

## **TKU Regulations Governing the Review of Teacher Credentials**

Secretariat Regulation No. 1060000052 (11/21/2017)

### **Article 1**

The *TKU Regulations Governing the Review of Teacher Credentials* (herein referred to as “These Regulations”) are based upon “Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education,” “Teacher Qualifications Review Operating Instructions at Institutions of Higher Education,” “Treatment Principles of Review of Teachers in Violation of the Teacher Qualification Regulations at Institutions of Higher Education,” “University Treatment of Foreign Academic Admission Methods” and were formulated to deal with the process of reviewing teacher credentials. The process is to be handled in accordance with These Regulations unless otherwise stipulated in related laws.

### **Article 2**

The application, recommendation, and review process for teacher promotion is handled in accordance with the *TKU Regulations on Faculty Promotion*, the *TKU Regulations Governing the Assessment of Faculty Members’ Instruction and Service*, and the teacher promotion review rules set forth by each contract issuing first and second-tier academic division.

### **Article 3**

The process for applying for promotion is as follows:

1. The registration procedure for a teacher applying for promotion is as follows:
  - (1) After the application for promotion is initially examined by the applicant’s department of employment, the Department-level Faculty Review Committee (hereafter simplified as Department-level Review Committee) at least five work days before the deliberations are held sends a letter of the applicant’s department of employment to the Office of Human Resources for checking and registering, then afterwards it is submitted to the applicant’s department-level review committee for a preliminary review.
  - (2) If a teacher’s work is undergoing review then the teacher’s department of employment sends the work to the Office Human Resources for recording and checking of the work and background information. It should list in detail the work’s title, number of copies, and the Office of Human Resources uniform number. Afterwards the investigation work will take this information as correct.
  - (3) When the department- and College-level Faculty Review Committee (hereafter

simplified to College-level Review Committee) first decides to request the Office of Human Resources to adjust the information for promotion originally registered with them, they must have a letter with clear reasons to inform the Office of Human Resources to make the amendments. After starting the college-level external review process, there should be no further applications for revising the information.

- (4) If the applicant provides a name list of individuals to avoid as external examiners of the promotion work, the name list and reasons for applying should be in a sealed envelope accompanying the promotion materials which are sent to the Office of Human Resources for processing. If a name list of external examiners to avoid is not included in the materials that are sent, it will be regarded the same as forgoing that option; and it cannot be made up.
2. After being passed in the department-level preliminary review, the case is then sent to the College-level Review Committee for initial review, external review, and secondary review.
3. After the case is passed by the College-level Review Committee, all written publications and information to be assessed as part of the review will be sent to the Office of Human Resources, where it will be further evaluated and then sent to the TKU Academic Review and Evaluation Committee (hereafter referred to the Academic Review Committee) for external review. Those who do not pass the initial reviews by the Department-level or College-level Review Committees will have their information, along with the records of the review meetings sent to the Office of Human Resources for future reference.
4. The result of the external review conducted by the Academic Review Committee will be sent to the applicant's contract issuing first-tier unit by the Office of Human Resources. The contract issuing first-tier unit will 10 days before the committee meeting of the University-level Academic Review Committee (hereafter referred to as the University Review Committee) will collate all related promotion materials in a bound booklet and send it to the Office of Human Resources which will submit it the University Review Committee. If necessary the members of the University Review Committee can before the meeting go to the Office of Human Resources to peruse the work sent for review. The detailed list of the other materials sent for the faculty promotion should be separately compiled.
5. After being passed by the University Review Committee, the case will be sent to the

Ministry of Education (MOE) by the Office of Human Resources, and the MOE will then issue the appropriate certification.

#### **Article 4**

Those who had already obtained a Lecturer's Certificate before the amendments to the Education Personnel Employment Law took effect on March 21, 1997, who continued to serve as full-time lecturers without interruption, and who have obtained a doctoral degree, may apply for promotion to the level of full-time associate professor by submitting their PhD thesis and any other written publications. The application procedure is as follows:

1. The faculty member must submit an application to his / her department of employment. It is then examined, and if approved, sent to the Office of Human Resources for secondary evaluation. The case is then given an official number, returned to the applicant's department, and then submitted to the Department-level Review Committee for the preliminary review.
2. After being passed by the Department-level Review Committee, the case is then sent to the College-level Review Committee for the secondary review.
3. After being passed by the College-level Review Committee, all publications and information assessed in the review will be sent to the Office of Human Resources, where it will be further evaluated and then sent to the Academic Review Committee for external review. Those who do not pass the initial reviews by the Department-level or College-level Review Committees will have their publications and information, along with the records of the review meetings, sent to the Office of Human Resources for future reference.
4. The result of the external review conducted by the Academic Review Committee will be sent to the applicant's contract issuing first-tier unit by the Office of Human Resources. If the application is passed by the Academic Review Committee, the applicant may collate all related forms into bound book format and submit it to the Office of Human Resources, which will then send it to the University Review Committee for review.
5. After the application for promotion is passed by the University Review Committee, the Office of Human Resources will submit it to the MOE, which will issue the teacher with the appropriate certification.

## **Article 5**

The procedure for reviewing newly-employed teachers' credentials (professional experience and written publications) is as follows:

1. The faculty member must submit an application to his / her department of employment. It is then examined by the department and, if approved, sent to the Office of Human Resources for evaluation. The case is then given an official number and returned to the applicant's department, which then submits it to the Department-level Review Committee for the preliminary review.
2. After passing the Department-level Review Committee preliminary review, the case is then sent to the College-level Review Committee, where it undergoes an initial review, an external review, and a secondary review.
3. After the case is passed by the College-level Review Committee, it must be sent to the University Review Committee in accordance with the standard review procedures for newly-employed teachers, and the teacher's credentials for employment must be reviewed.
4. After the case is passed by the University Review Committee, the applicant's contract issuing first-tier unit must send all of the applicant's published works and related information to the Office of Human Resources, which will then submit them to the Academic Review Committee for external review.
5. The result of the external review will be sent to the applicant's contract issuing first-tier unit by the Office of Human Resources. If the applicant passed the external review, he / she must collate all related forms in a bound booklet and submit it to the Office of Human Resources, which will then send it back to the University Review Committee for the review of teacher credentials.
6. After the case is passed by the University Review Committee, the Office of Human Resources will submit it to the MOE, which will issue the teacher with a certificate of qualification. Those who fail to pass the external review will have their employment cancelled.

## **Article 6**

The procedure for reviewing newly-employed teachers' credentials (educational background) is as follows:

1. The contract issuing unit applying for the employment of a new faculty member

must prepare all related information, check to ensure that the university from which he / she graduated is listed in the reference list of overseas universities published by the MOE, and confirm that their degree thesis is of an appropriate standard. Their case should then be passed to the Department-level Review Committee for review of employment qualifications.

2. If the candidate's educational background features degrees obtained from overseas universities, before the contract issuing unit applies to employ the candidate, the candidate must first complete the process of verifying entry and exit to and from the ROC and must provide a copy of the degree diploma(s) obtained at the overseas university(ies). For degrees obtained at universities not listed in the MOE's reference list, information verifying the candidate's educational background should be collected and sent to the Office of Human Resources for processing.
3. After being passed by the Department-level Review Committee, the case must be sent to the College-level Review Committee, which should review the case in accordance with the procedures for faculty review.
4. After being passed by the College-level Review Committee, the case is then sent to the University Review Committee for review. The candidate's specialized published works (including degree dissertations) must be sent by the College-level Review Committee to be externally reviewed by at least two scholars or experts outside of TKU.
5. After the case is passed by the University Review Committee, the contract issuing unit must ask the candidate to prepare a Teacher Credential Review Resume and other related forms (this applies to all candidates who have either local or overseas educational qualifications), and a "specialized publication" (including degree thesis) review feedback form, and then submit such forms to the Office of Human Resources. The Office of Human Resources will then send the collated information to the MOE, which will issue the candidate with a certificate of qualification.

#### **Article 7**

Part-time teachers who do not yet possess the teacher certification corresponding to their position of employment must – after having taught at TKU for at least four semesters – apply to undergo a review of teacher credentials in accordance with Article 5 and Article 6 (above). Those who pass the review will have their case sent to the MOE in accordance with related procedures, and will be issued with the

appropriate certification. Those who fail to pass the review will not have their employment contract renewed when their current contract comes to an end.

### **Article 8**

If the University Review Committee approves the promotion and it has been reported to the MOE, the amount of time is counted starting from the year and month of the semester in which the decision was made. However, if the Department-level Review Committee approves the promotion later than the year and month that the foregoing promotion takes effect, the amount of time will be counted from the month the Department-level Review Committee gave its approval.

Newly-employed teachers who, within three months of being appointed to their position, submit an application for review in accordance with related laws, and who pass the review, will have their duration of service calculated starting from the date (the month and year) printed on their Letter of Employment. Those who do not submit the application within the specified three months will have their duration of service calculated starting from the month in which TKU submits the application to the MOE.

Under certain special circumstances or if a newly-employed teacher has an overseas university diploma and therefore, in accordance with Articles 27 and 28 of the Accreditation Regulations Governing Teacher Qualifications, is unable to complete the verification of teacher credentials in the first three months of coming to TKU, such teachers may gain an extension – after getting approval from the MOE – within which to lodge the application. Those who then pass the review will have duration of service calculated from the date (month and year) printed on their Letter of Employment.

### **Article 9**

If the applicant or others request someone's help, illegally lobby, give inducements, threaten or by other means seriously interfere with the examiners or the circumstances of the review process, they should promptly revoke the applicant's qualifications and inform the applicant. Moreover the applicant for two years from the day of notification cannot apply for the processing of the validation of his or her teacher qualifications.

### **Article 10**

If the applicant is found to be accused of or is discovered to be implicated in one of the following situations, the applicant cannot apply for an investigation of the revoking of his or her qualifications, and should be dealt with according to the

procedures of the violation of academic ethics:

1. The teacher's qualifications upon checking the curriculum vitae and the proof of collaboration are not posted, the representative work does not truthfully fill in the proof of collaboration nor the collaborators, there are improper citations, copyright or duplicate publication are not indicated, it does not explain a part of the content already has been published, or the other ways in which academic ethics have been violated.
2. The work, article, exhibition, performance or a technological report have conditions of plagiarism, fabrication, alteration or fraud.
3. The subject, proof of experience, the proof that a specialized work already has been accepted by a periodical for publication, the proof of collaboration is fabricated, altered, uses illegal or improper means to influence the examination of the paper.

### **Article 11**

This set of regulations will take effect on the date of its publication after being passed by the university-level Faculty Review Committee and approved by the TKU President. The same applies to any later amendments made.