

# Regulations for the Appointment of Full-Time Faculty at National Dong Hwa University

2012.11.28 amended and approved by the 1<sup>st</sup> University Council of the 1<sup>st</sup> Semester of Academic Year 2012/13  
2016.11.30 amended and approved by the 1<sup>st</sup> University Council of the 1<sup>st</sup> Semester of Academic Year 2016/17  
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- I. The appointment of full-time faculty at National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) shall be conducted in accordance with the relevant regulations, such as the *University Act*, the *Act Governing the Appointment of Educators*, the *Teachers’ Act*, and the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, as well as this Regulations for the Appointment of Full-Time Faculty at National Dong Hwa University (hereinafter referred to as “the Regulations”).
- II. The appointment of full-time faculty at the University is divided into three levels of review. The initial review is conducted by the faculty evaluation committee of each department (referred to as “the Department Evaluation Committee”), the secondary review is conducted by the faculty evaluation committee of the respective College (referred to as “the College Evaluation Committee”), and the final review is conducted by the University's faculty evaluation committee (referred to as “the University Evaluation Committee”).
- III. Each level of the evaluation committee shall establish detailed criteria, standards, and procedures for the appointment of faculty members in accordance with the Regulations. The criteria shall be submitted step by step for approval by the University Evaluation Committee before implementation.  
The criteria established by the previous level of evaluation committee may be more rigorous than those of the preceding level.
- IV. New appointees of full-time faculty at the University must possess the qualifications for teacher appointment as stipulated in the *Act Governing the Appointment of Educators*. They must have excellent character, rich knowledge, and a dedicated attitude towards the development of teaching, research, service, and guidance in the department they are being considered for appointment.  
The appointment process shall be conducted in a fair, just, and transparent manner. The recruitment information shall be announced in the media or academic publications. The first announcement shall be made for at least thirty days, the second announcement for at least twenty days, and subsequent announcements for at least ten days.

Each department at the University shall first complete the application form for recruiting full-time faculty members, and after approval by the President or authorized personnel, the recruitment process shall be carried out.

- V. Candidates for appointment must submit the following documents:
1. Position Application Form
  2. Curriculum vitae (including a list of publications)
  3. Academic certificates and records of employment (including degree theses).
  4. Publications within the past five years
  5. Three recommendation letters, except for those exempted by the selection committee established according to the NDHU Organizational Regulations.
  6. Teacher certification for the appointed rank. However, if the aforementioned certification is not available, the curriculum vitae and external evaluation form for teacher qualification should be attached.
- VI. The procedure for reviewing the appointment of newly hired full-time faculty is as follows:
1. The teaching evaluation committee of each department shall conduct an initial review based on curriculum needs, required teaching hours for each level of teachers, and relevant certificate information. In principle, candidates should be invited to give a lecture or participate in an interview at the University before the appointment is made.
  2. After the initial review, the case will be forwarded to the College Evaluation Committee for further review.
  3. Upon approval of the review, the Personnel Office will submit the appointment case to the President for presentation to the University Evaluation Committee for final review.
  4. Once the final review is approved, the appointment will be confirmed by the President.
- The supervisor designated by the selection committee established by the NDHU Organizational Regulations in the preceding paragraph, as determined by the relevant provisions, may be exempted from the initial and further reviews and directly submit the case to the University Evaluation Committee for final review.
- VII. Unless there are exceptional circumstances, the appointment of newly hired full-time faculty for the first semester should be confirmed by the 20<sup>th</sup> of June in the preceding semester, and for the second semester, it should be confirmed by the 20<sup>th</sup> of January in the preceding semester.
- VIII. The appointment of newly hired full-time lecturers is based on the principle of possessing a master's degree, having teaching experience, holding a lecturer certificate, and demonstrating excellent performance. The appointment of full-time assistant professors and above is based on the principle of possessing a doctoral degree. If the aforementioned teacher certificate of that level is not available, the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education* shall be followed, and the following procedures shall be carried out for the evaluation of publications:
1. When a newly hired assistant professor submits a doctoral degree as part of the teacher

qualification review, the diploma (referring to the degree thesis) should be submitted for evaluation by three external scholars invited by the Department Evaluation Committee. Only after obtaining their approval can the case be submitted to the higher-level evaluation committee for deliberation.

2. If a newly hired assistant professor has a doctoral degree but does not submit a diploma, or does not possess a doctoral degree or equivalent academic qualification, the external evaluation procedure for publications specified in the University's promotion review regulations for teachers shall be followed. The case should be submitted to six external scholars invited by the College Evaluation Committee for evaluation and approval before being presented to the higher-level teaching evaluation committee for deliberation.
3. For the appointment of associate professors and professors based on the evaluation of publications, the external evaluation procedure for publications specified in the University's promotion review regulations for teachers shall be followed. Specialized publications or works, achievement records, and technical reports should be submitted to six external scholars invited by the College Evaluation Committee for evaluation and approval before being presented to the higher-level teaching evaluation committee for deliberation.

For those who already possess a teacher certificate for the intended rank of appointment, the external evaluation of publications should be conducted by the employing department based on their academic achievements or the circumstances of the original reviewing institution, following the provisions of the first paragraph.

Newly hired faculty who do not possess a teacher certificate for the appointed rank should complete the application for teacher qualification review within three months from the start of their appointment. If the required documentation is not provided or the review is not approved within three months of their arrival, the appointment should be changed or terminated.

- IX. The appointment of teachers in the General Education Center and the Center for Teacher Education shall be handled in accordance with the procedures of each department. However, when necessary, a two-tier review process may be adopted.
- X. The appointment of researchers shall be conducted in accordance with the Regulations.
- XI. The Regulations have been approved by the University Council, and sent to the President for approval before implementation.