

The University of Macau

Guidelines for the Internal Appointment of Chair Professors and Distinguished Professors

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Keywords: *appeal, appointment, chair professor, distinguished professor, faculty working group on senior professorship appointments, senior professorship appointment committee*

Remarks: *Summary of changes – 1. To clarify that the Chair of the Group shall be a Vice Rector who possesses the same rank as or higher rank than the position applied (Item 1.3.1.1); 2. To rephrase provision of the condition of not recommending a candidate to proceed the next stage of assessment (Item 1.3.2.4); 3. To revise the forms by adding fill-in fields to identify whether applicant's research activities were indexed by Google Scholar, and to provide citation summary (Appendices 1, 1.2, 2, and 4).*

The University of Macau (hereinafter referred to as UM) highly promotes and values excellence in teaching, research and service. In its determination to become an internationally recognized leading university, UM has established the esteemed ranks of Chair Professor and Distinguished Professor in order to recognize scholars' outstanding and exemplary academic achievements. In addition to recruiting external scholars, UM may also appoint internal members into these ranks in order to recognize the distinguished achievements of our faculty.

Chair Professor is the highest rank in UM and shall be conferred upon a distinguished scholar with substantial accomplishment and recognition including international authority with convincing capability to lead the UM community in promoting and developing the relevant areas. **Distinguished Professor** is a rank between Chair Professor and Full Professor, and shall be conferred upon an outstanding and recognized scholar with proven intellectual leadership.

These Guidelines are intended to serve the purpose of regulating the internal appointment of Chair Professors and Distinguished Professors for current faculty members and will be reviewed and revised periodically.

1. Procedures

Internal appointment of the rank of Chair Professors and Distinguished Professors normally undergoes the following procedure:

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- 1.1 Upon the instruction of the Rector, the Human Resources Section of the Office of Administration (hereinafter referred to as the ADMO-HRS) announces acceptance of applications for internal appointment, either for the rank of Chair Professors or Distinguished Professors, which shall be on a rotational basis;
- 1.2 Candidature for this internal appointment may arise through application. The completed and signed application form (Appendix 1.1 – Application for Internal Appointment of Chair Professors and Distinguished Professors), together with the dossier (Appendix 1 – Dossier Checklist for Internal Appointment of Chair Professors and Distinguished Professors), shall be submitted by the candidate to the ADMO-HRS;
- 1.3 To assess the applications, the Rector shall appoint one or more Faculty Working Group on Senior Professorship Appointments (hereinafter referred to as “the Group”);
- 1.3.1 The Group shall include the following members:
- 1.3.1.1 The Chair of the Group, nominated by the Rector, shall be a Vice Rector who possesses the same rank as or higher rank than the position applied;
 - 1.3.1.2 Four to six internal academic members, composed by internal academic members who possess the same rank as or higher rank than the position applied;
 - 1.3.1.3 One to two external academic members if deemed necessary. They refer to the scholars from institutions outside UM. External reviewers (referred to in item 1.5 of these guidelines) shall not serve as external academic member(s) who assess the same case, if any;
 - 1.3.1.4 At the discretion of the Chair of the Group, the external academic member(s), if any, shall partake in the assessment process by:
 - a. attending the meeting(s) in person, or;
 - b. attending the meeting(s) through the use of

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telecommunications media and/or provide his/her own written assessment to the Group.

1.3.2 The Group shall observe the principles below during the assessment process:

- 1.3.2.1 External academic member(s), if any, is/are expected to assess all cases in the same faculty/institute/centre;
- 1.3.2.2 Members shall declare any conflict of interest with the candidate(s) and, when conflict of interest arises, shall recuse themselves from the discussion and voting of the relevant candidate(s);
- 1.3.2.3 The quorum of the Group shall be over three quarters (round up to the nearest integer) of the voting members. Voting is conducted by secret ballot. The Chair shall not have the voting right;
- 1.3.2.4 A candidate shall not be recommended by the Group to proceed to the next stage of assessment where the number of the “recommend” votes is the same as or less than that of the “not recommend” votes.

1.4 At the first Group meeting, the Group shall make a preliminary assessment on individual application. After the meeting, the Chair of the Group shall inform ADMO-HRS of the names of candidates both recommended and not recommended by the Group by submitting the completed Group’s preliminary assessment form (Appendix 2 – Faculty Working Group’s Preliminary Assessment Form). The recommended candidates shall proceed to the next stage of assessment. ADMO-HRS shall then notify in writing the candidates who cannot proceed to the next stage of assessment of the result through the Office of Vice Rector responsible for academic affairs;

1.5 To proceed to the next stage of assessment, external review letters shall be solicited for the candidates recommended by the Group. Normally, the following three lists of the external reviewers shall be included:

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- 1.5.1 The candidate shall prepare a Candidate’s Suggested List (please refer to Table 1 of Appendix 1.3 – Candidate’s Suggested List and Blocked List for the template) of six external reviewers, who shall be highly qualified in the relevant field and shall possess at least the rank of Full Professor. The external reviewers shall be from the top 300 universities based on the most updated ranking of Times Higher Education. Exceptional cases require approval from Vice Rector responsible for academic affairs. At least four of the external reviewers shall be from overseas institutions (i.e., institutions outside mainland China, Taiwan, the Hong Kong Special Administrative Region and the Macao Special Administrative Region, similarly hereinafter). The list is subject to approval by the Chair of the Group;
- 1.5.2 The candidate may also put forward a Candidate’s Blocked List (please refer to Table 2 of Appendix 1.3 – Candidate’s Suggested List and Blocked List for the template) of no more than five people who he/she deems inappropriate to serve as external reviewers with justification. The list is subject to approval by the Chair of the Group;
- 1.5.3 The Chair of the Group shall lead the preparation of a Group’s Suggested List (please refer to Appendix 3 – Group’s Suggested List for the template) of six external reviewers and a list of six supplementary external reviewers. A supplementary external reviewer may be approached when an invited reviewer does not provide a review letter. The external reviewers (inclusive of supplementary external reviewers) shall be highly qualified in the relevant field and shall possess at least the rank of Full Professor and shall be from the top 300 universities based on the most updated ranking of Times Higher Education. Exceptional cases require approval from Vice Rector responsible for academic affairs. At least four of the external reviewers and at least four of the supplementary external reviewers shall be from overseas institutions and none of them shall be included in the Candidate’s Suggested List and Blocked List. The list is subject to approval by the Rector or his/her delegate.

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A minimum of twelve solicitation letters shall be sent to the external reviewers from the Candidate's Suggested List and the Group's Suggested List for each candidate. All review letters will be requested and collected by the office of Vice Rector responsible for academic affairs; all review letters shall be received within an eight-week collection period. Extension of the collection period beyond the deadline shall normally not be approved;

1.6 For the application to proceed to the next stage of assessment by the Group, there shall be a minimum of eight external review letters received, including at least six from overseas institutions and at least four from the Group's Suggested list;

1.7 At the second Group meeting, the Group shall further assess all the applications and confirm the names of the candidates not recommended due to insufficient number of review letters received. Meanwhile, the Group shall provide final recommendations ("recommend" or "not recommend") for all applications which have sufficient external review letters received by filling in the Group's final assessment form (Appendix 4 – Faculty Working Group's Final Assessment Form). The candidates of the situations below shall normally not proceed to the next stage of assessment:

1.7.1 Insufficient number of review letters received; or

1.7.2 Not recommended by the Group.

All assessment forms shall be submitted to the Rector via the ADMO-HRS who shall then notify in writing the candidates who cannot proceed to the next stage of assessment of the result through the office of Vice Rector responsible for academic affairs;

1.8 The Rector shall convene a University-level Senior Professorship Appointment Committee (hereinafter referred to as "the Committee") which is of advisory

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nature. Members shall provide professional advice related to their field of expertise in order to assist the Rector to make the final decision:

- 1.8.1 The Chair of the Committee shall be the Rector or his/her delegate;
 - 1.8.2 Six to eight internal academic members, composed by internal academic members who possess same rank as or higher rank than the position applied;
 - 1.8.3 One to two external academic members if deemed necessary. They refer to the scholars from institutions outside UM. External reviewers (referred to in item 1.5 of these guidelines) shall not serve as external academic member(s) who assess the same case, if any;
 - 1.8.4 The Chair of the University Council may also appoint one to two observer(s) to attend the meeting;
 - 1.8.5 Members shall declare any conflict of interest with the candidate(s) and, when conflict of interest arises, shall recuse themselves from the discussion and voting of the relevant candidates(s);
 - 1.8.6 The quorum of the Committee shall be over three quarters (round up to the nearest integer) of the voting members. Voting is conducted by secret ballot. The Chair shall not have the voting right.
- 1.9 The Committee shall make its recommendation (“recommend”, “weakly recommend”, “neutral”, “not recommend”, “strongly not recommend”) on all the applications at this stage to the Rector to assist him/her to make the final decision;
 - 1.10 Each successful or unsuccessful candidate shall be notified of the Rector’s decision in writing issued through the Office of Vice Rector responsible for academic affairs by the ADMO-HRS;
 - 1.11 For the successful candidates, the Rector shall also subsequently recommend their remuneration to the University Council for approval;
 - 1.12 The effective date of the internal appointment shall be decided by the Rector.

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2. Appeal

An unsuccessful candidate for internal appointment may appeal the result of the internal appointment assessment in writing to the Rector within fifteen working days after receiving the written decision letter. The appeal shall normally be handled by the Rector, but he/she may refer the appeal to the Standing Committee of the University Council for handling. Appeals may be accepted by the relevant party only on the grounds of a procedural irregularity.

3. General Codes of Conducts for Internal Appointment

All involved parties shall avoid any conflict of interest and disclosure of internal appointment information by strictly observing the General Codes of Conducts for Promotion in Article 8 of [Chapter 9 of the Regulations of the Personnel Affairs of the University of Macau \(ADMO-HRS.03/201303/102\)](#) throughout the internal appointment procedures.

4. Others

Please refer to related documents below:

- 4.1 Dossier Checklist for Internal Appointment of Chair Professors and Distinguished Professors (Appendix 1);
- 4.2 Application for Internal Appointment of Chair Professors and Distinguished Professors (Appendix 1.1);
- 4.3 Research Profile and Representative Research Activities Template (Appendix 1.2);
- 4.4 Candidate's Suggested List and Blocked List (Appendix 1.3);

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- 4.5 Faculty Working Group's Preliminary Assessment Form (Appendix 2);
 - 4.6 Group's Suggested List (Appendix 3);
 - 4.7 Faculty Working Group's Final Assessment Form (Appendix 4).

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UNIVERSIDADE DE MACAU

UNIVERSITY OF MACAU

Dossier Checklist for Internal Appointment of Chair Professors and Distinguished Professors

I. Application for Internal Appointment of Chair Professors and Distinguished Professors (Appendix 1.1)

II. Curriculum Vitae

- The following items in the Academic Staff Portfolio shall be completed in English and submitted as a Curriculum Vitae via the System:
 - 1) General Information
 - 2) Courses Taught in the Last 5 Academic Years & Other Activities and Accomplishments in Education
 - 3) Theses
 - 4) Research Projects
 - 5) Publications
 - 6) Services
 - 7) Other Appointments
 - 8) Others

III. Self-assessment Statement on Teaching, Research and Service

- This is a statement written by the candidate stating his/her major strengths, contributions, accomplishments, and plans in the areas of teaching, research and service (such as service related to committee(s), outside-classroom student life and development, administration).

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IV. Teaching Portfolio of a Selected Course Taught in the Last Two Academic Years

- Teaching portfolio includes course syllabuses (course outline), teaching schedules, sample handouts and PowerPoint, sample assignments, test and examination papers and sample scripts, course grade distribution, students' teaching effectiveness survey scores, feedbacks from students, student work samples showing development of critical skills, etc.

V. Research Profile and Representative Research Activities (please refer to Appendix 1.2 – Research Profile and Representative Research Activities Template)

- The dossier shall include eight to fifteen representative research activities (publications, creative work, software packages, patents, etc.) which the candidate believes to have made visible contributions and/or received international recognition to the field. Among which at least eight publications with full copies he/she shall briefly describe the contributions and recognition (e.g. awards, reviews, citations, etc.) of each of these publications and shall select eight of them to be sent to the external reviewers.

VI. External Reviewers

- A Candidate's Suggested List (Table 1 of Appendix 1.3 – Candidate's Suggested List and Blocked List) of six external reviewers, which is subject to approval by the Chair of the Faculty Working Group on Senior Professorship Appointments. The candidate is required to state his/her relationship with the suggested external reviewers when submitting the list;

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- The Candidate's Suggested List shall consist of highly qualified reviewers in the relevant field. At least four of these reviewers must be from overseas institutions, i.e. institutions outside of mainland China, Taiwan, the Hong Kong SAR or the Macao SAR; The spouse, lineal relatives by blood or by marriage, or collateral relatives by blood or by marriage up to the third degree of kinship shall not be the external reviewers;
 - A Candidate's Blocked List (Table 2 of Appendix 1.3 – Candidate's Suggested List and Blocked List) of no more than five people he/she considers inappropriate to serve as external reviewers. Justification shall be provided by the candidate. The list is subject to consideration and approval of the Chair of the Group.

Remarks: The candidate is reminded not to influence or attempt to influence the assessment provided by the external reviewers.

VII. Other Important Points to Note

1. For any updates of the dossier after submission, candidates shall be on their own initiative and responsibility to submit their updated information to the Human Resources Section of the Office of Administration. If the updated information is received less than 7 days before the Faculty Working Group on Senior Professorship Appointments meeting or the University-level Senior Professorship Appointment Committee meeting, the relevant committee reserves the right not to process such information.
2. Without prejudice to the above item, the Faculty Working Group on Senior Professorship Appointments shall have the right to ask the candidates to provide extra or updated information if deemed necessary.

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3. The below formatting principles shall be observed in the preparation of the dossier:
- 3.1 To include page numbers;
 - 3.2 To present items in reverse chronological order;
 - 3.3 To number the items.

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 UNIVERSIDADE DE MACAU
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檔案編號 Case No: _____

講座教授及特聘教授委任申請
Application for Internal Appointment of Chair Professors and Distinguished Professors

注意事項 NOTES

- 申報之資料將用作評核有關之委任申請。
 The information provided is for application assessment.
- 請將填妥之申請表及相關文件交回行政部人力資源處。
 Please submit the completed application form and the relevant documents to the Human Resources Section of the Office of Administration.

I) 申請委任之職位 POSITION APPLIED FOR APPOINTMENT

申請職位 Position Applied:

講座教授 Chair Professor

特聘教授 Distinguished Professor

你是否曾經就上述職位作出申請？

Have you applied for the above position in the past?

是 Yes * (日期 Date: ____ / ____ (mm/yyyy))

否 No

* 請提供最近申請日期

Please provide the latest application date

II) 個人資料 PERSONAL PARTICULARS

中文姓名 Chinese Name:

性別 Gender:

男 M

女 F

英文姓名 English Name:

現時職位(包括學術職銜) Current Position (with Academic Title):

現時職位的任職日期 Date Appointed of the Current Position:

職員編號 Staff No.:

電郵地址 E-mail Address:

所屬學系/學術單位 Department/ Faculty/ Institute:

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學術類型 Academic Track:

III) 聲明 DECLARATION

1. 本人將放棄查閱相關校外評審書／報告的權利，以確保是次校外評審員的獨立性及保密性。
I waive the legal right to access the external review letters / reports related to the appointment in order to ensure the independence and confidentiality of the external reviewers.
- 本人將保留查閱相關校外評審書／報告的權利。此聲明將通知有關校外評審員。
I maintain the legal right to access the external review letters / reports related to the appointment. The external reviewers will be informed with this declaration.
2. 本人聲明委任文件中的資料正確無訛，倘若委任文件之資料為失實或虛報，本人願意接受紀律處分並同意是次委任無效。
I declare that the information provided in the dossier is correct. In the event that any information provided in the dossier is false, I am willing to accept disciplinary punishment and the revocation of this appointment decision.

簽名 Signature: _____

日期 Date: ____ / ____ / ____ (dd/mm/yyyy)

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(please specify)										
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- * If a paper has k co-authors, the weight of the paper is 1/k.
- **If a paper has m co-authors who are UM staff, the weight of the paper is 1/m.
- ***If a paper has n co-authors who are UM staff or UM students, the weight is 1/n.

2. For Current Rank											
(For the staff whose current ranks at UM are the same with their ranks at the previous jobs, the information on the previous jobs should also be provided.)											
		Weighted total number of refereed publications with equal weight			Total number of refereed publications where the candidate is/which are						
Refereed publications	Quantity	Among all co-authors*	Among all UM staff**	Among all UM staff and UM students***	The first author	The corresponding author	The last author	Affiliated with UM	Indexed by Scopus	Indexed by Web of Science	Indexed by Google Scholar
Journal articles											
Conference proceedings articles											
Authored books											
Edited books											
Book chapters											
Other publications (please specify)											

- * If a paper has k co-authors, the weight of the paper is 1/k.
- **If a paper has m co-authors who are UM staff, the weight of the paper is 1/m.
- ***If a paper has n co-authors who are UM staff or UM students, the weight is 1/n.

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Please fill in eight to fifteen representative research activities (publication, creative work, software package, patent, etc. with the work attached) in which the candidate believes to have made visible contributions and/or received international recognition to the field, in the table below. Among which at least eight publications with full copies he/she shall briefly describe the contributions and recognition (e.g. awards, reviews, citations, etc.) of each of these publications and shall select eight of them to be sent to the external reviewers.

1. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc., if any</i>):
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

2. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:

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5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

3. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

4. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):

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4. Indexed by Scopus/ Web of Science, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

5. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
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6. Description of the Research Activity
1. Name of the Research Activity
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3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

7. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

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8. Description of the Research Activity
1. Name of the Research Activity
2. Author Order (<i>e.g., 2/8, second author among 8 authors</i>):
3. Role of Candidate (<i>e.g., last author</i>):
4. Indexed by Scopus/ Web of Science/ Google Scholar, if any:
5. Citation (<i>specify the source of citation, such as Scopus, Web of Science, Google Scholar, etc.</i>), if any:
6. Evidence of Impact of Research (<i>publication venue, impact factor, ranking of the venue, acceptance rate, number of downloads, etc.</i>). Please indicate the source of evidence:

(Please add more tables when necessary)

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Summary of Citation

I. Web of Science		
1. Search Queries: Please set “time span = all years” and “indexes = all databases”. e.g. AU=(TM Chan) AND OG=(University of Macau)		
2. Citation summary is captured from the link below:		
3. Print screen of the citation summary from the link above:		
4. Retrieval Date:		
5. No. of Papers:	6. No. of Received Citations:	7. h-index:

II. Scopus		
1. Search Queries: e.g. AU=(TM Chan) AND OG=(University of Macau)		
2. ORCID (if any):		
3. Citation summary is captured from the link below:		

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4. Print screen of the citation summary from the link above:

5. Retrieval Date:

6. No. of Papers:

7. No. of Received Citations:

8. h-index:

III. Google Scholar

1. Name of profile

2. Profile can be viewed from the link below:

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3. Print screen of the profile from the link above:		
4. Retrieval Date:		
5. No. of Papers:	6. No. of Received Citations:	7. h-index:

Note: You may add citation information of one more source here if deemed appropriate, with justifications provided. Please follow the same format as specified above.

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4								
5								
6								

2. Candidate's Blocked List

No.	Name of External Reviewer	Title/Position and Unit/School/Faculty	Name of Institution	Region/Country	Justification	Personal Website in the Respective Institution
1						
2						
3						

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4						
5						

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澳門大學

UNIVERSIDADE DE MACAU
 UNIVERSITY OF MACAU

After 1st Faculty Working Group Meeting
(by Faculty Working Group on Senior Professorship
Appointments)

FACULTY WORKING GROUP'S PRELIMINARY ASSESSMENT FORM

SECTION I: GENERAL INFORMATION

Faculty / Institute / Centre : _____

Date & Time : _____

Location : _____

Chair : _____

Members : _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

Secretary : _____

Absentee(s) : _____

Member(s) who declared : _____

Conflict of Interest (with candidate's name) : _____

SECTION II: ASSESSMENT BY FACULTY WORKING GROUP ON SENIOR PROFESSORSHIP APPOINTMENTS

A. Internal Appointment to Chair Professor (please delete if it is not applicable)				
Name of Candidate	Academic Track	No. of Votes	Resolution ^{Note 1}	Justification (For cases with resolution of "not recommend" only)

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1.	<input type="checkbox"/> Teaching <input type="checkbox"/> Balanced <input type="checkbox"/> Research	No. of Votes <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend <input type="checkbox"/> Abstain	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	
2.	<input type="checkbox"/> Teaching <input type="checkbox"/> Balanced <input type="checkbox"/> Research	No. of Votes <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend <input type="checkbox"/> Abstain	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	

B. Internal Appointment to Distinguished Professor (please delete if it is not applicable)

Name of Candidate	Academic Track	No. of Votes	Resolution ^{Note 1}	Justification (For cases with resolution of “not recommend” only)
1.	<input type="checkbox"/> Teaching <input type="checkbox"/> Balanced <input type="checkbox"/> Research	No. of Votes <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend <input type="checkbox"/> Abstain	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	
2.	<input type="checkbox"/> Teaching <input type="checkbox"/> Balanced <input type="checkbox"/> Research	No. of Votes <input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend <input type="checkbox"/> Abstain	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend	

Note:

- (1) A candidate shall not be recommended by the Group to proceed to the next stage of assessment where the number of the “recommend” votes is the same as or less than that of the “not recommend” votes. The Chair shall not have voting right. The voting shall be conducted by secret ballot.

The above assessment of the candidate was agreed by the Faculty Working Group on Senior Professorship Appointments:

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Chair:	Signature: _____	Date: _____
Members:	Signature:	Date:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
Secretary:	Signature: _____	Date: _____

(Please add/delete the number of members when necessary)

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Guidelines for the Internal Appointment of Chair Professors
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UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Group's Suggested List

Group's Suggested List							
No.	Name of External Reviewers	Title/Position and Unit/School/Faculty	Research Area	Name of Institution	Region/Country	Contact Email	Personal Website in the Respective Institution
1							
2							
3							
4							
5							
6							
Supplementary External Reviewer							
7							

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8							
9							
10							
11							
12							

Remarks: (If you have any specification on the priority order above, please specify here)

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澳門大學
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 UNIVERSITY OF MACAU

After 2nd Faculty Working Group Meeting
(by Faculty Working Group on Senior Professorship
Appointments)

FACULTY WORKING GROUP'S FINAL ASSESSMENT FORM

SECTION I: GENERAL INFORMATION

Faculty / Institute / Centre : _____

Date & Time : _____

Location : _____

Chair : _____

Members : _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

Secretary : _____

Absentee(s) : _____

Member(s) who declared : _____

Conflict of Interest : _____

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SECTION II: CANDIDATE INFORMATION

Name : _____

Staff No. : _____

Current Position (with Academic Title) : _____

Department / Programme : _____

Faculty / Institute / Centre : _____

Academic Track : Teaching Balanced
 Research

SECTION III: ASSESSMENT BY FACULTY WORKING GROUP ON SENIOR PROFESSORSHIP APPOINTMENTS

No. of Votes	
	Recommend
	Not Recommend
	Abstain

Resolution ^{Note 1}

The Faculty Working Group

recommends the application to proceed to the next stage of assessment.

does not recommend the application to proceed to the next stage of assessment.

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<p>Overall Justification</p> <p>(Please comment on teaching, research, service, external review letters and other minority comments)</p>

Note:

- (1) A candidate shall not be recommended by the Group to proceed to the next stage of assessment where the number of the “recommend” votes is the same as or less than that of the “not Recommend” votes. The Chair shall not have voting right. The voting shall be conducted by secret ballot.

The above assessment of the candidate was agreed by the Faculty Working Group on Senior Professorship Appointments:

Chair:	Signature: _____	Date: _____
Members:	Signature:	Date:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

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Secretary:	Signature: _____	Date: _____

(Please add/delete the number of members when necessary)