

Regulations Governing Appointment and Promotion of Faculty in College of Medicine of Taipei Medical University

December 16, 2015: Newly enacted and passed by the University Faculty Evaluation Committee.
March 21, 2016: Amended and passed by the College Faculty Evaluation Committee.
April 13, 2016: Amended and passed by the College Affairs Meeting.
April 27, 2016: Amended and passed by the University Faculty Evaluation Committee.
March 18, 2020: Amended and passed by the College Faculty Evaluation Committee.
May 6, 2020: Amended and passed by the College Affairs Meeting.
September 1, 2020: Amended and passed by the University Faculty Evaluation Committee.
December 17, 2020: Amended and passed by the College Faculty Evaluation Committee.
January 21, 2021: Amended and passed by the College Affairs Meeting.
March 3, 2021: Amended and passed by the University Faculty Evaluation Committee.
March 15, 2022: Amended and passed by the College Faculty Evaluation Committee.
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May 24, 2022: Amended and passed by the College Faculty Evaluation Committee.
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February 12, 2025: Amended and passed by the University Faculty Evaluation Committee.
March 25, 2025: Amended by the order of Bei-Yi-Xiao-Ren-Zi No. 1142000144; total of 12 articles.
January 16, 2026: Amended and passed by the College Faculty Evaluation Committee.
January 23, 2026: Amended and passed by the College Affairs Meeting.
January 26, 2026: Amended and passed by the University Faculty Evaluation Committee.
February 5, 2026: Amended by the order of Bei-Yi-Xiao-Ren-Zi No. 1152000060; total of 11 articles.

Article 1 (Purpose)

These Detailed Enforcement Rules (hereinafter referred to as "the Rules") are established by the College of Medicine (hereinafter referred to as "the College") to facilitate the recruitment and promotion of faculty members and to safeguard their rights, in accordance with the *Act Governing Appointment of Educators*, the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, and Article 15 of the *Enforcement Regulations Governing Appointment and Promotion of Faculty in Taipei Medical University* (hereinafter referred to as "the University Regulations").

Article 2 (Scope of Application)

The Rules apply to the initial appointment, promotion, reappointment, and replacement (re-employment) of full-time and part-time faculty

members.

Article 3 (Qualifications, Tracks, and Conditions)

1. The qualifications, tracks, and conditions for initial appointment and promotion shall be handled in accordance with Articles 2 through 12 of the University Regulations. Promotion tracks are categorized into: Academic Development Type, Industry-Academic Application Type, and Teaching Practice Type.
2. The Industry-Academic Application Type is only applicable to promotion to the rank of Associate Professor or higher.
3. For the recruitment of new faculty members in non-clinical departments/units and project-based faculty, units shall prioritize candidates with international degrees or experience. Special cases may be recruited only after being reported to and approved by the Dean of the College.

Article 4 (Procedures)

Faculty members applying for initial appointment or promotion shall submit all required documents within the application period announced by the University. Procedures shall be conducted in accordance with Articles 9 through 22 of the University Regulations.

Article 5 (Review Regulations)

The rules for the review of initial appointment or promotion by the College Faculty Evaluation Committee (College FEC) are as follows:

1. Substantive review items include: public colloquium, scoring of teaching, research, and service as specified in Article 7 of the Rules, and a comprehensive evaluation of the overall contribution to the University.
2. Applicants for the rank of Assistant Professor or higher must participate in a public colloquium hosted by the College.
3. Upon passing the substantive review, the meeting minutes shall be attached and submitted to the University Faculty Evaluation Committee (University FEC) for final review.
4. Applicants whose promotion is denied shall be notified by the College FEC in writing with specific reasons.

Article 6 (Submission and Replacement Procedures)

1. Faculty members applying for initial appointment or promotion must submit the following documents:
2. All forms required as listed on the TMU Human Resources

Office website.

3. Supporting evidence for scoring items related to the respective promotion track specified in Article 7.
4. Copies or original certificates of Doctoral or Master's degrees.
5. Representative publications (works), teaching practice research reports, or specialized works/technical reports in the number of copies required by University regulations. Works previously used for appointment to a lower rank may not be resubmitted. Submitted works must have been published within five years prior to the application and after obtaining the current rank. For accepted papers not yet printed, official proof of acceptance must be provided.
6. Applicants for initial appointment must provide two recommendation letters.
7. Applicants for replacement (re-employment) who already hold teacher qualifications certified by the Ministry of Education (MOE) must provide publications, copies of the MOE teacher certificate, course syllabi from the previous semester, and other relevant data to the College FEC for review. After review, the results shall be submitted to the University FEC for final approval.

Article 7 (Review Procedures and Conditions)

For the review of initial appointments and promotions, the Dean shall appoint members from the University's full-time faculty to conduct reviews. Based on the review opinions regarding teaching, research, and service, three sets of review opinions shall be compiled and submitted to the College FEC for deliberation. Meeting minutes shall then be submitted to the University FEC for final review.

(a) Academic Development Type:

- (1) Teaching and Service Review Standards: Conducted in accordance with the *Feedback Form of Teaching and Research Service of Faculty in College of Medicine of Taipei Medical University* and the *Evaluation Form of Teaching Service of Faculty in College of Medicine of Taipei Medical University*.
- (2) Research Review Standards:
 - (A) Conducted in accordance with the *Regulations Governing Standards of Promotion of the Faculty*.
 - (B) Academic research must demonstrate both innovation and

consistency.

- (C) Representative works for initial appointment or promotion are limited to original research articles where the applicant is the first author or corresponding author. For co-authored works, a "Co-author Verification Form" must be attached.
- (D) Applicants for each rank must meet the following criteria:
 - (i) Professor Rank:
 - (I) At least three main publications (Original Full Articles¹) in series related to the applicant's major field, published as the sole first author or sole corresponding author, with one designated as the representative work. These articles must meet the College's substantive review criteria².
 - (II) The representative work must be published as the sole corresponding author and rank in the top 20% of the field or have a JIF ≥ 7 ; faculty members in Discipline C are not restricted by field ranking.
 - (III) Applicants must provide a detailed description (max. 400 words) of the series and innovation of the three main publications.
 - (IV) A citation report for papers published as first or corresponding author within the five years prior to submission must be provided (up to 5 most cited papers for reference).
 - (V) Within the current rank, the applicant must have served as the Principal Investigator (PI) for at least one research project (applied for independently) funded by domestic or international government agencies with a review mechanism or an annual project from the National Health Research Institutes (NHRI).

¹ Original Full Article excludes types such as presentation-style papers (brief communications), review articles, and case reports.

² Key Points of Substantive Review examine three aspects of original scientific research in a paper, including:
(I) Demonstration of processes and relevant records for the objective description or measurement of medical or biological phenomena;
(II) Possession of research methods capable of detailing and listing step-by-step operating procedures and processes;
(III) Academic papers possessing innovative and in-depth insights, or those developing and utilizing innovative research methods to derive conclusions.
Each aspect is evaluated for its depth, breadth, difficulty, rigor, and innovation.

- (ii) Associate Professor Rank:
- (I) At least two main publications (Original Full Articles³) in series related to the applicant's major field, published as the sole first author or sole corresponding author, with one designated as the representative work. These articles must meet the College's substantive review criteria⁴.
 - (II) The representative work must rank in the top 40% of the field or have a JIF ≥ 5 ; faculty members in Discipline C are not restricted by field ranking.
 - (III) Applicants must provide a detailed description (max. 400 words) of the series and innovation of the two main publications.
 - (IV) A citation report for papers published as first or corresponding author within the five years prior to submission must be provided (up to 5 most cited papers for reference).
- (iii) One representative work (Original Full Article⁵) related to the applicant's major field, published as the sole first author or sole corresponding author. The work must meet the College's substantive review criteria⁶.
- (iv) International Co-publications: Applicants for Professor rank must have at least three; for Associate Professor rank, at least two. The applicant does not need to be the first or corresponding author for these specific co-publications. "International" refers to co-authorship with scholars from countries or regions outside of Taiwan.
- (E) Papers listed with Equal Contribution may NOT serve as representative works or main publications, except for those with a JIF ≥ 15 .
- (F) Clinicians physicians who have obtained the rank of Associate Professor or higher from the MOE and possess domestic/international professional prestige may be

³ Same as Note 1.

⁴ Same as Note 2.

⁵ Same as Note 1.

⁶ Same as Note 2.

exempt from the requirements of Subparagraph 1, Item 2, but must provide supporting data for teaching and research in their major field for review.

(G) For clinicians applying for Assistant Professor via a doctoral degree, research points must reach 150. For non-clinicians, points are based on the *Enforcement Rules for the Recruitment of New Faculty*. For others, points must reach 250. Additionally, at least one SCIE paper as first/corresponding author (SSCI/EI for Liberal Arts) or one SCIE paper with $JIF \geq 5$ (any author order) is required.

(b) Industry-Academic Application Type:

(1) Teaching and Service Review Standards: Conducted in accordance with the *Feedback Form of Teaching and Research Service of Faculty in College of Medicine of Taipei Medical University* and the *Evaluation Form of Teaching Service of Faculty in College of Medicine of Taipei Medical University*.

(2) Research Review Standards: Conducted in accordance with the *Regulations Governing Standards of Promotion of the Faculty*.

(c) Teaching Practice Research Type:

(1) Research and Service Review Standards: Conducted in accordance with the *Feedback Form of Teaching and Research Service of Faculty in College of Medicine of Taipei Medical University* and the *TMU College of Medicine Faculty Research and Service Scoring Form*.

(2) Teaching Review Standards: Conducted in accordance with the *Regulations Governing Standards of Promotion of the Faculty*.

(d) Publications submitted for review by full-time faculty members must be published under the name of the College and the University during their period of service at the University. For part-time faculty members applying via the Academic Development Type, at least three publications, including the representative work, must be published under the name of the University.

(e) For applicants who were previously appointed based on a dissertation, the representative work for promotion may not

overlap with the content of the dissertation. A copy of the original dissertation must be submitted for reference.

- (f) If a previous application was denied, the applicant may re-apply with the same representative work; however, at least one or more of the other submitted works must be added or replaced.
- (g) If the representative work submitted for the current application has a title or content similar to a work that has already been approved and certified, the applicant shall attach an explanation detailing the similarities and differences between the current and previous applications. This requirement also applies if the title or content has been changed.
- (h) If submitted data or scoring calculations are found to be fraudulent, the College FEC may refuse to review and return the application. Serious cases will result in a ban from applying for one to three years and referral to the Academic Ethics Committee.

Article 8 (Non-reappointment and Severance)

Regulations regarding non-reappointment or severance of full-time faculty shall be implemented in accordance with the *Regulations Governing Appointment of the Faculty*.

Article 9 (Reappointment)

1. Reappointment shall be handled in accordance with Articles 4 and 6 of the *Regulations Governing Appointment of the Faculty*.
2. Full-time, part-time, jointly-appointed faculty, and clinical faculty in affiliated hospitals must have at least one of the following academic experiences within the College for yearly reappointment:
 - (1) Serving as a course coordinator (full-time faculty only).
 - (2) Participation in PBL, TBL, or CBL teaching.
 - (3) Serving as an OSCE examiner or GOSCE instructor.
 - (4) Serving as a member of admissions or oral examination committees for Master's/Doctoral programs.
 - (5) Participation in project-based courses planned by the College.
 - (6) Teaching basic/clinical courses, clinical rotations, or skill-based courses.
 - (7) Serving as a teaching attending physician in affiliated hospitals.
3. Those with special contributions approved by the College FEC may be exempt from the requirements of Paragraph 2.

Article 10 (Unaddressed Matters)

Matters not covered by the Rules shall be handled in accordance with the *Regulations Governing Appointment and Promotion*, the *Regulations Governing Appointment of the Faculty*, other relevant University rules, and government laws.

Article 11 (Approval Authority)

The Rules and any subsequent amendments shall be implemented upon approval by the University FEC.