

# NATIONAL SUN YAT-SEN UNIVERSITY

## College of Social Sciences Guidelines for Appointment of Faculty Member

Approved by the 6<sup>TH</sup> College Faculty Evaluation Committee Meeting on April 29, 2004, School Year 92.

Approved by the 4<sup>th</sup> College General Meeting on June 9, 2004, School Year 92.

Approved by the 291<sup>st</sup> University Faculty Evaluation Committee Meeting on September 30, 2004.

Approved by the 3<sup>rd</sup> College Faculty Evaluation Committee Meeting on December 30, 2008, School Year 97.

Approved by the 3<sup>rd</sup> College General Meeting on January 6, 2009, School Year 97.

Approved by the 320<sup>th</sup> University Faculty Evaluation Committee Meeting on March 20, 2009.

- I. This set of guidelines is issued in accordance with Article II of Regulations for Establishment of Faculty Evaluation Committee of National Sun Yat-sen University (NSYSU) and Article IV of Regulations for Faculty Evaluation Committee Establishment of the College of Social Sciences (hereinafter referred to as the “College”).
- II. Faculty appointment of the College shall be processed in accordance with the present regulations except for laws and regulations specified otherwise.
- III. Faculty appointment qualifications of all levels in the College shall be processed in accordance with Article III of NSYSU’s Regulations for Appointment of Teaching and Research Personnel.
- IV. In general, faculty members appointed by the College are on full-time positions, however adjunct faculty members may be appointed when necessary. Number of adjunct faculty members shall not exceed one-third of assigned full-time positions in each institute (department). Each full-time position may be equivalent to four adjunct positions.
- V. The appointment procedure for new full-time faculty members and schedule of reviews by the College’s faculty evaluation committee are as follows:
  - A. Each institute (department) shall announce its faculty recruitment information over communication media or on academic journals based on the principles of fairness, justice, and transparency during the primary appointment process.
  - B. Each institute (department) faculty evaluation committee shall perform preliminary reviews in accordance with faculty vacancy in respective units, requirement for courses or researches, teaching hours of each faculty level, and certificates or other relevant information.
  - C. Following approvals of preliminary reviews, each institute (department) shall submit meeting minutes, certificates or relevant documents, and intended faculty’s works within the most recent five years to the College Faculty Evaluation Committee for second-stage reviews.

External reviews of degree theses (works) for new assistant professors of each institute (department) shall be processed by the College. An institute (department) faculty evaluation committee shall recommend **nine** or more experts/scholars outside of NSYSU as external reviewers. The dean of the College may also recommend additional reviewer candidates. The dean of the College shall confidentially select **five candidates** from those recommended. **The number of approved candidates shall not be less than four.** The reviews of degree theses (works) shall be processed by the College.

During the College’s review process of new faculty members with positions of associate professors or above, the university shall organize external publications reviews of the faculty members. An institute (department) faculty evaluation committee shall recommend **nine** or more experts/scholars outside of NSYSU as

external reviewers. The dean of the College and the senior vice president of NSYSU may also recommend additional reviewer candidates. The senior vice president shall forward the list of recommended candidates to the president for the president to confidentially select **five candidates** as external reviewers. **The number of approved candidates shall not be less than four**. The publication reviews shall be processed by the University Faculty Evaluation Committee.

- D. New faculty appointments that are approved by the second-stage review of the College Faculty Evaluation Committee shall be submitted within one month in the beginning of each semester along with certificates and relevant documents, results of external publication reviews, and meeting minutes of the respective intended faculty members to the Office of Personnel Services. The Office of Personnel Services shall forward the approved appointments to the president for the president to make authorization so the University Faculty Evaluation Committee may process final reviews of the appointments.

The appointment procedure of new adjunct faculty is the same as that of full-time faculty. However, new adjunct faculty members with positions of assistant professors or above who have obtained certificates for their positions issued by the Ministry of Education may be reviewed by the College Faculty Evaluation Committee and be exempt from external publication reviews.

- VI. Please refer to relevant regulations of NSYSU for primary appointment, contract renewals, and long-term faculty appointments of the College.
- VII. A faculty member of the College whose appointment contract is not to be renewed shall be notified in writing by the respective institute (department) six months before the end of the contracted period; notified in writing by the College four months before the end of the contracted period; and notified in writing by the university two months before the end of the contracted period.

A full-time faculty member who does not receive notice of non-contract-renewal from the university two months before the end of the contracted period shall have his/her contract unconditionally renewed at the end of the contracted period.

A faculty member who plans to decline appointment after the end of current contracted period shall notify the university **one month** before the completion of the contracted period. A faculty member who desires to resign during his/her contracted period **shall have the resignation approved by the university** before proceeding to handovers of his/her duties and/or public property management as well as obtain his/her resignation documents prior to leaving the position.

- VIII. In the case that a College's faculty member is subjected to termination, temporary termination, or non-contract-renewal, the employing unit shall provide detailed specifications and submit to the faculty evaluation committees of its respective department/institute and the College for approvals in accordance with laws and regulations. The case shall then be submitted to the University Faculty Evaluation Committee. If two-thirds of the attendees of the University Faculty Evaluation Committee meeting approve the case, the case shall then be forwarded to the president and reported to the Ministry of Education.

A faculty member who is dissatisfied with the resolution of termination, temporary termination, or non-contract-renewal shall make an appeal to the University Faculty Appeal and Appraisal Committee within thirty days after receiving the university notice.

- IX. For matters unaddressed in the present guidelines, please refer to relevant regulations of the university.

- X. The present guidelines shall be implemented following approvals of the College's general meetings and the University Faculty Evaluation Committee. The same procedure shall be carried out when amendments are to be made.