

National Kaohsiung University of Science and Technology Regulations for Appointment of Full-time Faculty Member

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Article 1 National Kaohsiung University of Science and Technology (hereinafter “the University”) stipulates these Regulations for Appointment of Full-time Faculty Member of the University (hereinafter “these Regulations”) pursuant to the relevant provisions of the University Act, the Act Governing the Appointment of Educators, and the Teachers’ Act.

Article 2 New appointment of full-time faculty member of the University shall go through a three-tier qualification review. The primary review shall be carried out by the Faculty Evaluation Committee (hereinafter “the Department Faculty Evaluation Committee”) of the relevant Department, Institute, Center, or Degree Program (hereinafter “the Department”), and submitted to the Faculty Evaluation Committee (hereinafter “the College Faculty Evaluation Committee”) of the College, Center, Office (hereinafter “the College”) for secondary review, and then to the Faculty Evaluation Committee (hereinafter “the University Faculty Evaluation Committee”) of the University for final review. Thereafter, the appointment shall be reported to the Ministry of Education for approval and issuance of a teacher certificate.

When reviewing faculty appointments, faculty evaluation committees of all levels shall refrain from having junior faculty members reviewing senior faculty members.

Article 3 In principle, new appointments of full-time faculty . concern only the rank of assistant professor or above, but in special circumstances to fulfill the teaching needs of the specialty areas, and with a case-by-case approval, this principle does not apply.

For new appointments of full-time faculty member of the University, consideration should be given to the profession of the incumbent needed, as well as to his/her industrial and practical experiences, and the diversity of faculty members in the hiring unit.

Composition of the faculty members’ specialties in each Department/College shall be dependent on the development of the Department/College, and may be adjusted upon permission of the Department or College Affairs Council.

Colleges may establish their own guidelines for reviewing qualifications of newly appointed faculty in accordance with the direction of their development, and the guidelines shall be approved by the College Affairs Council, and then submitted to the President for approval before implementation.

Article 4 Newly appointed full-time faculty member of the University should possess one of the following qualifications:

1. Lecturer: In a research institute or research office, the incumbent should possess a Master’s degree or equivalent (supported by academic certificate), with good academic results.

2. Assistant professor:
 - (1) Possess a PhD degree or equivalent (supported by academic certificate), with good academic results, and have published academic works.
 - (2) Have three years' experience or more working as a lecturer, with good academic results, and have published academic works.
 - (3) Possess a Master's degree or equivalent (supported by academic certificate); have been engaged in research work related to the subject studied; four years' working experience or more in the specialized occupation or capacity, with good academic results, and have published academic works.
3. Associate professor:
 - (1) Possess a PhD degree or equivalent (supported by academic certificate); have been engaged in research work related to the subject studied; four years' working experience or more in the specialized occupation or capacity, and have published academic works.
 - (2) Have three years' experience or more working as an assistant professor, with good academic results, and have published academic works.
4. Professor:
 - (1) Possess a PhD degree or equivalent (supported by academic certificate); have been engaged in research work related to the subject studied; eight years' working experience or more in the specialized occupation or capacity; have one's own creative work or invention; have made important academic contributions or published important academic works.
 - (2) Have three years' experience or more working as an associate professor, with good academic results, and have published academic works.

On top of the official transcript, "good academic results" in the foregoing paragraphs may also be supported by alternative or supplementary documents or information proving other personal academic or professional achievements, which shall be altogether submitted to the three-tier faculty evaluation committees for review.

Article 5 Newly appointed faculty of the University for authorized professional subjects or technical subjects shall have at least one year's practical work experience in the industry related to the area of instruction and that helps teaching. However, this does not apply to qualified full-time teachers of vocational colleges who have started serving before the implementation of the Technical and Vocational Education Act (January 16, 2015) and whose service experience has not been discontinued.

Practical work experience in the industry shall be recognized according to the Standards Governing Assessment and Endorsement of Practical Work Experience in the Industry Sector of Teachers of Professional Subjects or Technical Subjects in Vocational Colleges. Only full-time experience is recognized, on a continuous or cumulative basis; part-time experience can be recognized as 50% of the years of service.

The so-called professional subjects or technical subjects in the first paragraph refer to subjects that fulfill the professional or technical nature of various academic units other than courses offered by the general education college and its subsidiary centers and sports offices.

Article 6 For new appointment of full-time faculty members who have submitted an academic degree

or diploma awarded overseas for review, the provisions of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Governing the Assessment and Recognition of Academic Records from China, and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao (hereinafter collectively referred to as “the Assessment and Recognition Regulations”) shall apply, mutatis mutandis, to the admission requirements, institution(s) they graduated from, the academic program(s), duration of study, and non-recognized aspects associated with their degree or diploma.

In case of a different educational system at an overseas institution or the names and/or attributes of the degrees or diplomas being different from those in Taiwan, the principle of recognizing such academic records, apart from the relevant provisions mentioned in the previous paragraph, shall be based on the announcement of the Ministry of Education.

Overseas degrees or diplomas shall be recognized after being verified (examined) according to the Assessment and Recognition Regulations. However, for foreign institutions and the institutions of Hong Kong and Macao, names of degrees, and related academic standards recognized and announced by the Ministry of Education, the Department/Institute (Center) should perform authentication instead of verification (examination), and then submit the application to the Department/Institute (Center) Faculty Evaluation Committee for review.

If the Department/Institute (Center) as mentioned in the previous paragraph has any doubt relating to the recognition of the overseas degrees or diplomas submitted by an applicant, the Personnel Office shall verify with the relevant Taiwan embassies, representative offices or authorized offices (hereinafter “the overseas missions”), or related agencies according to the Assessment and Recognition Regulations, and then submit the application to the University Faculty Evaluation Committee for review.

Article 7 In case of any one of the following circumstances for new appointment of full-time faculty member of the University, on top of the reviews by the three-tier faculty evaluation committees, the University shall establish a Faculty Recruitment Consultation Task Force (hereinafter “the Recruitment Task Force”) for further review after the primary review by the Department Faculty Evaluation Committee:

1. The candidate does not meet the College’s self-defined requirements of basic qualifications for new appointment of faculty.
2. The qualifications and conditions of the candidate need to be audited in order to apply for the quota of a tenured faculty position.
3. The appointment of other teaching staff of the University is required to be deliberated by the Recruitment Task Force.

The abovementioned Recruitment Task Force shall be comprised by a Vice President designated by the President, the Dean for Academic Affairs, the Dean for Research and Development, and at least four external experts and scholars selected by the President from an advisory committee member database, and the Vice President shall serve as the convenor.

The abovementioned advisory committee member database shall be established by having each college-level academic unit recommend a list of several external advisory committee members, which shall be collated by the Personnel Office and submitted to the President for

approval. The same procedure applies to any change of the lists.

Professor-rank experts and scholars who had worked as a university president, chair professor, or who had won the MOST Outstanding Research Award should be preferentially recommended for the advisory committee member database.

Regulations governing the operation of the application for the quota of tenured faculty positions as mentioned in Subparagraph 2 of the first paragraph shall be separately specified, and be put into force after approval of the University Administrative Meeting.

Article 7-1 Matters to be deliberated by various levels of the Faculty Evaluation Committees and the Recruitment Task Force for new appointment of full-time faculty member include:

1. Primary review by the Department Faculty Evaluation Committee:

- (1) Recruitment should be primarily carried out by the Department based on the principles of justice, fairness, and openness. Recruitment information should be published on the mass media or academic publications. The hiring unit should hold relevant meetings to ascertain the evaluation results of the applicants (by means of trial teaching, face-to-face interview, or oral examination, etc.), and forward the results, together with the name list of the unselected applicants, to the Department Faculty Evaluation Committee for primary review.
- (2) Having passed the primary review, an application form for new appointment of full-time faculty member should be completed and forwarded to the College Faculty Evaluation Committee, together with the minutes of the Department Faculty Evaluation Committee meeting, the Faculty Qualifications Review Form, photocopies of the academic and professional certificates (e.g., personal C.V., degree certificate, teacher certificate, service certificate, certificate of service termination, or letter of appointment, etc.), supporting documents of good academic results and the dissertation, academic publications, works, certificates of achievements, or technical reports, as well as the name list of the unselected applicants.

2. Review by the Recruitment Task Force and secondary review by the College Faculty Evaluation Committee:

- (1) Receipt and examination of information by the College: When the College receives the information of a candidate from the Department, it should first examine if the candidate meets the College's basic qualification requirements for new appointment of faculty and possesses the appropriate teacher qualification certificate.
- (2) Review by the Recruitment Task Force: In the event of the condition mentioned in Subparagraph (1) above, the information of the candidate should be submitted to the Faculty Recruitment Consultation Task Force together with the name list of the unselected applicants. The professional performance and development potential of the candidate will be reviewed, and the information will be forwarded to the College for secondary review if the candidate passes this review.
- (3) Secondary review by the College Faculty Evaluation Committee: If the candidate does not possess the appropriate teacher qualification certificate, the College should finish the external review of the candidate's dissertation, academic publications, works, certificates of achievements or technical reports first before convening a meeting for the secondary

review by the College Faculty Evaluation Committee. After the candidate has passed the secondary review, the information pertaining to the appointment thereof, results of the external reviews, the relevant credentials, and the meeting minutes should be sent to the Personnel Office for endorsement and comments on the candidate's qualifications, and the Personnel Office should forward the information to the University Faculty Evaluation Committee for final review. If the candidate does not pass the review, the relevant Department should be informed in writing.

3. Final review by the University Faculty Evaluation Committee: The Personnel Office should send information about all faculty candidates submitted by various Colleges to the University Faculty Evaluation Committee for review. The President will be asked to appoint the candidates who pass the review and the candidates will be informed to report to the University. For candidates who fail to pass the review, the relevant Colleges and Departments will be informed.

If the hiring unit is a College-level academic unit, the primary review procedure can be waived, and the College Faculty Evaluation Committee should perform the primary and secondary review work as mentioned in previous paragraphs.

If members of the Department or College Faculty Evaluation Committee for reviewing a new appointment fall short of five persons due to the need to avoid having junior faculty members reviewing senior faculty members or other circumstances that entail recusal of any member, the department head or the dean of college should nominate teachers from within or outside the University in the related areas of study and at the same rank as the candidate, which should be approved by the Department or College Affairs Council and submitted to the President for endorsement according to the administrative procedures, to form a Department or College New Faculty Appointment Review Panel. Resolution of the Panel is deemed the same as the Faculty Evaluation Committee's decision.

If a foreigner is appointed as a full-time faculty member, the relevant academic unit should apply to the Ministry of Education for a work permit pursuant to the Regulations Governing Educational Institutions at All levels Applying for Work Permits for Foreign Teachers and Their Administration and other related regulations.

Article 8 The University's new appointment of full-time faculty member should follow the schedule below. In the event that the appointment procedures cannot be finished as scheduled, the appointment will be delayed to the next semester.

Order	Commencement Date	Appointment starting from August 1	Appointment starting from February 1	Notes
	Schedule Item			
1	Hiring units acknowledge the President-approved staffing quota and content of recruitment notice.	Before January 31 of the current year	Before July 31 of the previous year	Meeting should be held to discuss the ranks, qualifications, areas of specialty of the faculty members to be hired, which should be approved according to the administrative procedures to

				confirm the staffing quota, conditions, and recruitment notices.
2	Public notice and collection of applications	Application deadline by the end of February of the current year	Application deadline by August 31 of the previous year	<ol style="list-style-type: none"> 1. Personnel Office proceeds to publish the recruitment notice according to the approved document. Hiring units should collect their own applications. 2. The hiring unit may request early posting of recruitment notice and application schedule as needed.
3	[Primary review] Finish selection and the Department Faculty Evaluation Committee review	Before March 20 of the current year	Before September 20 of the previous year	<ol style="list-style-type: none"> 1. Determine qualified and unqualified applicants depending on the content of the published recruitment notice. 2. Department Faculty Evaluation Committee performs selection and review, and complete the application form for new appointment of full-time faculty member.
4	The College collects applications and sends the information needed for the Recruitment Task Force's deliberation to the Personnel Office.	Before March 30 of the current year	Before September 30 of the previous year	<ol style="list-style-type: none"> 1. After the College has collected the applications and confirmed correctness of the information, applications that fulfill the provisions of Paragraph 1, Article 7 should be compiled and forwarded to the Personnel Office for sending to the Recruitment Task Force for deliberation. 2. Information to be submitted includes not only the application forms and information related to academic performance of the candidates, but also the name list of the unselected

				applicants.
5	Deliberation by the Recruitment Task Force	Before April 25 of the current year	Before October 25 of the previous year	The Personnel Office convenes the deliberation meeting of the Recruitment Task Force pursuant to Article 7. Applications that pass the deliberation are sent back to the College for subsequent processing.
6	[External review and College's secondary review] The College (Center) proceeds to external review and finishes the College Faculty Evaluation Committee's review.	Before May 31 of the current year	Before November 30 of the previous year	If the candidate does not possess a teacher qualification certificate, the College should arrange an external review pursuant to Article 9, and complete the secondary review by the College Faculty Evaluation Committee.
7	Send the information of the candidate to the Personnel Office.	Before June 10 of the current year	Before December 10 of the previous year	Attach the application form for new appointment of full-time faculty member, personal information of the selected and qualified faculty members, and the applicants' name list.
8	[Final review] Review by the University Faculty Evaluation Committee	Before June 30 of the current year	Before January 10 of the current year	

Article 9 If the newly appointed full-time faculty member possesses the teacher qualification certificate for the rank to be filled or a higher rank, his/her academic publications, dissertation, works, certificates of achievements or technical reports are not required to be reviewed by external experts and scholars (hereinafter "the external review").

If the newly appointed full-time faculty member does not possess the teacher qualification certificate for the rank to be filled, the College should undertake the external review procedure, by which the his/her information should be sent to five experts and scholars in the related area of study outside the University for assessment. Regulations about the qualifying results of various levels of external reviews:

1. New appointment of lecturer, assistant professor, or associate professor: Out of the five external reviewers, four of them have to give a score of 75 or above, and the average score should reach 70 or above.
2. New appointment of professor: Out of the five external reviewers, four of them have to give a score of 80 or above, and the average score should reach 75 or above.

A list of external reviewers (experts and scholars) is to be composed by having the chairperson of the College Faculty Evaluation Committee, the Department Faculty Evaluation

Committee (or Department-level New Faculty Appointment Review Panel), and the College Faculty Evaluation Committee (or College-level New Faculty Appointment Review Panel) each recommend a person with qualifications equivalent to the applied rank or above to form the External Reviewers Recommendation Team. The Team will select at least 15 external reviewers from the Promotion Evaluation Committee member database for the Department's related areas of study and arrange them in sequence by drawing lots. The unit that submits the applications may also list up to three persons who should recuse themselves for the External Reviewers Recommendation Team's reference. The College should inquire the external reviewers in the pre-defined order about their desire to serve in the external review procedure.

In the event that the Department has not yet developed a sufficient Promotion Evaluation Committee member database or the External Reviewers Recommendation Team believes there is no suitable person to be recommended, reviewers can be selected from the National Science and Technology Council human resource database.

Article 10 The University's full-time faculty members serve an initial term of one year; the first renewal is for another year, and further renewals are for two years thereafter.

Article 11 Except for those who have already been approved by the Ministry of Education for the teacher qualifications of the same rank, newly appointed full-time faculty members should prepare and submit the required information and certificates to the Personnel Office within three months from the commencement of service pursuant to the Directions for Submitting Faculty Information for Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education, so that the information can be reported to the Ministry of Education for approval and filing of the teacher qualifications, and for issuance of teacher certificates.

Article 12 Pay commencement date of newly appointed faculty is the day they report duty. For those who are qualified for work experience recognition, they should take the initiative to submit the supporting documents within 30 days from the commencement date for processing experience recognition in accordance with the relevant provisions of the Teacher Remuneration Act and the Regulations Governing Assessment and Recognition of Teacher's Work Experience before Current Appointment.

Article 13 Newly appointed full-time faculty member should send back the acceptance of appointment to the Personnel Office within two weeks from the receipt of the letter of appointment and the employment contract. In case of decline of offer or failure to reply before the deadline, the head of the hiring academic unit should inform the President in writing, recall the letter of appointment and send it back to the Personnel Office for annulment.

Newly appointed full-time faculty member should report duty on the commencement date of the current semester; failure to do so is considered decline of appointment. In case of special circumstances, the report duty date can be postponed to a day before the first day of school with the approval of the hiring unit's faculty evaluation committee and signed permission.

Article 14 (Deleted)

Article 15 If a newly appointed full-time faculty member who has already been given a teacher certificate by the Ministry of Education is hired at the next rank, or if a lecturer intends to apply for promotion to a higher rank after acquiring a PhD degree, the University's Regulations for Evaluation of Faculty Rank Promotion shall apply.

- Article 16 When a seconded teacher intends to be transferred to the University's full-time faculty member, the procedures for new appointment of full-time faculty member shall apply.
- Article 17 When a hired faculty member intends to transfer to another unit due to consolidation of units, adjustment of academic fields, or other reasons, the relevant regulations shall be separately defined.
- Article 18 In case of dismissal, denial of contract renewal, termination of appointment, and layoff, the relevant provisions of the Teachers' Act and its Enforcement Rules shall apply.
- Article 19 If a faculty member decides to discontinue employment upon expiration of the contract, he/she should inform the University in writing one month before the contract expires. If a faculty member resigns when the employment contract is still in effect, the resignation should be made one month in advance, and he/she should only leave office after the University has given permission. However, this does not apply to special circumstances where one cannot submit his/her resignation one month in advance, and a waiver is granted with signed permission.
- Article 20 For matters not covered in these Regulations, the relevant provisions of the Teachers' Act, the Act Governing the Appointment of Educators, and the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education shall apply.
- Article 21 These Regulations shall come into force after being adopted in the University Council Meeting and approved by the President.

Article 9 of these Regulations was amended and approved on December 28, 2022, and implemented on February 1, 2023.