

Wenzao Ursuline University of Languages

Guidelines of Faculty Promotion for the Department of Spanish

Approved for reference by the Teacher Evaluation Committee of College European and Asian Languages on Oct. 20, 2015

- I. The evaluation of faculty promotion is established in accordance with the “Full-time Faculty Promotion Regulations of Wenzao Ursuline University of Languages.”
- II. The qualification of promotion for the full-time faculty in the department has to be evaluated in accordance with the “Full-time Faculty Promotion Regulations”.
- III. The procedure of evaluating the full-time faculty’s promotion:
 1. For those who want to apply for their promotion, they can submit their application form to the department with their related academic certificates, the represented work, and reference work prepared. After confirming that the dossier meets the requirements, the chair submits the dossier to the Department Faculty Evaluation Committee for evaluation. If the dossier is incomplete or does not meet the requirements, it will be returned to the applicant.
 2. An applicant who wants to apply for the promotion has to publish at least two monographs, monograph articles or journal articles.
 3. The Department Faculty Evaluation Committee members have to read the dossier carefully before the meeting and attend the meeting from beginning to the end to have the right to vote.
 4. The Department Faculty Evaluation Committee evaluates the application in accordance with these guidelines. The score of faculty performance reviews within the last three years shall be above 70 points.
 5. The Department Faculty Evaluation Committee has to follow the rule that the junior faculty cannot evaluate the senior faculty. A successful application shall be submitted to the dean and then to the College Faculty Evaluation Committee enclosed with related information and the minutes for the second review. If the dossier is incomplete or does not meet the requirements, it will be returned to the applicant.
 6. For unsuccessful promotion applications, the Department Faculty Evaluation Committee shall provide specific reasons and inform the applicants in writing of the names of the members of the Department Faculty Evaluation Committee. Applicants having doubts about the review results may request a second review

following the procedures of the “Full-time Faculty Promotion Regulations”.

7. An applicant who wants to apply for the promotion in terms of teaching, research practices or achievement reports has to be evaluated in accordance with the “Teachers’ Promotion in Terms of Teaching, Research or Achievement Report Regulations”.

IV. If a member of the Department Faculty Evaluation Committee happens to evaluate his or her own, or co-authors’ spouse’s, or third-degree relatives’ dossier, he or she should not be involved in the evaluation.

V. After approval by the Department Affairs Meeting and the Collegiate Affairs Meeting, the articles shall be ratified by the University's Faculty Evaluation Committee, as well as in the case of amendments.