

# Regulations for Faculty Appointment and Promotion Review in the College of Health Care Management at Kainan University

Approved by the 1st College Teaching Evaluation Committee of the Academic Year 97 on August 25, 2008  
Amended and approved by the 2nd University Teaching Evaluation Committee of the Academic Year 97 on August 28, 2008  
Revised and approved by the 5th College Teaching Evaluation Committee of the Academic Year 97 on April 14, 2009  
Revised and approved by the 10th University Teaching Evaluation Committee of the Academic Year 97 on April 15, 2009  
Revised and approved by the 5th College Teaching Evaluation Committee of the Academic Year 103 on April 9, 2015  
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Revised and approved by the 10th University Teaching Evaluation Committee of the Academic Year 105 on May 11, 2017

- Article 1:** These regulations are established in accordance with the Kainan University Faculty Appointment and Promotion Review Regulations.
- Article 2:** Faculty members of the College of Health Care Management (hereinafter referred to as 'the College') who meet the qualifications for faculty appointment or promotion, as stipulated in Articles 3, 4, 5, 6, and 7 of the Kainan University Faculty Appointment and Promotion Review Regulations, may be recommended for appointment or promotion by the faculty review committees of the respective departments or programs within the College.
- Article 3:** The faculty appointment or promotion review for the College is conducted by the College Faculty Review Committee, whose composition is determined by the College Faculty Review Committee Regulations.
- Article 4:** Within the prescribed period for faculty appointment or promotion review at the university (as specified in Article 10, Paragraph 3 of the Kainan University Faculty Appointment and Promotion Review Regulations), each department or program within the College shall submit the application materials of the candidates who passed the initial review by the department or program faculty review committee to the College Faculty Review Committee for further review. The application materials shall include:
1. Voting and review records of the department or program faculty review committee.
  2. Application materials of the candidate (processed in accordance with Article 10, Paragraph 1 of the Kainan University Faculty Appointment and Promotion Review Regulations).
  3. Initial assessment materials and results of the candidate's teaching, research, service, and counseling within the current position (processed in accordance with Article 10, Paragraph 2 of the Kainan University Faculty Appointment and Promotion Review Regulations).
  4. List of the candidate's publications, representative works, and reference works (in compliance with Article 8 of the Kainan University Faculty Appointment and Promotion Review Regulations).
  5. Additional materials provided by the candidate.
- Article 5:** Candidates for promotion must meet the following standards for research publications at the level of their current position, in accordance with Article 6 of the Kainan University Faculty Appointment and Promotion Review Regulations, to be eligible to apply for promotion:
1. Associate professors applying for promotion to full professors must have at least four papers published in internationally or nationally recognized academic journals or professional publications.
  2. Assistant professors applying for promotion to associate professors must have at least three papers published in internationally or nationally recognized academic journals or professional publications.
  3. Papers that have been accepted by journals (with acceptance letters as proof) can be counted toward the total number of papers.

4. Authors applying for promotion based on academic journals or professional publications must include at least one paper that is indexed in SSCI, SCI, A&HCI, TSSCI, EI, or a journal with an anonymous review system.
5. For assistant professors, if the ranking of the main journal in which the paper is published is within the top 5%, they can apply for promotion with two papers published in internationally or nationally recognized academic journals or professional publications. For associate professors, three papers are required. The list of internationally or nationally recognized academic journals or professional publications shall be determined by the faculty review committees of the respective departments or programs and must be approved by external review, following the professional journal ranking table for faculty promotion, and other relevant regulations of the College. After the initial review by the department or program faculty review committee, the materials shall be submitted to the College Faculty Review Committee for further review.

**Article 6:** The procedures for the review of appointments or promotions for full-time faculty members shall be carried out in accordance with Article 4, Article 5, and Article 10 of the Kainan University Faculty Appointment and Promotion Review Regulations.

**Article 7:** The College Faculty Review Committee shall conduct reviews for newly hired faculty members with the attendance of more than half of the committee members, and approval from more than half of the attending members is required for passage. For the review of faculty promotions, the attendance of two-thirds or more of the committee members is necessary to convene the meeting. Approval from two-thirds or more of the attending members is required for passage. Absent committee members cannot be represented by others, and the proceedings involve anonymous voting. In the case of promotion deliberations, the number of committee members must not be less than three. Committee members involved in promotion meetings must participate fully; otherwise, they are ineligible to vote. In case of disputes, the chairperson shall make the final decision.

**Article 8:** If a promotion is not approved by the College Faculty Review Committee, a written explanation specifying the reasons for non-approval should be provided within ten days after the meeting. The concerned individual shall be notified, and the avenues for appeal shall be communicated.

**Article 9:** If an applicant disagrees with the decision of the College Faculty Review Committee regarding promotion, deems it unlawful or unfair, resulting in damage to their rights and interests, they may file an appeal with the Faculty Appeals and Review Committee within thirty days of receiving the notification of the review results. The procedures for recourse in cases of non-approval of promotion shall be handled according to the principles of the university's faculty promotion appeal process.

**Article 10:** These regulations, after approval by the College Faculty Review Committee meeting, shall be submitted to the University Faculty Review Committee for final approval and implementation. The same process applies to amendments.