

National Yunlin University of Science and Technology Guidelines for External Review of Faculty Members' Works

Passed by the 97th University Faculty Evaluation Committee on June 14, 2010

Amended and passed by the 131st University Faculty Evaluation Committee on March 18, 2016

Amended and passed by the 140th University Faculty Evaluation Committee on December 21, 2017

Amended and passed by the 163rd University Faculty Evaluation Committee on October 27, 2020

(Original regulation name: National Yunlin University of Science and Technology Guidelines for External Review of Faculty Members' and Researchers' Works, Revised name: National Yunlin University of Science and Technology Guidelines for External Review of Faculty Members' Works)

Amended and passed by the 177th University Faculty Evaluation Committee on November 9, 2022

Article 1: YunTech has specifically established these guidelines for the external review process of works submitted for faculty appointment and promotion (hereinafter referred to as "work review").

The aforementioned works include those submitted for review in the form of academic dissertations, specialized works, creative works, achievement proofs, and technical reports.

Article 2: When YunTech conducts reviews of works by newly appointed or promotion-seeking faculty members, these works should be sent to external scholars or experts in relevant fields for review, and the process should be centrally managed by the university. For the review of works by newly appointed faculty members, five external reviewers are required, while for the review of works by promotion-seeking faculty members, six external reviewers are required. The external reviewers should ideally be qualified as professors. If suitable candidates are not available, for cases involving associate professors or lower ranks, those who have been approved by the Ministry of Education as associate professors, assistant professors, associate research fellows, or assistant research fellows from the Academia Sinica may serve as reviewers, but they should not review cases of higher rank. For those submitting technical reports for review, the reviewers should ideally have practical experience. The selection of external reviewers mentioned above should be in accordance with the regulations stipulated in the Regulations of the Appointment and Promotion Review for Full-time Faculty Members at National Yunlin University of Science and Technology.

Article 3: For the submission of faculty members' publications for review, the submitter may select up to five pieces, designating one as the representative work and the rest as reference works. If the works are part of a series of related research, they may be combined as the representative work. For those who have previously failed the faculty qualification review, when reapplying, they should add or replace at

least one of the submitted works, which should comply with the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education and the guidelines for submission for review.

In accordance with legal regulations, those who submit their degrees for review may replace the specialized publications with their degree thesis, creative work, performance, or written report, or technical report. However, they should attach the relevant regulations granting the degree as proof.

Article 4: Faculty members at YunTech applying for promotion may submit a list of up to three individuals to be recused for external review of their works. The list should include those are deemed unsuitable for reviewing the work, along with the reasons for their exclusion, to be considered when selecting review committee members.

Article 5: External reviewers must not fall under any of the following circumstances:

- (1) The reviewer was the mentor of the person under review.
- (2) The reviewer is a co-author or collaborator on the work submitted for review.
- (3) The reviewer is currently or has previously served in the same institution or department as the person under review.
- (4) The reviewer has familial ties or is subject to the provisions related to the Administrative Procedure Act, Article 32, with the applicant for promotion.

Article 6: Violations of Article 5, where the reviewer fails to recuse themselves, will result in the disqualification of the review results. However, other valid reviews may still be considered in the evaluation results. If the number of valid external reviewers is insufficient, additional reviewers should be sought to make up for the shortfall.

Article 7: In order to ensure fairness and equality, external reviewers should avoid the following situations:

- (1) All review committee members for the same case are teachers from the same school.
- (2) Teachers from the reviewer's alma mater (especially if the reviewer graduated within the last ten years and from the same department).
- (3) Individuals who graduated from the same department and at the same time as the reviewer.
- (4) Individuals who have participated in related research with the reviewer.

Article 8: For special categories or when it is difficult to appoint domestic review committee members, foreign professors may be selected to serve.

Article 9: In order to maintain the fairness of the review process, the review process of the university, external review opinions, and reviewers should be kept confidential. If internal personnel of the university violate acted in violation, they will

be disciplined with according to relevant regulations. If the external review committee member does not keep confidentiality, they will not be reappointed as an external review committee member of YunTech.

If the person submitting for review or someone on their behalf seriously interferes with the reviewers or the review process through solicitation, lobbying, bribery, threats, or other means, their qualification review process should be immediately halted, and the person submitting for review should be notified. For two years from the date of notification, their application for faculty qualification review will not be accepted.

Article 10: The returned materials and review opinions from the external review committee should be organized, and handwritten documents should be retyped and proofread. When provided for the reference of the Faculty Evaluation Committee, the names of the review committee members should not appear.

Article 11: When a faculty member's application for promotion is not approved by the college-level or university-level faculty evaluation committee, the faculty member should be informed of the external review opinion. The faculty member may initiate a relief procedure in accordance with the relevant provisions for appeal or complaint.

Article 12: The review fee is principally set at three thousand dollars per reviewer; part-time faculty member are responsible for their own review fees.

Article 13: The format of YunTech is based on the " Faculty member's Work Review Opinion Form" stipulated by the Ministry of Education. Each college's " Faculty member's Work Review Opinion Form" can be established by the college's Faculty Review Committee, provided it does not violate the unified regulations of the Ministry of Education.

Article 14: These guidelines are implemented after being approved by the Faculty Review Committee of YunTech, and the same applies when amendments are made.