

National Kaohsiung University of Science and Technology

Guidelines for the Appointment of Foreign Contract Faculty Members at the College of Electrical Engineering and Computer Science

Revised and approved on September 20, 2022 by the College Affairs Committee

1. In accordance with the fifth point of the Guidelines for the Appointment of University-Funded Foreign Contract Faculty Members of National Kaohsiung University of Science and Technology (hereinafter referred to as the University), the College of Electrical Engineering and Computer Science (hereinafter referred to as the College) has established the Guidelines for the University-Funded Appointment of Foreign Contract Faculty Members at the College of Electrical Engineering and Computer Science (hereinafter referred to as the Guidelines).
2. The College appoints one foreign contract faculty member every two years. The foreign faculty member in question must pass the annual assessment prior to signing the employment contract. If the foreign faculty member fails to pass the annual assessment or to meet the demands for improvement within a specified period of time, his or her employment will be terminated. The College will appoint a foreign contract faculty member for a maximum period of four years. The employment period shall be extended in the case of special educational requirements and or under special circumstances.
3. The appointed foreign faculty member (hereinafter referred to as the faculty member) shall undergo an annual assessment each year, after which the faculty member might receive an assessment outcome of pass, fail, or conditional passing for one academic semester.
4. Regulations for salary increase and employment extension of the faculty member are as follows:
 - (1)Salary Increase
 - ①The faculty member must be employed for a full period of one year and must undergo an evaluation in order to upgrade his/her current basic or seniority salary. The faculty member shall complete a report on academic research, teaching, or other achievements three months before the completion of his/her one-year employment period. Following the approval of the department of their employment and the University Faculty Evaluation Committee, the application will be sent to the Personnel Office. Salary increase will be granted after the application is ratified by the President. The faculty member may only apply for salary increase up until the highest level of seniority salary according to their position.
 - ②Prior to undergoing the evaluation for increased salary, the faculty member must complete at least one of the following requirements. Those who are yet to fulfill the following requirements will not be approved to receive increased salary.

I. Apply for and assume the position of host in a National Science Council Project.

II. Submit at least two papers to SCIE/SSCI International Journal.

The faculty member must be listed as either the first or corresponding author in the submitted papers.

(2) Employment Extension

① The faculty member shall complete a report on academic research, teaching, or other achievements, as well as this College's Accumulated Points Table for Employment Extension of Foreign Contract Faculty Members three months prior to the completion of his/her employment contract. The faculty member shall submit all required documents to the department of his/her employment. Following the approval of the department of their employment and the University Faculty Evaluation Committee, the application will be sent to the Personnel Office. Employment extension will be granted after the application is ratified by the President.

② The faculty member shall fulfill the following point requirements according to his/her respective positions every two years:

I. 24 points for foreign contract professors.

II. 16 points for foreign contract associate professors.

III. 8 points for foreign contract assistant professors.

5. In accordance with the Guidelines for Foreign Contract Faculty Member at the College, faculty members who are able to meet the required qualifications for competitive faculty appointment may participate in the selection of full-time faculty members according to the procedures of the University's competitive faculty appointment. The faculty member in question will be reexamined in accordance with the procedures of new faculty members employment.
6. Matters left uncovered by the Guidelines shall be handled in accordance with the University's University-Funded Appointment of Foreign Project Faculty Members and other related regulations.
7. The Guidelines become effective after they are approved by the College Affairs Committee and ratified by the President. Revisions must follow the same procedure.

National Kaohsiung University of Science and Technology
Submission Form of Reports on Academic Research, Teaching, or Other
Achievements for Foreign Faculty Members of the College of Electrical
Engineering and Computer Science

Department			
Name of Contract		Occupation	
Faculty Member		Title	
Date of Assessment: From YYYY/ MM until today (for the past year)			
<p>1. Hosted National Science Council Research Project (<input type="checkbox"/> Yes (Please attach NSC grant project list below) <input type="checkbox"/> No)</p> <p>(1) Name of Research Project :</p> <p>Time of Project Commencement :</p> <p>Project Approved Grant :</p> <p>(2) Name of Research Project :</p> <p>Time of Project Commencement :</p> <p>Project Approved Grant :</p> <p>(Additional Note: Please attach NSC grant project list for transfer to other universities)</p>			
<p>2. Published a paper as a representative of the university</p> <p>(1) The faculty member has submitted a paper to SCIE/SSCI International Journal (please attach certificate of paper submission) during the period of evaluation and is listed as either the first or corresponding author in the submitted papers. Total number of papers submitted: _____</p> <p>(2) The submitted paper has been accepted by or published in SCIE/SSCI International Journal during the period of evaluation, with the faculty member listed as either the first or corresponding author in the submitted papers. Total number of papers submitted: _____</p> <p>Please list all related information according to the following order: Name, title of submitted paper, name of journal, volume number, page number, year of publication (SCIE/SSCI, Impact Factor; Scopus CiteScore Rank, field of research), and attach list of all corresponding authors, the first pages of all submitted papers as well as the certificate document as procured from Scopus database.</p> <p>1. Example: AAA*, BBB, CCC, “Synergistic oooocomposites,” <i>Optics Express</i>, Vol.127(2), pp1047-1053, May, 2018. (SCI, Impact Factor =7.3; CiteScore Rank:5/88 = 5.7%, Optics)</p> <p>2....</p>			
<p>3. Other achievements (Student Councilor, School Service, Extension Education, Government Consultation, etc.)</p> <p>Please list your achievements below:</p> <p>(1)....</p> <p>(2)....</p>			
Signature of Faculty Member Under Evaluation		Date	__(MM) __ (DD), __ (YYYY)
University Faculty Evaluation Committee Evaluation Results			

Signature and Seal of the Unit Supervisor	(Initial evaluation is unnecessary for faculty members employed directly by the College)	Results of Initial Evaluation	<input type="checkbox"/> Pass Fail <input type="checkbox"/> Conditional Pass for a period of one academic year Approved by the Departmental Faculty Evaluation Committee on _____ (MM) _____ (DD), _____ (YYYY) of the _____ Academic Year
Signature and Seal of the Dean of the College of Electrical Engineering and Computer Science		Results of Secondary Evaluation	<input type="checkbox"/> Pass Fail <input type="checkbox"/> Conditional Pass for a period of one academic year Approved by the College Faculty Evaluation Committee on _____ (MM) _____ (DD), _____ (YYYY) of the _____ Academic Year

Accumulated Points Table for Employment Extension of Foreign Contract Faculty Members of the College of Electrical Engineering and Computer Science (Within the Past 2 Years)

Unit of Employment:		Employment Rank:	
Name of Faculty Member:			
Date of Assessment: From YYYY/ MM until today			
(1) Published paper in the SCIE/SSCI Journal (Must account for half or more than half of the minimum points required for foreign contract faculty member for each faculty rank as determined by the College)			
Items	Published paper in the SCIE/SSCI International Journal Related information should be listed according to the following order: Name, title of paper, name of journal, volume number, page number, year of publication, SCIE/SSCI, Impact Factor; Scopus CiteScore Rank, field of research), and attach list of all corresponding authors, the first pages of all submitted papers as well as the certificate document as procured from Scopus database.	Journal Rank (Rank by Journal Impact Factor) and Points (Impact Factor shall be assessed in accordance with the rank of the journal in the SCIE/SSCI subject category of the related research field)	Points
Example	AAA*, BBB, CCC, “Synergistic oooocomposites,” Optics Express, Vol.127(2), pp1047-1053, May, 2018. (SCI, Impact Factor =7.3; CiteScore Rank:5/88 = 5.7%, Optics)	<input type="checkbox"/> $R \leq 10\%$ (4 Points) <input type="checkbox"/> $10\% < R \leq 20\%$ (3 Points) <input type="checkbox"/> $20\% < R \leq 50\%$ (2 Points) <input type="checkbox"/> $R \geq 50\%$ (1 Point)	
1			
2			
	(Add rows according to personal requirement)		
(2) Other Papers (1 Point for Each Submitted Paper)			
Items	Submitted papers to other international journals or conferences aside from SCIE/SSCI. Related information should be listed according to the following order: Name, title of paper, name of journal, volume number, page number, year of publication		
1			
2			
	(Add rows according to personal requirement)		
(3) Invention Patent (1 Point for each item), International Competition (1 point for each first prize win)			
Items	1. Name of invention patent, year of publication, name of inventor 2. Title of international competition, achieved ranking, category of competition, name of adviser or student		Points

1			
2			
	(Add rows according to personal requirement)		
(4) Research Plan			
NSC Projects (1 point for each project), Industry-Academia Collaboration Projects (1 point for every NT\$500,000 project), Private Foundations Projects (1 point for every NT\$1,000,000 project)			
Items	Name of Project (Project must be commenced under the name of the project host)	Budget/Year of Implementation	Points
1			
2			
	(Add rows according to personal requirement)		
Total number of points from (1) + (2) + (3) + (4)			
Points for submission of papers to the SCIE/SSCI International Journal has exceeded the minimum number of points required for foreign contract faculty member of each rank as determined by the College by half or more.			<input type="checkbox"/> Yes <input type="checkbox"/> No
University Faculty Evaluation Committee Assessment Results			
Signature and Seal of the Unit Supervisor	(Initial evaluation is unnecessary for faculty members employed directly by the College)	Results of Initial Evaluation	<input type="checkbox"/> Pass Fail <input type="checkbox"/> Conditional Pass for a period of one academic year Approved by the Departmental Faculty Evaluation Committee on _____ (MM) _____ (DD), _____ (YYYY) of the _____ Academic Year
Signature and Seal of the Dean of the College of Electrical Engineering and Computer Science		Results of Secondary Evaluation	<input type="checkbox"/> Pass Fail <input type="checkbox"/> Conditional Pass for a period of one academic year Approved by the College Faculty Evaluation Committee on _____ (MM) _____ (DD), _____ (YYYY) of the _____ Academic Year

Notes: Faculty members must attach relevant supporting documents and materials which have been approved by Departmental Faculty Evaluation Committee for all points listed above.