

Guidelines on Department-level Review of Faculty Promotion

Applications by Department of Occupational Therapy at I-Shou

University

Adopted on March 25, 2009, at the third meeting of the Departmental Affairs Council in the second semester of the academic year 2008

Amended on June 9, 2009, at the seventh meeting of the Departmental Affairs Council in the second semester of the academic year 2008

Amendments to the Guidelines promulgated with the consent of the President dated July 31, 2017

Amendments to the Guidelines adopted by the department-level Teacher Review Committee on October 11, 2024, and promulgated with the consent of the President dated January 2, 2025

- I. The Guidelines on Department-level Review of Faculty Promotion Applications by Department of Occupational Therapy at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Occupational Therapy (hereinafter referred to as “the Department”) pursuant to the Regulations for Faculty Promotion System at I-Shou University and the Guidelines on the Evaluation of Research Performance for Faculty Promotion by College of Medicine at I-Shou University.
- II. The evaluation of research performance for faculty promotion within the Department shall be conducted in accordance with the Guidelines. Matters not mentioned herein, if any, shall be governed by the Regulations for Faculty Promotion System at I-Shou University and other applicable laws and regulations.
- III. Faculty members of the Department who apply for faculty promotion shall submit the following academic works for an accreditation review:
 1. Representative works and works for supporting purposes shall be journal articles published in domestic or foreign scholarly or professional journals, certified in writing by a journal to be published on a specific date, or published in public circulation after the accreditation of the current academic rank.

2. Conference papers shall not be used as representative works.
3. At least one of the representative works submitted for an accreditation review shall list the applicant as the first or corresponding author and shall be published with the institutional affiliation specified as I-Shou University. For those applying for promotion to associate professor or above, the applicant's degree treatise supervisor shall not be listed as the first or corresponding author of the representative work. A written statement explaining the applicant's contribution or participation in the co-authored work shall be provided, along with signatures from the co-authors as proof.

IV. Research works submitted for an accreditation review after obtaining the current academic rank shall meet the following criteria:

1. For promotion from associate professor to professor, the applicant shall have published at least eight academic articles in journals indexed in databases such as SCI, SSCI, EI, FLI, EconLit, ABI, or TSSCI. Among these, at least four articles shall list the applicant as the first or corresponding author.
2. For promotion from assistant professor to associate professor, the applicant shall have published at least six academic articles in journals indexed in databases such as SCI, SSCI, EI, FLI, EconLit, ABI, or TSSCI. Among these, at least three articles shall list the applicant as the first or corresponding author.
3. For promotion from lecturer to assistant professor, the applicant shall have published at least four academic articles in journals indexed in databases such as SCI, SSCI, EI, FLI, EconLit, ABI, or TSSCI. Among these, at least two articles shall list the applicant as the first or corresponding author.

V. When a faculty member applies for faculty promotion, their evaluation score is determined based on the following three categories and their corresponding weights:

1. Representative works or works for supporting purposes (70%);
2. Performance in teaching, research, and counseling & service (15%); and
3. Honors, awards, and participation in academic activities (15%).

The scores for each of the aforementioned categories are based on achievements published within the five most recent years prior to the submission of a faculty promotion application.

VI. The Guidelines become effective on the third day of promulgation after being made by the department-level Teacher Review Committee, approved by the college-level Teacher Review Committee, and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.