

National Central University Guidelines for External Review of Academic Writings and Publications of Researchers at Joint Research Centers

Approved by 1st institution-level teacher evaluation committee in 2010 academic year on 2010.9.21
Amended and approved at the 1st institution-level teacher evaluation committee in 2011 academic year on 2011.9.20

1. To deal with appointment of researchers and review academic writings and publications for promotion of researchers at the research centers operated jointly, these Guidelines (hereinafter referred to as the Guidelines) are hereby established.
2. The Teacher Evaluation Committee of Joint Research Center (hereinafter referred to as JRC Teacher Evaluation Committee) shall set up an external review panel to review academic writings and publications (hereinafter referred to as the Panel) and the Panel will determine a list of reviewers to whom academic writings and publications are sent for review. The Panel comprises 3 members, including Director of Joint Research Center, who shall be the convener. The other 2 members shall be recommended by Director of Joint Research Center and are required to be JRC Teacher Evaluation Committee members.
3. For appointment of assistant researchers, candidates' writings and publications in specialized areas (including their dissertations) shall be sent to 3 external scholars and experts to review. For appointment of associate researchers and researchers, candidates' writings and publications in specialized areas shall be sent to external scholars and experts to review, and the reviewers shall be at least 6 persons. Research staff's writings and publications in specialized areas submitted for their application for promotion shall be sent to external scholars and experts to review, and the reviewers shall be at least 6 persons.
4. External reviewers shall be professors or those who have qualifications for a professor in principle.
5. Principles of Selecting Reviewers:
 - (1) The applicant may provide the Panel with a list of persons who the applicant intends to recuse (no more than 3 persons) and shall state the reasons for such recusing for its reference.
 - (2) The research center where the applicant works shall provide the Panel with a list of suggested reviewers (which shall contain at least 7 persons for appointment of an assistant researcher, or at least 10 persons for appointment of an associate researcher or a researcher). The provided list

shall include basic information (name, current service unit and title, speciality, mail address, phone number, education and work experience, awards, etc.)

- (3) The following persons shall be excluded from reviewers:
 - i. Master dissertation and Ph.D dissertation advisers of the applicant;
 - ii. Persons with whom the applicant works closely for academic research;
 - iii. Persons who are the applicant's relatives or family members or relate to the provisions of Article 32 of the Administrative Procedure Act;
 - (4) After taking into account such lists as stated in Paragraphs (1) and (2), the Panel shall deliberate and decide on the list of at least 7 reviewers and the priorities.
6. Keeping External Reviewers Confidential:
- (1) Keep the list of external reviewers strictly confidential.
 - (2) For the purpose of confidentiality, do not disclose names of reviewers. As for the data sent back by external reviewers, sort out and arrange the review comments. Typewrite handwritten comments and proofread, then send the data and comments to the head of unit for further confirmation.
7. When the center intends to hire new research staff or assists research staff in applying for promotion, the following documents shall be prepared and sent to JRC Teacher Evaluation Committee in order to have their academic writings and publications reviewed.
- (1) Curriculum vitae;
 - (2) Education and work experience information, and photocopies of certifying documents;
 - (3) The representative writing or publication, and reference writings, and in case that the representative writing or publication is coauthored by more than 2 persons, the certificate of co-authorship for the representative writing to be reviewed for screening of teacher qualifications.
8. As for the academic writings and publications sent to be reviewed for the applicant's promotion, JRC Teacher Evaluation Committee shall inform the applicant of the comments made by external reviewers. The applicant may give a proper explanation, based on the comments, to JRC Teacher Evaluation Committee for its reference.
9. Matters not provided in the Guidelines shall be dealt with in accordance

applicable regulations.

10. The Guidelines and any amendment thereof shall be implemented only after being adopted by JRC Teacher Evaluation Committee and approved by the institution-level Teacher Evaluation Committee.

Note: Article 32 of the Administrative Procedure Act – In any of the following circumstances, a person shall recuse himself/herself from the procedure:

- (1) The person or his/her spouse, former spouse, any relative by blood within the fourth degree or by marriage within the third degree or a person previously having such relationship with the person is a party to the matter.
- (2) The person or his/her spouse or former spouse is connected with the party to the matter in a relationship of joint holders of rights or co-obligors.
- (3) The person is or was an agent or assistant of the party in the matter.
- (4) The person has been a witness or an appraiser in the matter.