

Regulations on the Service Extension for Professors at Taipei Medical University

Enacted and approved by the University Faculty Evaluation Committee on Apr. 29, 2016
Amended and approved by the University Faculty Evaluation Committee on Aug. 29, 2017
Amended and approved by the University Faculty Evaluation Committee on Jul. 25, 2023
Amended and approved by the University Faculty Evaluation Committee on Nov. 22, 2023
Amended and approved by the University Faculty Evaluation Committee on Feb. 23, 2024
Nine articles amended per Order Bei-Yi-Xiao-Ren-Zi No. 1130004537 dated Mar. 21, 2024

Article I (Objective)

To improve the research quality of researchers and safeguard their rights, Taipei Medical University (TMU) hereby establishes the “Taipei Medical University Regulations for Research Personnel Promotion” (hereinafter the “Regulations”) in accordance with the “Taipei Medical University Researcher Appointment and Promotion.”

Article II (Review procedure)

Researchers of each category and at each rank may apply for promotion if they have, within the five years following their attainment of a preceding rank and prior to the review, met relevant promotion criteria with respect to the research papers they have published, the research projects they have hosted, and the required scores they have accrued for research outcomes, administrative services, and other applicable services delivered. Upon approval by the Research Personnel Evaluation Committee, the application for promotion will be submitted to the University Faculty Evaluation Committee for deliberation.

Article III (Promotion criteria)

Researchers at the TMU are respectively categorized as research-and service-oriented. To obtain promotion, they shall meet the following criteria:

1. Length of valid period for submitted documents: Documents submitted for review shall have been published or implemented after the candidate achieved their current rank and within a five-year period prior to the submission.
2. Minimum requirement: Number of research papers and projects.

Candidates at each rank shall meet the criteria in the table below for the

number of papers published as the first author or corresponding author and for the number of research projects conducted.

Minimum requirement		No. of projects		No. of papers	
Rank applied for		Research Fellow	Associate Research Fellow	Research Fellow	Associate Research Fellow
Category	Research-oriented	3	2	5	3
	Service-oriented	1	1	3	2

Details about the required number of papers and projects are provided as follows:

- Journal Impact Factor (JIF) conversion to the number of papers counted:
 - Paper with a JIF of ≥ 8 counts as 2 papers.
 - Paper with a JIF of ≥ 10 counts as 3 papers.
 - Paper with a JIF of ≥ 20 counts as 5 papers.
- Representative papers:
 - Research-oriented researchers: For those applying for promotion to Research Fellow, a series of at least 3 papers in relevant fields shall be submitted, with at least 1 selected as a representative paper. For those applying for promotion to Associate Research Fellow, at least 2 papers relevant fields shall be submitted, with at least 1 selected as a representative paper.
 - Service-oriented researchers: For those applying for promotion, regardless of their rank, they shall have at least one representative paper that has been published.
- Newly hired foreign researchers are exempted from the aforementioned required the number of projects. However, those applying for promotion to Research Fellow shall meet the requirement specified in point 6 of this note.
- Projects includes external research projects or industry-academia projects conducted with domestic or foreign government organizations, partner universities, partner hospitals, or the National Health Research Institutes (NHRI). Any industry-academia project with a cumulative funding of NT\$500,000 (all the expenses mentioned throughout the rest of the Regulations are expressed in NT\$) may be recognized as one conducted with a government organization; for research-oriented researchers, any number of such projects they have conducted are counted as just one for score calculation.
- The number of projects required for service-oriented researchers may be substituted with their papers. However, for promotion to Research Fellow, they shall meet the requirement specified in point 6 of this note.
- Researchers who apply for promotion to Research Fellow must host at least one peer-reviewed project conducted with a domestic or foreign government organization or the NHRI.
- Any project where the candidate serves as the principal investigator, rather than a co-principal investigator or associate principal investigator, is counted.

3. Number of international co-authored papers

Researchers shall publish at least one international co-authored paper.

Any researcher that applies for promotion does not need to be the first or corresponding author of the aforementioned paper. The term “international co-authored paper” refers to a paper co-authored with any scholar from countries or regions outside of Taiwan.

4. Representative paper: The representative paper shall be an Original Full Article and meets the following criteria:
 - (1) For research-oriented researchers:
 - (i) Those applying for promotion to Research Fellow shall publish their representative paper as the sole corresponding author, and this work shall be ranked in the top 20% of its corresponding fields or have a JIF of ≥ 7 .
 - (ii) Those apply for promotion to Associate Research Fellow shall publish their representative paper as the sole first or sole corresponding author, and this work shall be ranked in the top 40% of its corresponding field or have a JIF of ≥ 5 .
 - (iii) Any paper with equal contribution shall not be deemed eligible as a representative paper, unless its JIF is ≥ 10 .
5. Exemption: Researchers who meet the qualifications stipulated in the “Regulations Governing Appointment of University Research Personnel” and, in their current ranks, have published as the sole first author or sole corresponding author at least one Original Full Article with a JIF of ≥ 15 , are exempt from the restrictions specified in Subparagraphs 2 through 4 and Subparagraph 7.
6. Determination of the field ranking and JIF of representative papers: The field ranking of a representative paper is determined based on the latest rankings that are published in the InCites Journal Citation Reports (InCites JCR) as of the deadline for submission to TMU of applications for promotion. The JIF shall be determined based on the most recent 5-Year Journal Impact Factor, or the JIF for the year the paper was

published. For any paper not yet published, the JIF for the year in which the paper was accepted may be adopted.

7. Minimum required score of research outcomes:

Candidates at each rank and of each category shall meet the minimum score for research outcomes, as specified in the following table, to be deemed eligible for promotion:

Rank applied for/researcher category	Minimum score for research outcomes	
	Research-oriented	Service-oriented
Research Fellow	600	150
Associate Research Fellow	450	100
For details about how research outcome scores are determined, refer to Appendix 2: "Scoring Form for the Research Outcomes of Taipei Medical University Researchers"		

8. Minimum required score for administrative services and other applicable services delivered:

To be deemed eligible for promotion, candidates at each rank and of each category shall meet the minimum score for administrative services and other applicable services delivered. Such a requirement is specified in the following table:

Rank applied for/researcher category	Score for administrative services and other applicable services	
	Research-oriented	Service-oriented
Research Fellow	100	300
Associate Research Fellow	85	200
Note: The same outcomes or data regarding services delivered can only be counted once in score calculation. Any services delivered shall be submitted with supporting documents; services without supporting documents will not be counted.		

(1) Determining the score for research-related services delivered

Service	Score
Research service (Notes 1 and 2)	0.2 points per service, up to a maximum of 100 points
Project-based experimentation technology and analysis service (Notes 1 and 3)	2 points per service

Establishing technology platforms (Note 4)	20 points per service
Helping university-level (or college-level) personnel apply for, compose, or undertake large/smaller off-campus research projects (Notes 5 and 6)	20/10 points per service
Note 1: When delivering any research-related services provided by the candidate's hiring unit, the candidate shall specify the services in the unit's fee standards, relevant regulations, or announcements, or their applications. If there is a mechanism for applying for such services, a list of services delivered shall be submitted, and the list will only be recognized after they are approved with signature by the candidate's unit's director. Note 2: The examples include 16S rDNA extraction/sequencing and analysis, next-generation sequencing (excluding subsequent analysis), management of specimens deposited into and taken out of biobanks, review of animal experiment proposals, tracking and inspection of approved proposals, CT/MRI and small-animal PET image analysis, and 7T MRI small animal imaging. Please specify any services not listed above, and such services will only be recognized after they are approved with signature by the candidate's unit's director. Note 3: The examples include gene knockout, transcription of inhibited/activated genes, and other CRISPR-based technologies, next-generation sequencing analysis, microbiome analysis, big data analysis, cross-database analysis, protein engineering and research, development of cell products, clinical trial drug research and technology transfer project execution, and antibody development. Please specify any services not listed above, and such services will only be recognized after they are approved with signature by the candidate's unit's director. Note 4: The examples include biobanks, microbiome cores, translational cores, organoids, RNA, organ chips, or any forward-looking and innovative research platforms. Evidence supporting the existence of such a platform and the outcomes of what the candidate has achieved using the platform (e.g., the user interface, the number of reservations received, and the actual performance of the platform) shall be provided. Note 5: A research project is defined in accordance with Subparagraph 2, Paragraph 1 of Article 3. A large-scale project is defined as entailing a total budget of more than NT\$ 10 million. Note 6: Participation in the experimental design of a research project, preparation of a proposal, or execution of a project shall be documented by the principal investigator through a declaration form stating the candidate's contribution, which shall account for more than 10% of the total work. This declaration form shall then be approved with signature by the candidate's unit director.	

(2) Determining the score for administrative services delivered

Service	Score
Holding the position of a first-/second-/third-level administrative or academic director, in addition to the current position (Note 1)	40/30/20 points per service
Serving as an administrative committee member at the university/college/departmental level.	15/10/5 points per service
Assisting the supervisory organization of the current unit with audits or evaluations	10 points per service
Note 1: First-level directors include the directors and first-level deputy directors of university-level research centers. Second-level directors include the directors and second-level deputy directors of college-level research centers. Third-level directors are the chairs of academic programs.	

(3) Determining the score for talent training, service promotion, and other contributions

Service	Score
Delivering a lecture on or off campus	2 points per hour
Coaching a student who subsequently receives a research grant from National Science and Technology Council	15 points per grant
Coaching a student who subsequently receives an award in an international/national academic competition.	15/10 points per award
Hosting a training program or promotional event, or delivering a lecture on campus.	5 points per event
Hosting an	20/10 points per event

international/domestic academic conference (Note 1)	
Assisting an organization of TMU in a biomedical or biotechnology exhibition.	10 points per event
Receiving an international/national award (Note 2)	90/60 points per award
Coordinating or promoting collaboration with an international/national/corporate organization.	40/30/20 points per partnership
Providing other contributions (Note 3)	10 points at most per year
Note 1: A domestic conference is publicly held and involves participation from at least three organizations. An international conference involves presenters from at least three countries or regions. For their contribution to an international or domestic conference to be counted, the candidate shall help with the planning and execution of the conference and provide a declaration form stating their contribution, which shall account for more than 10% of the total work. Merely serving as a staff member will not be counted. This declaration form shall then be approved with signature by the candidate's unit director. Note 2: If there are multiple recipients of the same award, the total score given to the award will be divided by the total number of recipients. Note 3: Any other important contributions not listed shall be submitted along with specific evidence and reports, assigned a score by the candidate's unit director, approved with the director's signature, and reviewed by the Research Personnel Appointment Review Committee.	

Article IV (Promotion Review Procedure of the Research Personnel Review Committee)

The Research Personnel Review Committee's procedure for reviewing promotion applications is described as follows:

1. Substantive review is conducted on all the scoring criteria specified in Article 3 of the Regulations, and the levels of their overall contribution to the University.
2. The substantive review shall be conducted by at least one half of the members of the Committee and passed with approval from at least two-thirds of the

attending members. The meeting minutes shall be attached with the results of the review and submitted to the University-Level Faculty Review Committee for deliberation.

3. If the promotion applied for is not approved, the Research Personnel Review Committee shall provide specific reasons in writing to the candidate.

Article V

(Promotion Review Procedure of the University Faculty Review Committee)

The University Faculty Review Committee's procedure for reviewing promotion applications is described as follows:

1. The University Faculty Review Committee shall review the research outcomes, administrative services, and other applicable services of the researcher whose application for promotion has been approved by the Research Personnel Review Committee, as well as the Committee's review opinion. If the review is approved through a vote by at least two-thirds of the attending members of the University Faculty Review Committee, an expert review shall be subsequently conducted.
2. Documents submitted for a promotion application shall be reviewed by four scholars and experts from within and outside TMU, as appointed by the University Faculty Review Committee. After the review is completed, the results shall be submitted to the Committee for deliberation.
3. The expert review shall yield an overall score for research publications, administrative services, and other applicable services, with the total score being 100 points. For promotion to Research Fellow or Associate Research Fellow, the passing score is 80 points; any score below is deemed a fail. If at least three reviewers provide a passing score, the promotion will be approved.
4. If the promotion is not approved, the University Faculty Review Committee shall provide specific reasons in writing to the candidate.

Article VI

(Promotion quota)

The promotion of research personnel is limited to the number of positions within TMU's established quota.

Article VII

(Matters not stipulated)

Matters not stipulated herein shall be handled in accordance with the applicable regulations of TMU.

Article VIII (Level of authority)

The Regulations are promulgated and implemented after approval at the University Faculty Review Committee meeting. The same procedure applies to any amendments thereof.

Article IX (Effective date)

The Regulations shall take effect from the date of promulgation. However, Article 3, amended on February 23, 2024, shall take effect on February 1, 2026.

Appendix 1

Scoring Form for Taipei Medical University Researchers Applying for Promotion

Rank applied for		Name	
Unit		Applicable clauses for appointment qualification review	
Start date of current rank		Years of service at current rank	
Item	Minimum requirement: Number of research projects undertaken and research papers published within a five-year period (between Feb 1, 2019, to Jan 31, 2024) and after the candidate qualified for their current rank.	Number of projects: Number of papers:	
	Score for research outcomes ☐ Research-oriented ☐ Service-oriented	Points	
	Score for administrative services and other applicable services	(a) Score for research-related services	Points
		(b) Score for administrative services	Points
		(c) Score for talent training, service promotion, and other contributions	Points
		Sum of (a), (b), and (c)	points
	Comment from candidate's unit director:		
Reviewer comment: (This page is provided only for use by TMU's reviewer. Please use a computer to type your comment, with a length between 100 to 300 words.)			
Reviewer score:			

Notes	1. Please provide a comprehensive evaluation of the candidate's research outcomes and research-related services. The maximum score for review is 100 points. For promotion to Research Fellow or Associate Research Fellow, a passing score is 80 points; any score below is deemed a fail. If three or more reviewers provide a passing score, the promotion shall be approved. The evaluation criteria are as follows: (1) Scoring of research outcomes focuses on the topic, writing, structure, method, cited sources, and academic or practical value of research. (2) Scoring of services focuses on service professionalism, service outcomes, related promotions, contributions to TMU's research development, and administrative support. 2. Minimum requirement: The number of projects and papers published, within the past five years, by candidates at each rank as first or corresponding authors shall meet the requirements as specified in the following table:				
	Minimum requirement		Number of projects		Number of papers
	Rank applied for		Research Fellow	Associate Research Fellow	Research Fellow Associate Research Fellow
	Category	Research-oriented	3	2	5
		Service-oriented	1	1	3
	3. Score for research outcomes: To be deemed eligible for promotion, candidates at each rank and of each category shall meet the minimum required score for research outcomes:				
	Rank applied for/researcher category		Research outcome score		
			Research-oriented	Service-oriented	
	Research Fellow		600	150	
	Associate Research Fellow		450	100	
4. Score for administrative services and other applicable services: To be deemed eligible for promotion, candidates at each rank and of each category shall meet the minimum required score for administrative services and other applicable services:					
Rank applied for/researcher category		Score for administrative services and other applicable services.			
		Research-oriented	Service-oriented		
Research Fellow		100	300		
Associate Research Fellow		85	200		
5. In accordance with Paragraph 2 of Article 5 of the Regulations, documents submitted for a promotion application shall be reviewed by four scholars and experts from within and outside TMU, as appointed by the University Faculty Review Committee. After the review is completed, the results shall be submitted to the Committee for deliberation. If at least three reviewers approve the results, the promotion will be granted.					

Signed by candidate's unit director: _____ **Date:** _____
(MM/DD/YYYY)

Signed by reviewer: _____ **Date:** _____
(MM/DD/YYYY)

Appendix 2

Scoring Form for the Research Outcomes of Taipei Medical University Researchers

Personal details

Candidate name: _____

Job title: _____

Affiliation: College of _____

TEL: _____ Ext. _____

School/Institute/Department of _____

Mobile phone: _____

E-mail: _____ (required)

※ Candidate's start date of current rank: _____

(MM/YYYY)

Length of time valid for research outcome scoring: from _____ to January 2024

(MM/YYYY)

No.	Code for research outcome (see Section 2 in the Form Guidelines)	Titles of representative research outcomes that were achieved within a five-year period (Feb 1, 2019–Jan 31, 2024) and after the candidate qualified for their current rank (no limit to the number of representative works submitted): ★1. For a research article, state all of the author names (arranged in the order presented in the journal), article title, journal title, month and year of publication, volume and issue numbers, and starting and ending page numbers. ★2. For a patent, state the patent title, inventor name, certificate number, issuing country, and patent expiration date. ★3. For a technology transfer project, state the technology's name, payment amount received from transfer, transferee name, and month and year of transfer. ★4. The rankings by category for the journals or magazines shall be based on the latest SCIE, SSCI, and EI data (the 2022 edition).	Date of publication in month and year (required)	Article type score (C)	Score of rankings by category for journal or magazine (J)	Authorship position score (A)	Total score (C×J×A)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Total score (the sum of scores for all the research outcomes listed above)

★Note 1: Research papers shall be published in the name of **Taipei Medical University**.

★Note 2: Photocopies of any research papers listed above shall be provided. Acceptance letters or other supporting documents are required for papers which have been accepted but not published yet, agreements for technology transfer projects, and patent certificates for patents. For authors with equal contributions, a photocopy of the “equal contributions” footnote in the research paper shall be submitted. Candidates who wish to extend the period allowed for their selected research outcomes due to childbirth, parental leave, or compulsory military service within the past five years shall provide supporting documents. Any documents which have not been attached will not be accepted.

★Note 3: If the information provided by the candidate in this form is deemed false or incorrect through verification, corrections shall be made wherever required. Scores will be cancelled if any information cannot be recognized. Should the candidate provide false information intentionally, their application will be rejected, and a report will be filed with the Research Ethics Committee of TMU to impose a punishment depending on the severity of the violation.

Candidate's signature: _____ Date: _____

(MM/DD/YYYY)

Supporting documents

(Tick off any of the required documents below and attach them after this form)

- ☐1. Photocopy of the part of each listed paper stating the “title,” “authorship position,” and “affiliated organization.”
- ☐2. Acceptance letter or relevant proof for each listed paper that has been accepted but not yet published.
- ☐3. Patent certificate for each listed patent.
- ☐4. Contract for each listed technology transfer project.
- ☐5. Photocopy of the “equal contributions” footnote of each listed paper where the candidate is credited with such contribution.
- ☐6. Proof of pregnancy, childbirth, or parental leave within the past five years.
- ☐7. Proof of enrollment in compulsory military service within the past five years.

※Note: Please organize and mark any of the attached documents with tabs in the numerical order specified above, from top to bottom.