

Regulations for Faculty Appointment of National Taipei University of Business

Reviewed and approved at the 2nd University Affairs Meeting of the 1st Semester, Academic Year 2010, on December 9, 2010

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Amended Articles 11 to 13 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2021 on June 16, 2022

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Amended Articles 1, 5, 6, and 14 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2024 on June 12, 2025

Article 1 National Taipei University of Business (hereinafter referred to as the University) hereby formulates these Regulations pursuant to Article 19 of the Regulations Governing the Establishment of the University Faculty Evaluation Committee (hereinafter referred to as the University Faculty Evaluation Committee).

Article 2 The deliberation on the appointment and qualification review of full-time faculty members (hereinafter referred to as "faculty members") of the University shall, in addition to complying with the laws, regulations, and relevant provisions promulgated by the Ministry of Education, be handled in accordance with these Regulations. Where any college, center, office, department (division), institute, or degree program (hereinafter referred to as "each unit") has stipulated more stringent provisions, such provisions shall apply.

Article 3 The academic ranks of faculty members are lecturer, assistant professor, associate professor, and professor. The basic qualifications for the appointment of faculty members referred to in the preceding paragraph shall comply with Articles 16 to 18 of the Teachers' Appointment Act, and appointees shall hold a lecturer certificate or a master's degree or higher.

Article 4 Each unit shall, taking into consideration factors such as faculty staffing quotas, teaching and curriculum needs, and whether new appointees will have sufficient teaching hours, decide whether to make new appointments, and shall process such matters upon approval by the President.

Newly appointed faculty members referred to in the preceding paragraph who teach professional or technical subjects shall have at least one year of practical work experience in an industry related to and beneficial for the field in which they teach. The recognition criteria and review procedures shall be prescribed separately.

The appointment procedure for newly appointed full-time faculty members of the University is as follows:

1. Each unit shall convene its Faculty Evaluation Committee (hereinafter referred to as the "Faculty Evaluation Committee") to determine, based on faculty vacancies and the needs of teaching, academic research, curriculum planning, and overall development, the rank, field of specialization, and qualification requirements of the prospective faculty member, as well as the selection methods, evaluation items and criteria, public recruitment announcements, and other related matters. Recruitment information shall be publicly advertised in the mass media or academic journals in accordance with the principles of fairness, impartiality, and openness.
2. After completing a preliminary review of the academic and professional credentials, works (works, specialized works, evidence of achievements, or technical reports), and other relevant materials of the applicants, each unit shall submit the case to its Faculty Evaluation Committee for evaluation of the applicant's teaching, research, expertise, character, and proposed courses to be taught, and shall conduct a

teaching demonstration, interview, or oral examination as part of the review.

3. Where the candidate has passed review by the unit Faculty Evaluation Committee, an “Application Form for Faculty Appointment” shall be completed and, together with copies of academic and professional credentials, transcripts, and relevant works or inventions, submitted through the Office of Academic Affairs, the Personnel Office, and other relevant units. For candidates who meet the requirements, departments (divisions), institutes, and degree programs shall submit the case to the college Faculty Evaluation Committee and the University Faculty Evaluation Committee for deliberation; colleges, centers, and offices shall submit the case to the University Faculty Evaluation Committee for deliberation.
4. Where the candidate has passed review by the University Faculty Evaluation Committee, the case shall be submitted to the President for approval and appointment.

For the appointment referred to in the preceding paragraph, at least two-thirds of all members of each Faculty Evaluation Committee at the respective level shall be present, and at least two-thirds of the members present shall consent by secret ballot.

Article 5

Where the Faculty Evaluation Committee of a unit has approved the proposed appointment of a faculty member who holds an academic degree but does not yet hold a teacher’s certificate for the proposed rank, the candidate’s works, specialized works (including the degree thesis), evidence of achievements, or technical reports shall be sent to six external scholars and experts for review. The passing standard shall be a score of 70 points, and at least four reviewers must give a score of 70 points or higher.

The external reviewers under the preceding paragraph shall be selected, based on the academic expertise or disciplinary field specified by the applicant, from the external review database of experts and scholars maintained by the department (program), graduate institute, or degree program. The departmental (program/institute/degree program) Faculty Evaluation Committee and the College Faculty Evaluation Committee shall jointly recommend a list of twelve experts and scholars (six recommended by each committee). The convener of the University Faculty Evaluation Committee shall then select six persons from the list to serve as external reviewers, and the materials shall be forwarded confidentially to the Personnel Office for handling. The external review results shall be forwarded confidentially to the convener of the College Faculty Evaluation Committee, who shall convene the College Faculty Evaluation Committee to conduct the second review. Cases that pass the second review shall be submitted to the University Faculty Evaluation Committee for final review. The scoring items for the works, specialized works (including the degree thesis), evidence of achievements, or technical reports referred to in Paragraph 1 are as follows:

1. Research topic.
2. Writing and structure.
3. References.
4. Research methods.
5. Academic or practical value.

The scoring criteria for each item for appointment at the ranks of associate professor, assistant professor, and lecturer shall be separately prescribed in the “Degree-based Review Opinion Form for Teacher Qualification.” Where a teacher to be appointed by the Center for General Education or the Office of Physical Education holds an academic degree but does not yet hold a teacher’s certificate issued by the Ministry of Education, the case shall, *mutatis mutandis* to the procedures set out in Paragraphs 1 and 2, be handled confidentially through the Personnel Office after the convener of the University Faculty Evaluation Committee has selected the external reviewers. The external review results shall be transmitted confidentially to the Center/Office Faculty Evaluation Committee for a second-stage review; cases that pass the second-stage review shall be forwarded to the University Faculty Evaluation Committee for final review.

For a prospective faculty member who has passed review in accordance with this Article, appointment shall be limited to those who hold an official diploma for the relevant degree, and the appointee shall, within three months of assuming the position, prepare the required documents in accordance with the Directions for the Review of Teacher Qualifications at Junior Colleges and Institutions of Higher Education and apply for a teacher's certificate.

Where the Faculty Evaluation Committee of a unit has approved the proposed appointment of a teacher who already holds a teacher's certificate for the proposed rank, the hiring unit shall, *mutatis mutandis* to the procedures set out in Paragraphs 1 and 2, submit the teacher's works from the past five years to three external scholars and experts for review, with the passing standard being a minimum of two reviewers giving a score of 70 points or higher. Where the external review results have been confidentially forwarded and the case has passed secondary review by the Faculty Evaluation Committee of the center, office, or college, it shall be submitted to the University Faculty Evaluation Committee for final review.

Article 6

The database of external expert reviewers maintained by each unit shall be periodically reviewed and updated. Any additions, deletions, or revisions shall be approved by the unit's Faculty Evaluation Committee before use.

Principles for the selection of reviewers:

1. Reviewers shall be selected in line with the applicant's academic field of specialization; where the works submitted span different fields of specialization, the field of specialization of the representative work shall be the primary basis of consideration.
2. As a general rule, reviewers shall hold the rank of professor with qualifications recognized by the Ministry of Education. Where there is no suitable candidate at the rank of professor, cases for qualification at or below associate professor may be reviewed by persons holding the rank of associate professor with qualifications recognized by the Ministry of Education; however, there shall be no situation where a lower rank reviews a higher rank.
3. Where the submission consists of a technical report, works, or evidence of achievements, reviewers shall, to the extent possible, be selected from those who also possess practical experience.
4. Where the submission consists of teaching-practice research specialized works or technical reports, reviewers shall be selected from those who also have an excellent record in teaching.

To ensure fairness and balance, the selection of reviewers shall, to the extent possible, take into account the following principles:

1. The review committee for the same case should, to the extent possible, avoid selecting all reviewers from the same university.
2. It is preferable to avoid selecting professors from the applicant's alma mater (especially where graduation was within the past ten years and from the same department or institute).
3. It is preferable to avoid selecting reviewers who graduated from the same department of the same university as the applicant during the same period.
4. It is preferable to avoid selecting reviewers who have previously participated in related research jointly with the applicant.

Reviewers shall recuse themselves from review if any of the following circumstances apply:

1. The reviewer is the academic advisor of the applicant's research.
2. They are a co-author of the applicant's representative work or a collaborator in related research.
3. The reviewer is currently employed at the same institution as the applicant or has previously served in the same department or institute as the applicant.

4. They fall under any of the circumstances set out in Article 32 of the Administrative Procedure Act.

Where a reviewer fails to recuse themselves in violation of the preceding paragraph, the result of their review shall be invalid. Other valid review results may still be included in the overall review outcome. Where the number of valid external reviewers is insufficient, additional external reviews shall be conducted to make up the shortfall.

Article 7 Where a prospective faculty member holds foreign academic credentials, each unit shall, in accordance with the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, verify the degree certificate, transcripts, and entry and exit records authenticated by an overseas mission, and submit them to the faculty evaluation committees at each level to determine that the credentials are equivalent to those of a domestic institution of the same level and type. Where the study abroad period of the prospective faculty member referred to in the preceding paragraph does not meet the required minimum, the works, specialized works (including the degree thesis), evidence of achievements, or technical reports shall be reviewed by external scholars and experts in accordance with the procedures and standards set out in Article 5 of these Regulations.

Article 8 As a general rule, faculty appointments shall be handled once each semester, and the appointment procedures shall be completed before the start of the appointment periods in February and August each year. The date of appointment shall be the first day of each semester (August 1 and February 1). The schedule for the processing of new faculty appointments by the Faculty Evaluation Committees at each level of the University in the spring and fall semesters is as follows:

1. The Faculty Evaluation Committees of departments (divisions), institutes, and degree programs shall complete open recruitment and review and submit cases to the colleges by April 30 and October 31.
2. The Faculty Evaluation Committees of colleges (centers, offices) shall complete their reviews and submit cases to the University by May 31 and November 30.
3. The University Faculty Evaluation Committee shall complete its reviews and submit the cases to the President for approval and appointment by June 30 and December 31.

Newly appointed faculty members shall, within two weeks of receiving their appointment letters, submit their letter of acceptance to the Personnel Office. If, for any reason, the appointee is unable to accept the appointment, the hiring unit shall submit a written report to the President for approval and return the appointment letter to the Personnel Office for cancellation.

Article 9 The salary of a newly appointed faculty member shall commence from the actual date of assumption of duty.

Article 10 The initial term of appointment for faculty members of the University shall be one year; the first reappointment shall be for one year; each subsequent reappointment shall be for two years.

Article 11 Except where any of the circumstances set out in Articles 14 to 16, 18, 19, 21, or 22 of the Teachers' Act (hereinafter referred to as "the Act") applies, faculty members of the University may not be dismissed, not have their contracts renewed, or suspended.

Any dismissal, non-reappointment, or suspension of a faculty member after appointment shall be handled in accordance with the provisions of the Act.

Prior to appointing a teacher, the University shall verify whether the teacher falls under any of the circumstances set out in Paragraphs 1 and 2, Article 19 of the Act; for teachers already appointed, such verification shall be conducted on a regular basis.

Where a teacher falls under any of the circumstances for dismissal or non-reappointment prescribed in Paragraph 1, Article 3 of the University's Regulations for the Time-limited Promotion of Newly Appointed Faculty Members and Supporting Measures or Article 7 of the University's Faculty Evaluation Guidelines, the teacher shall be dismissed or not

have their contract renewed after deliberation and approval by the Faculty Evaluation Committee and approval by the Ministry of Education.

Article 12

Where, after appointment, a faculty member meets any of the following circumstances, the faculty evaluation committees at each level may, depending on the seriousness of the violation, impose, or concurrently impose, suspension of specific rights for a certain period of time:

1. Circumstances under Articles 14 to 16, 18, 21, or 22 of the Teachers' Act that do not reach the threshold for dismissal, non-reappointment, or suspension.
2. Where, while concurrently holding an administrative position, the faculty member incurs liability for negligence in the performance of such duties; or where, during secondment to a government agency (institution) or a public school to serve in an administrative position, the faculty member incurs liability for negligence in the performance of such duties and is, after leaving such position and returning to the University, sanctioned by the seconding agency.
3. Where conduct in the performance of teaching duties or in teaching, research, or service-related activities violates laws or regulations but does not reach the threshold for dismissal, non-reappointment, or suspension.
4. Conduct detrimental to the reputation of the University.

The suspension of rights referred to in the preceding paragraph shall include:

1. Being ineligible to serve in any administrative or academic leadership position at any level.
2. Being ineligible to serve as a member of any faculty evaluation committee or any other designated committee.
3. Being ineligible for secondment.
4. Being ineligible to apply for or carry out teaching or research assignments or further study, either abroad or domestically.
5. Being ineligible to take a research sabbatical.
6. Being ineligible to apply for research projects.
7. Being ineligible to carry out research projects.
8. Being ineligible for salary grade advancement.
9. Being ineligible to hold concurrent positions or teach concurrently outside the University.
10. Being ineligible to supervise newly admitted graduate students or other designated-year graduate students.
11. Being ineligible to receive academic or research awards.
12. Being ineligible to be recommended to participate in off-campus activities.
13. Being ineligible for promotion.
14. Having academic research funds reduced or suspended.
15. Others.

Article 13

Matters not covered in these Regulations shall be handled in accordance with the University Act, the Teachers' Act, the Teachers' Appointment Act, and other relevant regulations.

Article 14

These Regulations shall be implemented after having been deliberated and approved by the University Faculty Evaluation Committee and the University Affairs Meeting, and submitted to the President for ratification; the same shall apply to any amendments.