

**COLLEGE OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE**  
**Material Evaluation Notices for Department/Graduate Institute Faculty**  
**Promotion Applications** (August 1, 2018)

1. Representative publications (or theses/dissertations) submitted by applicants must comply with the relevant regulations stipulated in the National Chung Hsing University *College of Electrical Engineering and Computer Science Faculty Appointment and Promotion Evaluation Regulations*.
2. Faculty members seeking a promotion must meet the minimum requirement indicators set by their respective departments/graduate institutes to be eligible. (Article 7)
3. Faculty members applying for a promotion must submit their representative publications (completed within five years) and reference publications published in their current faculty rank.

Representative publication date: For faculty members seeking a promotion effective August 1, their representative publications must be released or published no later than February 15 of the same year. For those seeking a promotion effective February 1, their representative publications must be released or published no later than August 15 of the previous year. The publication dates of reference publications extend up to the effective date of promotion, and faculty members must submit proof of journal acceptance and proof of publication before the promotion effective date and before the department/graduate institute faculty evaluation committee convenes. For works published in parts (e.g., Parts 1 and 2 of 2), the publication dates for each part must align with the same timeline. The term “representative publications” shall mean research papers or monographs published by academic journals/publishers (with a review system) where the faculty member must be the first or corresponding author. Edited or translated works cannot be submitted as reference publications. In principle, a research paper or monograph is considered a representative publication. Also, a series or sequential research papers may be considered as a single representative publication. (Article 9)

4. Faculty members seeking a promotion must organize their related personal publications and materials and submit an application to their department/graduate institute faculty evaluation committee by the deadline. Upon approval by the committee, the College of Electrical Engineering and Computer Science (hereinafter referred to as “the College”) will arrange for an external publication review. (Article 20)
5. Representative and reference publications: Theses/dissertations and publications that applicants used to obtain their current ranks must be declared in advance and may not be included in the evaluation scores. (Article 21)
6. Faculty members who were appointed or reappointed to their current ranks based on their diplomas and theses/dissertations must submit their research works outside of those used to obtain their current ranks as representative and research publications when applying for further promotion or reappointment. These publications must be submitted to the College faculty evaluation committee. (Article 29)

◎Faculty promotion self-checklist (please check the applicable items when completed)

Checklist item	Promotion applicant
1. The research outcome meets the department/graduate institute’s minimum requirements.	
2. The applicant is the first or corresponding author of the representative publication.	
3. The format and contents of the NCHU List of Representative and Reference Publications (Research	

Results or Teaching Materials) are accurate and complete.	
4. The years of service required for the promotion are met.	
5. Other promotion regulations of the department/graduate institute, College, and National Chung Hsing University are met.	

I hereby confirm that the above information is accurate. I understand I will be held solely responsibility for any issues resulting in the rejection of my application.

Applicant's signature:

Signature of the convener of the Department/Graduate  
Institute Faculty Evaluation Committee: