

Regulations for Promotion Evaluation of Faculty Members at National Dong Hwa University

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- I. The promotion of faculty members at National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) shall be handled in accordance with laws and regulations stipulated in the *University Act*, the *Act Governing the Appointment of Educators*, the *Teachers’ Act*, the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, and this Regulations for Promotion Evaluation of Faculty Members at National Dong Hwa University (hereinafter referred to as “the Regulations”).
- II. The promotion of faculty members at the University shall be conducted through a three-tier review process. The initial review shall be carried out by the Faculty Evaluation Committee of each department or graduate institute (hereinafter referred to as “the Departmental Evaluation Committee”), the re-evaluation shall be conducted by the Faculty Evaluation Committee of each college (hereinafter referred to as “the College Evaluation Committee”), and the final decision shall be made by the Faculty Evaluation Committee of the University (hereinafter referred to as “the University Evaluation Committee”).
- III. Full-time faculty members at the University who meet the qualifications stipulated in the *Act Governing the Appointment of Educators* shall submit their promotion applications to their respective department or graduate institute. They must have served at the University for a minimum of 1 year and 6 months and have a teaching experience of at least 3 years in the relevant rank as of the day before the application deadline for promotion (January 31st or July 31st).

Newly hired full-time faculty members who already hold a teacher's certificate approved by the Ministry of Education and apply for promotion at a lower rank shall be eligible to apply for promotion after completing one academic year of service, unless otherwise specified in their employment contract, in which case the contract shall govern the process.

Newly hired full-time faculty members who do not hold a teacher’s certificate approved by the Ministry of Education but have previously been appointed as associate professors or professors at a higher rank abroad, and who, upon initial appointment, undergo review for the rank of assistant professor based solely on their diploma (i.e., degree dissertation), shall

have their subsequent promotion procedures handled in accordance with Article 17, Subparagraph 2, and Article 18, Subparagraph 2, of the *Act Governing the Appointment of Educators*.

- IV. The promotion evaluation for faculty members at the University shall be conducted twice a year, once in each semester, with the effective dates of promotion being August 1st and February 1st. The schedule is as follows:
1. Applicants should prepare the necessary promotion documents and submit their applications to their respective department or graduate institute by the end of February (for those applying for promotion on August 1st of the same year) or by the end of August (for those applying for promotion on February 1st of the following year). Incomplete or late submissions will not be processed.
 2. After the review by the Department Evaluation Committee of each department or graduate institute, the results shall be submitted to the College Evaluation Committee for review by the end of March and September of the same year.
 3. After the review by the College Evaluation Committee, the results shall be delivered to the Personnel Office by the end of May and November of the same year, and then submitted to the University Evaluation Committee for review.
 4. After the review by the University Evaluation Committee, the promotion results shall be reported to the Ministry of Education for the issuance of teacher certificates before the end of the respective semester.
- V. When applying for promotion, the following documents should be submitted:
1. Promotion nomination form, to be provided by the University Evaluation Committee.
 2. Curriculum vitae for the qualification examination of teachers.
 3. Copy of the current teacher certificate.
 4. Proof of years of service for promotion (copies of appointment letters or employment records).
 5. Eight copies of representative and reference works (respectively indicated).
 6. Promotion evaluation form, to be determined by the College Evaluation Committee based on the promotion evaluation guidelines.
- VI. Faculty members at the University may present their research, teaching or practice or development achievements based on their specialties or professional fields, including teaching, through academic works, artistic creations, proof of accomplishments, technical reports, or other methods specified in the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education* to apply for teacher qualification evaluation.
- The categories, scope of review, and evaluation criteria for faculty members' promotion applications are as follows:
1. Academic Research:
 - (1) Faculty members who have made concrete contributions in their academic field may submit academic works for review.

- (2) Faculty members who have unique and continuous works with significant contributions in the field of artistic creation and performance may submit their artistic creations and proof of accomplishments, accompanied by creation or performance reports, for review. The scope of this category includes music, opera, drama, theater arts, dance, folk art, audiovisual arts, visual arts, new media arts, design, and other art-related disciplines. The scope and criteria for review are provided in Annex 1.
 - (3) Faculty members in the field of sports competition themselves or athletes under their guidance who have achieved notable rankings in important domestic and international sports competitions may submit proof of accomplishments, accompanied by competition reports, for review. The scope and criteria for review are provided in Annex 2.
2. Teaching Practice Research:
Faculty members who have innovative, improved, or extended research and development achievements in the field of teaching practice research by incorporating curriculum design, teaching materials, teaching methods, teaching aids, the application of technological media, assessment tools as well as by adopting appropriate research methods to verify the effectiveness, and have made significant contributions to promotion within and outside the University, may submit specialized works or teaching technical reports for review.
 3. Technical Research and Development:
Faculty members who have innovative, improved, or extended research and development achievements in the theoretical or practical application of technical research and development may submit technical reports for review.

The regulations and criteria related to the scope of review and evaluation for the abovementioned "Teaching Practice Research" and "Technical Research and Development" shall be separately determined by the University Evaluation Committee.

VII. Review Procedure:

1. Preliminary Review:
 - (1) The preliminary review for faculty promotion within each department (graduate institute) shall be conducted by the respective Department (graduate institute) Evaluation Committee.
 - (2) The Department (graduate institute) Evaluation Committee shall conduct a preliminary review of the teaching, research, service, and counseling performance of the candidates and evaluate their achievements.
 - (3) After passing the preliminary review, the case shall be forwarded to the College Evaluation Committee for further review.
2. Secondary Review:
 - (1) After the College Evaluation Committee approves the case for external evaluation, the works of the candidates shall be sent to six external experts or scholars, invited by the President of the University, for assessment. The college shall provide a list of at least

15 external reviewers in accordance with the *Regulations for the Review of Academic Works for Promotion of Faculty Members at National Dong Hwa University*.

- (2) The College Evaluation Committee shall conduct a secondary review based on the teaching, research, service, counseling performance of the candidates, as well as the relevant information from the preliminary review and the results of the external evaluations. The Committee shall evaluate the candidates' achievements and deliver a score.
- (3) After passing the secondary review, the case shall be forwarded to the University Evaluation Committee for the final review.

3. Final Review:

- (1) The University Evaluation Committee shall conduct a final review based on the teaching, research, service, counseling performance of the candidates, as well as the relevant information from the preliminary and secondary reviews and the results of the external evaluations. The Committee shall evaluate the candidates' achievements and deliver a score.
- (2) Before making the final decision, the University Evaluation Committee may request the applicants or their department/graduate institute supervisors to provide written or oral explanations and supporting evidence regarding the opinions of the external reviewers within a specified period. This is to facilitate the University Evaluation Committee in making the final decision.

In regard to the professional assessments of research achievements by external scholars and experts, apart from presenting specific justifications based on professional and academic grounds that cast doubt on the reliability and accuracy of the professional assessment, their judgments should be respected, and decisions should not be based solely on voting.

VII-1 Restrictions on faculty promotion applications are as follows:

1. Applications cannot be submitted under the following circumstances:
 - (1) Full-time study, research, or teaching abroad or domestic during the semester in which the application is submitted to the Departmental Evaluation Committee, without actual teaching at the University.
 - (2) Under investigation, dismissal, or non-renewal procedures as per Articles 14 (1), 15 (1), or 16 (1) of the *Teachers' Act*. However, this does not apply if the reason for the non-compliance with the University's promotion period is as per Article 16 (1) of the *Teachers' Act*.
 - (3) Under investigation, suspension, or during the suspension period as per Articles 18 (1), 21, or 22 (1) and (2) of the *Teachers' Act*.
 - (4) Under investigation or layoff procedures as per Articles 27 (1) and (2) or 27 (1) and (3) of the *Teachers' Act*.
2. Applications for the same level of promotion cannot be resubmitted before the previous application is fully reviewed.
3. When applying for the same level of promotion, if the current submission's

representative works are similar in title or content to those previously submitted, the differences should be attached for comparison. This also applies if there are changes in title or content.

4. Faculty members seconded to other institutions for more than three years may apply for promotion with the consent of the University Evaluation Committee, and the seconded institution shall handle the process.
5. There should be no situations specified in the University's regulations that prohibit the submission of promotion applications.

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If the College Evaluation Committee finds doubts in external review opinions during the faculty promotion application review process, they should handle it as follows:

1. Errors in scores or comments, or other similar obvious mistakes: These should be clarified by the original reviewer, and the College Evaluation Committee shall make the final determination.
2. Contradictions between scores and comments, or issues involving research methods and content that may undermine the credibility and accuracy of the professional review: A professional review panel should be formed to review, and the original reviewer should clarify, with final determination made by the professional review panel and the College Evaluation Committee.

The abovementioned professional review panel should be composed of six internal and external scholars and/or experts with sufficient professional competence in the relevant field, nominated by the College Evaluation Committee and selected by the President, who will choose three members, one of whom will be designated as the convener and report writer.

If the abovementioned external review opinions meet the following provisions, the College Evaluation Committee should list clear and specific reasons for removal, and then send an equivalent number of additional external reviewers for review:

1. After the College Evaluation Committee confirms the abovementioned doubts, it is determined that there are obvious errors such as miswriting, miscalculation, or other similar errors in the scores or comments.
2. After the Professional Review Panel and the College Evaluation Committee confirms the abovementioned doubts, it is determined that there are specific reasons based on professional academic grounds that undermine the credibility and accuracy of the professional review.

When the College Evaluation Committee processes the review of additional external reviewers according to the provisions of Paragraph 3, it should re-nominate and recommend a reference list of at least twice the number of additional external reviewers, then confidentially submit it to the Personnel Office for the President's ranking. The Personnel Office will then consult the ranking results and send an equivalent number of additional external reviewers for review, generally within a period of one month.

For the same teacher promotion case, the College Evaluation Committee may remove external review opinions based on the provisions of Subparagraph 2 of the preceding paragraph only once.

If the University Evaluation Committee finds doubts in the external review opinions during the teacher promotion review process, it should return the promotion case and request the College Evaluation Committee to re-evaluate according to the provisions of this article.

- VIII. The evaluation criteria for promotions via academic research include teaching, research, service, and counseling of which teaching performance accounts for 40%, research performance accounts for 40%, and service and counseling account for 20%. For research promotions to the professor rank, a passing score is 80 points, with at least four external reviewers approving the research, and the average score of the six external reviewers should be 80 or above. For promotions to the associate professor and assistant professor ranks, a passing score is 70 points, with at least four external reviewers approving the research, and the average score of the six external reviewers should be 70 or above. However, if there is a significant discrepancy between the opinions of the external reviewers and the scores given or if the difference between high and low scores exceeds 30 points, the College and University Evaluation Committees may request the external reviewers to reconfirm their opinions and scores or assign new external reviewers, with their agreement. The basic criteria for evaluating teaching, service, and counseling performance mentioned in the preceding paragraph shall be stipulated separately by the University Evaluation Committee.
- Each college shall establish scoring, evaluation methods, and passing thresholds for each evaluation item according to its characteristics, as specified in the promotion evaluation guidelines for faculty members in that college.
- IX. The review of academic works, artistic creations, achievements, or technical reports shall be conducted by external scholars and experts selected by the College Evaluation Committee during the secondary review stage.
- The specific guidelines for the review of academic works, artistic creations, achievements, or technical reports by external scholars and experts mentioned in the preceding paragraph shall be stipulated separately by the University Evaluation Committee.
- X. All works related to faculty promotion applications must comply with the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, Ministry of Education regulations, and the University rules. Non-compliant works will be excluded. No additions or deletions may be made to the submitted content.
- Once a faculty promotion application has been preliminarily approved by the Departmental Evaluation Committee, the application cannot be withdrawn.
- After the University Evaluation Committee approves a promotion case, the appointment

letter for the promoted position shall be issued after being signed by the President, and the relevant documents shall be submitted to the Ministry of Education to obtain the teacher certificate.

- XI. In cases where a faculty member's promotion application violates the regulations for submitting teacher qualifications or involves academic ethics, the matter shall be handled in accordance with the University's guidelines governing the violations of submitting teacher qualifications and academic ethics.
- XII. If a promotion case fails to pass the review of any level of the faculty evaluation committee, the reasons for the failure and the provisions for remedies and instructions shall be clearly stated to the applicant in writing within 14 days after the decision.
- XIII. The provisions for applying for a rereview or lodging a complaint by the applicants who are dissatisfied with the decision of the faculty evaluation committee at any level are as follows:
 - 1. The applicant should submit a written statement stating the reasons within 15 days after receiving the decision notification and provide relevant information to the higher-level faculty evaluation committee for a rereview. The supplementary reference materials submitted during the review shall be limited to the official files originally submitted for the promotion application.
 - 2. If the applicant is dissatisfied with the decision of the University Evaluation Committee or the review decision, s/he may lodge a complaint with the Teacher Grievance Review Committee (hereinafter referred to as "the Review Committee").
 - 3. If the Review Committee determines that the complaint is justified and the original decision should not be upheld, it shall be sent back to the University Evaluation Committee for reconsideration.
 - 4. The faculty evaluation committees at all levels shall review the rereview cases within 2 months and provide their comments. If necessary, an extension of 1 month may be granted.
 - 5. The applicant may be invited to attend the rereview proceedings at each stage and provide explanations.
 - 6. If the faculty evaluation committee at a certain level determines that the rereview case is established, it shall be sent back to the preceding-level faculty evaluation committee for reconsideration. The preceding-level faculty evaluation committee shall make a separate decision within 1 month based on the rereview results of the higher-level faculty evaluation committee. If the preceding-level faculty evaluation committee fails to make a separate decision within 1 month or if its decision conflicts with the rereview results of the higher-level faculty evaluation committee or relevant laws and regulations regarding teacher promotion, the higher-level faculty evaluation committee may directly rereview the case.
 - 7. The results of the external review of publications cannot be subject to appeals or complaints.
 - 8. Each level of rereview is limited to one application. For ongoing faculty promotion

cases or cases where a faculty member has already applied for a rereview or lodged a complaint regarding a failed promotion, but the deliberations have not been completed, another rereview or complaint cannot be filed.

For promotion cases that have been revoked due to a subsequent review, appeal, or administrative litigation decision, the matter should be reviewed within 4 months based on the reasons. If necessary, an extension of up to 2 months may be granted, but only once.

- XIV. The NDHU College of Huilan and the Center for Teacher Education of the University shall handle promotion matters in accordance with the regulations formulated by each college.
- XV. The promotion of research personnel at the University shall be handled in accordance with the Regulations, except that teaching performance shall not be included as an evaluation item.
- XVI. Faculty members borrowed or jointly hired by the College of Environmental Studies and Oceanography and the National Museum of Marine Biology and Aquarium may have their promotion matters handled in accordance with the Regulations.
- XVII. Each college shall establish more stringent evaluation guidelines for faculty promotion in accordance with the Regulations, and shall be submitted to the University Evaluation Committee for approval.

Each department or graduate institute shall also establish more stringent evaluation guidelines for faculty promotion in accordance with the Regulations and the evaluation guidelines of the respective college. These guidelines shall be reviewed and approved by the College Evaluation Committee before being submitted to the University Evaluation Committee for approval.

Until the academic year 2017, the option to follow the Regulations prior to amendment is permissible.

- XVIII. The Regulations have been approved by the University Council, and sent to the President for approval before implementation.

Annex 1 Scope and Criteria for Submission of Artistic Works and Achievements as Evidence for Faculty Member Qualification Review

Scope	Categories and Required Submitted Documents
In the field of artistic creation and performance, the submitted works for review should possess uniqueness, continuity, and have identifiable contributors. The categories are as follows: 1. Music 2. Traditional Chinese Opera 3. Drama 4. Theater Arts 5. Dance 6. Folk Art and Skills 7. Audiovisual Arts 8. Visual Arts 9. New Media Arts 10. Design	1. The submitted works should comply with the provisions of Article 21, Paragraph 1, Subparagraph 4, which require that they be published or presented after obtaining the qualification of the previous level of teaching. 2. In the case of collaborative works, only one person may submit the work for review. During the submission, individuals other than the submitter should relinquish their rights to submit the same work as their representative work. The submitter should provide a written explanation of her/his involvement and obtain the co-creators' signatures as proof. 3. The submitter may choose up to five pieces of works for submission, designating one as the representative work and the others as reference works. Related works belonging to a series may be combined as one piece (e.g., "pieces" for music, dance, folk art, etc., "acts" for traditional Chinese opera, drama, theater arts, etc., and "parts" of "segments" for film as applicable). 4. All pieces of works require a written report on creation or performance, which may be submitted as a single document. The report should include a systematic discussion of the creative thought process and encompass the following main items: (1) Concept behind creation or performance, (2) Theoretical foundation, (3) Format of content, (4) Methods and techniques (including the process of creation). 5. Submitters who choose to submit academic works or technical reports as their representative or reference works must ensure that the combined number of such works, along with the works mentioned in Clause 3, does not exceed five. 6. If the submitted works or achievements pass the review and are not subject to the provisions of Article 21, Paragraph 3, which allows for non-publication or a specified period of non-publication, they should be made publicly available on the University's website, in the library, or through domestic and international publications.
1. Music 1-1 Composition	I. Composition: including 1. Orchestral Works, 2. Chamber Music, 3. Vocal Music, and 4. Other Types of Works, submit up

1-2 Conducting, Performance (Vocal), and Piano Collaboration 1-3 Others (1) Opera (Music Theater) Director (2) Instrument Making (3) Pop Music Composition, Performance (Vocal) (4) Jazz Music Composition, Performance (Vocal) (5) Applied Music Composition, Performance (Vocal) (6) Recording and Record Production	to five pieces of work. The total duration of the compositions should not be less than the following: (1) Professor: 90 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 70 minutes (4) Lecturer: 60 minutes The submitted materials should include sheet music, proof of public performances, and performance recorded on CDs. II. Conducting, Performance (Vocal), and Piano Collaboration: 1. Conducting: Submit concert materials of up to five different programs. 2. Performance (Vocal) and Piano Collaboration: Submit concert materials of up to five different programs. If it is a performance (vocal), it should include at least three solo recitals, with each recital lasting no less than 60 minutes. One of the solo recitals should be considered the representative work. If it is a piano collaboration, the total performance duration should not be less than 180 minutes. The co-performers for the submitted representative and reference works should waive their rights to submit the same works for review. 3. The submitted concert materials should include program details, proof of public performances, and complete live recordings on CDs. III. Others: 1. Opera (Music Theater) Director: Submit materials of up to five productions, including program details, proof of public performances, and complete live recordings on CDs. The composition report should include the director's concept, script interpretation, stage management, lighting and set design, music coordination, rehearsal process, and performance experience. 2. Instrument Making: Submit up to five sets of instruments that have been put into production, patented, participated in public competitions, have specific research themes, or have revolutionary instrument designs. Provide audiovisual demonstrations of practical instrument acoustics and related supporting documents. The composition report should
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	include descriptions and analysis of the instrument-making process and acoustic data analysis. 3. Pop Music Composition, Performance (Vocal): Submit up to five published albums with a total duration of no less than 180 minutes. The composition report should include discussions on the concepts behind creation and production, arrangement, recording, mixing, and production processes along with supporting data and analysis. 4. Jazz Music Composition, Performance (Vocal): Submit materials of at least three different public concerts and two published albums. The combined duration of both should be no less than 180 minutes. The submitted concert materials should include program details, proof of public performances, and complete live recordings on CDs. The album materials should include physical copies and relevant publication certificates. The composition report should include discussions on the concepts behind creation and production, arrangement, recording, mixing, and production processes along with supporting data and analysis. 5. Applied Music Composition, Performance (Vocal): Submit up to five sets of publicly presented or released applied music works. These may include soundtrack music, advertisement music, video game music, music for musicals, theater productions, and music and sound design for various projects. The total duration of the submitted works should not be less than 180 minutes. If the submitted materials are live performances, they should include program details, proof of public performances, and complete live recordings on CDs. If they are published works, they should include physical copies and publication certificates. If the works have been publicly released through playback, include audiovisual discs and records of broadcasts. The composition report should include discussions on the concepts behind creation and production, arrangement, recording, mixing, and production processes along with supporting data and analysis. 6. Recording and Record Production (including finished products of the same nature, such as CDs, DVDs, etc.): Submit up to five albums that have been publicly released or distributed. The total music duration should not be less than
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	300 minutes. Among these albums, one should be selected for the presentation of production concepts, recording, mixing processes, and related information, and serve as a creative report. The submitted materials should include physical publications and proof of publication. 7. The abovementioned categories can be submitted in a mixed manner.
2. Traditional Chinese Opera 2-1 Playwriting 2-2 Performance 2-3 Accompanying Music Performance 2-4 Music Design 2-5 Directing	This category includes various forms of traditional Chinese opera such as Peking Opera, Taiwanese Opera, Hakka Opera, Nanguan Opera (Liyuan Opera), Beiguan Opera (Luantan Opera), Puppetry, and regional opera. The submission methods are as follows: I. Playwriting: Submit up to five original or adapted Chinese opera scripts that have been published or performed. The performance duration should not be less than the following requirements: (1) Professor: 90 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 70 minutes (4) Lecturer: 60 minutes II. Performance: Submit up to five Chinese opera performances in which the submitter plays a major role as Sheng (male lead), Dan (female role), Jing (strong male role with painted face), Mo (scatterbrained elder), or Chou (jester). The total duration of the drama and individual performances should not be less than the following requirements: (1) Professor: 90 minutes; 54 minutes (2) Associate Professor: 80 minutes; 48 minutes (3) Assistant Professor: 70 minutes; 42 minutes (4) Lecturer: 60 minutes; 36 minutes III. Accompanying Music Performance: Submit up to five Chinese opera performances in which the submitter serves as the lead musician playing string and wind instruments or percussion instruments. The total duration of the performances should not be less than the following requirements:

	(1) Professor: 90 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 70 minutes (4) Lecturer: 60 minutes IV. Music Design: Submit up to five original Chinese opera music compositions that have been performed or published. The total duration of the music should not be less than the following requirements: (1) Professor: 90 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 70 minutes (4) Lecturer: 60 minutes V. Directing: Submit up to five Chinese operas directed by the submitter. The total duration of the performances should not be less than the following requirements: (1) Professor: 90 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 70 minutes (4) Lecturer: 60 minutes The submitted materials should include the program content, performance documentation, full-length video recording of the live performance on CDs, and a report of creation and performance. Chinese opera scripts or music compositions that have been published but not performed do not require performance documentation. Both published and performed works can be submitted in a mixed manner.
3. Drama 3-1 Playwriting 3-2 Directing 3-3 Performance	I. Playwriting: Submit up to five original plays that have been published or performed. II. Directing: Submit up to five plays directed by the submitter. III. Performance: Submit up to five plays in which the submitter plays a major role, and each play should have a minimum duration of 150 minutes.

	The abovementioned three types of works can be submitted in a mixed manner. The total duration of each play's full performance should not be less than 70 minutes. The submitted materials should include performance documentation (including program booklet, performance video recording on CDs) and the complete script. Performance documentation is not required for original plays that have been published but not performed.
4. Theater Arts 4-1 Theater Design 4-2 Interdisciplinary Theater	I. Theater Design: This includes design elements such as stage, lighting, costumes, makeup, technical aspects, music, and sound effects. Submit up to five original design projects or professional technical designs. II. Interdisciplinary Theater: This includes interdisciplinary theater creations, cross-media theater, technology-based performing arts, sound art, etc. Submit up to five interdisciplinary theater works in which the submitter serves as a key creator. The submitted materials should include the program content, performance documentation, and a complete video recording of the live performance on CDs.
5. Dance 5-1 Creation 5-2 Performance	I. Creation: 1. Submit up to five distinct and representative works. 2. The total performance duration of the aforementioned dance works should meet the following requirements: (1) Professor: 120 minutes (2) Associate Professor: 100 minutes (3) Assistant Professor: 80 minutes (4) Lecturer: 80 minutes II. Performance: 1. Submit up to five different and representative solo or principal dancer performances. 2. The total duration of the individual's participation in the aforementioned dance performances should meet the following requirements: (1) Professor: 80 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 100 minutes

	(4) Lecturer: 100 minutes The submitted materials should include program content, performance documentation, and a complete video recording of the live performance on CDs.
6. Folk Arts and Skills 6-1 Creation 6-2 Performance 6-3 Acrobatics	This includes folk performance arts such as folk parades, song and dance dramas, storytelling, cross-talk, and acrobatics. I. Creation: 1. Submit up to five distinct and representative works. 2. The total performance duration of the aforementioned creations should meet the following requirements: (1) Professor: 120 minutes (2) Associate Professor: 100 minutes (3) Assistant Professor: 80 minutes (4) Lecturer: 80 minutes II. Performance: 1. Submit up to five different and representative program performances. 2. The total duration of the aforementioned performances should meet the following requirements: (1) Professor: 80 minutes (2) Associate Professor: 80 minutes (3) Assistant Professor: 100 minutes (4) Lecturer: 100 minutes III. Acrobatics: 1. Submit up to five different and representative public performance materials. 2. The total duration of the aforementioned acrobatic performances should meet the following requirements: (1) Professor: 50 minutes (2) Associate Professor: 60 minutes (3) Assistant Professor: 70 minutes (4) Lecturer: 80 minutes The submitted materials should include program content, performance documentation, and a complete video recording of the live performance on CDs.

7. Audiovisual Arts 7-1 Feature Film 7-2 Short Film Creation 7-3 Documentary 7-4 Animation 7-5 Digital Games	I. Feature Film (with a runtime of at least 70 minutes, including screenwriting, directing, producing, cinematography, recording or sound effects, editing, art design, performance, etc.) 1. Submit up to five works, each with a minimum runtime of 80 minutes. 2. The submitted materials should include: (1) Screenwriting: Video copy of the screenwriting work and the original script in video format. (2) Directing: Video copy of the directing work, along with a written script or storyboard. (3) Producing: Video copy of the producing work, along with a complete production proposal. (4) Cinematography: Video copy of the cinematography work accompanied by designs of lighting and camera. (5) Recording or Sound Effects: Video copy of the recording or sound effects work. (6) Editing: Video copy of the editing work. (7) Art Design: Video copy of the art design work including design drawings. (8) Performance: Video copy of the performance work along with reports on character analysis and script analysis. II. Short Film Creation (less than 70 minutes) 1. Submit up to five works, each with a minimum runtime of 80 minutes. (A series of short films can be combined as one work) 2. The submitted materials should include video copies or digital recordings of the created works. III. Documentary 1. Submit up to five works, each with a minimum runtime of 80 minutes. (A series of short films can be combined as one work) 2. The submitted materials should include video copies or digital recordings of the created works. IV. Animation 1. Submit up to five works, each with a minimum runtime of 80 minutes. (A series of short films can be combined as one work)
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	2. The submitted materials should include video copies or digital recordings of the created works. V. Digital Games 1. Submit up to five works. (A series of works can be combined as one work) 2. The submitted materials should include copies of the original work (playable videos, computer programs, computer files, etc.) and detailed illustrations (content, installation, operating instructions). VI. The above categories can be mixed and submitted for review.
8. Visual Arts 8-1 Two-Dimensional Works 8-2 Three-Dimensional Works 8-3 Mixed Media Works 8-4 Others	I. Two-Dimensional Works: Including painting, calligraphy, printmaking, and photography. II. Three-Dimensional Works: Including sculpture, seal carving, and modeling. III. Mixed Media Works: Including mixed media (physical), installation art, and digital art. IV. Others: Including action art and other types of art works. Submissions must comply with the following requirements: 1. Submit up to five pieces of works, with at least two pieces presented in solo exhibitions. There should be at least one exhibition specifically held for the purpose of faculty member qualification submission, and the University should be notified one month before the exhibition. The exhibition should have a specific research theme and present a systematic creative ideology. 2. The works exhibited in the solo exhibitions should not be duplicated. The total number of works, according to different categories, should meet the following requirements: (1) Two-Dimensional Works: 15 pieces (2) Three-Dimensional Works: 10 pieces (3) Mixed Media Works: 5 pieces (4) Others: 5 pieces The above four categories can be presented in a proportional mix.

	Supplementary materials that can be submitted include albums or CDs of the solo exhibitions, exhibition information from public and private art institutions, and proof of collection or awards.
9. New Media Art 9-1 Digital Audiovisual Art 9-2 Interactive Digital Art 9-3 Virtual Reality 9-4 Multimedia Art and Others	This category includes works related to media art and interactive art. Submissions should consist of up to five pieces of works.
10. Design 10-1 Environmental and Spatial Design 10-2 Product Design 10-3 Visual Communication Design 10-4 Experiential Visual Design 10-5 Fashion Design	I. Environmental and Spatial Design including architectural design, urban design, interior design, landscape design, etc. II. Product Design including product design or industrial design, etc. III. Visual Communication Design including picture books, graphic design, three-dimensional design, packaging design, web design, etc. IV. Experiential Visual Design including environmental visual indicators for non-commercial spaces, and environmental visual signage and display design for commercial spaces. V. Fashion Design including clothing design, textile design, fashion and form design, etc. Submissions must comply with the following requirements: 1. The submitted works should be distinct and representative, either in production, have participated in public competitions, or be specific research-themed works. A maximum of five sets of works should be submitted with one set as the representative work, and a creative exhibition (design) report should be written based on its content. The minimum number of works required for each design category is as follows: (1) Environmental and Spatial Design: 3 pieces (2) Product Design: 5 pieces (3) Visual Communication Design: 15 pieces (4) Experiential Visual Design: 10 pieces (5) Fashion Design: 10 pieces If there are multiple design categories, the total number of works should be calculated proportionally based on the quantity of each category.

	2. The accompanying explanatory materials should include relevant supplementary explanations, photographs of physical objects, multimedia, or models, etc.
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Annex 2 Scope and Criteria for Submission of Sports Achievements as Evidence for Faculty Member Qualification Review

Scope	Relevant Regulations
For faculty members in the field of sports competitions, if they themselves or athletes under their guidance participate in important domestic or international sports competitions and achieve rankings, s/he can submit a proof of sports achievements for review. The scope of important domestic and international sports competitions mentioned in the preceding paragraph can be found in Annex 4-1. The proof of sports achievements referred to in the first paragraph is a documentation of athletic achievements issued by the organizers of sports competitions, and the criteria for acceptance are outlined in Annex 4-2.	I. To submit for review using the proof of sports achievements, the following regulations should be followed: 1. Five copies of the proof of sports achievements should be submitted, and the proof should indicate the athlete's rankings in international sports competitions. The timing of achieving the rankings should comply with the regulations set forth in Article 21, Paragraph 1, Subparagraph 4, after obtaining the qualifications of the previous level of teaching certification. 2. Three copies of the competition practice report should be attached, and its content should comply with the regulations in the second point. If submitting more than two proofs of sports achievements, the applicant should choose one as the representative achievement and others as reference achievements. If there are related achievements that form a series, they can be combined as representative achievements. Other related achievements or works outside of the representative achievement can be submitted as reference achievements. 3. If submitting the proof of sports achievements of athletes under the applicant's guidance, a coaching certificate issued by the organizing committee of the competition should be included. 4. If the submitted proof of sports achievements has received other awards, relevant proofs can be submitted together. 5. If the representative achievement is accomplished by two or more individuals, only one person may submit it for review. When submitting, individuals other than the

	submitter should waive their rights to submit the proof of sports achievements as representative achievements. The submitter should provide a written explanation of her/his involvement, and it should be endorsed with signatures by the other individuals who jointly completed the achievement. 6. If submitting the proof of sports achievements before obtaining the qualifications of the previous level of teaching certification, all the submission documents related to that level of teaching certification should be included. 7. If the teaching certification of the previous level has not been approved, but the proof of sports achievements meets the requirements outlined in the previous six regulations, the submission can be resubmitted with the same proof of sports achievements along with amended competition practice reports that exceed at least half of the previous submission, and three copies of the competition practice report that was not approved previously. II. The competition practice report referred to in the previous point, as stipulated in Paragraph 2, refers to the theoretical and practical research results report on personal or guided sports training. Its content should include the following main items: 1. Case Description 2. Theoretical Foundations 3. Training Plan (including participation in competitions) of the Submitter or the Training Plan (including participation in competitions) of the Athlete under the submitter's guidance.
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	4. Training Process and Outcome (including participation in competitions) of the Submitter or Training Process and Outcome (including participation in competitions) of the Athlete under the submitter's guidance. III. If the submitted competition practice report is approved for submission and is not subject to the provisions of Article 21, Paragraph 3, which allows for non-publication or a certain period of non-publication, it should be made available on the school website, in the library, or published in relevant publications domestically or internationally.
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Annex 4-1 Important Domestic and International Sporting Events

賽會名稱全名	賽會英文名稱
1. 奧林匹克運動會	1. (Summer/Winter) Olympic Games
2. 亞洲運動會	2. Asian Games
3. 奧運正式競賽項目之世界正式錦標賽	3. World Championships
4. 非奧運之亞運正式競賽項目之世界正式錦標賽	4. World Championships
5. 世界運動會	5. The World Games
6. 世界大學運動會	6. (Summer/Winter) Universiade
7. 亞運正式競賽項目之亞洲正式錦標賽	7. Asian Championships
8. 東亞青年運動會	8. East Asian Youth Games
9. 世界青年正式錦標賽	9. World Junior Championships
10. 非亞運正式競賽項目之亞洲正式錦標賽	10. Asian Championships
11. 世界中學生運動會	11. Gymnasiade
12. 帕拉林匹克運動會	12. Paralympic Games
13. 達福林匹克運動會	13. Deaflympic Games
14. 冬季帕拉林匹克運動會	14. Paralympic Winter Games
15. 冬季達福林匹克運動會	15. Deaflympic Winter Games
16. 世界盲人運動會	16. IBSA World Games
17. IWAS 世界輪椅暨截肢者運動會	17. IWAS World Games
18. CPISRA 世界腦性麻痺者運動會	18. CPISRA World Games
19. Virtus 全球智障者運動會	19. Virtus Global Games
20. ITTF 世界帕拉桌球錦標賽	20. ITTF Para Table Tennis World Championship
21. 世界帕拉射箭錦標賽	21. World Archery Para Championships
22. 世界帕拉射擊錦標賽	22. World Shooting Para Sport Championship
23. IWBf 世界輪椅籃球錦標賽	23. IWBf Wheelchair Basketball Championships
24. 世界帕拉田徑錦標賽	24. World Para Athletics Championships
25. 世界帕拉健力錦標賽	25. World Para Powerlifting Championships
26. Virtus 世界游泳錦標賽	26. Virtus World Swimming Championships
27. 亞洲帕拉運動會	27. Asia Para Games
28. 亞太聽障運動會	28. Asia Pacific Games for the Deaf
29. 亞洲區帕拉桌球錦標賽	29. ITTF PTT Asian Regional Championships
30. 世界帕拉游泳錦標賽	30. World Para Swimming Championships
31. BWF 世界帕拉羽球錦標賽	31. BWF Para-Badminton Championships
32. 世界聽障田徑錦標賽	32. World Deaf Table Tennis Championships
33. 世界聽障桌球錦標賽	33. World Deaf Table Tennis Championships
34. 世界聽障羽球錦標賽	34. World Deaf Badminton Championships
35. 世界聽障保齡球錦標賽	35. World Deaf Bowling Championships
36. 世界聽障網球(團體)錦標賽	
37. 世界大學正式錦標賽	

38. 全國運動會	36. World Deaf Tennis Championships (Dress & Maere Tennis Cup)
39. 全國大專校院運動會（必辦運動種類）	37. World University Championship (FISU)
40. 教育部核定辦理之大專校院運動聯賽最優級組	38. National Athletic Games
	39. National Intercollegiate Athletic Games
	40. Intercollegiate Conference Games approved by the Ministry of Education

Annex 4-2 Criteria Table for Acceptance of Achievements in Important Domestic and International Sporting Events