

Taipei Medical University Enforcement Rules for the Regulations Governing the Appointment and Promotion of Teaching Faculty at the College of Medicine

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Amended by document No. 1100001580 TMU Xiao Ren Tze on May 7th, 2021 for 11 articles.

Article 1 To smoothly administer the appointment and promotion of faculty members and fully protect the rights and interests of teachers, the following enforcement rules (hereinafter referred to as “the Rules”) were formulated by the College of Medicine (hereinafter referred to as “the College”) in accordance with the *Act Governing the Appointment of Educators, Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, and Article 10 of the *TMU Regulations Governing the Appointment and Promotion of Teaching Faculty*.

Article 2 The Rules apply to the appointment, promotion, reappointment, and the change of rank of full-time and part-time faculty members.

Article 3 The paths and requirements for faculty appointment and promotion in the College are aligned with the spirit of diversity. The three paths of appointment and promotion include academic research, teaching, and industry-academia collaboration. The appointment and promotion of faculty members shall be administered in accordance with Articles 2 to 6 of the *TMU Regulations Governing the Appointment and Promotion of Teaching Faculty*.

Article 4 Applicants for appointment and promotion shall submit application within the time announced by the University with all the documents required. The application procedure shall be administered in accordance with Articles 7 to 19 of *TMU Regulations Governing the Appointment and Promotion of Teaching Faculty*.

Article 5 The application of appointment and promotion shall be reviewed by the College Teacher Review Committee in accordance with the following rules:

1. Items for substantive review include public speeches, the evaluation of teaching, research and services, and a comprehensive evaluation of the applicant’s contribution to the school, as specified in Article 7 of the Rules.
2. Applicants seeking for the position of assistant professors or above must participate in public speeches held by the College.
3. Upon approval, the application, enclosed with the minutes of the review meeting, shall be

submitted to the University Teacher Review Committee for further review.

4. Applicants who do not pass the review shall be notified and provided with specific reasons by the College Teacher Review Committee.

Article 6 Applicants for new appointment and promotion shall submit the following documents:

1. Forms and documents listed on the website of the Office of Human Resources of the University.
2. Other reference materials specified in Article 7 of the Rules.
3. Applicants with doctoral degrees or master's degrees shall submit the original copy or photocopy of the degree certificate.
4. Applicants shall submit the numbers of copies required of their academic publications, teaching reports, academic works, or technical reports in accordance with the University's regulations. Publications and documents used to apply for previous promotion must not be resubmitted. The proposed representative publications shall be published within five years after the previous promotion. Publications that are pending for publishing shall be enclosed with a certificate of publishing.
5. Applicants for new appointment must enclose two letters of recommendation, one of which must be from their direct supervisor.
6. Faculty members with teacher qualification issued by the Ministry of Education (MOE) seeking for the change of rank shall submit the following documents: a list of the applicant's academic publications, the copy of teacher certificate issued by the MOE, and the syllabus of courses taught in the previous semester. The reference materials will be reviewed by the College Teacher Review Committee, and the results will be submitted to the University Teacher Review Committee for further review and appointment upon approval.

Article 7 Applicants may apply for new appointment and promotion through one of the three paths: academic research, teaching, or industry-academia collaboration. The preliminary review of the application will be conducted by two to four full-time professors at the College appointed by the Dean of the College. The results of the preliminary review will be compiled into three comments and submitted to the College Teacher Review Committee for further review. Upon approval, the application, enclosed with the minutes of the review meeting, shall be submitted to the University Teacher Review Committee for further review. The requirements for the three appointment and promotion paths are as follows:

1. Academic Research:
 - I. Evaluation criteria on teaching and service contribution:

In accordance with the *Evaluation Form of Teaching, Research, and Services of Teachers at the College of Medicine of TMU* and the *Grading Form of Research and Services of Teachers at the College of Medicine of TMU*.
 - II. Evaluation criteria on research contribution:
 - i. In accordance with Paragraph 1, 4, 5, and 6 of Article 2 and Article 3 of *Guidelines on TMU Faculty Promotion Points Standards*.
 - ii. Academic research submitted must be original and coherent.
 - iii. Applicants for new appointment and promotion must be the first author or corresponding author of the representative publication. If there are two or more co-authors, a certificate of co-authorship must be enclosed.
 - iv. Faculty members seeking for promotion shall meet the following requirements based

on their rank:

(1) Professor:

- (1-1) The applicant shall submit at least three academic papers related to their professional fields as the main publications, and must be the single and first author or the single corresponding author of the papers. One of the publications shall be listed as the representative publication. Publications with the impact factor (IF) ≥ 15 are not subject to the requirement of single authorship.
- (1-2) The applicant must be the single corresponding author of the representative publication, which shall be ranked among the top 20% in its related field or have an IF ≥ 5 . Publications with IF ≥ 15 are not subject to the requirement of single corresponding authorship.
- (1-3) The applicant shall specify the originality of three of the main publications with no more than 400 words.
- (1-4) The applicant shall submit the citation counts of their most cited publications (five at most) published within five years of which the applicant must be the first or corresponding author.
- (1-5) The applicant must be the principal investigator of at least one research project that follows a peer review process from Taiwanese or foreign government agencies or the principal investigator of at least one topical research project from the National Health Research Institutes within five years in their current positions.

(2) Associate Professor:

- (2-1) The applicant shall submit at least two academic papers related to their professional fields as the main publications, and must be the single and first author or the single corresponding author of the papers. One of the publications shall be listed as the representative publication. Publications with IF ≥ 15 are not subject to the requirement of single authorship.
- (2-2) The representative publication shall be ranked among the top 40% in its related field or have an IF ≥ 5 . Publications with IF ≥ 15 are not subject to the requirement of single and first authorship or the single corresponding authorship.
- (2-3) The applicant shall specify the originality of two of their main publications with no more than 400 words.
- (2-4) The applicant shall submit the citation counts of their most cited publications (five at most) published within five years of which the applicant must be the first or corresponding author.

(3) Assistant Professor:

- (3-1) The applicant shall submit one academic paper related to their professional fields as the main publication, and must be the single and first author or the single corresponding author of the paper.
- (3-2) Publications with IF ≥ 15 are not subject to the requirement of single and first authorship or single corresponding authorship.

- v. For applicants submitting doctoral dissertation to apply for the position of assistant professors: clinicians shall have at least 150 research points; the research point required for non-clinicians is administered in accordance with the *New Appointments Search Committee Policies and Procedures*. For applicants holding other degrees, they shall have at least 250 research points in order to apply for the position of assistant professors. In addition to a dissertation, the applicant must submit at least one SCI papers of which the applicant must be the first or corresponding author or one SCI paper with IF ≥ 5 . (Applicants who specialize in Humanities in Medicine may submit

- SSCI or EI papers.)
- vi. Newly-appointed medical researchers at the Department of Medicine shall meet the requirements of publication standard point for newly-appointed teachers, as specified in Article 4 of *TMU Regulations Governing the Appointments and Promotion of Faculty*.
 - vii. The field ranking of the applicant's representative publication shall be based on the latest ranking or Impact Factor of the InCites Journal Citation Reports (InCites JCR) or the 5-year Impact Factor up until the submission deadline regulated by the University.
2. Teaching:
- I. Evaluation criteria on research and service contribution:
In accordance with the *Evaluation Form of Teaching, Research, and Services of Teachers at the College of Medicine of TMU* and the *Grading Form of Research and Services of Teachers at the College of Medicine of TMU*.
 - II. Evaluation criteria on teaching contribution:
In accordance with Paragraph 2, 4, and 5 of Article 2 and Article 3 of *Guidelines on TMU Faculty Promotion Points Standards*.
3. Industry-academia Collaboration:
- I. Evaluation criteria on teaching and service contribution:
In accordance with the *Evaluation Form of Teaching, Research, and Services of Teachers at the College of Medicine of TMU* and the *Grading Form of Research and Services of Teachers at the College of Medicine of TMU*.
 - II. Evaluation criteria on research contribution:
In accordance with Paragraph 3, 4, and 5 of Article 2 and Article 3 of *Guidelines on TMU Faculty Promotion Points Standards*.
4. Full-time teachers applying for promotion through one of the three paths must submit publications published in the name of the College and the University. Part-time teachers applying for promotion through the path of Academic Research must submit at least three publications, including the representative publications, published in the name of the University.
 5. For applicants who once submitted master's theses or doctoral dissertations for appointment, the representative publications submitted for review must not be part of the theses or dissertations, and a copy of the theses or dissertations must also be submitted for reference.
 6. Representative publications, teaching reports, or technical reports that did not pass previous reviews shall not be resubmitted. Applicants who submit a new application must specify the revisions made to the submitted materials and the difference from those submitted previously.
 7. Should the documents submitted for review or the calculation of research standard points be false, the College Teacher Review Committee may refuse to review and reject the application. Should the circumstances be deemed serious by the Teacher Review Committee, the applicant shall not resubmit applications in the following one to three years depending on the severity of the circumstances, and the case shall be submitted to the Research Ethics Committee for review.

Article 8 The rules governing non-reappointment and termination of full-time teachers of any rank are handled in accordance with Article 5 of *TMU Regulations Governing the Appointment and Promotion of Teaching Faculty*.

Article 9 The regulations governing the reappointment of faculty members are as follows:

1. In accordance with Article 4 and 6 of the *TMU Regulations Governing the Appointment and Promotion of Teaching Faculty* and Article 6 of the *Taipei Medical University Regulations for Teaching Faculty Evaluation*.
2. For full-time, part-time, and co-employed teachers, and clinical preceptors of TMU-affiliated

Hospitals to be reappointed, they must meet one of the following requirements within three years:

- I. Have served as the principal instructor of courses of the College (required for full-time teachers)
 - II. Have served as the instructor of PBL or GOSCE courses
 - III. Have served as the examiner of OSCE
 - IV. Have served as the member of thesis/dissertation oral defence committee of the College
 - V. Have served as the interviewer of the College's entrance examination
 - VI. Have served as the instructor of projects-based courses devised by the College
 - VII. Have served as the instructor of courses of basic clinical skills or clinical practicum
 - VIII. Have served as the teaching attending physician at one of the three TMU-affiliated Hospitals
3. Applicants with exceptional contributions may be exempt from the requirements with approval by the College Teacher Review Committee.

Article 10 Matters not mentioned herein shall be handled in accordance with the *Taipei Medical University Regulations Governing the Appointment and Promotion of Teaching Faculty*

Article 11 The above enforcement rules take effect upon promulgation with approval by the University Teacher Review Committee. Amendments shall follow the same procedure.

(The above rules are available in both Chinese and English. In the event of discrepancies, the Chinese version shall prevail.)