

# NATIONAL SUN YAT-SEN UNIVERSITY

## College of Science

### Department of Biological Sciences Guidelines for Faculty Appointments

Issued by the 1st Department General Meeting on September 22, 2000, School Year 89.

Reviewed and approved by the 3rd College Faculty Evaluation Committee Meeting on December 4, 2000, School Year 89.

Amended by the 6th Department General Meeting on June 11, 2002, School Year 90.

Amended by the 4th Unscheduled Academic Affairs Meeting on June 8, 2004, School Year 92.

Reviewed and approved by the 1st College Faculty Evaluation Committee Meeting on October 20, 2004, School Year 93.

Amended by the 1st Academic Affairs Meeting on September 19, 2006, School Year 95.

Reviewed and approved by the 2nd College Faculty Evaluation Committee Meeting on October 3, 2006, School Year 95.

- I. The present guidelines are established based on “National Sun Yat-sen University (NSYSU) **Regulations** for Faculty Evaluation Committee **Establishment**” and “NSYSU Regulations for Appointments of Teaching and Research Personnel” to review full-time and adjunct faculty appointments of the Department of Biological Sciences (hereafter referred to as “the Department”).
- II. When there is course or research demand in the Department for full-time faculty ranked assistant and associate professors or above, existing faculty members in various divisions shall conduct preliminary reviews to recommend suitable candidates. A list of candidates shall be submitted to the Department’s faculty evaluation committee for review. Once approved, the candidates shall be processed in accordance with NSYSU’s regulations.
- III. For intended appointments of adjunct faculty at various levels, candidates that possess certifications of the same levels from the Ministry of Education are exempt from external reviews. The candidates shall be approved for internal review if no objection arises from the faculty evaluation committee. Otherwise, a vote shall be held to decide whether an external submission is required for an intended adjunct candidate.
- IV. The appointment of teaching assistants must be reviewed by the Department’s faculty evaluation committee or upon approval of the department chair.
- V. All intended full-time and adjunct candidates must submit all relevant documents to the College of Science three months prior to appointments.
- VI. All new full-time and adjunct faculty appointment cases must be reviewed under **a committee attendance of two-thirds or more members and approved by a majority rule.**
- VII. Newly appointed full-time faculty members (professors not included) must complete their promotions within eight years in accordance with “NSYSU Regulations for Faculty Non-Reappointment;” otherwise, reappointments are not offered. In addition, newly

appointed full-time faculty members must pass their new faculty evaluations within six years; otherwise, reappointments are not offered. The details of the new faculty evaluation shall be established separately by the Department. The evaluation details and results must be submitted to the College Faculty Evaluation Committee for documentation. Relevant regulations must be clearly stated in faculty appointment contracts.

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

## **Revision Comparison Table**

### Existing Provision

- I. The National Sun Yat-Sen University has established the present regulations based on the *Teacher's Review Committee* and *National Sun Yat-Sen University Appointment Regulations for Course Teachers and Researchers* to review the appointment of full- and adjunct course teachers in the Department of Biological Sciences.

### Revised Provision

- I. The National Sun Yat-Sen University has established the present regulations based on the *National Sun Yat-Sen University **Establishment Regulations*** for the *Teacher's Review Committee* and *National Sun Yat-Sen University Appointment Regulations for Course Teachers and Researchers* to review the appointment of full- and adjunct course teachers in the Department of Biological Sciences.

### Existing Provision

- VI. All new appointment cases must be reviewed under a committee attendance of three-quarters or more members and approved with two-thirds of the votes.

### Revised Provision

- VI. All new appointment cases must **be reviewed under a committee attendance of two-thirds or more members and approved with majority votes.**