

# Reviewing Guidelines for Faculty Reviewing Committee, College of Humanities, NKNU

approved by the Fifth Administrative Meeting of the  
1996 Academic Year, January 8, 1997  
approved with revision by the Fourth Administrative Meeting of the  
2001 Academic Year, December 19, 2001  
approved with revision by the Fourth Administrative Meeting of the  
2003 Academic Year, December 24, 2003

- 1, The NKNU College of Humanities Faculty Reviewing Committee (hereafter This Committee) has been set up according to “University Law.” “College Faculty Qualification Reviewing Guidelines,” “Employment Rules for Educational Institution Faculty and Staff,” “Teacher Law,” and Section 1, Article 31 of “NKNU Organizational System Rules” in order to review the personnel cases about faculty members’ initial employment, term of employment, promotion, employment suspension, dismissal, employment termination, and others.
- 2, Departments or institutes, having reviewed and approved application cases, should send the related data and minutes concerning initial employment or promotion to This Committee.
- 3, Application cases for initial employment passed by departments or institutes are subject to approval of This Committee. If not all members of This Committee agree to the case, two-thirds of attending members voting in favor means approval.
- 4, Application cases for promotion by academic papers passed by departments or institutes should be sent to This Committee for reviewing two months before the deadline set by NKNU. The papers, published within the past five years, may be reviewed by two or three full professors (or if necessary among them one or two associate professors, excepting the case of promotion to full professor) appointed by This Committee.
- 5, Approval will be given if promotion cases meet the following conditions:
  - a. Faculty members applying for promotion should submit their academic books published by publishing companies or articles published in scholarly journals and conference proceedings within the past five years. Those who apply for promotion to assistant professor should submit at least two papers; associate professor, three; full professor, four.
  - b. Books or papers submitted for promotion should be approved by both the

reviewing professors. If one of the reviewing professors does not give a pass grade, the books or papers should be submitted to a third professor for a further review.

c. Books or papers with grading marks should be sent to This Committee together with applicants' records of teaching performance, research and advanced study, student counseling, extension service, administrative work participation, interpersonal relationship on campus and others. After the data have been discreetly reviewed, an anonymous vote is taken. Two-thirds of attending members of This Committee voting in favor means approval.

d. If a paper that got a fail mark before is submitted again for promotion, the author must make revision of it and give explanation beforehand.

6, This Committee should send to the NKNU Faculty Reviewing Committee the list, data, and reviewing meeting minutes of the approved applicants for initial employment or promotion.

7, Other personnel cases of faculty employment suspension or dismissal submitted by departments or institutes in this College must be reviewed first by This Committee according to relevant regulations before being sent to the NKNU Faculty Reviewing Committee.

8, These guidelines are effective having been approved by College of Humanities Meeting and NKNU Administrative Meeting, and endorsed by the President. Revision follows the same procedure.