

National Sun Yat-sen University
Department of Photonics

Regulations for Employment of New Faculty Members

Sep. 23, 2009	Approved at the 2 nd meeting of the Regulation Subcommittee in Academic Year 2009.
Oct. 9, 2009	Approved at the 1 st department affairs meeting in Academic Year 2009.
Sep. 27, 2017	Amended and approved at the 1 st department affairs meeting in Academic Year 2017.
Nov. 17, 2017	Amended and approved at the 2 nd meeting of College Faculty Evaluation Committee in Academic Year 2017.
Dec. 6, 2017	Signed and approved by the vice president.

Article 1 In order to review the appointment of full-time, part-time, and jointly employed teachers for this Department, these Regulations are formulated in accordance with the provisions of the “Regulations for Establishment of Faculty Evaluation Committee” and “Rules for Employment of Faculty Members and Researchers” of the University.

Article 2 If the Department intends to employ new faculty members, the Department’s Research and Development Council will formulate a recruitment plan based on the development direction of the Department and carry out the recruitment process after the plan is reviewed and approved by the department affairs meeting.

Article 3 The recruitment process of faculty members shall be conducted on the fair, impartial and open principles, and the recruitment information must be published in the mass media or academic journals.

Article 4 After the deadline for submitting applications, the Department Faculty Evaluation Committee will conduct a preliminary review and invite suitable candidates for interviews or special lectures. After discussion in the meeting, the faculty evaluation committee will arrange appropriate candidates in order of priority for recommendation, and the reasons for recommendation will be stated.

Article 5 Document review and voting on recommended candidates will be conducted in the department affairs meeting with respect to the list of candidates recommended in the preliminary review. The recommended candidates who are approved by more than one-half (inclusive) of committee members attending the meeting will be listed as candidates to be appointed, and then be submitted to the Department Faculty Evaluation Committee for review and passing a resolution on candidates to be employed.

Article 6 The Department Faculty Evaluation Committee will send a list of recommended

external reviewers for review of the works (including dissertations) submitted by the applicants to the College Faculty Evaluation Committee for review.

Article 7 The Department Faculty Evaluation Committee shall review and vote on the candidates to be employed according to the outcomes of external reviews, and arrange the order of employment based on the number of votes they received.

Article 8 The chairperson of the Department shall notify the applicants according to the order of employment in order to determine their willingness to teach in the Department, and send relevant certificates and documents (including the list of all applicants) of the applicants who are willing to teach in the Department to the College Faculty Evaluation Committee for review.

Article 9 The part-time teachers newly employed by this Department may apply for teacher certificates only when they have been actually teaching in this Department for six full semesters, with at least two credit hours per semester, and are still part-time teachers in this Department. The review procedure shall comply with the regulations of Article 5 of the Guidelines for Employment and Qualification Review of Part-time Teachers” of the University.

Article 10 Part-time teachers who are full-time teachers in other schools shall not apply for teacher certificates in this Department.

Article 11 Part-time teachers in this Department, who wish to switch to the full-time teachers, shall be subject to review in accordance with these Guidelines.

Article 12 When the full-time teachers in this Department apply for switching to the part-time teachers after resignation or retirement, they may be recommended by the chairperson of the Department or more than three full-time teachers (inclusive) in the Department, and the applications shall be submitted to the College Faculty Evaluation Committee for review after they are approved by the Department Faculty Evaluation Committee.

Article 13 The appointment of jointly appointed teachers shall be handled in accordance with the Guidelines for Joint Appointment of the University. The Department and the joint employer shall separately formulate regulations for joint employment, which shall be reviewed and approved by the Department Faculty Evaluation Committee, the College Faculty Evaluation Committee and the University Faculty Evaluation Committee of both employing units.

Article 14 These Regulations have been approved by the department affairs meeting, and put into force after they are sent to the College Faculty Evaluation Committee for

review and approval, and submitted to and approved by the president of the University. The same procedures shall apply for amendments.