Instruction Survey Results
 - iii. Performance of supervising students' research activities.
 - iv. Other teaching-related affairs.
- 3) Service:
 - i. Contribution of engaging in affairs in the Department (Academy), College and University.
 - ii. The situations of concurrently serving as a mentor or an instructor of a club, publication, or team.
 - iii. Counselling students in life, employment, and other situations.

- iv. Concurrently taking any administrative roles in the University.
- v. Any service at off-campus sports organizations or groups.
- vi. Performance of industry-academia cooperation
- vii. Other services.

Items for review and passing standards for faculty members are as follows:

- 1) The passing standards for each item are as follows:
 - i. Research: For those who are submitted for review with professional outputs or achievement certificates, at least four reviewers should rate as grade B or above.
 - ii. Teaching: At least scored 80.
 - iii. Service: At least scored 80.
- 2) The scoring items and weights for the review of works must be handled under the relevant regulations of the Ministry of Education. For the external review mentioned above, there are four grades of the evaluation, including A (exceptional), B (excellent), C (average), and D (unsatisfactory). The reviewer should rate the applicant's research performance based on the performance of other same level teachers in the same field. The scores corresponding to each grade are as follows: Grade A is scored 90+; Grade B is 80 to 89; Grade C is 70 to 79; Grade is below 70.
- 3) When conducting evaluations of teaching and service, the College and Department are allowed to establish their own details and assessing methods to meet their needs. The evaluation may include the assessment conducted by the faculty member themselves, faculty peers, students, and administrative cooperation members.
- 4) When the University Faculty Evaluation Committee reviews promotions of faculty members, the evaluation procedures conducted by the Faculty Evaluation Committee at the College and Department should be reviewed in detail and respect the evaluation results in research, teaching, and service. However, if the College and University Faculty Evaluation Committees found any significant differences in review scores or opinions from any external reviewers, including review opinions are too brief to be judged, or there are other significant flaws, and so on. If supported by more than two-thirds of the members present, the review comment should be returned to the original reviewer for reconfirmation.
After reconfirming the results under the provision above, if the original review opinion is still in doubt, the College and University Faculty Evaluation Committees may, if necessary, with the approval

of more than two-thirds of the attending members, and then send it to other scholars and experts for review. The above-mentioned doubtful results will not be considered.

- 5) If the applicant has passed the evaluation of research, teaching and service, the promotion is passed.

If the applicant failed the promotion, the letter should state clear reason, legal basis, and the channel and time limit for an appeal.

13. Limitations for faculty members' promotion are as follows:

- 1) When applying for promotion or the term when promotion takes effect, the applicants must be taught in the university to be eligible for the promotion.
- 2) Those who are seconded to other agencies are not allowed to apply for promotion.
- 3) Those who fail to pass the promotion will not be allowed to apply for promotion in the next term.
- 4) According to the results of the Student Opinion of Instruction Survey in the last three years, those who have an annual average of less than 3.5 will not be allowed to apply for promotion.
- 5) Those who do not pass the latest evaluation shall not apply for promotion.
- 6) Those who have reached the retirement age when the promotion takes effect shall not apply for the promotion.

14. Full-time professors have reached the age of 65. If there is a real need, the department may recommend extending the service according to regulations, up to the age of 70.

15. Professors who apply for extending service according to the previous point shall satisfy the basic and special conditions stipulated in the Operation Points for Extending Service of the University.

16. The approval for suspension or dismissal and the reasons for severance for any faculty members with long-term contracts should be deliberated by the Department Faculty Evaluation Committee and the Department Affair Meeting before sending to the Faculty Evaluation Committee of the College and the University. The approval for suspension or dismissal and the reasons for severance for any faculty members without long-term contracts and faculty members who might violate the service regulation, relevant regulations of the appointment, or other laws and regulations and so on should be discussed and reviewed in the Department Faculty Evaluation Committee before sending to Faculty Evaluation Committee at the college level and the university level for deliberation.

The decision of the Department Faculty Evaluation Committee in the preceding paragraph must be approved by more than two-thirds of the total number of faculty members in the department.

In cases of dismissal, suspension, non-renewal or severance, the letter should state clear reason, fact, legal basis, and the channel and time limit for an appeal.

17. In cases of dismissal, suspension, non-renewal or severance, the parties may request a reasonable time for explanations or defences to be given when Department Faculty Evaluation Committee is deciding, and the parties may also submit or request to submit evidence.
18. The appointment of full-time (part-time) faculty members, the appointment procedure should be completed before the start of the appointment period. If the faculty members applying for the promotion (re-employment), the Department Faculty Evaluation Committee should complete the evaluation at the latest before the start of the term when the promotion takes effect, and submit it to the University Faculty Evaluation Committee for the final review within two months of the beginning of the term. Promotion will be granted in the following term after the application is made.
19. Those who have obtained teacher qualifications should fill in the teacher qualification review form, and submit the documents to the Personnel Office to report to the University President for approval in accordance with relevant regulations, and then transfer to the Ministry of Education to issue a certificate.
20. If a member of the Department Faculty Evaluation Committee cannot continue to serve for some reason, a new member shall be elected according to the Operation Points of the Department Faculty Evaluation Committee.
21. If the review matters of the Department Faculty Evaluation Committee involve the personal issues of the attending members and those who have spouses, third-degree relatives by blood, in-laws, these supervisors or related interests, the parties should refrain from it. For those who do not withdraw actively, the chairman may request the member to withdraw through a resolution of the meeting in order to maintain the detached and objective position of the committee.
22. Any faculty member of this Department is transferred to different departments (Institute, academy, degree program), the member should obtain the consent of the department, and after the approval of the Department Faculty Evaluation Committee (Institute, academy, degree program), the transformation should take effect when the University President approved and signed.

23. Any matters that are not addressed in the directions shall be governed by the Faculty Evaluation Regulations of the College and University or other relevant regulations. In case of doubt, it will be explained by the Department Affairs Meeting.
24. This Directions, as well as future revisions, shall be approved by the Department Affairs Meeting, submitted to the College Faculty Evaluation for review; upon approval, the Directions are submitted to the University President for promulgation and implementation.