

# **Guidelines on Appointment of New Teachers by Department of Digital Media Design at I-Shou University**

Established on January 18, 2012 at the meeting of the department-level Teacher Review Committee

Adopted on February 9, 2012 at the first meeting of the college-level Teacher Review Committee in the second semester of academic year 2011

Adopted on February 17, 2012 at the first meeting of the school-level Teacher Review Committee in the second semester of academic year 2011

Ratified and promulgated by the President on May 14, 2012

- I. The Guidelines on Appointment of New Teachers by Department of Digital Media Design at I-Shou University (hereinafter referred to as “the Guidelines”) are established pursuant to Article 3 of the Regulations for Faculty Appointment of the University.
  - II. Unless otherwise stipulated in laws and decrees as well as university regulations, faculty appointments of the Department shall be subject to the Guidelines.
  - III. To maintain the quality of faculty in line with the University development, the Department shall draw up a mid- and long-term faculty appointment project on the basis of the existing faculty and curriculum planning. Such a project shall be submitted to the Departmental Affairs Council and the College Affairs Council for review, and then delivered to the Office of Human Resources for future reference. This plan is subject to review on a regular basis; concrete reasons should be proposed in case any modification is considered necessary.
  - IV. The Department shall establish the Selection Committee for New Teachers to take charge of affairs with respect to new faculty member selection. The establishments of the Selection Committee for New Teachers and selection procedures are prescribed separately.
  - V. Faculty appointments of the Department shall be dealt with in a fair, just and open manner. Furthermore, the information on initial appointments is compiled and published on the mass media or academic publications by the Office of Human Resources.
- In principle, initial appointments are made once each semester, and the beginning date of an appointment is the first day of each semester (i.e. February 1<sup>st</sup> or August 1<sup>st</sup>). The procedures and timeline are subject to relevant university regulations and rules.

- VI. Besides having high morality and integrity, applicants for a teaching post at the Department must not get involved in any situations in which they are not eligible to take office as educators as stipulated in the Act Governing the Appointment of Educators. Qualifications for being appointed as a faculty member by the College are specified in the Regulations for Faculty Appointment of the University.
- VII. When an applicant for a full-time post is holding a doctoral degree conferred by the University, he/she shall have worked full time with remarkable achievements in teaching, research, professional field(s) or capacity in relation to his/her major(s) in other public/private institutions and schools for two years or more. However, the aforesaid rule is not applicable to such an applicant who possesses outstanding specialties or has extraordinary accomplishments, and at the same time is officially recognized by the Selection Committee for New Teachers.
- VIII. The department -level Teacher Review Committee shall conduct a department-level qualifications screening on applicants, and the college-level Teacher Review Committee reviews the department-level screening results. Then, the review results are referred by the Office of Human Resources to the university-level Teacher Review Committee for approval.
- IX. For an applicant for initial appointment who is subject to screening on the basis of publications and work experiences, the qualifications screening procedure shall be in accordance with university regulations for faculty promotions. However, teaching and service scores shall not be included as screening items. An applicant whose external review score meets the requirement of screening cut-off score as stipulated in the Regulations for Faculty Promotion System of the University will be appointed by the University; however, when an applicant fails to meet the screening requirement, he/she may choose the screening on the basis of diploma and educational background.

For an applicant for initial appointment who is subject to screening on the basis of a foreign degree or diploma, the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education shall apply to admission qualifications, school of graduation, courses of study, years of study, and circumstances under which a degree or diploma is not accredited. Moreover, an applicant's years of study shall exceed two-thirds of the periods specified in Paragraphs 1 or 3 of Article 9 in the foregoing Regulations. An applicant's thesis/dissertation, publications or works shall be delivered by the college- and university-level Teacher Review Committees to off-campus scholars and experts for review, and the screening procedure shall be in accordance with the provisions of the foregoing paragraph.

When the educational system, the title and attributes of an advanced degree conferred by a foreign academic institution are different from those officially recognized in Taiwan, foregoing

rules and criteria in the Principles for Recognition of Foreign Degrees or Diplomas of the University shall both apply.

When an applicant for initial appointment holds the Teacher Certificate issued by the Ministry of Education or is a National Chair Professorship holder, external review of his/her specialized publications is not necessary. Rather, such an application shall be directly submitted to Teacher Review Committees at different levels for reviewal.

- X. Appointments of part-time teachers by the Department shall be governed by the Guidelines and the relevant guidelines on appointment of part-time teachers of the College. Any issues not mentioned herein shall be subject to laws and decrees of the Ministry of Education as well as relevant regulations and rules of the University.
- XI. The Guidelines become effective after being adopted by the department-level, college-level, school-level Teacher Review Committees and the University Administrative Council, and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*