

# **NCHU Department of Business Administration**

## **Publication Review Guidelines for Faculty New Appointments, Promotions, and Changes of Appointment**

Enacted in the Departmental Affairs Meeting on Mar. 24th, 2009  
Amended in the Departmental Affairs Meeting on Feb. 23rd, 2010  
Amended (Article 7) in the Departmental Affairs Meeting on Jan. 9th, 2014  
Amended (Article 5) in the Departmental Affairs Meeting on Feb. 20th, 2014  
Amended in the Departmental Affairs Meeting on Jun. 25th, 2014  
Amended in the Departmental Affairs Meeting on Jan. 8th, 2015  
Amended (Article 4) in the Departmental Affairs Meeting on Oct. 12th, 2022

- Article 1 This guideline, " NCHU Department of Business Administration Publication Review Guidelines for Faculty New Appointments, Promotions, and Changes of Appointment" (hereinafter referred to as Guidelines), is formulated based on the " National Chung Hsing University College of Management Regulations for Faculty Appointments and Promotions Review. "
- Article 2 The evaluation criteria for faculty new appointments, promotions, and changes of appointment based on academic publications are as follows:
1. Journals ranked within the top 25% by Impact Factor in the fields of SCIE and SSCI (or those recognized by the department's Faculty Evaluation Committees as top-tier journals):  
Those applying for a promotion to the rank of full professor, 30 points per article;  
Those applying for a promotion to the rank of associate or assistant professor, 50 points per article.
  2. Journals ranked within the 25%–50% Impact Factor range in the fields of SCIE and SSCI (or those recognized by the department's faculty evaluation committee as top-tier journals):  
Those applying for a promotion to the rank of full professor, 25 points per article;  
Those applying for a promotion to the rank of associate or assistant professor, 40 points per article.
  3. Other journals indexed in SCIE and SSCI:  
Those applying for a promotion to the rank of full professor, 20 points per article;  
Those applying for a promotion to the rank of associate or assistant professor, 30 points per article.
  4. TSSCI journals:  
Those applying for a promotion to the rank of full professor, 10 points per article;  
Those applying for a promotion to the rank of associate or assistant professor, 20 points per article.
  5. Other peer-reviewed journals, both domestic and international:  
Those applying for a promotion to the rank of full professor, associate professor, or assistant professor, 5 points per article. The maximum total score for this category is 20 points.
- For co-authored academic works, the score is calculated as  $1/N$ , where  $N$  is the author's position in the paper's author list. If the reviewer is the corresponding author, he/she will be considered the first author.
- Only those with a score of 70 or above in the academic publications assessment are eligible

to proceed with the promotion or changes of appointment review process.

- Article 3 The academic work review requirements for those who apply for new appointments are as follows:
1. Applicants for the position of assistant professor who have obtained a doctoral degree within the last five years may submit their doctoral dissertation for review. For those who have obtained a doctoral degree over five years, the scoring criteria outlined in Article 2 shall apply, and a score of 75 or above must be achieved.
  2. Applicants for the associate professor position may follow the scoring criteria in Article 2. The score must be 80 or above, and publications are considered only after promotion to assistant professor.
  3. Applicants for the professor position may follow the scoring criteria in Article 2. The score must be 85 or above, and publications are considered only after promotion to associate professor.
- Article 4 The department's faculty members who meet any of the following criteria may apply for promotion or changes of appointment with a technical report as their representative work:
1. Granted a patent within five years prior to application and is the holder of a technology transfer licensing fee totaling at least NT\$700,000 (for assistant professors seeking promotion to associate professor) or NT\$1.1 million (for associate professors seeking promotion to professor).
  2. Has been in charge of handling administrative fees for sponsored projects (excluding external service income and any fees for administrative purposes received from Ministry of Education projects) within five years prior to application totaling at least NT\$1.25 million (for assistant professors seeking promotion to associate professor) or NT\$2.1 million (for associate professors seeking promotion to professor).
- Full-time faculty members who have received the university-level Excellent Teaching Award in the past five years and have outstanding teaching or innovative results may apply for promotion with a teaching publication as their representative work.
- For those applying for promotion with technical reports or educational books as their representative work, their academic performance must meet one of the following criteria:
1. At least two academic publications recognized by the College of Management in the past five years must be authored as the first author or corresponding author and meet the NCHU Faculty Promotion Review Standards and Publication Review Guidelines.
  2. Has led a National Science and Technology Council research project for more than two years in the past five years.
- Article 5 The academic work of faculty being newly appointed, promoted, or changed appointed for review should meet the NCHU Faculty Promotion Review Standards and Publication Review Guidelines and Standards for the Recognition of Academic Works and Publications for Faculty of the College of Management.
- Article 6 Once an appointment, promotion, or change of appointment application is determined to be consistent with the Guidelines herein by the faculty evaluation committee of the department, the convener shall compile a list of reviewers consisting of at least 10 external experts/scholars recommended confidentially by committee members.
- For pedagogical works submitted as representative work, three additional experts/scholars with teaching experience or who have published works in the same or a related subject area

shall be recommended by the Office of Academic Affairs. The recommended experts/scholars list shall be delivered as a confidential document to the college faculty evaluation committee convener. Other matters related to the external review shall be handled by the college.

Article 7 The external review results for appointments, promotions, and changes of appointment must meet the standards set by the University and the College, and the case must be eligible for review by each level based on the external review results.

The department faculty Evaluation Committee shall read candidates' academic papers for evaluation and record the evaluation process, the committee members' questions for the evaluated candidates, and the candidates' answers in detail. The resulting record shall be submitted to the Faculty Evaluation Committee of the higher level for reference.

Article 8 These Guidelines shall be implemented after being passed by the Departmental Affairs Meeting and approved by the Dean. Any amendments shall be processed accordingly.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.