

Regulations of Full-time Faculty Promotion Evaluation Procedures for the English Department of Wenzao Ursuline University of Languages

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- I. The following procedures are established for the promotion of the English Department's (hereinafter referred to as the Department) full time faculty members. The regulations are in accordance with the *Regulations of Full-time Faculty Promotion of Wenzao Ursuline University of Languages*.
- II. When full-time teachers apply for promotion, requirements, qualifications and other related matters will be proceeded based on the *Regulations of Full-time Faculty Promotion of Wenzao Ursuline University*.
- III. According to the *Regulations of Teacher Evaluation*, prospective teachers must have reached their teacher evaluation standards a year prior to the promotion application.
- IV. Academic documents used for promotion review:
 1. Degree or Diploma
 2. Specialized publications
 3. Patents or technical reports
 4. Researches or accomplishments on teaching practices
- V. For those applying for promotion through degree or diploma, the process shall be conducted according to Article 18 of Ministry of Education's "Accreditation Regulations governing Teacher Qualifications at Institutions of Higher Education" and relevant regulations stated in these Guidelines.

VI. For those applying for promotion through publications, technical reports, researches or accomplishments on teaching practices, artistic works or distinguished achievements, the specialized publications should present academic originality. Non-academic works, as well as works composed in collation, additions/deletions, combination, editing or compilation of other authors' works, are not qualified for review. Representative publications must relate to the subject area of the applicant, and comply with the following regulations:

1. Books or journal articles submitted for review must have been published or accepted with proofs of scheduled publication in distinguished scholarly or professional national and international periodicals, including electronic journals that are within the public domain or presentations and papers in domestic or international conferences upon documentary proof of formal review procedures and with published proceedings (printed books or CDs).
2. The representative publications should be within the most recent five years after the previous promotion. Reference publications submitted for review should also be within the most recent seven years after the previous promotion.
3. Number of the application publications: At least two publications, including one representative publication and several reference publications.
4. For those applying for promotion through technical reports, outstanding artworks or distinguished achievements as specialized publications, the process shall be conducted according to Article 18 of Ministry of Education's "Accreditation Regulations governing Teacher Qualifications at Institutions of Higher Education" and relevant regulations stated in these Guidelines.
5. For those applying for promotion through researches or accomplishments on teaching practices, the process shall be conducted according to the Regulations of University's Promotion Application through Researches or Accomplishments on Teaching Practices.
6. Representative publication must be written in English and a Chinese abstract should be enclosed with it. Those apply through patents or technical reports are exempted from the regulation but an English abstract is required.

VII. The evaluation procedures of Full-time faculty promotion are stated below:

1. Applicants must submit all required materials and three score sheets of teaching performance assessment in recent three consecutive years along with proof of degree or diploma, representative publications and reference publications.

After verifications, the application shall be submitted to the Faculty Evaluation Committee; applicants who do not provide all documents or do not meet the requirements will be rejected.

2. When a review meeting of promotion is called, all members of Teacher Evaluation Committee must thoroughly review all the materials submitted by the applicants beforehand, and members should be present throughout the meeting. If any member fails to abide by the above regulations, he or she will be disqualified for voting.
 3. When reviewing a promotion application, committees have to follow the principle that junior faculty member cannot evaluate senior faculty member. The committee must verify the applicants' degree thesis or dissertations and other submitted publications.
 4. Those who fail to meet the recent teaching performance assessment standard will be rejected for application.
 5. The review score given by the Teacher Evaluation Committee will be calculated jointly with the score of administrators' performance review sheet. If applicants pass the requirement, their research works and relevant materials (dissertation and works) along with the committee meeting minute will be forwarded to the Evaluation Committee of English and International Studies, and the Teacher Evaluation Committee of Wenzao University for final review.
 6. For unsuccessful promotion applications, each Faculty Evaluation Committee shall provide specific reasons and inform the applicants in writing. Applicants having doubts about the preliminary result may request a review in writing to Department's Faculty Evaluation Committee within 15 days from the date when the resolution is received. An applicant may not request another review to the committee for the same rank that has been requested.
- VIII. The members in the Teacher Evaluation Committee must recuse themselves from the committee if they are the applicants or their spouses or third-degree relatives are applicants.
- IX. If submitted materials for review including degree or diploma, curriculum vitae, proofs of achievements or works accepted to be scheduled for publications are found to have been forged, altered, or to contain intentionally false information, or artistic works, technical reports are found to have been copied, plagiarized, or other criminal cases involved, the result will be reported to the Ministry of

Education. Meanwhile, the committee will take action according to the university's faculty plagiarism policy and guidelines for the violation of faculty promotion evaluation.

- X. The above procedures must be approved by the Departmental Affairs Meeting and the Teacher Evaluation Committee of English and International Studies and then be submitted to the Teacher Evaluation Committee of Wenzao University for approval. The procedures and modifications will take effect with the authorization of the President.