

Guidelines for the Review Process of Newly Appointed Full-Time Faculty of the School of Forestry and Resource Conservation, College of Bioresources and Agriculture, National Taiwan University

1. To facilitate the review process for the appointment of new full-time faculty members, the School of Forestry and Resource Conservation (hereinafter “the Department”) under the College of Bioresources and Agriculture of National Taiwan University (hereinafter “the College”) establishes these Guidelines pursuant to Article 8, Paragraph 1 of the “National Taiwan University Guidelines Governing the Establishment of the Faculty Evaluation Committee of Each Department, Division, Graduate Institute, Degree Program, Office, and Center”.
2. The Department shall draft a medium- to long-term faculty recruitment plan based on anticipated faculty vacancies, sources of faculty, expected appointment schedules, and areas of specialization to be recruited. The plan shall be approved by the Department Affairs Meeting and submitted to the College for deliberation.
3. By Article 3 of the “Guidelines for the Appointment Process of Newly Hired Full-Time Faculty, the College of Bioresources and Agriculture, National Taiwan University”. the Department shall establish a Faculty Recruitment Committee to manage the recruitment of new full-time faculty members.
4. The primary duties of the Faculty Recruitment Committee are as follows:
 - (1) Determine the content and method of the recruitment announcement.
 - (2) Decide on the selection procedures.
 - (3) Select and recommend candidates to the Department Faculty Review Committee (hereinafter “the Faculty Review Committee”).
5. The Department Chair shall appoint several full-time faculty members to conduct the applicants' initial qualification and background checks.

Those conducting the qualification review must present their findings at the Faculty Recruitment Committee and Faculty Review Committee meetings. If unable to attend, the Department Chair shall present the findings on their behalf.
6. The Faculty Recruitment Committee shall evaluate the qualifications of applicants based on the “National Taiwan University, College of Bioresources and Agriculture College Guidelines for the Appointment of Newly Hired Full-Time Faculty”, the “National Taiwan University, College of Bioresources and Agriculture Faculty

Promotion Review Regulations”, and the content of the recruitment announcement.

7. After the Faculty Recruitment Committee submits its recommended candidates to the Faculty Review Committee, the Faculty Review Committee shall select final candidates and review their submitted publications.
8. Candidates whose publication review results meet the criteria outlined in Article 6 of the “National Taiwan University, College of Bioresources and Agriculture College Guidelines for the Appointment of Newly Hired Full-Time Faculty” shall be invited to the Department to deliver a public academic presentation.
9. After all candidates have completed their presentations, the Faculty Review Committee shall finalize the recommended appointee(s) and submit them to the College Faculty Review Committee for further review.
10. The procedures for determining the final recommended candidate(s) are as follows:
 - (1) Candidates who receive a majority vote from the attending committee members shall be ranked based on the proportion of votes received. The top-ranked candidate shall be the one recommended for appointment.
 - (2) If no candidate receives a majority vote, no recommendation shall be made, and the recruitment process shall be concluded.
 - (3) If two or more candidates receive the same number of votes for the same rank, additional voting shall be conducted to determine their final ranking.
 - (4) Each ballot shall list one candidate’s name and provide “Agree” and “Disagree” options. Committee members must select only one. Any ballot mismarked shall be considered invalid and will not be counted.
 - (5) If the top-ranked recommended candidate declines the appointment, the next-ranked candidate on the list shall be considered a replacement.
11. These Guidelines shall be implemented upon approval by the Department Affairs Meeting, the College Affairs Meeting, and recorded by the University Administrative Meeting. Amendments shall follow the same procedure.