

National Sun Yat-sen University
Department of Business Management
Guidelines for the Review of Faculty Promotion

Amended on April 12, 1991
Amended on April 26, 1996
Amended on June 28, 1996
Amended on May 25, 2000
Amended by the 5th Department Meeting on March 18, 2004
Amended by the 6th Department Meeting on March 9, 2006
Amended by the 1st Department Meeting on September 21, 2006
Amended by the 7th Department Meeting on May 17, 2018
Amended by the 6th Faculty Evaluation Committee at the College of Management on May 27, 2018
Amended by the 3th Department Meeting on Nov 24, 2022
Amended by the 3th Faculty Evaluation Committee at the College of Management on Dec 6, 2022
Amended by Faculty Evaluation Committee the 4th Department Meeting on Feb 23, 2023
Amended by the 4th Department Meeting on Feb 23, 2023
Amended by the 5th Faculty Evaluation Committee at the College of Management on Apr 11, 2023
Amended by President on Apr 25, 2023

Article 1. The regulations were stipulated in accordance with the National Sun Yat-sen University (hereinafter referred to as “the University”) Regulations for Promotion Evaluation of Faculty, Guidelines for the Establishment of Faculty Evaluation Committee at the Department of Business Management (hereinafter referred to as “the Department”), and the Main Points of Faculty Promotion in the College of Management.

Article 2. Applicants for promotion of all faculty in the Department shall follow the University’s Regulations for Faculty Promotion Evaluation and the Main Points of Faculty Promotion in the College of Management.

Article 3. The composition of the Faculty Evaluation Committee in the Department:

1. The convener of the Faculty Evaluation Committee shall be the Chair of the Department. If the Chair of the Department is not qualified as a professor, the Dean of the College of Management will act as the convener and preside over the meeting.
2. When Associate Professors launch a promotion application for a higher rank, the Faculty Evaluation Committee shall be composed of all the Professors in the Department. When Assistant Professors launch a promotion application for a higher rank, the Faculty Evaluation Committee shall be composed of all the Professors and Associate Professors in the Department.
3. During the review of the application for promotion, committee members must not participate in reviews of positions higher than their own, and Applicants’ spouses, relatives, and stakeholders must recuse themselves. Committee members are required to maintain confidentiality regarding the whole review process. A quorum of two-thirds (inclusive) of the committee members must be present to commence the meeting when conducting the faculty promotion review.

Article 4. The process of reviewing the application for promotion consists of two stages of evaluation:

(1) The first stage:

For a qualification review, the department of faculty members applying for promotion must apply in one of the following categories: general research, applied technology, or teaching research. The application must adhere to the University’s Regulations for Faculty Promotion Evaluation and Main Points for the Review of Faculty Promotion in the College of Management. The committee performs a general review of the

applicant's performance in the research, teaching, and service. Applicants who pass the first stage at the department should be sent to the Faculty Evaluation Committee at the school of management for qualification approval. Subsequently, the University shall conduct an external review. After receiving the external evaluation results, the university advances the process to the second-stage review.

(2) The second stage:

According to the University's Regulations for Faculty Promotion Evaluation, the examination for the evaluation of faculty promotions is based on the applicant's performance in research, teaching, and service. The proportion of each category in the evaluation process is determined by the criteria specified in the University's faculty promotion scoring principles. The service contributions are assessed based on the following scoring indicators (maximum score of 100 points):

- A. Serving as a member or convener of department, college, or university committees: 2 points per role, with a maximum of 6 points per semester and 30 points in total.
- B. Outstanding Teacher: 15 points for the university-level recognition. 10 points for the college-level recognition. 5 points for the department-level recognition. The highest score from a single academic year will be considered.
- C. Participation in the meeting of department: 3 points for every 2 meetings attended, with a maximum of 40 points. Points will not be credited during committee-approved periods of leave for research or overseas study.
- D. Contribution to the department and college affairs: Involvement in activities such as recruitment events, exam supervision, editorial work for academic publications, organization of academic events, coordination of administrative matters for different academic programs, participation in Sustainable Development Goals (SDG) and University Social Responsibility (USR) activities, involvement in international accreditation affairs, mentoring award-winning students, guiding students to get research funds from the National Science and Technology Council, hosting academic event visits, or other service activities recognized by the Faculty Evaluation Committee at the department. Each activity is awarded 5 points, and outstanding performance recognized by the committee can earn up to 10 points. The maximum score for outstanding contributions is 30 points. The total maximum score for this category is 50 points.
- E. The total maximum score for the aforementioned categories is 90 points.
- F. The department's Faculty Evaluation Committee may adjust the service performance score by up to 10 points based on the teacher's performance beyond the above indicators.

(3) The threshold for the approval of the promotion review from the department is determined in accordance with the University Regulations for Faculty Promotion Evaluation and Main Points for the Review of Faculty Promotion in the College of Management.

Article 5. Applicants for promotion shall send all the required documents to the Faculty Evaluation Committee at the department by February 7th for the spring semester or August 7th for the fall semester. Applications that fail to meet the deadline will not go through the process of

promotion review.

Article 6. Applicants who raise objections to the final review results can file an appeal in accordance with the University's Regulations for Faculty Promotion Evaluation within thirty days from the date when they received the review results.

Article 7. All matters not mentioned shall be handled according to the University's Regulations for Faculty Promotion Evaluation and Main Points for the Review of Faculty Promotion in the College of Management.

Article 8. These regulations are approved by the Faculty Evaluation Committee at the department, Academic Affairs Council, and the President before implementation. Amendments to these regulations shall follow the same procedure.