

長榮大學教師升等評審辦法

Chang Jung Christian University Review Regulations for Teacher Promotion

91.12.05	91 學年度第一學期第 1 次臨時校務會議修正通過
99.10.20	99 學年度第一學期期初校務會議修正通過並增訂第二條之一
103.06.05	102 學年度第二學期第 4 次行政會議修正通過
103.06.11	102 學年度第二學期期末校務會議修正通過
104.01.08	103 學年度第一學期第 5 次行政會議修正通過
104.03.18	103 學年度第二學期期初校務會議修正通過
104.12.03	104 學年度第一學期第 4 次行政會議修正通過
105.01.04	104 學年度第一學期期末校務會議修正通過
105.02.18	104 學年度第二學期第一次行政會議修正通過
105.03.07	104 學年度第二學期期初校務會議修正通過
105.09.22	105-1-2 次行政會議修正通過
105.10.03	105-1-1 次校務會議修正通過
105.12.15	105-1-4 次行政會議修正通過
105.12.26	105-1-2 次校務會議修正通過
107.04.20	104 學年度第一學期第 2 次行政會議決議通過更名(104.10.01)
110.05.06	109-2-4 次行政會議修正通過
110.06.07	109-2-2 次校務會議修正通過

Revised and approved on December 5, 2002 by the 1st extraordinary University Affairs Meeting of Academic Year 2002 Semester 1.

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Revised and approved on June 7, 2021 by the 2nd University Affairs Meeting of Academic Year 2020 Semester 2. (109-2-2 次校務會議)

第一章 送審要件

Chapter 1 Criteria for Review

第一條 依據專科以上學校教師資格審定辦法第三十條、第四十條及本校教師評審委員會設置辦法第十二條規定訂定「長榮大學教師升等評審辦法」(以下簡稱本辦法)。

Article I The Chang Jung Christian University Review Regulations (hereinafter referred to as the Regulations) for Teacher Promotion is formulated in accordance with Articles 30 & 40 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and Article 12 of the University Teacher Evaluation Committee Regulations.

第二條 本校專任教師申請升等須在本校任教滿一年且合於專科以上學校教師資格審定辦法第二條之規定並符合下列條件之一：

Article II Full-time teachers at the University applying for promotion must have completed one year of service at the University, meet the provisions of Article 2 of the Accreditation

Regulations Governing Teacher Qualifications at Institutions of Higher Education and satisfy one of the following conditions:

- 一、現職講師合於教育人員任用條例第十六條之一規定之助理教授應具資格者，得依專科以上學校教師資格審定辦法第十四條、第十五條、第十七條至第十九條之規定申請升等為助理教授。
以博士學位升等助理教授者，其審查程序依據本校教師聘任辦法規定辦理。
 1. Current lecturers who qualify as assistant professor under Article 16-1 of the Act of Governing the Appointment of Educators may apply for promotion to assistant professor in accordance with Articles 14, 15 and 17-19 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.
Assistant professors with doctoral degree may apply in accordance with the review procedure of the University Hiring Regulations for Teachers.
- 二、現職助理教授合於教育人員任用條例第十七條規定之副教授應具資格者，得依專科以上學校教師資格審定辦法第十四條至第十八條之規定申請升等為副教授。
 2. Current assistant professors who qualify as associate professor under Article 17 of the Act of Governing the Appointment of Educators may apply for promotion to associate professor in accordance with Articles 14-18 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.
- 三、現職副教授合於教育人員任用條例第十八條規定之教授應具資格者，得依專科以上學校教師資格審定辦法第十四條至第十八條之規定申請升等為教授。
 3. Current associate professors who qualify as professor under Article 18 of the Act of Governing the Appointment of Educators may apply for promotion to professor in accordance with Articles 14-18 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.
- 四、於「教育人員任用條例」修正生效日（八十六年三月二十一日）前已取得教育部之講師證書，如繼續任教而未中斷，於取得博士學位，成績優良者，得申請升等為副教授，其審查程序依據本校教師聘任辦法規定辦理。
取得博士學位而申請送審副教授資格教師，如審查未獲通過，得申請送審助理教授資格。其之後如欲申請副教授資格者，不得再以該畢業論文或其論文之一部分提出升等申請，須比照一般升等案件另以取得助理教授資格後所發表之著作或作品辦理升等，惟其年資不受限制。
 4. Those issued the Lecturer Certificate before the implementation of the revised Enforcement Rules of Act Governing the Appointment of Educators (March 21, 1997) may apply for promotion to associate professor if they have taught uninterrupted for 3 years, obtained a doctoral degree and showed excellent performance. The review process shall be handled according to the University Hiring Regulations for Teachers. Doctoral degree teachers who apply for but are not granted associate professorship shall be reviewed for assistant professorship. Thereafter those wishing to apply for associate professorship may not use the same dissertation or any part of the dissertation in the application. They must apply according to general promotion regulations and submit publications or works completed after their assistant professorship regardless of seniority.

依第一項第一款至第三款規定送審之教學工作年資計算方式，由本校依教育人員任用條例施行細則相關規定及專科以上學校教師資格審定辦法第三條規定查核認定。

Review seniority in Items 1-3 of the first paragraph is determined by the University in accordance with relevant provisions of the Enforcement Rules of Act of Governing the Appointment of Educators and Article 3 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

專任教師經核准全時進修、研究或學術交流者，於申請升等時，其全時進修、研究或學術交流期間年資最多採計一年。經核准借調且於借調期間返校義務授課者，於申請升等時，其借調年資最多採計二年。

Full-time teachers approved for full-time advanced study, research or academic exchanges may apply a maximum of one year of their full-time advanced study, research or academic exchanges toward their promotion application. Those approved for temporary transfer and continued to fulfill their teaching obligations at the University may apply a maximum of two years of their transfer toward their promotion application.

教師申請升等每學期舉辦一次，且當學期應實際在校任教授課；如因進修、研究、借調或留職停薪，未實際在校授課者不得申請。

Application for teacher promotion is opened once every semester to teachers who are in fact teaching at the University during that semester. Teachers who are away on further advanced study, research, temporary transfer or leave of absence without pay, and therefore not in fact teaching at the University may not apply.

本校兼任教師申請升等除建教合作或產學合作契約另有規定者從其規定外，不適用本辦法之規定。

Except for those contracted for cooperative education, industry-university cooperation or education partnership and shall be handled according to their contract, this Regulations is not applicable to part-time teachers at the University.

兼任教師依前項規定申請升等時，其教學、研究及服務與輔導之評比準用本校專任教師升等之規定。

For part-time teachers applying for promotion according to the above provision, their teaching, research, service and counseling performance shall be reviewed in accordance with the University's review regulations for full-time teachers.

第二章 送審類別

Chapter II Review Category

第三條 本校教師得依其專業領域，依教育人員任用條例第十四條第二項及第三項所定專門著作、作品、成就證明、技術報告等方式，呈現其專業理論或實務（包括教學）之研究或研發成果送審教師資格。

Article III Teachers at the University may submit their research or research outcome of their professional theories or practices (including teaching) in forms such as professional

publication, works, distinguished achievements and technical reports for their teacher qualification review, as stipulated in Paragraphs 2 & 3 of Article 14 of the Act of Governing the Appointment of Educators.

一、教師在該學術領域之研究成果有具體貢獻者，得以專門著作送審。

1. Teachers with specific contributions to research outcome in their academic domain may submit their professional publications for review.

二、應用科技類科教師，對特定領域之學理或實作有創新、改進或延伸應用之具體研發成果者，得以技術報告送審。其審查範圍及基準依專科以上學校教師資格審定辦法規定辦理。

2. Teachers in applied science and technology who have achieved theoretical or practical innovation, improvement or extended application outcome in their specific area of research may submit their technical reports for review. The review scope and standard are in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

三、教師在課程、教材、教法、教具、科技媒體運用、評量工具，具有創新、改進或延伸應用之具體研發成果，並能有效提升學生學習成效或於校內外推廣具有重要具體貢獻者，得以技術報告（或稱教學實務報告）送審。其審查範圍及基準依專科以上學校教師資格審定辦法規定辦理。

3. Teachers who have achieved innovation, improvement or extended application outcome in their specific area of research in curriculum, teaching materials, teaching methods, teaching tools, technology and media use, and assessment tools to effectively enhance student learning performance, or who have major contributions in or outside the University, may submit their technical report (or teaching practice report) for review. The review scope and standard are in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

四、藝術類科教師在該學科領域內，有獨特及持續性作品並有重要具體之貢獻者，得以作品及成就證明，並附創作及展演報告送審；其類科範圍，包括美術、音樂、舞蹈、民俗藝術、戲劇、電影、設計及其他藝術類科。其審查範圍及基準依專科以上學校教師資格審定辦法規定辦理。

4. Teachers in art who have major contributions in unique and ongoing works may submit their works and distinguished achievement together with their creations and curatorial reports for review. Categories include fine art, music, dance, folk art, drama, film, design and other art categories. The review scope and standard are in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

五、體育類科教師本人或受其指導之運動員參加重要國內外運動賽會，獲有名次者，該教師得以成就證明，並附競賽實務報告送審。其審查範圍及基準依專科以上學校教師資格審定辦法規定辦理。

5. If a (sport/ physical education) instructor or an athlete under his or her guidance participants in an important domestic or foreign sports competition and win a competition place, the teacher shall be able to prove his or her achievements and submit a report of the competition practice for examination. The review scope and standard are in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

第三章 送審著作

Chapter III Works for Review

第四條 所稱之專門著作、作品、成就證明、技術報告或教學實務報告，應符合下列規定：

Article IV Professional publication, creation, distinguished achievement, technical report or teaching practice report shall comply with the following provisions:

- 一、以「長榮大學」全銜刊登（但非本校任職期間之參考作不在此限）並有送審人個人之原創性，且非僅以整理、增刪、組合或編排他人著作而成之編著或其他非研究成果著作送審。
1. Publications submitted for review shall be under the full title "Chang Jung Christian University" (except for submissions published prior to employment at the University) and be the original work of the applicant. They should not be exclusively a compilation, addition, deletion, combination or arrangement of the works of others, or other non-research outcome.
- 二、為已出版公開發行或經出版社出具證明將出版公開發行之專書；於國內外學術或專業刊物發表或具正式審查程序，並得公開及利用之電子期刊，或經前開刊物出具證明將定期發表；在國內外具有正式審查程序研討會發表且集結成冊出版公開發行、以光碟發行或於網路公開發行之著作。
2. Books already openly published or ready for open publication with proof from the publisher; works published in domestic and international academic journals, professional journals or official reviews, and public access e-journals, or works ready for publication with proof from the aforementioned journals; works presented in domestic and international official reviews and compiled into open publication, or openly published on CD-ROM or the Internet.
- 三、由送審人擇定至多五件，並自行擇一為代表作，其餘列為參考作；其屬系列之相關研究者，得合併為代表作。代表作並應非為曾以其為代表作送審者。前次送審未通過者，重新提出申請時，應至少有一件以上之新作出版或發行。

代表作，應符合下列規定：

3. Applicants are allowed to submit a maximum of 5 pieces of work, with one listed as representative and the remaining as references. Works that are part of a series may be combined as the representative work. The representative work should not be representative work that has previously been submitted for review. Those who failed previous reviews and who are re-applying shall submit at least one new publication or work. Representative works shall meet the following requirements:

(一) 與送審人任教科目性質相關。

(1) Subject matters that are relevant to the course taught by the applicant.

(二) 非為學位論文之一部分。但未曾以該學位論文送審或屬學位論文延續性研究者，經送審人主動提出說明，並經專業審查認定代表著作具相當程度創新者，不在此限。

(2) Not a part of the applicant's dissertation. However, if the said dissertation has never been submitted for previous reviews or is an ongoing research, the applicant must provide an explanation and shall not be subject to this condition if professional review deems this representative work considerably innovative.

(三) 應以長榮大學全銜發表。

(3) Must be published under the full title of "Chang Jung Christian University".

四、為送審人取得前一等級教師資格後所出版或發表者；送審人曾於境外擔任專任教師之年資，經採計為升等年資者，其送審專門著作、作品、成就證明或技術報告（或稱教學實務報告）得予併計。

4. Works published or presented after the applicants' previous level of teacher qualification; the number of years of full-time overseas teaching employment that have been converted to equivalent seniority for promotion may be combined with professional publications, works, distinguished achievement or technical report (or teaching practice report) for the review.

五、以作品、成就證明或技術報告（或稱教學實務報告）送審通過者，應依「專科以上教師資格審定辦法」規定公開出版發行。但涉及機密、申請專利或依法不得公開，經學校認定者，得不予公開出版或於一定期間內不予公開出版。

5. Works, distinguished achievement or technical report (or teaching practice report) submitted for review must be openly published in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education. However, works involving confidentiality, patent application or non-disclosure in accordance with the law are not subject to open publication or open publication for a certain period of time upon determination by the University.

六、依第二條第一項第二款、第三款及專科以上學校教師資格審定辦法第十六條之規定以教學實務報告申請升等者，應合於下列各目之規定：

6. In accordance with Subparagraphs 2 & 3 of Paragraph 1 in Article 2 and Article 16 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, those basing their applications on teaching practice report shall meet the following provisions:

(一)教學門檻：送審當學期前(不含當學期)須達下列各類基本條件，且資料採計期間皆不含申請當學期及取得前一等級教師資格前之資料。

(1) Teaching threshold : The following basic conditions must be achieved before the current semester (excluding the current semester) and is submitted for review. The data collection period does not include the current semester and the previous level of teacher qualifications.

1.送審前 3 年內獲得教學獎勵獎 1 次(依頒發公告之發文日期採計)

(i) Before the review, the applicants must achieve one teaching award within 3 years (calculated according to the date of issuance of the announcement.)

2.送審前 6 學期內至少 3 次教學意見調查平均值在 4.2(含)以上。

(ii) Within 6 semesters before the review, the applicants must have 3 teaching evaluation surveys with an average score 4.2 or above.

3.送審前 5 年內曾申請教育部教學實踐研究計畫達 3 案或 3 年內曾獲補助執行前述計畫並完成成果報告書 1 案。

(iii) Within 5 years before the review, the applicants must have apply for 3 cases for the Ministry of Education's teaching practice research plan, applicants must be granted to implement the above plan and completed the results report within 3 years.

4.其他指標：送審前 6 學期內其他指標至少須完成下述各類指標其中 3 類，但第 3 類及第 5 類完成 3 件計畫者，視為完成 3 類。

(iv) Within 6 semesters before the review, the applicants must achieve three of the following categories of indicators, but those who complete three projects in categories number 3 and 5 are deemed to have completed these three categories.

(1)至少確實參與 9 場次與教師教學專業成長有關之校內外活動(校外場次須提供研習證明並經教學資源中心教師發展組認列始得採計)。

a. Participate in at least 9 internal and external activities related to teachers' teaching professional growth (off-campus sessions must provide a certificate of study and be recognized by the Section of Faculty Development of Teaching and Learning Promotion Center before they are counted).

(2)擔任教師教學專業成長社群主持人至少 1 次並完成結案。

b. Served as the moderator of the teacher teaching professional growth community at least one case and completed it.

(3)確實執行並完成教學資源中心教師發展組公告採計有關改善、精進 教學方法、教材等教學計畫，每一項計畫採計 1 件。

c. Execute and complete the teaching projects announced by the Section of Faculty Development of Teaching and Learning Promotion Center for improvement, refinement of teaching methods and teaching materials, each project is counted as one category.

(4)曾獲政府機關補助並完成結案之數位課程計畫或配合學校開課錄製數位課程 1 案。

d. Completed a digital course project that has been subsidized by government or recorded a digital course in cooperation with the school.

(5)曾獲政府機關補助並完成結案之個人型教學或課程精進改革計畫，每一項計畫採計 1 件。

e. Completed individual-based teaching or curriculum improvement projects that have been subsidized by government, each project is counted as one category.
(二)研究門檻：取得前一等級教師資格後至少一篇發表於 SCI、SSCI 等期刊或其他有審查制度之專業學術期刊或出版一本公開發行之專門著作。

(2) Research threshold: At least one article in SCI or SSCI level journals or professional or academic level journals with systematic review mechanism, or open professional publication published after the applicants' previous level of teacher qualification.

(三)教學實務報告之內容應包括下列之主要項目：

- 1.教學設計理念
- 2.學理基礎
- 3.教材內容、授課技巧（含課程結構、教學策略與方法）
- 4.研發成果及學習成效
- 5.教學創新及成果貢獻

(3) The content of teaching practice report shall include the following key items:

(i) Teaching design concept.

(ii) Academic basis.

(iii) Textbook content, teaching skills (including course structure, teaching strategies and methods).

(iv) Research outcome and learning outcome.

(v) Teaching innovation and outcome contribution.

七、以外文撰寫者，附具中文摘要，其以英文以外之外文撰寫者，得以英文摘要代之；如國內無法覓得相關領域內通曉該外文之審查人選時，本校得要求該著作全文翻譯為中文或英文。

7. Thesis published in international or Mainland academic journals shall include the name "Taiwan" or "R.O.C.". Publications using the name "China" or "Taiwan China" will not be recognized and shall not be accepted for promotion related matters.

第四章 送審表件

Chapter IV Review Forms and Documents

第五條 申請升等教師應檢送下列文件：

Article V Submit the following documents with the teacher promotion application:

一、教師資格審查履歷表。

1. Teacher qualification review resume.

二、服務證件及教育部審查合格之證書、學位證書或其他足以證明資格之文件。

2. Documents of service, Ministry of Education certificates of qualification, certificates of degree or other documents proving qualification.

三、代表作及參考作。

代表作已為知名學術或專業刊物所接受，但尚未正式刊出者應檢附該刊物所出具載有作者、論文名稱、明確刊出日期之書面證明，並於發表日起二個月內送學校查核存檔。若未能於一年內刊出，應於一年期限屆滿前檢附該刊物出具未能發表原因及確定發表時間之證明，向學校申請展延，經校級教師評審委員會同意後，始得為之，展延時間，至多以該著作接受刊登之日起三年內為限。未依規定期限發表並送繳發表之代表作者，應駁回或報教育部撤銷其教師資格。依第四條第六款規定以教學實務報告申請升等者，應繳交符合教學門檻與研究門檻要求之相關文件、著作及教學實務報告計畫書。

3. Representative and reference works.

Representative works that are accepted by well-known academic or professional publications. For works yet to be officially published, submit a written certificate from the publisher indicating the author, article title, and scheduled publication date. Submit the work to the University within two months of publication date for verification and filing.

If the article is not published within one year, applicant shall apply to the University for extension before the one year deadline, and attach proof from the publisher indicating the reason and scheduled publication date. Extension is allowed only upon approval by the University Teachers Evaluation Committee. Maximum extension is three years from the date of acceptance of the article. Those who fail to publish within the prescribed time limit and submit their representative work shall have their application dismissed or reported to the Ministry of Education to revoke their teacher qualification.

Those basing their promotion application on teaching practice report provided for in Paragraph 6 of Article 4 must submit documents, publications and teaching practice report proposal that meet teaching threshold and research threshold requirements.

四、代表作係與他人合著，送審人以外之合著者應放棄以該專門著作、作品、成就證明或技術報告（或稱教學實務報告）作為代表作送審之權利。送審人應出具由合著人簽章之證明，並具體說明其參與部份。惟有下列情形之一者，免繳合著人證明：

4. For representative work that is co-authored with others, co-authors other than the applicant shall waive the right to submit the said representative publication, work, distinguished achievement or technical report (or teaching practice report) as representative work for review. The applicant shall produce proof signed by the co-authors, and clearly describe their contribution and role. Co-author certificate is exempted in any one of the following case:

(一) 送審人為中央研究院院士，免繳交合著人簽章證明。

- (i) Co-author certificate is not required if the applicant is an academician of the Academia Sinica.

- (二) 送審人為第一作者或通信(訊)作者，免繳交其國外非第一作者或通信(訊)作者合著人簽章證明部分。

合著人因故無法簽章證明時，送審人應以書面具體說明其參與部分，及無法取得合著人簽章證明之原因，經校級教師評審委員會審議同意者，得予免附。

- (ii) If the applicant is the first author or corresponding author, co-author certificates from foreign non-first authors or corresponding co-authors are not required.

If co-authors are unable to sign the certificate for any reason, applicants shall submit a written explanation of their contribution and role, and the reason for the inability to obtain their signatures.

Co-author certificate may be exempted upon review and approval by the University Teachers Evaluation Committee.

- 五、本次送審代表作與曾送審之代表作名稱或內容近似者，送審時，應檢附曾送審之代表作及本次代表作異同對照表；其名稱或內容有變更者，亦同。

5. If the representative work submitted for the review is similar in title or content to previous representative works submitted, attach a table of comparison for the previous and current works; and likewise for title and content change.

- 六、最近三年內之教學、服務與輔導等資料。

6. Information on teaching, services and counseling in the last three years.

- 七、以外文撰寫者，附具中文摘要，其以英文以外之外文撰寫者，得以英文摘要代之；如國內無法覓得相關領域內通曉該外文之審查人選時，本校得要求該著作全文翻譯為中文或英文。

7. Works written in foreign languages must be attached with Chinese abstracts. Abstracts for works written in English as a foreign language may be in English. If no domestic reviewer in relevant fields who is proficient in the language in which the article is written can be found, the University shall require the author to translate the entire writing into Chinese or English.

第五章 審查程序

Chapter V Review Procedure

- 第六條 教師升等之評審內容包括教學、研究或研發成果（專門著作、作品、成就證明、技術報告、教學實務報告）及服務與輔導，其評審標準依本校教師教學、服務與輔導成績考核辦法規定辦理。

Article VI Review content for teacher promotion includes teaching, research or development performance (professional publication, works, distinguished achievement, technical report, teaching practice report) and services and counseling. Review criteria are based on the University's regulations for teacher teaching, service and counseling performance review.

第七條 教師申請升等審查程序如下：

Article VII The review procedures for teacher promotion application are as follow:

一、教師申請升等時，應於當年 3 月 31 日前、9 月 30 日前，向所屬教學單位提出申請，資料不齊或逾期者皆不予受理。升等教師年資起計核算方式，依專科以上學校教師資格審定辦法第四十二條及教育部授權專科以上學校自行審查教師資格作業要點第八條規定辦理。

1. Teachers should submit their application for teacher promotion to their teaching unit before March 31st or September 30th of the current year. Applications with incomplete documents or past the deadline shall not be accepted. Teacher seniority is calculated according to Article 42 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and Article 8 of the Ministry of Education Guidelines for Authorized Teacher Qualification Review by Institutions of Higher Education.

二、申請升等之教師於申請時得依專科以上學校教師資格送審作業須知第三條第一項第八款之規定提交著作、作品迴避參考名單，至多以三人為限，並填寫迴避者姓名、服務單位、職稱、理由說明及簽章。

2. Teachers applying for promotion may submit an exemption list for their publications and works in accordance with Subparagraph 8 of Paragraph 1 in Article 3 of the Accreditation Review Guidelines for Teacher Qualifications at Institutions of Higher Education. The list is limited to 3 persons, and shall include the names, unit, position, reasons for exclusion and signatures of the persons to be exempted.

三、系、所、中心、學程教評會應就申請升等教師之教學、研究、服務與輔導等方面進行審查，並將初審合格者之各項資料、系教評會之審查結果（成績）及理由，於當年 4 月 30 日、10 月 31 日前提交院級教評會審議。教學、服務與輔導成績未達七十五分者，視為資格審查不通過。

前述審查要點得由系（所、中心、學程）務會議訂定，經院（部）教評會核備，陳校長核定後公告實施。

3. Departments, institutes, centers and teacher evaluation committees shall review the teaching, research, service and counseling of teachers applying for promotion. Information of applicants passing preliminary examination and the outcome (results) of departmental teacher evaluation committees and their reasons must be submitted to the University Teacher Evaluation Committee before April 30th or October 31st of the current year. A score of less than 75 points on teaching, service and counseling performance is considered failure to pass the qualification review.

The above review guidelines are formulated by department (institute, center, program) meetings, reviewed and approved by college(school) teacher evaluation committees, and issued and implemented following approval by the University President.

四、院（部）級教評會應訂定教師著作升等（創作）審查要點，就升等教師之教學、研究、服務與輔導等事蹟進行審查，審查通過者於當年5月31日、11月30日前提交校級教師評審委員會審議。

前述審查要點由院（部）務會議訂定，送校級教師評審委員會核備，陳校長核定後公告實施。

4. College (School) level teacher evaluation committees shall set review guidelines for reviewing publications (works) for teacher promotion, and evaluate their teaching, research, service and counseling records. Those passing the review must submit application for review by the University Teacher Evaluation Committee before May 31st or November 30th of the current year.

The above review guidelines are formulated by college (school) meetings, reviewed and approved by the University Teacher Evaluation Committee, and issued and implemented following approval by the University President.

五、以專門著作、作品、成就證明、技術報告、教學實務報告送審者：人力資源發展處於接獲學院（部）升等教師資料後，於當年七月五日、元月十五日前召開校級教師評審委員會舉辦升等教師口頭發表，綜合評定成績。綜合成績不通過者，不得辦理著作外審。

5. After receiving teacher promotion materials from colleges (schools), the Office of Human Resources Development will convene a University Teacher Evaluation Committee Meeting before July 5 or January 15 of the current year for oral presentation of total score for the teacher promotion review. Those failing the total score may not apply for external review of publications.

六、以專門著作、作品、成就證明、技術報告、教學實務報告送審者：綜合成績通過者，校級教師評審委員會應再將其研究論著或成果送請校外教授或專家六人審查，須四人評定達七十分以上。

6. Submission of professional publication, works, distinguished achievement and technical report: For those passing the total score, the University Teacher Evaluation Committee shall send their thesis or achievement to 6 external professors or experts for review, of which 4 must give a score of more than 70.

外審委員由校級教師評審委員會授權教務長（校級教師評審委員會當然委員）及送審教師所屬學院院長（校級教師評審委員會當然委員）提供外審委員建議名單，供校長（校級教師評審委員會主席）圈選排序。

The University Teacher Evaluation Committee authorizes the Dean of Academic Affairs (the ex-officio member of the University Teacher Evaluation Committee) and the college dean (ex-officio member of the University Teacher Review Committee) of

the promotion applicant to recommend members for the external review committee to the University President (Chair of the University Teacher Evaluation Committee).

上述各類審查經外審評定後，再由校級教師評審委員會以評定達七十分以上且為外審成績前四高分之平均分數換算百分之四十，再加上考評之教學、服務與輔導成績換算百分之六十，依比例折算總分，並函報教育部審定。

After the various abovementioned external reviews, the University Teacher Evaluation Committee shall calculate the total score of those with more than 70 points in the external review by adding 40% of the average of their top 4 non-external review scores and 60% of their teaching, service and counseling performance score, and submit the score to the Ministry of Education for approval.

校級教師評審委員會對於外審學者專家就研究成果之專業審查意見除能提出具有專業學術依據之具體理由，動搖該專業審查之可信度與正確性外，應尊重其判斷，不得僅以投票方式作成表決。

The review opinions of the external scholars and experts are the professional and academic basis for specific reasoning regarding the research, and provide persuasion of reliability and accuracy of their professional assessment. Therefore their judgment shall be respected, and decisions shall not be made merely by voting.

前項所稱能提出具有專業學術依據之具體理由，動搖該專業審查之可信度與正確性，應經出席委員二分之一以上決議方得為之，並再送非原審查者一人至三人辦理外審，其審查結果併同原審查意見，由校級教師評審委員會決定之。

The review opinions of the external scholars and experts that are the professional and academic basis for specific reasoning regarding the research, and which provide persuasion of reliability and accuracy of their professional assessment shall be agreed upon by more than one-half of the committee members present. Review shall then be sent to an external committee of 1 to 3 members who are not members of the preceding committee. The review outcome is then combined with the preceding review opinions, and outcome determined by the University Teacher Evaluation Committee.

第六章 附則

Chapter VI Supplementary Provisions

第八條 校級教師評審委員會辦理教師升等審查通過並經校長核定後，由人力資源發展處報請教育部審查（或核備），通過後頒給相當等級之教師證書後改聘，聘期以教師證書年資起算日期為準。

Article VIII Upon the approval of teacher promotion by the University Teachers Evaluation Committee and the University President, the Office of Human Resources Development will submit the review to the Ministry of Education for review (or approval). Following approval, a Letter of Appointment with corresponding ranking on the Teacher Certificate

will be issued. The employment term shall be in accordance with the date on the Teacher Certificate.

第九條 送審教師資格之專門著作、作品、成就證明、技術報告、教學實務報告若有違反學術倫理之嫌，經校級教師評審委員會確定者，依相關規定辦理。
送審人於送審中或其教師資格經審定後，經檢舉或發現涉及專科以上教師資格審定辦法第四十三條第一項各款情事之一者，準用同法同條第一項至第三項規定處理，並依同法同條第一項各款所定期間，自學校審議決定之日起，為不受理其教師資格審定之申請，經審議確定者，將審議程序及處置結果，報教育部備查。

Article IX Teacher qualification review submissions of publications, works, distinguished achievements, technical reports and teaching practice reports suspected of academic ethics violations and found verified by the University Teacher Evaluation Committee shall be handled in accordance with relevant regulations.

Report or discovery of violation of the provisions of Paragraph 1 in Article 43 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education during or after the teacher qualification review process shall be handled in accordance with the provisions of Paragraphs 1-3 of the same Article in the same Regulations.

第十條 申請人之升等案未獲通過時，各級教評會應於評審後十日內敘明具體理由以書面通知當事人，並告知不服決定時之救濟管道及程序。

Article X For applicants not approved for promotion, all participating levels of teacher evaluation committees shall within 10 days after their review issue a written notification to the applicants stating specific reasons for the decision and informing the applicants of appeal channel and procedure.

第十條之一 申請升等教師對第七條第一項各款審查結果如有異議，得於決議通知文件送達後十日內以書面敘明理由，並檢具相關資料向原級教評會提出申復，申復通過者，應依各該款規定之程序重行辦理審查。教師對申復結果仍不服時，得向本校教師申訴評議委員會提出申訴。
申復及申訴相關規定如下：

Article X-I Applicants objecting to the outcome of the various reviews in Paragraph 1 of Article 7 may respond to the original respective review committee by submitting a written explanation and relevant documentation within 10 days after notification of the decision. Those approved for appeal shall re-apply for review in accordance with the procedures stipulated in various Paragraphs. Teachers objecting to the appeal outcome may appeal to the University Teacher Grievance Review Committee.

Regulations for response and appeal procedures are as follow:

一、各級教評會於收到申復案後，應即排定最近日期之會議審議，並於會議後十日內以書面通知審議結果。

1. Upon receiving a response, each level of review committee shall convene at the earliest date and issue a written notification of the review outcome within 10 days of the meeting.

二、申請人如不服原級教評會申復之決議，得依本校教師申訴評議委員會組織及評議準則之規定於收到決議通知書之翌日起三十日內以書面向本校教師申訴評議委員會提出申訴。

2. Applicants objecting to the decision of the original respective review committee may submit a written appeal to the University Teacher Grievance Review Committee in accordance with the regulations of the University Teacher Grievance Review Committee and Review Standards within 30 days of receiving the notification.

三、(刪除)

3. (Deleted).

四、每一升等案申復及申訴以一次為限。

4. Each promotion application is limited to only one response and appeal.

第十一條 本辦法另訂注意要點，由校級教師評審委員會參照教育部相關規定擬訂，通過後並報請校長公布施行，修正時亦同。

Article XI Other measures formulated in this Regulations are set by the University Teacher Evaluation Committee in accordance with relevant provisions of the Ministry of Education, and issued and implemented upon approval by the University President; the same procedures shall be applied to any amendment.

第十二條 本辦法未盡事宜，依教育部「專科以上學校教師資格審定辦法」及相關法令規定辦理。

Article XII Any matters not addressed in this Regulations shall be handled in accordance with the Ministry of Education's Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and other relevant provisions.

第十三條 本辦法中華民國 105 年 10 月 3 日修正之條文，自 106 年 2 月 1 日施行。

Article XIII Provisions of the Regulations revised on October 3, 2016 are effective as of February 1, 2017.

本辦法中華民國 110 年 6 月 7 日修正之條文，自 111 年 2 月 1 日施行。

Provisions of the Regulations revised on June 7th, 2021 are effective as of February 1st, 2022.

第十四條 本辦法經行政會議、校務會議通過，報請校長核准後公布施行，修正時亦同。

Article XIV The Regulations are issued and implemented upon approval by the Administrative Meeting and University Affairs Meeting, and subsequent approval by the University President; the same procedures shall be applied to any amendment.