

National Central University
Associate Professor Extension of Service Nomination Form

Amended on March 21, 2023

Name		Affiliation	Chief appointing unit: Department of _____, College of _____	
			Secondary appointing unit: Department of _____, College of _____	
Rank	<input type="checkbox"/> Professor <input type="checkbox"/> Associate professor <input type="checkbox"/> Professor-ranked technician <input type="checkbox"/> Associate professor-ranked technician	Previous extension approved by the NCU Faculty Evaluation Committee, if applicable	Date and document No.	____/____/____ (mm/dd/yyyy) Zhong-Da-Ren-(2)-Zi No. _____
Date of birth	____/____/____ (mm/dd/yyyy)		Validity Period	From ____/____/____ (mm/dd/yyyy)
Mandatory retirement date	____/____/____ (mm/dd/yyyy)			To ____/____/____ (mm/dd/yyyy)
Teaching certificate No.	_____ Zi No. _____			
Reasons for Recommending an Extension of Service				
Number of times nominated		Duration	From ____/____/____ (mm/dd/yyyy) To ____/____/____ (mm/dd/yyyy)	
Eligibility (Please affix a check mark to at least one of the options on the right.)	<input type="checkbox"/> 1. Currently serves as an Academia Sinica academician <input type="checkbox"/> 2. Has served as a National Chair Professor <input type="checkbox"/> 3. Has been awarded the National Award for Distinguished Contributions to Industry-Academia Cooperation <input type="checkbox"/> 4. Has been awarded a Ministry of Education Academic Award, a Distinguished Award for General Education Teachers, or a National Teacher's Award <input type="checkbox"/> 5. Has been awarded research grants by the NSTC at least twice; or has been awarded an NCU Distinguished Professorship or one of the University's discipline-specific professorships <input type="checkbox"/> 6. Has a record of extraordinary teaching and research performance with significant contributions to the elevation of their academic program such that a replacement cannot be found at the time being <input type="checkbox"/> 7. Teaching in the field of arts and crafts and has garnered international fame for producing, curating, or providing technical direction for at least three artistic creations, exhibitions, and/or performances in the five-year period prior to reaching mandatory retirement age or before the extension of service.			
Reason for nomination (Please describe the specific reasons for the nomination, including the candidate's teaching performance, publications, academic achievements, and tangible				

contributions; up to 2 pages)		
Signature of the candidate:		
Countersigning Units		
Departmental review	Chief appointing unit	<p>1. The department has verified the candidate's eligibility for a service extension under item no. _____.</p> <p>2. This case has been reviewed and passed by the ____ department (graduate institute) faculty evaluation committee meeting of ____ semester, Academic Year _____ on ____/____/____ (mm/dd/yyyy). (Results: Number of committee members: _____; number of members in attendance: _____; number of members in favor: _____; number of members against: _____; number of recused members: _____)</p> <p>Signature of the chair:</p> <p>Date:</p>
	Secondary appointing unit (if applicable)	<p>Signature of the chair:</p> <p>Date:</p>
Collegiate review	Chief appointing unit	<p>This case has been reviewed and passed by the ____ college faculty evaluation committee meeting of ____ semester, Academic Year _____ on ____/____/____ (mm/dd/yyyy).</p> <p>(Results: Number of committee members: _____; number of members in attendance: _____; number of members in favor: _____; number of members against: _____; number of recused members: _____)</p> <p>Signature of the dean:</p> <p>Date:</p>
	Secondary appointing unit (if applicable)	<p>Signature of the dean:</p> <p>Date:</p>

Office of Academic Affairs	
Personnel Department	Please submit this form and the required supporting documents to the Personnel Department after completing the necessary approval procedures so that the nomination can be processed by the NCU Faculty Evaluation Committee in _____ (month).

Service extension rules:

1. The process for nominating professors and associate professors for extensions of service is as follows: The chief hiring unit fills out a Professor/Associate Professor Extension of Service Nomination Form, submits the form with the required supporting documents to the department- and college-level faculty evaluation committees for review, and forwards the form to the Personnel Department, which will compile all nomination forms and present them to the Committee for review and approval. However, nomination forms for professors and associate professors qualifying under Article 3, Paragraph 1, Subparagraphs 1 through 5 of the University's *Principles Governing Extensions of Service for Presidents, Professors, and Associate Professors* that have been approved by the competent department chair and college dean should be submitted directly to the Personnel Department for compilation and presentation to the NCU Faculty Evaluation Committee for review.

2. Submission dates:

1) Nomination forms for those who will reach the age of 65 between August and the following January, or those whose current extension of service will conclude in the following January, must be submitted to the Personnel Department between February and the end of April of the current year.

2) Nomination forms for those who will reach the age of 65 between the February and July, or those whose current extension of service will conclude in July, must be submitted to the Personnel Department between August and the end of October of the preceding year.

3) The submission dates may be adjusted in extraordinary circumstances with the signed approval of the NCU President.

3. Professors' and associate professors' extensions of service are subject to the following regulations and must conclude in the semester in which they reach the age of 70:

- 1) The duration of the extension for those qualifying under Article 3, Paragraph 1, Subparagraphs 1 through 5 of the University's *Principles Governing Extensions of Service for Presidents, Professors, and Associate Professors* will be determined by the competent hiring unit.
- 2) Extensions for those qualifying under Article 3, Paragraph 1, Subparagraph 6 or 7 of the same *Principles* will begin on the date on which they reach the age of 65 and conclude in the semester in which they reach the age of 66; any subsequent extensions (up to three extensions allowed) will be limited to a maximum of one year each.

4. Required documents: 1) Photocopy of household certificate 2) Photocopy of (Associate) Professor's Certificate 3. Faculty evaluation committee meeting minutes (voting results must be indicated; exempt if departmental and collegiate review is not required) 4. List of publications or academic achievements (Items 1 and 2 are only required if the candidate is being nominated for an extension for the first time.)