

National Chengchi University Promotion Schedule Report for New Faculty Members and Research Personnel (Starting from the Fifth Year of Employment)

Name		Affiliated College/Center and Department/Institute		Current Job Title		Start Date	
<p>Comprehensive Review of Promotion Evaluation and Progress: (Please provide a comprehensive exposition of the individual’s teaching, research, and service performance and progress, including any challenges encountered and assistance required. Please retrieve any relevant information on the subject’s achievements from the faculty evaluation system and affix as attachments.)</p> <p>1. Teaching Performance Review (optional for research personnel):</p> <p>2. Research Performance Review:</p> <p>3. Service Performance Review:</p> <p style="text-align: center;">Signature or seal of faculty member or research personnel: Date of completion: ____/____/____ (MM/DD/YYYY)</p>							
Department or Institute Chair	<p>Recommendations:</p> <p>The department or institute chair has provided these recommendations and concrete assistance plans in response to the exposition and has submitted this report to the ____ Department/Institute Faculty Evaluation Committee meeting held on ____/____/____ (MM/DD/YYYY).</p> <p>※Please note that the special panel’s review comments and meeting minutes will be presented to the committee with this report if the conditions set forth in item 2 of the notes below so require.</p> <p>Signature or seal:</p>						
Dean or Center Director	<p>Recommendations:</p>						

	<p>The dean or center director has provided these recommendations in response to the exposition of the individual’s performance and the concrete assistance plans submitted by the affiliated department/institute, and has submitted this report to the ____ College Faculty Evaluation Committee meeting held on ____/____/____ (MM/DD/YYYY).</p> <p>※Please note that the special panel’s review comments and meeting minutes will be presented to the committee with this report if the conditions set forth in item 2 of the instructions below so require.</p> <p>Signature or seal:</p>
<p>Personnel Office (Processing Unit)</p>	
<p>University Faculty Evaluation Committee (Convener)</p>	
<p>President (delegated to a vice president if submitted by the promotion deadline of six or eight years)</p>	
<p>Notes:</p> <ol style="list-style-type: none"> 1. Pursuant to Article 5 of the University’s <i>Regulations Governing the Promotion Schedule of New Faculty</i>: Every academic year, departments and institutes shall require new faculty members to submit a written report on the progress of their teaching, research, and service performance. The department/institute chairs shall give written recommendations in response to said reports to help faculty members attain a promotion by the scheduled deadline and submit their reports to the faculty evaluation committees of their department/institute and college. These regulations shall also apply to research personnel. 2. Any newly appointed lecturer, assistant professor, associate professor, research assistant, or associate research fellow who fails to be promoted within the stipulated number of years (six or eight) after the start of their employment shall undergo review by a special panel formed by the faculty evaluation committee of their affiliated department/institute. If the panel finds that the individual demonstrates potential, it may provide a concrete explanation and offer a reasonable extension of the deadline for promotion based on the individual’s circumstances, which shall be included in the meeting minutes and attached to the report for reference. Panel members must be of an equal or higher academic rank than the individual being reviewed and will be selected from among the professors and research fellows who are members of the affiliated department/institute faculty evaluation committee. If necessary, non-NCCU 	

scholars or experts in the same academic field as the individual being reviewed may also be appointed as panel members.

3. Please take the aforementioned panel's review comments into account when launching procedures for the discontinuation of the appointment in the spring semester of the personnel's 8th or 10th academic year in service.
4. The department/institute will submit photocopies of this report to the newly appointed teaching and research personnel, their affiliated college, and the Personnel Office after the report is approved by the college-level faculty evaluation committee.
5. Please add additional information as necessary.