

NATIONAL CHUNG HSING UNIVERSITY
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Norms for Appointing Specialists as Instructors

Formulated by the College Faculty Evaluation Committee on January 3, 2012
Amended and approved by the College Faculty Evaluation Committee on August 23, 2021
(Acknowledged by the University Faculty Evaluation Committee on October 8, 2021)

1. The Norm s are formulated in accordance with Article 11 of the “NCHU Guidelines for Appointing Specialists as Instructors”
2. The criteria for seniority, tangible accomplishments, extraordinary achievements, and the recognition of international awards for specialists appointed by the College are as follows:
 - i. Seniority: The applicant must have professional work experience relevant to the appointed course. Experience of less than one year shall not be counted. Proof of employment must be submitted for review by the respective Faculty Evaluation Committees.
 - ii. Tangible Accomplishments and Extraordinary Achievements: The applicant must have achievements related to the appointed course and submit supporting documents for review and recognition by the respective Faculty Evaluation Committees.
 - iii. International Awards: The awards must be relevant to the appointed course. Proof of the awards and related selection criteria must be submitted for review and verification by the respective Faculty Evaluation Committees.
3. Specialists appointed to teaching positions must first be reviewed by the Department, Institute, or Program Faculty Evaluation Committee. If deemed qualified, the committee shall recommend a list of 6 to 8 external experts or scholars, which shall be confidentially submitted to the Convener of the College Faculty Evaluation Committee. The Convener shall select reviewers from the list for an external evaluation.
4. The ranking of appointed specialists is classified into four levels corresponding to faculty ranks: Professor, Associate Professor, Assistant Professor, and Instructor. The qualifications for each level are determined in accordance with the regulations outlined in the *NCHU Guidelines for Appointing Specialists as Instructors*.
5. The review process shall be conducted by three external scholars or experts (with the review opinion forms attached). And at least two reviewers provide a positive recommendation, the case shall be submitted to the Department and College Faculty Evaluation Committees for deliberation. Upon approval, it shall be forwarded to the University Faculty Evaluation Committee for record.
6. The units within the college (institute, center, degree program) shall establish norms for specialists based on their respective fields, in accordance with the " *NCHU Guidelines for Appointing Specialists as Instructors* " and the norms. These norms should cover criteria of seniority, tangible accomplishments, extraordinary achievements, international awards, the urgency of need for instructors, and the reduction or waiver of seniority requirements. The norms must be approved by the College Faculty Evaluation Committee and submitted to the NCHU Faculty Evaluation Committee for record
7. The Norm s be implemented upon approval by the College Evaluation Committee and submitted to the NCHU Faculty Evaluation Committee for record. Any amendments shall follow the same process.