

National Cheng Kung University Department of Environmental Engineering Regulations for the Preliminary Review of Faculty Promotion

Amended and Implemented by the 206th Departmental Affairs Meeting on May 7, 2003

Amended and Implemented by the 280th Departmental Affairs Meeting on September 2, 2009

Amended and Implemented by the 314th Departmental Affairs Meeting on October 24, 2012

Amended and Implemented by the 373rd Departmental Affairs Meeting on October 3, 2018

Amended and Implemented by the 400th Departmental Affairs Meeting on July 7, 2021

Article 1

To conduct the review of faculty promotion within the Department of Environmental Engineering (hereinafter referred to as “the Department”), these Regulations are established in accordance with Article 14 of the University’s Faculty Promotion Regulations. All applications, recommendations, and reviews for faculty promotion in the Department shall be conducted pursuant to these Regulations, unless otherwise provided by law.

Article 2

Faculty members applying for promotion shall meet the following conditions:

1. To apply for promotion to Assistant Professor, applicants must have served as Lecturer for at least three years. To be eligible for promotion to Associate Professor, applicants must have served as Assistant Professor for a minimum of three years. To qualify for promotion to Professor, applicants must have served as Associate Professor for a minimum of three years.
2. Research works (including publications and research projects) submitted for promotion shall meet the following requirements:
 - (1) Publications must be either:
 - Published in reputable domestic or international academic journals,
 - Accepted with certification of scheduled publication, or
 - Published as scholarly books issued by an academic publisher.
 - (2) For promotion from Assistant Professor to Associate Professor: at least five journal articles published in international SCI or SSCI journals during service as Assistant Professor in the Department. Within the five years before submission, all five must have ranked within the top 50% of their respective research field (Category) by Impact Factor, and at least three of them must have ranked within the top 25%.

For promotion from Associate Professor to Professor: at least eight journal articles published in international SCI or SSCI journals during service as Associate Professor in the

Department. Within the five years before submission, all eight must have ranked within the top 50% of their field, and at least four of them within the top 25%. In addition, the applicant must provide the H-index of their SCI/SSCI publications (as of the application date) for the review committee's reference.

(3) Authorship recognition is based on the following:

1. Applicant is the sole first author.
2. Applicant is the sole corresponding author, with the first or second author being a student or researcher of the Department.
3. Applicant is a co-corresponding author, with other corresponding authors, first author, or second author being a student or researcher of the Department.
4. Applicant is the sole corresponding author, but both the first and second authors are students or researchers of the Department; contribution counts as 0.5 paper.
5. Applicant is one of multiple first authors or corresponding authors; contribution is divided by the number of first or corresponding authors.
6. Under (3)-4 and (3)-5 above, up to 2.5 papers may be counted toward promotion to Associate Professor, and up to 4 documents toward promotion to Professor. If the applicant has published in Science or Nature, the required number of publications may be reduced upon discussion and resolution by the Department Faculty Evaluation Committee. Publications from a lower rank before appointment shall not be counted.

(4) One representative work must be selected from publications within three years before the application. If thematically connected, multiple papers may be combined as one representative work. Representative works must state under the author affiliation: *Department of Environmental Engineering, National Cheng Kung University*. Listing only in the "Current Address" section is insufficient. Up to five additional publications (excluding the representative work) from the applicant's current rank or within the last five years may be submitted as reference works. If the representative work is co-authored, the applicant must attach a statement describing their contribution to the work.

(5) A complete list of published or accepted academic works must be submitted.

3. Within the past five years, applicants must have served as principal investigator for at least two research projects funded by industry, government agencies, or research institutions.

Article 3

Applicants for promotion effective August 1 must submit their teaching, research, and service records (Forms 1–6) to the convener of the Department Faculty Evaluation Committee by March 15 of the same year. Applicants for promotion effective February 1 must submit the same documents by October 15 of the preceding year.

Article 4

Review Criteria and Scoring:

1. The review covers teaching, research, and service, weighted as follows: Teaching (40%), Research (40%), Service and Student Guidance (20%).
2. Teaching (limited to records within five years before application):
 - (1) Course credits: Required/compulsory courses, 0.25 points per credit; other courses, 0.15 points per credit. Maximum 10 points.
 - (2) Thesis advising: Doctoral dissertation, 4 points per student; Master's thesis, 1.5 points per student. Points are divided equally among co-advisors—a maximum of 10 points.
 - (3) Teaching experience: University-level teaching, 1.5 points per year; postdoctoral or equivalent professional work in research institutes/industry, 0.5 points per year; student advising, 1 point per year. Maximum 8 points.
 - (4) Teaching performance: Bonus points awarded according to separately established criteria (Appendix 2). Maximum 12 points.Minimum required teaching score: 24 points. Maximum: 40 points.
3. Research (limited to records within five years before application):
 - (1) Promotion from Assistant to Associate Professor:
 - International journal publications: 3.2–6.4 points per paper, scored by multiplying Appendix 1 journal score \times 0.4.
 - Domestic journals: 1.6–2.4 points per paper.
 - International conference papers: 0.4–2.0 points per paper.
 - Domestic conference papers: 0.2–0.4 points per paper.
 - Patents: 2.4–4.0 points each.Contributions are divided if multiple corresponding or first authors.
 - (2) Promotion from Associate to Professor:
 - International journal publications: 2.0–4.0 points per paper, scored by Appendix 1 journal score \times 0.25.
 - Domestic journals: 1.0–1.5 points per paper.
 - International conference papers: 0.5–1.25 points per paper.
 - Domestic conference papers: 0.125–0.25 points per paper.
 - Patents: 1.5–2.5 points each.The exact contribution division rules apply.
 - (3) Accepted (but not yet printed) works count at 80% of the score.
 - (4) If multiple authors:
 1. First author receives full points.
 2. If the applicant is the second author and the first author is their student, full points.
 3. Third author: one-third of points; fourth author: one-quarter; subsequent authors scored accordingly.
 - (5) International academic awards: 4 points each; national academic awards: 2 points each;

paper awards: 1 point each.

(6) Invited talks at important academic conferences: International, 2 points each; domestic, 0.5 points each.

(7) Duplicate publication of the same work (journal/conference/patent) may only be counted once.

Minimum required research score: 24 points. Maximum: 40 points.

4. Service and Student Guidance (limited to records within five years before application; maximum 4 points per item):

(1) Laboratory or computer room management: 0.5 points per academic year.

(2) Advising student activities: 0.5 points per academic year.

(3) Hosting national academic conferences: 0.5 points each.

(4) Serving on university committees: 0.5 points per year.

(5) Participation in university extension education: 0.5 points per year.

(6) Serving on Department committees: 0.5 points per year.

(7) Establishment of laboratories: 1 point each.

(8) Serving on professional societies or journal editorial boards: 0.5 points per year.

(9) Serving as PI for research projects commissioned by government/private institutions (excluding MOST): 0.5 points each; as co-PI: 0.3 points each.

(10) Other documented outstanding service: 0.5–1 point each.

Minimum required service score: 10 points. Maximum: 20 points.

Article 5

Recommendations:

1. The maximum number of faculty members the Department may recommend for promotion each year shall be the greater of: one-fifth of the number of full-time faculty at the rank before promotion (rounded up), or one-third of those eligible for promotion (rounded up).
2. Applicants who fail to meet the minimum score requirement in any category, or whose total score is below 70, shall not be recommended.
3. Applicants must conduct a self-evaluation in accordance with these Regulations. The Department Faculty Evaluation Committee shall confirm the results and publicly announce them within one week.
4. Recommendations to the College shall be ranked by total score. In case of a tie, the order shall be decided by a vote of the Committee.
5. Applicants may propose up to three external reviewers to be excluded from reviewing their work.

Article 6

Applicants who fail the Department's preliminary review may appeal to the Faculty Evaluation Committee of the College of Engineering. Appeals approved by the College Committee shall be

deemed equivalent to passing the initial review and shall proceed in accordance with the University's regulations.

Article 7

Implementation and Amendments:

1. Amendments to these Regulations require attendance by at least two-thirds of the Faculty Evaluation Committee members, with approval by at least two-thirds of those present. Matters not covered herein shall be handled in accordance with University faculty promotion regulations.
2. These Regulations shall be implemented following approval by the Departmental Affairs Meeting and subsequent ratification by the University Faculty Evaluation Committee via the Dean of the College. The same procedure applies to amendments.