

## **Procedures of Promotion for the English Department of Wenzao Ursuline University of Languages**

Approved for reference by the Teacher Evaluation Committee of Wenzao on April 15, 2014

- I.** The following procedures are based on the Regulations of Promotion of Wenzao Ursuline University of Languages.
- II.** When full-time teachers apply for promotion, their qualifications and matters needing attention will be regulated in accordance with the Regulations of Promotion of Wenzao Ursuline University.
- III.** According to the Regulations of Teacher Evaluation, teachers intending to apply for promotion must have passed their teacher evaluation in the year before that of application.
- IV.** Four types of promotion review:
  1. Degree Diplomas
  2. Major works
  3. Proofs of achievements in masterpieces or art
  4. Patents or technical reports
- V.** The above works, proofs of achievements in masterpieces of art, and technical reports must be the academic or artistic original work of the applicant, exclusive of arrangement, addition, deletion, and compilation from other authors. The major works must be related to the fields of the courses taught by the applicants and must abide by the following requirements:
  1. The publications submitted for review must be books that have been published or journal articles that have already been published by national or international journals (including electronic journals with peer-review process and with the appropriate academic credentials), or journal articles that have been accepted with proofs of scheduled publication, or conference proceedings that have been published through process of peer-review (including publications on CD-ROM).
  2. Major works submitted for review must be subsequent by 5 years or less to the award of the present teaching certificate.
  3. Regarding total publications, at least two works (including one major work) together with several secondary works must be submitted.
  4. Major works must be written in English and attached with the abstracts in both English and Chinese; patents or technical reports can be exempt from being written in English but English abstracts are still required.
  5. If the materials to be reviewed are technical reports, masterpieces or proofs of achievements, the relevant regulations will be based on Article 18 of the MOE Review

Regulations of Teacher Qualifications for College Levels and the Above as well as the Regulations of Promotion of Wenzao Ursuline University.

**VI.** The review process of publications for promotion:

1. Applicants must submit all required materials including degree diplomas, major works, and secondary works as well the application forms to the Teacher Evaluation Committee. Failure to do so will lead to rejection of application.
2. When a review meeting of promotions is called, all the members of Teacher Evaluation Committee must read the materials submitted by the applicants carefully beforehand and be present throughout the meeting to qualify for voting.
3. Lower-ranking members in the Teacher Evaluation Committee can neither participate in the review process nor vote when the applicants are of higher academic rank.
4. The Teacher Evaluation Committee should synthetically review the materials submitted by applicants in terms of the categories including, teaching, service and seniority and abide by the Procedures of Teaching and Service of Wenzao Ursuline University:
  - (1) evaluation on teaching: 60%
  - (2) evaluation on service: 40%
  - (3) pass mark: 70
5. The points given by the Teacher Evaluation Committee will be calculated in combination with the points given by the relevant administrators. If applicants pass, their research works and relevant materials (dissertation and works) will be forwarded to the Evaluation Committee of English and International Studies, and the Teacher Evaluation Committee of Wenzao University for final review.
6. If applicants fail to pass the review, the applicants must be informed in writing giving clear reasons for failure by the Teacher Evaluation Committee. Applicants are allowed to make an appeal to the Teacher Evaluation Committee in writing within fifteen days after receiving the note of resolution. The appeal for the same application case can be made only once.

**VII.** The members in the Teacher Evaluation Committee must recuse themselves if their third-degree relatives are applicants.

**VIII.** If submitted materials for review including degree diplomas, curriculum vitae, proofs of achievements or works accepted to be scheduled for publication are found to have been forged, altered, or to contain intentionally false information, or works, masterpieces, technical reports are found to have been copied, or plagiarized, the punishment clauses will be based on the relevant MOE regulations and Wenzao regulations dealing with plagiarism.

**IX.** The above procedures must be approved in the Departmental Affairs Meeting and the Teacher Evaluation Committee of English and International Studies and then be forwarded

to the Teacher Evaluation Committee of Wenzao University for approval. The procedures and any amendments will be implemented with the authorization of the President.