

文藻外語大學專任教師聘任辦法

Guidelines for Employment of Full-time Faculty of Wenzao Ursuline University of Languages

民國 95 年 10 月 24 日教評會議通過

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民國 96 年 03 月 24 日校務會議通過

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民國 98 年 12 月 15 日校教評會修正通過

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民國 102 年 11 月 26 日臨時校教評會修正通過

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民國 106 年 2 月 22 日校教評會修正通過

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第一條 本校專任教師聘任除依大學法、教師法、教育人員任用條例暨其施行細則、專科以上學校教師資格審定辦法、本校教師評審委員會設置辦法及其他相關法規辦理外，悉依本辦法之規定辦理。

Article 1. Recruitment of the full-time faculty of Wenzao University (hereinafter “the School”) should abide by these Regulations, unless otherwise indicated by University Act, Teachers’ Act, Enforcement Rules of Act Governing the Appointment of Educators, Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, Regulations for Faculty Evaluation Committee in Wenzao University, and related regulations.

第二條 本校各系（所）、中心新聘專任教師應先提出專任教師需求申請表，經系（所）、中心會議通過，並經校長核定後辦理徵聘事宜。

Article 2. Before recruiting new full-time faculty, department (graduate institute), center should launch an application for employment. It should be executed after the application is approved in meetings held by the department (graduate institute), center and ratified by the President.

第三條 本校教師之聘任(含新聘、改聘、續聘、不續聘、停聘及解聘)，其編制隸屬系（所）、中心者，採三級三審，由各系(所)、中心教師評審委員會辦理初審，各院教師評審委員會辦理複審；其編制隸屬各學院者，採二級二審，由院教師評審委員會辦理初審，送請人事室提送校教師評審委員會決審。

新聘教師若未通過某一級教師評審委員會，須於 1 年後方得再提出聘任。

新聘專任專業科目或技術科目之教師，應具備專職一年以上與任教領域相關之業界實務工作經驗。

前項業界實務工作經驗與任教領域相關之採認，依本校「專業科目或技術科目之教師業界實務工作經驗審原則」認定之。

Article 3. Employment of full-time faculty (including new appointment, change of the rank, reappointment, non-continual reappointment, non-appointment and termination) for departments (graduate institutes), centers should be reviewed at three levels. The first review shall be conducted by the Departmental (Graduate Institute), Center Faculty Evaluation Committee, and the second review shall be conducted by the College Faculty Evaluation Committee. Employment of faculty for colleges shall be reviewed at two levels. The first review shall be conducted by the College Faculty Evaluation Committee, and the second review shall be conducted by the University Faculty Evaluation Committee after receiving applications from the Personnel Office.

Applications for the employment of new faculty that are denied by the Faculty Evaluation Committee at any level must be re-launched after one year.

Newly recruited full-time faculty to teach specialized or technical subjects should have one or more years of practical work experience in industries related to their teaching fields.

The recognition of the practical work experience and teaching fields mentioned in the preceding paragraph should comply with the University's "Principles for Reviewing Practical Work Experience of Faculty Teaching Specialized or Technical Subjects."

第四條 本校教師分為教授、副教授、助理教授、講師，其聘任應與本校員額編制相符，經校教師評審委員會通過後，簽請校長核定聘任之。教師聘約另定之。

Article 4. Ranks of faculty at Wenzao University include professor, associate professor, assistant professor and lecturer. Their employments shall comply with the regulations of the School, and be approved by the University Faculty Evaluation Committee as well as ratified by the President. Contract of employment is made separately.

第五條 各級教師應具有之資格：

一、 教授應具有下列資格之一：

- (一)曾任國內外大專校院教授，其資格經教育部審定合格，且教學、研究與服務成績優良者。
- (二)具有博士學位或其同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務 8 年以上，有創作或發明，在學術上有重要貢獻或重要專門著作者。
- (三)曾任副教授 3 年以上，成績優良，並有重要專門著作者。

二、 副教授應具有下列資格之一：

- (一)曾任國內外大專校院副教授，其資格經教育部審定合格，且教學、研究與服務成績優良者。
- (二)具有博士學位或其同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務 4 年以上，並有專門著作者。
- (三)曾任助理教授 3 年以上，成績優良，並有專門著作者。

三、 助理教授應具有下列資格之一：

- (一)曾任國內外大專校院助理教授，其資格經教育部審定合格，且教學、研究與服務成績優良者。
- (二)具有博士學位或其同等學歷證書，成績優良，並有專門著作者。
- (三)具有碩士學位或其同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務 4 年以上，成績優良，並有專門著作者。
- (四)曾任講師 3 年以上，成績優良，並有專門著作者。

四、 講師應具有下列資格之一：

- (一)曾任國內外大專校院講師，其資格經教育部審定合格，且教學、研究與服務成績優良者。
- (二)在研究院、所研究，得有碩士學位或其同等學歷證書，成績優良者。
- (三)大學或獨立學院畢業，曾從事與所習學科有關之研究工作、專門職業或職務 6 年以上，成績優良，並有專門著作者。

Article 5. Teachers of different ranks should comply with the following qualifications:

I. Professor:

- (1) Having assumed the position of a professor in a university (domestic or foreign) with distinguished performance in teaching, researching and service, and whose qualification is approved by the Ministry of Education.
- (2) Having obtained a PhD degree or equivalent, and having been engaged in the research, profession or job related to the studied subject for more than eight years, being honored with distinguished creation or invention, making significant academic contribution or having important publications.

- (3) Having assumed the position of Associate Professor for more than three years, with distinguished work performance and important publications.

II. Associate professor:

- (1) Having assumed the position of an associate professor in a university (domestic or foreign) with distinguished performance in teaching, researching and service, and whose qualification is approved by the Ministry of Education.
- (2) Having obtained a PhD degree or equivalent, and having been engaged in the research, profession or job related to the studied subject for more than four years, with distinguished work performance and publications.
- (3) Having assumed the position of Assistant Professor for more than three years, with distinguished work performance and publications.

III. Assistant professor:

- (1) Having assumed the position of an assistant professor in a university (domestic or foreign) with distinguished performance in teaching, researching and service, and whose qualification is approved by the Ministry of Education.
- (2) Having obtained a PhD degree or equivalent with publications.
- (3) Having obtained a Master's degree or equivalent, and having been engaged in the research, profession or job related to the studied subject for more than four years, with distinguished work performance and publications.
- (4) Having assumed the position of Lecture for more than three years, with distinguished work performance and publications.

IV. Lecturer:

- (1) Having assumed the position of a lecturer in a university (domestic or foreign) with distinguished performance in teaching, researching and service, and whose qualification is approved by the Ministry of Education.
- (2) Having obtained a Master's degree or equivalent, with distinguished work performance.
- (3) Having graduated from college/university, having been engaged in the research, profession or job related to the studied subject for more than six years, with distinguished work performance and publications.

第六條 本校新聘教師時應本公平、公正之原則，按以下各款程序辦理：

一、公告徵聘：應於傳播媒體或學術刊物公告徵聘資訊。

二、初審：各系(所)、中心教師評審委員會依組織編制、課程需要、各級教師應授課

時數、聘任有關證件資料(含學位證書查驗)及試教情況等進行初審。初審通過，由各系(所)、中心比照教師升等辦法辦理專門著作(或學位論文)外審作業，通過後提送院教師評審委員會；其採二級二審者由院教師評審委員會辦理外審作業。

新聘教師如已具有所聘職級之教育部教師證書者，不需辦理校外審查。

三、複審：由各院教師評審委員會進行複審，通過者提送校教師評審委員會進行決審。

四、外審：審查人均不得低階高審。以專門著作(含學位論文)、以作品、成就證明或技術報告(審查委員應為兼具實務經驗之教師或實務界具教師資格之專家)等方式送審者：系(所)、中心主任提供三倍校外學者、專家審查委員名單，由校長授權副校長圈選三人後，系(所)、中心主任密送校外學者、專家審查，審查結果二人以上給予及格(七十分以上)者為通過，否則即為不通過。

五、決審：教師聘任經各院複審通過者，完成行政程序並將有關資料送交人事室。人事室彙整後，提送校教師評審委員會決審，決審通過者，由人事室簽請校長核定聘任之。

持國外學歷者，其國外學歷修業期限須符合教育部規定(累計在當地學校修業時間，碩士須滿 8 個月，博士須滿 16 個月)，如國外修業時間未達規定，則須比照專門著作審查，送請校(系、所、中心)外學者、專家 5 人審查，其中 4 人以上給予及格者為通過，否則即為不通過。如持國外碩士學歷送審而無學位論文者，得以專門著作、研究報告等方式取代之。

以國外學歷送審相關要件包括：

- (一)國外學位畢業證書(須列名於教育部參考名冊內並已辦理驗證)
- (二)國外學校歷年成績單(已辦理驗證)
- (三)國外修業情形一覽表(請於本校人事室網頁下載)
- (四)個人入出境紀錄(檢附內政部核發之文件)
- (五)累計在當地修業期限(請於本校人事室網頁下載)
- (六)未修習課程者，則請檢附學校行事曆。

Article 6. Employment of new faculty should abide by the principles of justice, impartiality and transparency and should be implemented according to the procedures below:

I. Recruitment announcement: requirement should be announced in mass media or academic publications.

II. Initial review: Department (Graduate Institute), and Center Faculty Evaluation Committees

shall conduct the first review based on organization, curriculum needs, teaching hours of each rank, relevant documents (including verification of the academic certificates) and results of field teaching. After review, department (graduate institute), center shall conduct external reviews according to the description of publications or academic certificates in Guidelines for Promotion; after further review, the successful case should be submitted to College Evaluation Committee. For faculty of colleges shall be reviewed at two levels; conducting external reviews by College Evaluation Committee. For the newly employed faculty who has obtained the teacher certificate of the required rank, external reviews shall not be conducted.

III. Further review: It shall be conducted by each College Evaluation Committee, and a successful case shall be submitted to the University Faculty Evaluation Committee for final review.

IV. External review: The rank of the external reviewers should not be lower than that of the applicants. Applicants with publications (including graduation dissertations), artworks, achievements, or technical reports (external reviewers should be teachers with practical experience or experts with teacher qualifications): The chairperson of the corresponding department (graduate institute) or center shall provide a list of external reviewers consisting of scholars and experts, and the listed number shall be three times the required number. The Vice President is authorized by the President to select three scholars/experts, to whom the case shall be sent in confidence by said department (graduate institute) or center. The case is considered approved if two external reviewers give it a pass mark (a score of higher than 70). Otherwise the case is denied.

V. Final review: Faculty who is approved by further review shall submit the related documents to the Personnel Office following the administration procedures. The data will then be submitted to the University Evaluation Committee for final review. Successful cases shall be reported by the Personnel Office for the ratification of the President.

For those who obtain academic degrees abroad, the length of study in foreign country must comply with the regulations of the Ministry of Education (the accumulative total of the length of study must be at least eight months for Master's degree, and at least sixteen months for PhD degree). If the requirement is not achieved, the cases shall be processed pursuant to the publication review and submitted to a panel of five external scholars and experts. The case must be examined by at least four external reviewers to be considered approved. Otherwise the case is denied.

For those applying with Master's degrees obtained abroad but without graduation dissertations, they may apply with publications or research reports.

Application with academic degrees abroad must supply the following documents:

- (1) Certificate of degree (the name of the school must be listed in the reference of the Ministry of Education, and the certificate must be verified)
- (2) Transcript for all semesters (verified)
- (3) Study status of a degree obtained abroad (available on the webpage of the Personnel Office).
- (4) Personal record of entry and exit (enclosed with the documents issued by the Ministry of the Interior.)
- (5) Accumulative total of the length of study abroad (available on the webpage of the Personnel Office).
- (6) For those who did not take courses, please enclose school schedules with the application.

第七條 新聘教師除已具有所聘職級之教育部教師證書者外，依「教育人員任用條例施行細則」第十九條第三項規定，除有特殊情形外，應於聘期開始 3 個月內，備齊申請教師資格審查資料報請教育部審定，逾期不送審或審定未通過者，應提交校教師評審委員會決議予以不續聘或解聘。

Article 7. Except for those certified by the Ministry of Education and for special situations, the newly employed full-time faculty should submit complete documents for evaluation of teacher qualifications by the Ministry of Education within three months since the commencement of their employment pursuant to (3) of Article 19 of the "Enforcement Rules of Educators Appointment Act." Overdue submission or failure to pass the evaluation should be reported to the University Faculty Evaluation Committee for non-reappointment or termination.

第八條 新聘教師於報到時所填資料內容及所附證件不實者，應自行負責；其人事相關資料，如於日後發現有瑕疵或登載不實者，依相關法規予以追究。前項情形，應由所屬系（所）、中心按第六條規定重新辦理，予以改聘或解聘。

Article 8. Newly employed faculty who provide false information and false certificates shall assume all responsibilities. False personnel data found in the future may still be investigated according to the relevant regulations. Situations stated in the

preceding paragraph shall be processed by the department (graduate institute), center to which the party concerned belongs, according to Article 6 for change of rank or termination.

第九條 專任教師之聘期，初聘為 1 年，續聘第 1 次為 1 年，以後續聘，每次均為 2 年。惟初聘若於學期中聘任者，其聘期仍以該學年度結束計算之。前項若有特殊情形，經各級教師評審委員會通過者，其聘期依校教師評審委員會決議行之。

Article 9. For the length of appointment of full-time faculty, the duration of the initial employment is one year, that of first reappointment is one year, and that of second reappointment onward is two years. If the initial employment is in the middle of the semester, the length is valid until the end of that academic year. In the event of special situation stated in the preceding paragraph, for those approved by each Faculty Evaluation Committee, the length shall be decided by the University Evaluation Committee.

第十條 本校得聘請專業技術人員擔任教學，其任用資格程序等，依教育部之規定暨本校相關辦法辦理。

Article 10. Wenzao University may recruit professional technicians for teaching, and whose appointment qualification and procedures shall be executed pursuant to the regulations of the Ministry of Education and those of Wenzao University.

第十一條 本辦法經校教師評審委員會通過，校長核定後實施，修正時亦同。

Article 11. These regulations become effective after they are approved by the University Evaluation Committee and ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(*The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.*)