

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Mechanical and Electromechanical Engineering Regulations for Evaluation of New Faculty Appointments

Approved by the 4<sup>rd</sup> College Faculty Evaluation Committee Meeting on February 22, 2019, School Year 107.

Approved by the 3<sup>rd</sup> College Faculty Evaluation Committee Meeting on November 30, 2012, School Year 100.

Approved by the 2<sup>nd</sup> College Faculty Evaluation Committee Meeting on November 27, 2009, School Year 98.

Reviewed and approved by the 5<sup>th</sup> College Faculty Evaluation Committee Meeting on April 27, 2007, School Year 95.

Approved by the 5<sup>th</sup> College Faculty Evaluation Committee Meeting on April 27, 2006, School Year 95.

- I. “Regulations for Evaluation of New Faculty Appoints” are issued in order to evaluate appointments of full-time, adjunct, and joint-appointed faculty members of the Department of Mechanical and Electromechanical Engineering (hereafter referred to as “the Department”) according to “National Sun Yat-sen University (NSYSU) Regulations for Appointments of Teaching and Research Personnel,” “NSYSU Guidelines for Qualification Evaluation of Full-time Faculty Member Appointment,” “College of Engineering Guidelines for Faculty Appointments,” and “NSYSU Regulations for Joint-Appointments of Faculty Members.”
  - II. When there is a job vacancy in the Department, the Department Research and Development Committee and the Department Faculty Evaluation Committee must, in a joint-meeting, recommend a faculty recruitment proposal (including the division and specialty of recruitment) to a general meeting of the Department according to the Department’s research, teaching, and service needs. The faculty recruitment will begin after approval by a general meeting of the Department.
  - III. The faculty recruitment proposal must be impartial and equitable. The information must be publicized in important domestic mass media or academic journals. If necessary, the recruitment information may be publicized in important international mass media or academic journals.
  - IV. After the recruitment time has ended, the department chair must give the information of all applicants to the relevant division for initial evaluation. Faculty members in the relevant division may invite suitable candidates to participate in interviews or give lectures. After discussion, the division must place the applicants in order of recommendation with clear reasons for the choice.
  - V. All full-time faculty members of the department must participate in evaluation and voting for each applicant, especially each recommended applicants. To be listed as a recommended candidate must meet one of the following conditions:
    - A. Applicants with approval votes from over half of the faculty members.
    - B. More than two-thirds of all faculty members participated in the voting and obtained more than one-half of the votes.
- The recommendations are submitted to the Department Faculty Evaluation Committee.
- VI. The Department Faculty Evaluation Committee must then recommend a list of external reviewers for the College of Engineering or the university to conduct external review for the publications (or academic theses) of the recommended candidates.
  - VII. The Department Faculty Evaluation Committee must conduct evaluations based on the external review results of the recommended candidates. Candidates with approval votes from at least two-thirds of the attending committee members are considered to have passed the evaluation. The Department Faculty Evaluation Committee shall decide the order for recruitment.

- VIII. The department chair shall contact the applicants in the order for recruitment, and then confirm with the applicants their willingness to accept an appointment in the Department. The relevant information and documents (including a list of all applicants and their basic academic information) of all applicants willing to accept the appointment are compiled and sent to the College Faculty Evaluation Committee for evaluation.
- IX. Newly appointed full-time or adjunct assistant professors or those of higher positions must each submit a publication for external reviews. Only those who meet the following requirements may be exempt from the external reviews:
- A. Candidates with teaching certifications and one of the following achievements are exempt from external reviews: academicians from different countries or fellows of various academic associations recognized by the University Faculty Evaluation Committee, national chair professors, internationally prestigious scholars, individuals with outstanding academic achievements, Ministry of Science and Technology (MOST) Outstanding Research Award recipients, Academia Sinica Young Scholar Award recipients, or MOST Ta-you Wu Memorial Award recipients with teaching certificates. These candidates may be directly reviewed by faculty evaluation committees of different levels and voted upon. For candidates without teaching certificates, the external review results of their publications when they applied for NSYSU chair professorships may be used in their application for full-time faculty positions. Candidates without these external review results are required to submit their publication for external reviews.
  - B. Appointment candidates with teaching certifications issued by the Ministry of Education for the same or higher levels of intended positions are exempt from external reviews.
- X. An adjunct faculty member of the Department must have completed six semesters of teaching, with at least two credits of courses per semester, and currently teaching a course to be permitted to apply for a teaching certificate. The process of application is stated in Article V of “NSYSU Guidelines for Qualification Evaluation of Adjunct Faculty Appointments.”
- XI. Faculty members working part-time in other universities may not apply for teaching certificates in the Department.
- XII. Adjunct faculty members of the Department changing to become full-time faculty members must be evaluated according to the process states in the present regulations.
- XIII. Full-time faculty members of the Department changing to become part-time faculty members must be recommended by the department director and approved by the Department Faculty Evaluation Committee and the College Faculty Evaluation Committee.
- XIV. Matters related to joint-appointed faculty members are handled in accordance with NSYSU’s “Regulations on Joint-Appointments of Faculty Members.” The Department must issue a regulation for the joint-appointment with the collaborating organization. The regulation must be approved by the Department Faculty Evaluation Committee, The College Faculty Evaluation Committee, and the University Faculty Evaluation Committee of both organizations.
- XV. All new appointments of adjunct and full-time faculty members for the Department must follow the procedure stated in NSYSU’s “Department of Mechanical and Electromechanical Engineering Flow Chart for Evaluation of New Faculty Appointments.”
- XVI. The present regulations shall be implemented following approvals of the Department Faculty Evaluation Committee, the Department’s general meetings, and the College Faculty Evaluation Committee. The same procedure shall be carried out when amendments are to be made.

Attachments: NSYSU “Department of Mechanical and Electromechanical Engineering Flow Chart for Evaluation of New Faculty Appointments”

**NATIONAL SUN YAT-SEN UNIVERSITY**  
**Department of Mechanical and Electromechanical Engineering**  
**Flow Chart for Evaluation of New Faculty Appointments**

