

# Taipei Medical University Faculty Publication External Referee Guidelines

Taipei Medical University, 2009.09.24 Modified

1. In accordance with the Ministry of Education's regulations of selecting committee members for reviewing college teachers' publications, the 951129 official letter No. 0950178543 and Taipei Medical University Faculty Appointment and Promotion Regulations, here comes Taipei Medical University's Guidelines of Selecting External Referee for Reviewing Faculty Publication.
2. For processing the recruit of new faculty and teacher's promotion, applicants' publications must be sent to the experts and scholars outside the school for review. The external referees will follow the 13th article of the procedure of recruiting faculty members. However, if the newly recruited teacher has a teacher certificate that has been approved by the Ministry of Education, he /she will not go through the external review. After the recommendation by the college, the teacher applicant will be referred to the School's faculty member review committee.
3. For teachers who apply for promotion they should provide a list of avoidance of referees.  
The avoidance list should be sent to the school and the school-level evaluation committees for inspection.
4. The department and the college should provide the external referee committee of the school with a list of recommended members which includes six persons or more for reference.
5. The members of the external referees committee may add candidates as the external referees according to their expertises, in addition to the list sent from the department and college concerned.
6. The evaluation committee members shall be of professors with certificates approved by the Ministry of Education. If there is no suitable professor candidate, a proposed qualification review for positions under the associate professor may be evaluated by an associate professor who has been approved by the Ministry of Education. An associate professor cannot review an application on professor promotion.
7. If the evaluation committee member has one of the following circumstances, he/she shall evade the review:
  - (1) The applicant's dissertation advisor
  - (2) Those who have close cooperation relation with the applicant
  - (3) Those who have special issues with the applicant
  - (4) Each school can have at most one application case of the same level

external referee

8. The external examination fee of the teacher's work:
  - (1) Full-time teachers: The expenses for external reviews for new recruits and promotions are covered by the school.
  - (2) Part-time teachers: the cost of the external reviews for new recruits and promotions shall be paid by themselves; if it is the application case from part-time teachers of the affiliated hospitals or the cooperative hospitals, the fee are paid by the affiliated hospitals and the cooperative hospitals.
9. The selection and evaluation of the external referees shall be kept confidential.
10. If any situation of the applicant asking, lobbying, interfering with the referees, etc., once being verified, the application should be rejected.
11. The guidelines are implemented after the approval of the school's faculty evaluation committee. The same applies to the amendment.