

Guidelines for the External Review Procedures of Teacher Qualification Review, Graduate Institute of Social Work, National Chengchi University

Meeting History and Record of Approval:

Nov 21, 2011: Passed by the Institute Affairs Meeting (1st Semester, 2011 Academic Year).

Dec 30, 2011: Filed for reference by the 107th Personnel Evaluation Committee (PEC) of the College of Social Sciences.

Article 1

These Guidelines are established by the Graduate Institute of Social Work (hereinafter referred to as "the Institute") of National Chengchi University (hereinafter referred to as "the University") in accordance with the University's "Principles for External Review of Teacher Qualification Review." They govern external review procedures for teacher qualification reviews (via degree/diploma) authorized by the College to the Institute.

Article 2

Upon accepting an application for teacher qualification review, the convener of the Institute's Personnel Evaluation Committee (hereinafter referred to as "the Institute PEC") shall convene a **Nomination Sub-group for External Reviewers**, consisting of three to five faculty members of the Institute, based on the applicant's area of expertise.

Article 3

The Nomination Sub-group shall propose a list of reviewers based on the applicant's academic expertise, taking into account the "mandatory recusal" and "requested exclusion" lists provided by the applicant.

- The applicant may list a maximum of **two individuals** for exclusion.
- The proposed list of reviewers must contain at least **twice the number** of reviewers required for the external review, ranked in order for sequential replacement.
- Reviewer information must include name, current position, academic field, and contact information.

- The Nomination Sub-group and relevant administrative staff must maintain strict confidentiality.

Article 4

Reviewers must recuse themselves from the review if any of the following conditions apply:

1. They served as the applicant's thesis/dissertation advisor.
2. They are a co-author of the applicant's representative publications.
3. They currently serve at the same university as the applicant.
4. They have a familial relationship with the applicant.

Article 5

The selection of reviewers should also adhere to the following principles:

1. Reviewers for a single case should not all be professors from the same institution.
2. Professors from the university where the applicant obtained their highest degree should generally be avoided.
3. Former classmates of the applicant should generally be avoided.
4. Individuals who have collaborated with the applicant on relevant research projects should be avoided whenever possible.

Article 6

Once the Nomination Sub-group decides on the list of reviewers, the Institute office coordinator shall contact the reviewers and send out the publications and materials within **ten days**, barring any special circumstances. If a reviewer does not respond within three days after being contacted, the coordinator may proceed to contact the next reviewer in the ranked order.

Article 7

The review period is generally **one month**. The Institute office coordinator shall remind reviewers to be mindful of this timeframe.

Article 8

Any matters not covered by these Guidelines shall be handled in accordance with the Ministry of Education's "Selection Principles for Reviewers of Teacher Promotion Publications in Colleges and Universities" and the University's "Principles for External Review of Teacher Qualification Review."

Article 9

These Guidelines shall take effect upon approval by the Institute PEC and being filed with the College PEC for reference. The same applies to any future amendments.