

Regulations Governing Appointment and Promotion of Faculty in College of Medicine of Taipei Medical University

Approved at University Faculty Evaluation Committee on December 16, 2015
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Amended at University Faculty Evaluation Committee on June 28, 2022
Amended by the order of Bei-Yi-Xiao-Ren-Zi No. 1110010896, 12 articles in total, on July 28, 2022

Article 1 (Purpose)

To enable the initial appointment or promotion of the faculty to be smoothly implemented and fully protected our faculty's rights, the College promulgated the Regulations Governing Appointment and Promotion of Faculty in College of Medicine (hereinafter referred to as the Regulations) in accordance with the Act Governing Appointment of Educators, the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education and Article 9 of the Enforcement Regulations Governing Appointment and Promotion of Faculty in Taipei Medical University (hereinafter referred to as the Regulations for Appointment and Promotion of Faculty).

Article 2 (Applicable scope)

The Regulations apply to the initial appointment, promotion, re-appointment, and replacement of full-time and part-time faculty.

Article 3 (Qualifications, approaches, and conditions)

The qualifications, approaches, and conditions of the initial appointment

and promotion of the faculty in the College are conducted in accordance with Article 2 to Article 6 of the Regulations for Appointment and Promotion of Faculty. The approaches to the promotion of the faculty include academic development type and teaching practice type.

Before September 30, 2023, teachers can apply for promotion of academia and industry application type in accordance with the Enforcement Regulations Governing Appointment and Promotion of Faculty in Taipei Medical University, amended on March 27, 2019, and the Regulations Governing Appointment and Promotion of Faculty in College of Medicine of Taipei Medical University, amended on March 15, 2021.

Article 4 (Procedures)

After collecting the required documents, the faculty shall apply for an initial appointment or promotion within the publication period announced by the University. Procedures are conducted in accordance with Article 7 to Article 15 of the Regulations Governing Appointment and Promotion of Faculty.

Article 5 (Review regulations)

The regulations for the review of an initial appointment or promotion by the College Faculty Evaluation Committee are as follows:

- A. Items for review include public speeches, the teaching, research, and service evaluation referred to in Article 7 in the Regulations, and overall contribution to the university, all of which are considerations for a comprehensive evaluation.
- B. Teachers applying for assistant professor level or the higher level shall attend the public speech of the College.
- C. After the application passes the review, the result, as well as the minutes, will be sent to the University Faculty Evaluation Committee for review.
- D. Applicants who fail the promotion review will receive documentary information as well as the details of the failed review by the College Faculty Evaluation Committee.

Article 6 (Submission for review and re-employment procedures)

Teachers of each level shall submit the documents below when applying

for an initial appointment or promotion to the College:

- A. Each form that is listed on the website of the Office of Human Resource is required.
- B. Teachers applying for an initial appointment or promotion must submit the proof documents for the evaluation of promotion approaches in Article 7 of the regulations for review.
- C. Applicants with a doctoral or master's degree must provide copies of the degree certificate or original degree certificate.
- D. Representative publications (works) and teaching practice reports or academic writings and offprints of technical reports shall be submitted in accordance with the regulations of the University. The works used for the application for the former academic rank shall not be reused. Submitted publications shall be published when the applicants are in the current academic rank and shall be the following research results published within the recent five years. If the publications have been accepted but not yet published, or are in the process of publication, the relevant proof documents shall be submitted.
- E. Applicants for an initial appointment have to submit two recommendation letters.
- F. If certified by the Ministry of Education and qualified as teachers of domestic universities, applicants for replacement must submit publications, copies of certificates certified by the Ministry of Education for application for replacement, course schedule in the last semester, etc., to the College Faculty Evaluation Committee for review. After the result of the review by the College Faculty Evaluation Committee is sent to the University Faculty Evaluation Committee and approved, the applicants can be appointed.

Article 7 (Review procedures and conditions)

To review the initial appointment and promotion of teachers of each level, the dean must select two to four committee members from full-time professors of the College. The committee lists three pieces of review feedback, according to the feedback of teaching, research, and service. The feedback will be submitted to the College Faculty

Evaluation Committee for review. If passing the review, the result and the minutes will be submitted to the University Faculty Evaluation Committee for review.

A. Academic development type:

(A) Teaching and service review criteria: the review is conducted in accordance with the Feedback Form of Teaching and Research Service of Faculty in College of Medicine of Taipei Medical University and Evaluation Form of Teaching Service of Faculty in College of Medicine of Taipei Medical University.

(B) Research review criteria:

1. The review is conducted in accordance with the Regulations Governing Standards of Promotion of the Faculty.
2. Academic research must feature innovation and consistency.
3. Representative publications for the application for an initial appointment or promotion shall be limited to first-author or corresponding-author original publications. If publications are co-publications, the certificates of co-authorship must be submitted.
4. Applicants for promotion of each level shall meet each requirement below:

(1) Professor level:

(1-1) Main publications shall be at least three research papers in the fields related to the applicant's major and shall be single first-author or single corresponding-author publications. One of them shall be chosen as the representative publication.

(1-2) Representative publications shall be single corresponding-author and rank in the top 20% in the field, or JIF is ≥ 5 ; teachers of Discipline C are not limited to the ranking in the field.

(1-3) Applicants must detail the relation and innovation of the three main publications, in up to 400 words.

(1-4) Applicants shall submit times cited of the first-author or corresponding-author papers published within the

recent five years. Up to five most cited papers can be submitted for reference.

- (1-5) Within the recent five years, applicants shall apply for and be in charge of at least one research project, and the project shall be managed by international or domestic governmental institutes with review systems or annual research projects by the National Health Research Institute.
- (2) Associate professor level:
 - (2-1) Main publications shall be at least two research papers in the fields related to the applicant's major and shall be single first-author or single corresponding-author publications. One of them shall be chosen as the representative publication.
 - (2-2) The representative publication shall rank in the top 40% in the field, or JIF is ≥ 3 ; teachers of Discipline C are not limited to the ranking in the field.
 - (2-3) Applicants must detail the relation and innovation of the two main publications, in up to 400 words.
 - (2-4) Applicants shall submit times cited of the first-author or corresponding-author papers published within the recent five years. Up to five most cited papers can be submitted for reference.
- (3) Assistant professor level: A research paper in the fields related to the applicant's major must be submitted as the representative publication, and shall be a single first-author or single corresponding-author paper.
- (4) The number of international co-publications: at least three are required for applicants applying for promotion of a professor, and at least two are required for applicants applying for promotion of an associate professor. Teachers of Discipline C are not limited to the regulation. Applicants don't have to be the first author or corresponding author of the aforementioned international co-publications. The

aforementioned international co-publications refer to papers whose co-authors are from other countries or foreign regions other than Taiwan.

5. Papers of Equal Contribution shall not be the representative publications and main publications, but those whose JIF is ≥ 15 are excluded.
6. Clinicians certified by the Ministry of Education as associate professors (or higher levels) and acknowledged with professional reputation or achievement domestically and internationally are not limited to Subsection 1 Paragraph 2 when applying for an initial appointment of a part-time or full-time teacher of the same level, but only have to provide proof documents of teaching and research in fields related to the major for review.
7. If applicants with a doctoral degree apply for a certificate of an assistant professor, the research points of clinicians shall reach 150, and the research points of those not clinicians shall meet the standards of the regulations established by the selection panel of the initial appointment; research points of applicants of other levels for a certificate of an assistant professor shall reach 250. In addition to dissertations, at least an SCIE journal article (institutions of Medicine or Liberal Arts may adopt first-author or corresponding-author journal articles published on SSCI or EI), or an SCIE paper whose JIF is ≥ 5 .

B. Teaching practice type:

- (A) Research and service review criteria: the review is conducted in accordance with the Feedback Form of Teaching and Research Service of Faculty in College of Medicine of Taipei Medical University and Evaluation Form of Research and Service of Faculty in College of Medicine of Taipei Medical University.
- (B) Teaching review criteria: the review is conducted in accordance with the Regulations Governing Standards of Promotion of the Faculty.

C. For full-time teachers' submitted publications, if they are written

when the teachers serve in the University, they shall be published in the name of the College and the University; for part-time teachers applying for promotion of academic development type, among the submitted publications, including representative publications, at least three of them shall be published in the name of the University.

- D. If applicants once got appointments with the dissertations, the content of the representative publications for promotion shall be different from the dissertations, and a copy of the dissertation shall be submitted for future reference.
- E. If failing the first review, the same representative publications and teaching practice reports can not be resubmitted. The differences and revision of the documents must be explained for the resubmission.
- F. If applicants submitted false documents and points, the College Faculty Evaluation Committee can refuse the review and return the applications; if the Faculty Evaluation Committee deems it a serious violation, according to the seriousness, applicants will not be allowed to submit the application within one to three years and will be sent to Academic Ethics Committee for review.

Article 8 (Non-reappointment or dispatch regulations)

Relevant regulations for non-reappointment or dispatch of full-time teachers at all levels shall be implemented in accordance with Article 5 of Regulations Governing Appointment of Faculty in Taipei Medical University (hereinafter referred to as the Regulations Governing Appointment of the Faculty).

Article 9 (Re-appointment regulations)

The relevant regulations for re-appointment are as follows:

- A. It is conducted in accordance with Article 4 and Article 6 of the Regulations Governing Appointment of the Faculty.
- B. For the yearly re-appointment, the full-time, part-time, jointly appointed faculty and the clinical teachers of the affiliated hospital must serve in one of the following positions of the College within the recent three years: professors of the courses (full-time), PBL

teachers, OSCE examiners or GOSCE teachers, members of the admissions committees or oral exam committees, teachers of other projects planned by the College, teachers of the basic and clinical courses, clinical practicum or skill courses, and teaching attending physicians of the three affiliated hospital.

- C. Applicants having made special contributions and approved by the College Faculty Evaluation Committee are not limited to Subsection 2.

Article 10 (Unsettled matters)

The unsettled matters of the regulations shall be conducted in accordance with the Regulations Governing Appointment and Promotion of the Faculty, the Regulations Governing Appointment of the Faculty, the relevant regulations of the university and the relevant regulations of the Government.

Article 11 (Approval authority)

The Regulations come into effect after the approval from the University Faculty Evaluation Committee and the promulgation; the same when they are amended.

Article 12 (Implementation and sunset clause)

The Regulations come into effect from the date of the promulgation. But Article 7, Paragraph 1, Subsection 1, Item 2, point 4-4 of the Regulations were amended on June 28, 2022, and will take effect on October 01, 2023.

**Evaluation Form of Teaching Service of Faculty in College of
Medicine of Taipei Medical University
(Applicable to Promotion of Associate Professor (or higher level) of
Academic Development Type)**

Institution in charge of review	Applicant	Promotion level		
Item for review	Specific items and points for review	School of Medicine Faculty Evaluation Committee	Committee Member of College of Medicine 1	Committee Member of College of Medicine 2
I · Research performance (60%)	Reach the lowest standard of promotion of academic development type; research paper points are _____. The lowest score of research performance required for promotion is 65. Additional points are available when the conditions below are satisfied. (Full score shall be limited to 100)			
	Excellent paper	1. Additional points: Higher than the threshold for promotion score by 20%: add 5 points Higher than the threshold for promotion score by 50%: add 15 points Higher than the threshold for promotion score by 75%: add 30 points 2. First-author or corresponding-author papers get additional points in the field ranking: IF is ≥ 5 or Ranking is $< 10\%$, and are single first-author or single corresponding-author papers: add 5 points for each paper IF is ≥ 10 or Ranking is $< 5\%$: add 10 points for each paper IF is ≥ 15 : add 20 points for each paper		
II ·	Basic score starts from 70. Additional points are available when the conditions below are satisfied and proved with documents. (Full score shall be limited to 100)			

Teaching performance (20%)	1. Teaching load 2. Student evaluation 3. Lesson plan production 4. Teaching evaluation 5. Teacher growth activities 6. Medical record and teaching (only for teachers of clinical department of School of Medicine)					
III · Service performance (20%)	Basic score starts from 70. Additional points are available when the conditions below are satisfied and proved with documents. (Full score shall be limited to 100)					
	1. On campus	(1) Extent of participation in affairs of the university (2) Extent of participation in affairs of the department of the college (3) Student affairs and counseling				
	2. Off-campus	(1) Participation in academic profession (2) Participation in public administration (3) Specific events of international cooperation				
Comprehensive Feedback	Highly recommended	Recommended	Reluctantly recommended	Not recommended		

Notes:

1. The score of each performance above shall be ≥ 70 . Teachers have to provide relevant proof documents for evaluation.
2. Clinicians certified by the Ministry of Education as associate professors (or higher levels) and acknowledged with professional reputation or achievement domestically and internationally are not limited to Subsection 1 Paragraph 2 when applying for an initial appointment of a part-time or full-time teacher of the same level, but only have to provide proof documents of teaching and research in fields related to the major for review.

Reviewer: _____

Date: _____

**Evaluation Form of Teaching Service of Faculty in College of
Medicine of Taipei Medical University
(Applicable to Promotion of Assistant Professor of Academic
Development Type)**

Institution in charge of review	Applicant	Promotion level			
Item for review	Specific items and points for review		School of Medicine Faculty Evaluation Committee	Committee Member of College of Medicine 1	Committee Member of College of Medicine 2
Research performance					
Reach the lowest standard of promotion of academic development type; research paper points are _____.					
II · Teaching performance	Basic score starts from 70. Additional points are available when the conditions below are satisfied and proved with documents. (Full score shall be limited to 100)				
		1. Teaching load 2. Student evaluation 3. Lesson plan production 4. Teaching evaluation 5. Teacher growth activities 6. Medical record and teaching (only for teachers of clinical department of School of Medicine)			
III · Service performance	Basic score starts from 70. Additional points are available when the conditions below are satisfied and proved with documents. (Full score shall be limited to 100)				
	1. On campus	(1) Extent of participation in affairs of the university (2) Extent of participation in affairs of the department of the college (3) Student affairs and counseling			
	2. Off-campus	(1) Academic profession (2) Public administration (3) Specific events of international cooperation			

Comprehensive Feedback	Highly recommended	Recommended	Reluctantly recommended	Not recommended
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Notes: the score of each performance above shall be ≥ 70 . Teachers have to provide relevant proof documents for evaluation.

Reviewer: _____

Date: _____

**Evaluation Form of Research, and Services of Faculty in College of
Medicine of Taipei Medical University
(Teaching practice type)**

Department		Applicant		Rank		
Review Category	Review Criteria			Teacher Evaluation Committee of Department of Medicine	Committee Member 1 of College of Medicine	Committee Member 2 of College of Medicine
1. Teaching Performance Reach the lowest standard of promotion of teaching practice type; research paper points are _____.						
2. Research Performance	1. Research paper points of non-teaching practice type 2. Number of research projects of non-teaching practice type					
3. Service Performance	On-campus	(1) Participation in school-level affairs (2) Participation in college- and department-level affairs (3) Participation in student affairs and counselling				
	Off-campus	(1) Academic professionalism (2) Public administration (3) Specific achievements in international cooperation				

Note: The score for each of the abovementioned criteria should be ≥ 70 . The applicant shall provide supporting documentation to facilitate evaluation.

Reviewer: _____

Date: _____

The following forms are required for appointment and promotion to associate professors and higher ranks at the College of Medicine of TMU

Date of Creation: ____ (Day) ____ (Month) ____ (Year)

Department		Applicant		Rank	
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1. Excellent publications:

Definition: the publications published within five years of which the applicant is the first or corresponding author. The publication must be in its related fields with an IF \geq 5 or Ranking $<$ 10%.

No.	Publication Information Author(s) (same order as the published article), Title, Journal Name, Volume, Pages, and Date of Publication.	IF	Ranking
1			
2			
3			
4			
5			

2. The top five most cited publications (five publications at most) published within five years of which the applicant is the first or corresponding author.

(Recommended source: Scopus)

No.	Publication Information Author(s) (same order as the published article), Title, Journal Name, Volume, Pages, and Date of Publication.	Total Number of Citations	
		Number of Others' Citation	*Number of Self-citation
1			
2			
3			
4			
5			

3. Specify the continuity and originality of the main publications

- ◎ **To apply for the position of professors, the applicant shall specify the continuity and originality of three of their main publications with no more than 400 words.**
- ◎ **To apply for the position of associate professors, the applicant shall specify the continuity and originality of two of their main publications with no more than 400 words.**