

文藻外語大學專任教師升等辦法

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

民國 95 年 10 月 24 日教評會議通過
Approved at the Faculty Evaluation Committee Meeting on October 24, 2006
民國 96 年 03 月 24 日校務會議通過
Approved at the University Affairs Committee Meeting on March 24, 2007
民國 98 年 12 月 15 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on December 15, 2009
民國 102 年 10 月 15 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on October 15, 2013
民國 103 年 04 月 15 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on April 15, 2014
民國 104 年 06 月 16 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on June 16, 2015
教育部臺教高(五)字第 1040089364 號函同意備查
Agreed to be kept for future reference as per Letter Tai-Jiao-Gao (5) -Zi No. 1040089364 issued by the
Ministry of Education
民國 104 年 10 月 15 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on October 15, 2015
民國 105 年 12 月 06 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on December 6, 2016
民國 106 年 02 月 22 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on February 22, 2017
民國 106 年 02 月 22 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on February 22, 2017
民國 106 年 07 月 27 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on July 27, 2017
民國 107 年 12 月 11 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on December 11, 2018
民國 108 年 04 月 18 日校教評會議修正通過
Amended and approved at the University Faculty Evaluation Committee Meeting on April 18, 2019

第一條 本校專任教師升等除依大學法、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「文藻外語大學專任教師升等辦法」（以下簡稱本辦法）之規定辦理。

Article 1. The full-time faculty promotion of Wenzao Ursuline University of Languages (hereinafter “the School”) is set forth pursuant to the University Act, Teachers Act, Enforcement Rules of Education Personnel Employment, Accreditation Regulations governing Teacher Qualifications at Institutions of Higher Education, Guidelines for the Establishment of the Faculty Evaluation Committee, as well as “Guidelines for Full-time Faculty Promotion of Wenzao Ursuline University of Languages” (hereinafter “Guidelines”).

第二條 專任教師須在本校任教滿一年，任職期間之教學、研究、服務、輔導等成績優良且有專門著作者，並符合教育人員任用條例第十六條至十八條暨第三十條之一之規定，得申請較高一職級資格審查(另稱升等審查)。

本校專案教師得比照編制內專任教師之規定辦理資格審查。

Article 2. Before a full-time faculty member launch a promotion application for a higher rank accreditation(also known as promotion review)who must have served the School for at least one full year, have excellent performances in teaching, research, service and counseling, specialized publications, and comply with the regulations of Article 16, 17, 18 and Point (1) of Article 30 of the Education Personnel Employment Law.

Promotion review for contract faculty of the University is conducted according to corresponding rules for full-time faculty.

第三條 教師升等審查類型如下：

- 一、學位或文憑送審。
- 二、專門著作送審。
- 三、作品或藝術成就證明。
- 四、專利、技術報告(含產學合作與應用及衍生成果)。
- 五、體育成就證明。
- 六、教學實務研究或成果報告。

前項第六款教師以「教學實務研究或成果報告」升等，其辦法另訂之。

Article 3 Types of faculty promotion review:

1. Degree or diploma.
2. Specialized publication.
3. Artwork or artistic achievement.
4. Patent or technical report (including industry-academia collaboration/application and outcomes).
5. Sports achievement.
6. Teaching research or outcome report.

Promotion with teaching research or outcome report stated above is specified individually.

藝術類科教師，得以作品及成就證明，並附創作或展演報告送審；其審查範圍或基準如附表一。

Art faculty may apply for promotion with artwork and artistic achievement by submitting artwork or exhibition report for review. The review scope and criteria are specified in Attachment 1.

應用科技類科教師，對特定技術之學理或實作有創新、改進或延伸應用之具體研發成果，得以技術報告送審；其審查範圍及基準如附表二。

The faculty of Applied Science and Technology may apply for promotion with R&D outcomes regarding innovation, improvement or further application of any specific technical theory or practice by submitting technical reports for review. The review scope and criteria are specified in Attachment 2.

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；其審查範圍及基準如附表三。

If a PE teacher or an athlete coached by the teacher earns a podium finish, the teacher may apply for promotion by submitting the competition report. The review scope and criteria are specified in Attachment 3.

第四條 教師申請升等審查相關規定如下：

- 一、任教年資未滿及提出申請該學期未實際在校授課者，不得申請升等。
- 二、以學位取得教師資格者，不得再以該學位之畢業論文或其論文之一部分，作為送審較高職級教師資格審查之著作。
- 三、專任教師經校教師評審委員會核准全時進修、研究(含深耕服務)或學術交流者，於申請升等時，其全時進修、研究(含深耕服務)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，其借調期間年資最多採計二年。
- 四、凡最近一次教師評鑑未通過者，不得提出升等申請。

Article 4 Rules of promotion review application are specified as follows:

1. A teacher whose seniority is less than the required length or who does not teach at the University during the semester of promotion application shall not apply for promotion review.
2. A teacher who has already obtained the rank with a degree shall not apply for promotion to a higher rank with his or her dissertation/thesis or any part of that dissertation/thesis.
3. For a full-time teacher who is approved by the University Faculty Evaluation Committee for full-time advanced study/research (including in-depth service) or academic exchange activity, a maximum of 1 year may be accumulated for seniority during this period. If a teacher returns to fulfill his/her teaching obligations during an approved temporary transfer period, a maximum of 2 years may be accumulated for seniority at the time of promotion application.
4. A teacher who did not pass the last teacher evaluation is not allowed to apply for promotion.

- 第五條 專任教師申請升等審查，應於規定之期間內提出申請並繳送下列表件及資料：
- 一、升等申請書。
 - 二、申請升等個人資料表。
 - 三、升等資格送審資料檢核表。
 - 四、最近二次教師評鑑成績。如任該職級已達三年，但未有二次**教師**評鑑成績，得以該教師於本校任教期間已通過之教師評鑑成績為送審依據。
 - 五、教師資格審查履歷表三份（教育部版乙式）。
 - 六、送審代表著作及參考著作各一式四份。代表著作如以外文撰寫者應檢附中
文摘要（五百至一千字）。
 - 七、教育部所頒發之現任職級教師證書影本。
 - 八、本校現任職級聘書影本(近三年)。
 - 九、外審教授迴避名單（三人以內並附理由-請彌封）。
 - 十、合著證明書（代表著作有合著者方需檢附）。
 - 十一、自述擔任現職期間之教學、研究、服務及輔導等具體事蹟。

Article 5. When applying for promotion, a full-time faculty member shall submit the documents listed below in the regulated period:

- (1) Promotion application form
- (2) Applicant's personal information
- (3) Checklist of documents for promotion application
- (4) Results of the last 2 teacher evaluations. If a teacher has already served for 3 years at the current rank with only 1 **teacher** evaluation, the teacher is allowed to submit the pass result of the teacher evaluation during his/her service period at the University for promotion review.

- (5) Three copies of Teacher Qualification Accreditation Form (Type B provided by the Ministry of Education).
- (6) Four copies of the representative publications and reference publications. A Chinese abstract (500 to 1000 words) should be enclosed with the representative publication, if it is written in a foreign language.
- (7) A copy of the teacher certificate of the current rank issued by the Ministry of Education.
- (8) A copy of the appointment letter of the current position issued by the School.
- (9) Reference list of avoided external reviewers (in a sealed envelope including three names and with reasons).
- (10) Certificate of co-authorship (only when the representative publications contain a co-author).
- (11) Descriptions of the achievements of teaching, research, service and counseling during the period of service.

第六條 教師以專門著作、技術報告、作品、藝術或體育成就證明等申請升等審查者，須符合下列規定：

Article 6 The following requirements shall be met for submitting a specialized publication, technical report, artwork or artistic/sport achievement for promotion review:

- 一、有個人之原創性，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. A submitted work shall present originality. A work made based on collation, addition, deletion, combination, editing or compilation of another person's work or a publication unrelated to research is not qualified for promotion review.
- 二、代表作必須與任教科目性質相關。
 2. The representative publication must relate to an applicant's teaching subject.
- 三、撰寫著作之語文不限，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，學校得要求該著作全文翻譯為中文或英文。
 3. A publication may be written in any language. A Chinese abstract must be provided for the publication not written in Chinese. An English abstract is required for a publication written in any other foreign language. If it is impossible to find a domestic expert fluent in the foreign language in which a publication is written, the University may ask for the full-text Chinese or English translation of the submitted publication.
- 四、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。曾為代表作送審者，不得再作升等時之代表作。
 4. A maximum of 5 publications may be submitted for review. Only 1 publication may be deemed to be the representative publication. The rest of the publications submitted are reference publications. If an applicant is a researcher working on a series of research, the series may also be recognized as the representative

publication. A publication can only be submitted as the representative publication for promotion once.

五、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得予併計。

5. The submitted work is published after an applicant is promoted to his/her last rank. After an applicant's seniority of full-time teacher accrued when teaching abroad has been taken into account, his/her specialized publication, work, achievement proof or technical report submitted for review may be accepted.

六、符合科技部補助人文學及社會科學經典譯注研究計畫作業要點規定，經該部審查通過出版之經典譯注，得列為參考作。

6. A translation and annotation publication of a classic in compliance with the Ministry of Science and Technology's Subsidy Guidelines for Translation and Annotation Project for Humanities and Social Science Classics and approved by the Ministry may be submitted as reference publication.

七、代表作係數人合著者，僅得由其中一人送審；送審時，送審人以外他人應放棄以該專門著作、作品、成就證明或技術報告作為代表作送審之權利。送審人應以書面具體說明其參與部分，並由合著人簽章證明。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，經校教師評審委員會審議同意者，得予免附。

7. A publication written by multiple authors may only be submitted as one author's representative publication. Other authors shall waive the right to submit the specialized publication, work, achievement proof or technical report as the representative publication for promotion review. The applicant shall provide written description regarding his/her involvement in the co-authored work with signatures of coauthors. If any coauthor cannot provide his/her signature, the applicant shall provide a written description regarding his/her involvement in the co-authored work and the reason behind the failure to obtain a coauthor's signature. The University Faculty Evaluation Committee will then determine whether a coauthor's signature is required.

前項專門著作，應符合下列規定之一：

The specialized publication stated above shall meet one of the following requirements:

一、已出版公開發行之專書，或經出版社出具證明將出版公開發行之專書。

1. A monograph that has already been published or is planned to be published with a certificate issued by the publisher

二、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。

2. An article that is published in a domestic or foreign academic or professional journal/e-journal, which has official peer-review procedures and is available to the public; or an article that is planned to be published in a journal mentioned

above on a fixed date with a certificate issued by the journal

三、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。

3. An article that is presented at a domestic or foreign conference with an official peer-review procedure and collected to be published in the proceedings in online format or in the form of book or disc

四、著作出版須載明著作人、出版者、發行人、出版時間、定價及地點等。

4. A publication that states clearly the name of the author, the name of the publisher, publication date, fixed price and publication location

以作品、成就證明或技術報告送審通過者，應依專科以上學校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，經校教師評審委員會認定者，得不予公開出版或於一定期間內不予公開出版。

A work, achievement certificate or technical report submitted for promotion review shall be made available to the public according to the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education. If the content involves confidential information or patent application, or if it is illegal to disclose the content, it shall not be published or not be published within a certain period of time upon approval by the University Faculty Evaluation Committee.

第七條 本校專任教師升等審查作業，每學期辦理一次（依本校教師升等作業時程）。

以博士學位升等採隨到隨審，不受前項時程限制。

Article 7. Promotion applications for the full-time faculty are accepted once in a semester, and processed according to the School's promotion schedule.

Promotion review for the application with a PhD degree will be conducted whenever the application is accepted. The promotion schedule stated above is not applicable to this type of promotion.

第八條 教育部授權本校自審教師資格：申請升等副教授以下資格審查者，應依下列程序辦理：

Article 8. The University is authorized by the Ministry of Education to review a faculty member's qualification for promotion: Qualification review for promotion to the rank of associate professor shall be conducted according to the following procedure:

一、系(所)、中心教師評審委員會初審：擬升等教師應備妥第五條各款之表件資料，向各系(所)、中心提出申請。各系(所)、中心主管審核各項有關表件後，認定備齊且符合規定者，提送系教師評審委員會審議；未備齊或有不合規定者，得限期補正。系(所)、中心教師評審委員會應依各系(所)、中心升等辦法之規定予以評審，並以最近二次教師評鑑平均成績做為教學服務成績，70分以上為通過。通過後檢附相關資料及會議紀錄報請院長提送院教師評審委員會進行複審。

1. The Department/Graduate Institute/Center Faculty Evaluation Committee is responsible for the preliminary review: An applicant shall prepare all forms and

documents specified in Article 5 and apply to the responsible department/graduate institute/center. After the head of the responsible department/graduate institute/center confirms that all necessary materials were received and conditions met, the application shall be submitted to the Department/Graduate Institute/Center Faculty Evaluation Committee for review. Any applicant who does not provide all the necessary materials or does not follow the rules shall rectify within a specified period of time. The Department/Graduate Institute/Center Faculty Evaluation Committee shall review all applications in accordance with its promotion guidelines. The average score of the last 2 teacher evaluations is deemed to be the score of teaching performance and the passing score for this area is 70. An approved application enclosed with related materials and the meeting minutes shall be reported to the dean for a second review, which will be conducted by the College Faculty Evaluation Committee.

二、院教師評審委員辦理複審：院教師評審委員會應就送審人初審有關資料進行綜合審查，通過後辦理外審作業；各系（所）、中心教師評審委員會提供十二位校外審查委員名單為原則，如有特殊學門，經校長核准者不在此限。連同迴避參考名單，密送院教師評審委員會召集人。召集人於院教評會議中以抽籤方式或授權抽籤小組以抽籤方式決定審查委員，院辦理密送外審審查作業。外審結果再提送院教師評審委員會進行複審，學術研究成績（採計成績較高之2位外審成績平均值）佔總分百分之七十、最近二次教師評鑑平均成績佔總分百分之三十，總分七十分以上為通過。

2. The College Faculty Evaluation Committee is responsible for the second review: The Committee shall carry out a general review based on information of the preliminary review. Applications approved by the Committee shall be reviewed externally. The Department/Graduate Institute/Center Faculty Evaluation Committee shall provide a list of 12 external reviewers. The number of external reviewers may be changed for a special subject with the approval of the President. Lists of external reviewers and external reviewers recommended to be avoided shall be sealed and sent to the convener of the College Faculty Evaluation Committee. The convener may assign external reviewers by drawing lots or authorize a lot drawing team to assign external reviewers by drawing lots during a committee meeting. The college in charge shall conduct a confidential external review. The external review result shall be submitted to the College Faculty Evaluation Committee for another review. Academic research score (the average score of the 2 highest scores of the external review) and the average score of the last 2 teacher evaluations account for 70% and 30% of the total score, respectively. The passing score is 70.

複審通過後檢附相關資料及會議紀錄送人事室。

The application enclosed with related materials and the meeting minutes shall be submitted to the Personnel Office after approval of a second review is granted.

(一) 以學位或文憑送審講師或助理教授資格者：由各學院辦理一次外審作業，一次送請校外三位學者專家審查，應至少有二位審查分數達七十分以上為通過；若國外學歷有疑義者，一次送請五位學者專家

審查，應至少有四位審查者分數達七十分以上為通過。

- (1) Promotion to the rank of lecturer or assistant professor with a degree or diploma: The responsible college shall implement 1 external review, including 3 external scholars or experts. An applicant can only pass the external review if at least 2 external reviewers give a score of 70 or higher. In case of concern about an applicant's foreign educational background, the external review shall consist of 5 scholars or experts. The applicant can only pass the external review if at least 4 external reviewers give a score of 70 or higher.

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。

A specialized publication or research report may be submitted instead of a master's thesis for application with a foreign master's degree.

- (二) 以專門著作、技術報告、作品、藝術或體育成就證明：審定助理教授或副教授資格，由各學院辦理第一次外審作業，將專門著作送請校外三位學者專家審查，至少有二位審查分數達七十分以上為通過。院教師評審委員會複審通過後，另提供十二位校外審查委員參考名單(不含第一次校外審查委員)，連同迴避參考名單，送交人事室。

- (2) Promotion to the rank of assistant professor or associate professor with a specialized publication, technical report, work or artistic or sport achievement: The responsible college shall implement 1 external review, including 3 scholars or experts. An applicant can only pass the external review if at least 2 external reviewers give a score of 70 or higher. After the College Faculty Evaluation Committee approves the second review, lists of 12 external reviewers (excluding those for the first external review) and external reviewers recommended to be avoided shall be sent to the Personnel Office.

依教育人員任用條例第三十條之一之舊制講師取得博士學位證書，得以博士學位送審副教授資格審查，一次送請五位學者專家審查，應至少有四位審查分數達七十分以上為通過；若經審查未獲通過，得以相同之學位論文(含專門著作)另行申請升等為助理教授，其審查人數與評分標準依第一項第二款第一目規定辦理。

A lecturer who obtained a PhD degree according to Article 30-1 of the Act Governing the Appointment of Educators may apply for promotion to the rank of associate professor. The review shall consist of 5 scholars or experts. An applicant can only pass the external review if at least 4 external reviewers give a score of 70 or higher. If the application is not approved, the applicant may apply for promotion to the rank of assistant professor with the same dissertation (including a specialized publication). The number of the reviewers and review criteria are set according to Item 1 of Subsection 2, Paragraph 1.

三、校教師評審委員會決審：

3. The University Faculty Evaluation Committee is responsible for the final review:

- (一) 人事室於收到院教師評審委員會複審通過以學位或文憑之升等審查案後，提送校教師評審委員會審議。
- (1) After receiving an application with a degree or diploma approved by the College Faculty Evaluation Committee, the Personnel Office submits the application to the University Faculty Evaluation Committee for review.
- (二) 各院教師評審委員會提供外審參考名單，人事室送請校教師評審委員會主席於校教評會議中以抽籤方式或授權抽籤小組以抽籤方式決定外審審查委員，由人事室辦理第二階段外審作業。完成外審作業後，由人事室提請校教師評審委員會決審。
- (2) The College Faculty Evaluation Committee provides the list of external reviewers recommended. The Personnel Office submits the list to the convener of the University Faculty Evaluation Committee. The convener may assign external reviewers by drawing lots or authorize a lot drawing team to assign external reviewers by drawing lots during a committee meeting. The Personnel Office carries out the second external review and then reports the result to the University Faculty Evaluation Committee for the final review.
- (三) 以專門著作、技術報告、作品、藝術或體育成就證明送審者，將專門著作送請校外三位學者專家審查，至少有二位審查分數達七十分以上為通過。
- (3) A specialized publication, technical report, work or artistic or sport achievement submitted shall be reviewed by 3 external scholars or experts. An applicant can only pass the external review if at least 2 external reviewers give a score of 70 or higher.
- (四) 校教師評審委員會升等審查標準：學術研究成績（採計成績較高之2位外審成績平均值）佔總分百分之七十、最近二次教師評鑑平均成績佔總分百分之三十，總分七十分以上為通過。
- (4) The Promotion Review Criteria of the University Faculty Evaluation Committee: Academic research score (the average score of the 2 highest scores of external review) and the average score of the last 2 teacher evaluations account for 70% and 30% of the total score, respectively. The passing score is 70.
- (五) 校教師評審委員會審議通過之升等案，經校長核定後，由人事室陳報教育部核備教師資格，送審人應於一個月內，檢齊有關證件與出版之著作送交人事室。
- (5) The Personnel Office shall report a promotion approved by the University Faculty Evaluation Committee and ratified by the President to the Ministry of Education for approval and reference. The applicant shall prepare and submit all relevant certificates and publications to the Personnel Office within 1 month.
- (六) 報教育部審查教師資格時，送審之專門著作成績與教學服務成績之

比例，依本校教師服務成績考核辦法第二條規定辦理。

- (6) Regarding reporting to the Ministry of Education for teacher qualification review, the ratio of the specialized publication to teaching performance shall be set according to Article 2 of the University's "Guidelines for Teaching Performance Assessment."

前項第一款教師兼職行政主管，若無近二次教師評鑑成績者，視為評鑑通過，其評鑑成績計算方式，取每次教師評鑑成績前 30 位之平均數作為其評鑑成績。

If the teacher stated in Paragraph 1 holds the position of administration executive, and does not have the most recent 2 teacher evaluations, he/she is deemed to have passed the teacher evaluation and the average score of the top 30 teacher evaluation scores will be the teacher's evaluation score.

第九條 教育部非授權本校自審教師資格（須報部複審）：申請升等教授資格審定者，應依下列程序辦理：

Article 9 The University is not authorized by the Ministry of Education to review a faculty member's qualification for promotion to the rank of professor (review by the Ministry is required): Qualification review for promotion to the rank of professor shall be conducted according to the following procedure:

一、系(所)、中心教師評審委員會初審：審查程序及評分方式，皆依前條第一項第一款規定辦理。

1. The Department/Graduate Institute/Center Faculty Evaluation Committee is responsible for the preliminary review: The review procedure and criteria are set according to Article 8-1.

二、院教師評審委員會複審：院教師評審委員會應就送審人初審有關資料進行綜合審查，並以送審人最近二次教師評鑑平均成績做為教學服務成績，70 分以上為通過。經表決通過後，各院教師評審委員會檢附相關資料及會議紀錄，並提供十二位校外審查委員參考名單並連同迴避參考名單，密送人事室。

2. The College Faculty Evaluation Committee is responsible for the second review: The Committee shall carry out a general review based on information of the preliminary review. The average score of the last 2 teacher evaluations is deemed to be teaching performance score. The passing score is 70. If the Committee approves the application, the Committee shall submit to the Personnel Office a sealed package of relevant information, meeting minutes and lists of 12 external reviewers and external reviewers recommended to be avoided.

三、校教師評審委員會決審：

3. The University Faculty Evaluation Committee is responsible for the final review:

(一) 人事室於收到院教師評審委員會複審通過之升等審查案，送請校教師評審委員會主席於校教評會議中以抽籤方式或授權抽籤小組以抽籤方式決定外審審查委員後，由人事室辦理外審作業。完成外審作

業後，由人事室提請校教師評審委員會決審。

- (1) The Personnel Office submits the application approved by the College Faculty Evaluation Committee to the convener of the University Faculty Evaluation Committee. The convener may assign external reviewers by drawing lots or authorize a lot drawing team to assign external reviewers by drawing lots during a committee meeting. The Personnel Office carries out the external review and then reports the result to the University Faculty Evaluation Committee for the final review.
- (二) 以專門著作、技術報告、作品、藝術或體育成就證明送審，應將專門著作送請校外三位學者專家審查，至少二位審查分數達七十分以上為通過。副教授級專技人員升等教授級專技人員，應送請6位外審委員審查，4位以上通過(採計成績較高之4位外審成績平均值)，經校教師評審委員會審議通過後改聘。
- (2) A specialized publication, technical report, work or artistic or sport achievement submitted shall be reviewed by 3 external scholars or experts. An applicant can only pass the external review if at least 2 external reviewers give a score of 70 or higher. **If a professional at the rank of associate professor applies for promotion to the rank of professor, 6 external reviewers are required and 4 external reviewers shall give the passing score (the average score of the top 4 external scores will be used). The University Faculty Evaluation Committee will resolve to approve promotion and issue the new appointment letter.**
- (三) 校教師評審委員會升等審查標準：學術研究成績（採計成績較高之2位外審成績平均值）佔總分百分之七十、最近二次教師評鑑平均成績佔總分百分之三十，總分七十分以上為通過。
- (3) The Promotion Review Criteria of the University Faculty Evaluation Committee: Academic research score (the average score of the 2 highest scores of external review) and the average score of the last 2 teacher evaluations account for 70% and 30% of the total score, respectively. The passing score is 70.
- (四) 校教師評審委員會審議通過之升等案，經校長核定後，由人事室陳報教育部審查教師資格，送審人應於一個月內，檢齊有關證件與出版之著作送交人事室。
- (4) The Personnel Office shall report a promotion approved by the University Faculty Evaluation Committee and ratified by the President to the Ministry of Education for review. The applicant shall prepare and submit all relevant certificates and publications to the Personnel Office within 1 month.
- (五) 報教育部審查教師資格時，送審之專門著作成績與教學服務成績之比例，依本校教師服務成績考核辦法第二條規定辦理。
- (5) Regarding reporting to the Ministry of Education for teacher qualification review, the ratio of the specialized publication to teaching performance shall be set according to Article 2 of the University's "Guidelines for

Teaching Performance Assessment.”

前項第一款教師兼職行政主管，若無近二次教師評鑑成績者，視為評鑑通過，其評鑑成績計算方式，取每次教師評鑑成績前 30 位之平均數作為其評鑑成績。

If the teacher stated in Paragraph 1 holds the position of administration executive, and does not have the most recent 2 teacher evaluations, he/she is deemed to have passed the teacher evaluation and the average score of the top 30 teacher evaluation scores will be the teacher's evaluation score.

第十條 各級校教師評審委員會於審議升等審查案時，應本低階不得高審之原則，評定其教學服務成績。

Article 10. When reviewing a promotion application, Committees have to follow the principle that junior faculty member cannot evaluate senior faculty member for applicant's teaching and service performance.

第十一條 各系（所）、中心應依本辦法自訂教師升等審查要點，規範審查程序、評分標準、通過成績等，經系（所）、中心會議通過，送院教師評審委員會審核通過，再送校教師評審委員會核備；各學院升等審查要點由各學院訂定，送校教師評審委員會審核通過，報請校長核定後實施，修正時亦同。

Article 11. Based on these Guidelines, each department (graduate institute) and center shall make its own faculty promotion review regulations, review procedures, review criteria and approval standards. All of them must be approved by department meetings, College Faculty Evaluation Committee and reported to University Faculty Evaluation Committee. Guidelines governing Promotion shall be made by each college and reviewed by University Faculty Evaluation Committee. These guidelines become effective after they are ratified by the President. Amendments must follow the same procedure.

第十二條 各級教師評審委員會對未通過升等審查之教師，應敘明具體理由，並檢附外審評定為不及格之審查意見(影本並隱蔽審查人姓名)，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 12 For a rejected promotion application, the Faculty Evaluation Committee at the corresponding level shall provide specific reasons and comments of the external review (a copy which does not disclose any reviewer's name) to inform the applicant in writing. The way to appeal a rejection and relevant procedure shall also be notified.

申請人如不服教師評審委員會審查結果時，得依下列程序提出申復，惟著作外審結果，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及正確性，否則不得針對著作外審結果提出申復：

An applicant not accepting the review result of the Faculty Evaluation Committee may request a second review according to the following procedure. The result of the external review for publication must be accepted and no second review request can be made unless any professional or academic justification undermining reliability and accuracy of the external review can be provided:

一、申請人不服初審之決議，應於收到決議通知書之日起十五日內，以書面敘明理由向院教師評審委員會提出申復。

1. An applicant not accepting the decision may request a review with reasons in writing to the College Faculty Evaluation Committee within 15 days of receipt of a written notification.

二、申請人如不服複審之決議，應於收到決議通知書之日起十五日內，以書面敘明理由向校教師評審委員會提出申復。院、校教師評審委員會審議結果為申復有理由時，應送回下一級教師評審委員會再審議。

2. An applicant not accepting the decision may request a review with reasons in writing to the University Faculty Evaluation Committee within 15 days of receipt of a written notification. If the College/University Faculty Evaluation Committee approves the request, the promotion application shall be sent back to the Faculty Evaluation Committee at the next lower level for another resolution.

三、申請人如不服決審之決議，應於收到決議通知書之日起三十日內以書面敘明理由，向本校教師申訴評議委員會提出申訴，教師申訴評議委員會評議結果認為申訴有理由時，應送請校教師評審委員會再議，校教師評審委員會委員復議並經出席委員三分之二（含）以上通過，得變更原決議，申訴以一次為限。

3. An applicant not accepting the decision may appeal with reasons in writing to the University's Faculty Grievance Committee within 30 days of receipt of a written notification. If the Committee approves the appeal, the promotion application shall be reviewed again by the University Faculty Evaluation Committee. The original decision may be overturned when at least two thirds of the present committee members vote in favor of the application. Appeal can only be made once.

同級申復案以一次為限。

An appeal for a promotion application at the same level can only be made once.

第十三條 教師升等報請教育部審定期間，仍以原職任教，俟教育部審定通過，發給教師證書後，再依教師證書起算日期換發新職聘書。學校依核定升等起資日期改聘，並追補薪資差額（本俸及學術研究費，並於教育部文到後次月起以新職級計算超鐘點費）。

若學校收到教育部覆文超過該學年度時，則於下學年度起改聘。

Article 13. During the period before the promotion is approved by the Ministry of Education, the applicant shall remain at the same rank. After the promotion is approved and the teacher certificate is given, a new letter of appointment shall be issued with the date when the new rank commences. The applicant's salary shall be paid retroactively at the new rank (basic pay and pay of academic research; the hourly overtime pay shall be calculated according to the new rank one month later after receiving the official letter from the Ministry of Education).

If the approval of the Ministry of Education arrives after the school year is over, a

new appointment letter shall be issued in the new school year.

第十四條 本校專任教師申請升等經教育部審查未通過者，申請人若以修正後之著作、技術報告等再提出申請，仍須依本辦法規定重新辦理；再次送審之代表作與曾送審之代表作名稱或內容近似者，應檢附曾送審之代表作及本次代表作異同對照；其名稱或內容有變更者，亦同。送審藝術作品經審查未通過者，應有新增二分之一以上之作品，方得再次以作品送審。同一學年度內不得就同一職級提出兩次之升等審查。

Article 14 A full-time teacher whose promotion application is not approved by the Ministry of Education may submit a new application with a revised publication or technical report. The new application shall also be handled according to the procedures stated in the Guidelines. If the title or content of the representative publication submitted with the new application is changed or similar to the previous one, the applicant must indicate the difference between the two versions. If an artistic work is not approved, an additional one half of the work shall be created for a new application. Promotion to the same rank may only be applied for once in the same academic year.

第十五條 升等申請人不得推薦外審委員名單。

各級教師評審委員會委員、列席人員及相關行政人員對於會議評審過程、審查人及評審意見等相關資料，應予保密，以維持評審之公正性。但在不洩漏委員個人身分及不違反個人資料保護法之情形下，得將評審過程及評審意見，提供教師申訴受理機關及其他救濟機關。

Article 15 An applicant is not allowed to recommend external reviewers.

Members of the Faculty Evaluation Committee at any level, attendees and administration staff involved shall not disclose relevant information, including review process and reviewers or review comments, in order to ensure fairness of the review. The review process and comments may be provided to the organization handling faculty appeals and other remedial organizations without disclosing identity of committee members and breaching the Personal Information Protection Act.

第十六條 本校專任教師申請升等所送審著作、作品、展演及技術報告等，經發現其有抄襲、剽竊或其他舞弊情事者，依教育部相關法令及本校「教師著作抄襲及違反送審教師資格規定處理要點」辦理。

Article 16 If plagiarism or any fraudulent action is found in the publication, work, exhibition or technical report submitted by a full-time teacher for promotion application, it shall be handled according to the relevant regulations of the Ministry of Education and the University's "Guidelines for Handling Plagiarism and Violation of the Accreditation Regulations Regarding Teacher Qualifications."

第十七條 本辦法未盡事宜，悉依專科以上學校教師資格審定辦法及相關法令規定辦理。

Article 17 Matters not covered by the Guidelines shall be compliant with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and the relevant regulations.

第十八條 本辦法自中華民國一百零六年二月一日施行。

Article 18 The Guidelines come into force on February 1, 2017.

第十九條 本辦法經校教師評審委員會通過，校長核定後施行，修正時亦同。

Article 19. These Guidelines become effective after they are approved by University Faculty 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。)

(English version is for reference only, Chinese version the shall prevail)

附表一、以作品及成就證明送審教師資格審查範圍及基準
Attachment 1 Scope and Criteria of Submitting Works and Achievement Proof for
Faculty Promotion Review

範圍 Scope	類別及應送繳資料 Categories and Required Documents
美術 Art	<p>一、前一等級教師資格後舉辦二次以上個展，且展出之作品不得重複。</p> <p>1. An applicant shall hold solo exhibitions twice or more after obtaining his/her last rank and the works on display shall not be repeated.</p> <p>二、前述個展，其中一場應專為教師資格送審所舉辦之個展（應呈現有系統之創作思想體系及應有一特定研究主題作品），展覽一個月應通知學校。個展展出之作品依其不同類別，數量不得少於下列規定：</p> <p>2. For the aforementioned exhibitions, 1 exhibition shall be specifically held for faculty qualification review (it has to present a specific research topic in a structured and creative manner). The applicant shall notify the University 1 month before the exhibition is held. Depending on category, the number of works for a solo exhibition must not be less than those specified in the following categories:</p> <p>(一)平面作品：(如繪畫、版畫、攝影、複合媒材作品等) 二十件以上，作品大小、材料不拘。</p> <p>(二)立體作品：(如雕塑、複合媒體作品等) 十件以上，作品大小、材料不拘。</p> <p>(三)綜合作品：(如裝置藝術、數位藝術、多媒體藝術、行動藝術等) 五件以上，作品大小、形式、材料不拘。</p> <p>(1) 2D work: (painting, print, photography, composite media work, etc.) 20 or more works; size and materials are not limited.</p> <p>(2) 3D work: (sculpture, composite media work, etc.) 10 or more works; size and materials are not limited.</p> <p>(3) Integrated work: (installation art, digital art, multimedia art, action art, etc.) 5 or more works; size, form and materials are not limited.</p> <p>三、送繳之資料應包括所舉辦個展之畫冊或光碟、公私立美術及展覽機構之展出資料、典藏或得獎證明，並提供具有系統創作思想體系之相關論述。</p> <p>3. The materials to be submitted shall include albums or discs of solo exhibitions, exhibition information used in public/private art institutions and exhibition institutions, and proof of collection or award certificates. A description of introduction to the structured and creative concept of the work shall also be provided.</p>
音樂 Music	<p>一、創作：</p> <p>1. Original work:</p> <p>(一) 送繳下列三種以上具代表性之作品資料：</p> <p>1.管絃樂作品（交響曲、交響詩、協奏曲等）或清唱劇（神劇）或歌劇或類似作品。</p> <p>2.室內樂曲（四人編制以上）。</p> <p>3.合唱曲或重唱曲。獨奏曲或獨唱曲。</p> <p>4.其他類別之作品。</p> <p>(1) Submit documentation of 3 or more representative works of the following categories:</p> <p>1. Orchestral work (symphony, symphonic poem, concerto, etc.), cantata (or oratorio), opera or similar works.</p> <p>2. Chamber music (an ensemble of 4 or more performers).</p> <p>3. Choral music, ensemble, solo instrument piece or solo vocal piece.</p>

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>4. Works of other categories.</p> <p>(二) 所送作品合計演出時間依送審不同等級，講師不得少於六十分鐘、助理教授不得少於七十分鐘、副教授不得少於八十分鐘、教授不得少於九十分鐘，且至少應包括前述第一、二種樂曲各一首（部）。</p> <p>(2) The total performing time of works submitted depends on rank: A lecturer shall perform no less than 60 minutes; an assistant professor shall perform no less than 70 minutes; an associate professor shall perform no less than 80 minutes; and a professor shall perform no less than 90 minutes. The performance shall at least include 1 piece (part) for Categories 1 and 2 stated above.</p> <p>(三) 送繳之資料應包括樂譜、公開演出證明及演出光碟。</p> <p>(3) Materials to be submitted shall include: musical scores, proof of public performance and performance discs.</p> <p>二、演奏（唱）及指揮：</p> <p>2. Playing instruments (singing) and conducting:</p> <p>(一) 送繳五場以上不同曲目且具代表性之公開演出音樂會資料。包括獨奏（唱）、伴奏，協奏曲、室內樂、絲竹樂、清唱劇（神劇）之指揮或主要角色演奏（唱），歌劇之導演及主要角色演唱等。</p> <p>(1) Submit 5 or more repertoires and materials for representative public concerts. The performance includes: instrumental solo (singing), accompaniment, concerto, chamber music, traditional string and woodwind music or cantata (oratorio) conducting, major instrumental solo (singing), directing operas and major musical roles.</p> <p>(二) 以演奏（唱）送審者（包括傳統音樂），至少應包括三場獨奏（唱）會；且每場演出時間不得少於六十分鐘。</p> <p>(2) At least 3 solo concerts (playing instruments or singing; including traditional music) shall be submitted for review; and every performing time must be no less than 60 minutes.</p> <p>(三) 送繳之音樂會資料應包括節目內容、公開演出證明、現場整場之光碟，並以其中一場演出樂曲之書面詮釋作為創作報告。</p> <p>(3) Concert materials to be submitted shall include content of the concerts, proof of public performances, live discs of entire performances and a creation report for interpretation of performing 1 piece of musical composition.</p>
舞蹈 Dance	<p>一、創作：</p> <p>1. Original work:</p> <p>(一) 送繳三場以上不同且具代表性之作品資料（應包括一人至四人之舞作及五人以上之群舞作品）。</p> <p>(1) Submit materials regarding 3 or more representative works (a dance performed by 1 to 4 dancers and a group dance performed by more than 5 dancers are required).</p> <p>(二) 前述舞作合計演出時間依送審不同等級，不得少於下列之規定：</p> <ol style="list-style-type: none"> 1. 教授：一百二十分鐘。 2. 副教授：一百分鐘。 3. 助理教授：八十分鐘。 4. 講師：八十分鐘。 <p>(2) The total performing time for a dance stated above depends on rank and must be</p>

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>no less than those specified in the following categories:</p> <ol style="list-style-type: none"> 1. Professor: 120 minutes 2. Associate Professor: 100 minutes 3. Assistant Professor: 80 minutes 4. Lecturer: 80 minutes <p>(三) 送繳之資料應包括演出證明、現場演出整場光碟 (全景定格之錄影)、工作帶、創作過程及各場舞作形式與內容之說明。</p> <p>(3) The materials to be submitted shall include performance proof, live discs of entire performances (a panoramic freeze-frame shot), practice films, and descriptions of creation processes, forms and contents of all dances.</p> <p>二、演出：</p> <p>(一) 送繳三場以上不同且具代表性節目之獨舞或主要舞者演出資料。</p> <p>(二) 前述舞蹈演出個人參與部分合計時間，依送審不同等級，不得少於下列之規定：</p> <ol style="list-style-type: none"> 1. 教授：八十分鐘。 2. 副教授：八十分鐘。 3. 助理教授：一百分鐘 4. 講師：一百分鐘。 <p>(三) 送繳之資料應包括演出節目內容、演出證明及現場演出整場光碟。</p> <p>2. Performance:</p> <ol style="list-style-type: none"> (1) Submit materials regarding solo dances or performing as the major dancer for 3 or more representative programs. (2) The total performing time for the dance stated above depends on rank and must be no less than those specified in the following categories: <ol style="list-style-type: none"> 1. Professor: 80 minutes 2. Associate Professor: 80 minutes 3. Assistant Professor: 100 minutes 4. Lecturer: 100 minutes (3) The materials to be submitted shall include dance program content, performance proof and live discs of entire performances.
民俗 藝術 Folk Art	<p>一、編劇：</p> <p>(一) 送繳原創劇本之演出證明 (包括節目單)、演出光碟，並附完整劇本。</p> <p>(二) 前述作品時間不得少於下列之規定：</p> <ol style="list-style-type: none"> 1. 教授：九十分鐘。 2. 副教授：八十分鐘。 3. 助理教授：七十分鐘。 4. 講師：六十分鐘。 <p>1. Playwright:</p> <ol style="list-style-type: none"> (1) Submit proof of performing an original script (including the program), live discs and the complete script. (2) The total performing time for the work stated above must be no less than those specified in the following categories: <ol style="list-style-type: none"> 1. Professor: 90 minutes 2. Associate Professor: 80 minutes 3. Assistant Professor: 70 minutes 4. Lecturer: 60 minutes

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>二、導演：</p> <p>(一) 送繳所導演之本類表演藝術之演出證明（含節目單及演出光碟），並附完整導演本。</p> <p>(二) 前述作品時間不得少於下列之規定：</p> <ol style="list-style-type: none"> 1. 教授：九十分鐘。 2. 副教授：八十分鐘。 3. 助理教授：七十分鐘。 4. 講師：六十分鐘。 <p>2. Director:</p> <p>(1) Submit proof of folk art performance directed by the applicant (including the program and live disc) and the complete director script.</p> <p>(2) The total performing time for the work stated above must be no less than those specified in the following categories:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes 2. Associate Professor: 80 minutes 3. Assistant Professor: 70 minutes 4. Lecturer: 60 minutes <p>三、樂曲編撰：</p> <p>(一) 送繳一齣戲以上不同且具代表性曲譜之演出證明（包括節目單）、演出光碟，並附完整劇本及曲譜。</p> <p>(二) 前述樂曲時間每一齣戲不得少於下列之規定：</p> <ol style="list-style-type: none"> 1. 教授：九十分鐘。 2. 副教授：八十分鐘。 3. 助理教授：七十分鐘。 4. 講師：六十分鐘。 <p>3. Composer:</p> <p>(1) Submit proof of performing representative scores for 1 or more plays (including the program), live discs and the complete script and score.</p> <p>(2) The total performing time for the musical work stated above must be no less than those specified in the following categories:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes 2. Associate Professor: 80 minutes 3. Assistant Professor: 70 minutes 4. Lecturer: 60 minutes <p>四、演員：</p> <p>(一) 送繳擔任主要演出者三場以上民俗技藝或說唱藝術公開演出之演出證明（包括節目單）、演出光碟，並附完整劇本或曲譜。</p> <p>(二) 前述演出個人參與部分合計時間不得少於下列之規定：</p> <ol style="list-style-type: none"> 1. 教授：九十分鐘。 2. 副教授：八十分鐘。 3. 助理教授：七十分鐘。 4. 講師：六十分鐘。 <p>4. Actor/Actress:</p> <p>(1) Submit proof of playing a lead role for 3 or more public folk art shows or speaking and singing art shows (including programs), live discs and the</p>

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>complete script or score.</p> <p>(2) The total performing time for the individual role stated above must be no less than those specified in the following categories:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes 2. Associate Professor: 80 minutes 3. Assistant Professor: 70 minutes 4. Lecturer: 60 minutes
戲劇 Drama	<p>一、劇本創作：送繳三齣以上已出版或已演出之原創劇本，後者應附演出證明（包括節目單）、演出光碟及完整劇本。</p> <p>1. Script writing: Submit 3 or more original play scripts already published or performed; for the latter, enclose performance proof (including programs), live discs and the complete scripts.</p> <p>二、導演：送繳二齣以上所導演戲劇之演出證明（包括節目單）、演出光碟及完整劇本。</p> <p>2. Directing: Submit performance proof of 2 or more theatrical plays directed by the applicant (including programs), live discs and the complete scripts.</p> <p>三、表演：送繳三齣以上擔任主要角色所演出之戲劇演出證明（包括節目單）、演出光碟及完整劇本。</p> <p>3. Acting: Submit proof of playing a lead role for 3 or more theatrical plays (including programs), live discs and the complete scripts.</p> <p>四、劇場設計（包括舞台、燈光、服裝、化妝、技術及音樂等項）：送繳三齣以上原創設計或專業技術設計，並附演出證明（包括節目單）、演出光碟及完整劇本。</p> <p>4. Theatrical Design (including stage, lighting, costume, makeup, technology, music, etc.): Submit original or technical design for 3 or more plays, performance proof (including programs), live discs and the complete scripts.</p> <p>五、送繳之作品每齣戲全場演出時間不得少於八十分鐘。</p> <p>5. The total performing time for each play submitted must be no less than 80 minutes.</p>
電影 Film	<p>一、長片：（片長七十分鐘以上）</p> <p>（一）送審之類別及送繳之資料分別如下：</p> <p>1. Feature-length film: (70 or more minutes long)</p> <p>(1) Categories to be reviewed and materials to be submitted are listed below:</p> <ol style="list-style-type: none"> 1. 編劇：所擔任編劇之電影拷貝，並附電影原創劇本。 2. 導演：所擔任導演之電影拷貝，並附文字分鏡劇本或含分鏡圖。 3. 製片：所擔任製片之電影拷貝，並附完整製片企劃書等。 4. 攝影：所擔任攝影師之電影拷貝，並附燈光、鏡頭等設計圖。 5. 錄音、音效：所擔任錄音師或音效師之電影拷貝。 6. 剪輯：所擔任剪輯之電影拷貝。 7. 美術設計：所擔任美術設計之電影拷貝，並附設計圖等。 8. 表演：所擔任演出之電影拷貝，並附人物分析及劇本分析報告。 <ol style="list-style-type: none"> 1. Screenplay Writing: A copy of the film for which the applicant wrote the screenplay and the original screenplay. 2. Directing: A copy of the film that the applicant directed, shooting scripts or scripts with storyboards. 3. Production: A copy of the film in which the applicant worked as the

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>producer and the complete production proposal.</p> <p>4. Photography: A copy of the film in which the applicant worked as a film photographer and drawing of lighting and frame design.</p> <p>5. Recording and Sound Effects: A copy of the film in which the applicant worked as the recording engineer or sound engineer.</p> <p>6. Editing: A copy of the film in which the applicant worked as the editor.</p> <p>7. Art design: A copy of the film in which the applicant worked as the art designer and design drawing.</p> <p>8. Acting: A copy of the film in which the applicant worked as the actor/actress and the analysis report of characters and screenplay.</p> <p>(二) 送繳之作品演出時間應符合下列規定：</p> <p>1. 以電影片作品送審者：五年內長、短片，合計不得少於八十分鐘。</p> <p>2. 以電影劇本送審者：五年內不得少於三本，每本不得少於八十分鐘。</p> <p>(2) The performing time for the film submitted shall meet the following requirements:</p> <p>1. Submitting films for promotion review: Feature-length films and short films shot within 5 years; the total length of all films must be no less than 80 minutes.</p> <p>2. Submitting screenplays for promotion review: At least 3 screenplays written within 5 years; each screenplay must be written for a film which is 80 or more minutes long.</p> <p>二、短片：(少於七十分鐘)</p> <p>(一) 以電影作品送審者應為短片之創作者，五年內至少六部。</p> <p>(二) 送繳之說明資料應包括所製作之電影拷貝或數位錄像作品。</p> <p>2. Short Film: (less than 70 minutes)</p> <p>(1) Submitting films for promotion review: The applicant shall be the creator of the short films submitted, and finish at least 6 films within 5 years.</p> <p>(2) The descriptive materials to be submitted shall include copies of films or works in digital video format.</p>
設計 Design	<p>一、環境空間設計 (包括建築設計、都市設計、室內設計、景觀設計等)：送繳三件以上個人不同且具代表性或曾參加公開競賽或特定研究主題之作品，並提出相關輔助說明、實物照片、多媒體或模型等。</p> <p>1. Environmental and Space Design (including architectural design, urban design, interior design, landscape design, etc.): Submit 3 or more representative design works created by the applicant, used for open competitions or made for specific research topics, and provide relevant descriptions, photos of real objects, multimedia display or models.</p> <p>二、產品設計 (包括產品設計或工藝設計等)：送繳五件以上個人不同且具代表性已投入生產，或曾參加公開競賽，或特定研究主題之作品，並提出相關輔助說明、實物照片、多媒體或模型等。</p> <p>2. Product Design (including product design, craft design, etc.): Submit 5 or more representative design works in production, used for open competitions or made for specific research topics, and provide relevant descriptions, photos of real objects, multimedia display or models.</p> <p>三、視覺傳達設計 (包括平面設計、立體設計或包裝設計等)：送繳十五件以上個人不同且具代表性，或曾參加公開競賽，或特定研究主題之作品，並提出相關</p>

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>輔助說明、實物照片、多媒體或模型等。</p> <p>3. Visual Communication Design (including graphic design, 3D design, packaging design, etc.): Submit 15 or more representative design works in production, used for open competitions or made for specific research topics, and provide relevant descriptions, photos of real objects, multimedia display or models.</p> <p>四、多媒體設計（包括網頁設計、電腦動畫或數位遊戲等）：送繳五件以上個人不同且具代表性，或曾參加公開競賽，或特定研究主題之作品，其作品播放時間長短不限，並提出相關輔助說明、實物照片、多媒體或模型等。</p> <p>4. Multimedia Design (including web design, computer animation, digital games, etc.): Submit 5 or more representative design works, used for open competitions or made for specific research topics, and provide relevant descriptions, photos of real objects, multimedia display or models. There is no time limit for this type of design work.</p> <p>五、時尚設計（包括服裝設計、織品設計、流行設計等）：送繳十件以上個人不同且具代表性實際應用，或曾參加公開競賽，或特定研究主題之作品，並提出相關輔助說明、實物照片、多媒體或模型等。</p> <p>5. Fashion Design (including apparel design, textile design, stylish design, etc.): Submit 10 or more representative design works in production, used for open competitions or made for specific research topics, and provide relevant descriptions, photos of real objects, multimedia display or models.</p>
附註 Notes	<p>各類別送審作品均應符合下列規定：</p> <p>A work submitted shall meet the following requirements:</p> <p>一、送審作品符合第二十一條第一項第四款所定取得前一等級教師資格後出版或發表之規定。</p> <p>1. Works submitted shall be published or presented after obtaining the previous rank according to Subparagraph 4 of Article 21-1.</p> <p>二、如係數人合作完成之作品，僅得由其中一人送審；送審時，送審人以外他人應放棄以該作品作為代表作品送審之權利。送審人應以書面具體說明其參與部分，並由合作人簽章證明之。</p> <p>2. A work completed by multiple creators may only be submitted by one creator for promotion review. Other creators shall waive the right to submit the work as representative work for promotion review. The applicant shall provide written description regarding his/her involvement in the co-created work with signatures of co-creators.</p> <p>三、送審作品應附整體作品之創作或展演報告，送審通過者，送審人應將創作或展演報告正式出版。其內容應包括下列主要項目：</p> <p>(一) 創作或展演理念。</p> <p>(二) 學理基礎。</p> <p>(三) 內容形式。</p> <p>(四) 方法技巧（得包括創作過程）。</p> <p>3. Works submitted for promotion review shall be enclosed with the creation report of the complete work or performance. The applicant shall officially publish the creation or performance report upon approval. The report shall contain the following important information:</p> <p>(1) The concept of creation or performance</p> <p>(2) Theoretical foundations</p>

範圍 Scope	類別及應送繳資料 Categories and Required Documents
	<p>(3) Content and form (4) Methods and techniques (including the creation process)</p> <p>四、送審作品經審查未通過者，應有新增二分之一以上之作品，方得再次以作品送審。</p> <p>4. If the work submitted is not approved for promotion, an additional one half of the work shall be created for a new application.</p> <p>五、送審教授資格者並應提出學術理論研究之具體成果。</p> <p>5. Specific research outcomes of an academic theory are required for promotion to the rank of professor.</p> <p>六、送審作品及有關資料除原作外，均需各一式三份。送審時得繳交之補充資料包括：所舉辦個展之專輯或光碟、公私立美術及展演機構之展出資料、典藏或得獎證明；實際應用、製造單位或智慧財產權之相關證明；並提供具有系統創作思想體系之相關論述。</p> <p>6. Works and necessary materials shall be submitted in triplicate except for the original work. Necessary supporting materials include albums or discs of solo exhibitions, exhibition information used in public/private art institutions and exhibition institutions, proof of collection, and award certificates or proof of practical application, manufacturing unit or intellectual property rights. A description of introducing the structured and creative concept of the work shall also be provided.</p> <p>七、多媒體設計應繳交原作作品之拷貝（可播放之影片、電腦程式、電腦檔案等）、充分之圖說（作品內容、安裝、操作等必要說明）、播放所需之解碼器及外掛程式等。</p> <p>7. For multimedia design, the applicant shall submit a copy of the original work (playable videos, executable computer programs/files, etc.), adequate illustration (necessary descriptions for the content, installation, operation, etc.), video decoders, video plug-ins, etc.</p> <p>八、所提作品或成就證明送審通過，且無第二十一條第三項但書規定得不予公開出版者或於一定期間內不予公開出版者，應於學校網站、圖書館公開或於國內外相關出版品發行。</p> <p>8. A work or achievement certificate approved for promotion review shall be made available to the public via the website and the library of the University, or published in a domestic or foreign publication, unless it meets the condition stated in Article 21-3 to be allowed to not be published or not be published within a certain period of time.</p>

附表二、以技術報告送審教師資格審查範圍及基準
Attachment 2 Scope and Criteria of Submitting Technical Report for
Faculty Promotion Review

範圍 Scope	相關規定 Rules
<p>一、有關專利、技術移轉或創新之成果。</p> <p>二、有關專業、管理之個案研究、全國性或國際性技術競賽獎項，經整理分析具整體性及獨特見解貢獻之成果。</p> <p>三、有關產學合作、技術應用及衍生成果或改善專案具有特殊貢獻之研發成果。</p>	<p>送審成果應符合下列規定：</p> <p>Achievements submitted for promotion review shall meet the following requirements:</p> <p>一、送審研發成果符合第二十一條第一項第四款所定取得前一等級教師資格</p>

範圍 Scope	相關規定 Rules
<ol style="list-style-type: none"> 1. Achievement related to patent, technology transfer or innovation. 2. Case studies related to professional and management research, winning national or international technical competitions, achievements in contributing specific and unique insights through analysis and organization. 3. R&D results with special contributions to industry-academia cooperation, technology application, derivative outcomes or project improvement. 	<p>後出版或發表之規定。</p> <ol style="list-style-type: none"> 1. R&D achievement submitted shall be published or presented after obtaining the previous rank according to Subparagraph 4 of Article 21-1. <p>二、以二種以上研發成果送審者，應自行擇定代表成果及參考成果。其屬一系列相關之研究者，得自行合併為代表成果。</p> <ol style="list-style-type: none"> 2. An applicant submitting more than 2 types of R&D achievements shall assign a representative achievement and reference achievements. If the achievement is part of a series of relevant research, it may be deemed to be a representative achievement. <p>三、如係數人合作代表成果者，僅得由其中一人送審；送審時，送審人以外他人應放棄以該成果作為代表成果送審之權利。送審人應以書面具體說明其參與部分，並由合著人簽章證明之。</p> <ol style="list-style-type: none"> 3. An achievement accomplished by multiple people may only be submitted by one person for promotion review. Other people shall waive the right to submit the achievement as representative achievement for promotion review. The applicant shall provide written description regarding his/her involvement in the co-accomplished achievement with other people's signatures. <p>四、研發成果涉及機密者，送審人得針對機密部分提出說明，並要求審查過程及審查者予以保密。</p> <ol style="list-style-type: none"> 4. If R&D results contain confidential information, the applicant may provide an explanation for the confidential part, request to keep the information confidential during the review process and ask the reviewers to not disclose confidential information. <p>五、送審成果應附整體之技術報告，其內容應包括下列之主要項目：</p> <ol style="list-style-type: none"> (一) 研發理念。

範圍 Scope	相關規定 Rules
	<p>(二) 學理基礎。</p> <p>(三) 主題內容。</p> <p>(四) 方法技巧。</p> <p>(五) 成果貢獻。</p> <p>5. An overall technical report containing the following important information shall be enclosed with the achievement:</p> <p>(1) R&D concepts</p> <p>(2) Theoretical foundations</p> <p>(3) Subject matter</p> <p>(4) Methods and techniques</p> <p>(5) Outcomes and contributions.</p> <p>六、所提技術報告送審通過，且無第二十一條第三項但書規定得不予公開出版或一定期間內不予公開出版者，應於學校網站、圖書館公開或於國內外相關出版品發行。</p> <p>6. A technical report approved for promotion review shall be made available to the public via the website and the library of the University, or published in a domestic or foreign publication, unless it meets the condition stated in Article 21-3 to be allowed to not be published or not be published within a certain period of time.</p>

附表三、以體育成就證明送審教師資格審查範圍及基準
Attachment 3 Scope and Criteria of Submitting Sport Achievements for Faculty Promotion Review

範圍 Scope	相關規定 Rules
<p>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，該教師得以體育成就證明送審。</p> <p>If a PE teacher or any athlete coached by him/her participates in national or international major sport events and earns a podium finish, he/she may submit proof of sport achievement for promotion review.</p> <p>前項之重要國內外運動賽會範圍如附表四之一。第一項所稱體育成就證明，即運動成就證明，係指由運動賽會主辦單位出具之名次證明，其採計基準如附表四之二。</p> <p>National or international major sport events aforementioned are listed in Attachment 4-1. Proof of sport achievement stated above refers to proof of the certificate which indicates the place earned by the athlete and is issued by the organizer of a sport event. The criteria are specified in Attachment 4-2.</p>	<p>一、以體育成就證明送審者，應符合下列規定：</p> <p>1. Sport achievements submitted for promotion review shall meet the following requirements:</p> <p>(一) 應檢附體育成就證明一式五份，且證明所載該運動員獲有國際運動賽會名次發生時間，應符合第二十一條第一項第四款所定取得前一等級教師資格後之規定。</p> <p>(1) Proof of sport achievement shall be submitted in quintuplicate and indicate that the applicant or the athlete coached by the applicant earned a podium finish in an international sport event after the applicant obtains the previous rank according to the rule specified in Subparagraph 4 of Article 21-1.</p> <p>(二) 應附競賽實務報告一式三份，其內容應符合第二點規定；二種以上體育成就證明送審，應自行擇定代表成就及參考成就，其屬一系列相關成就者，得合併為代表成就，代表成就以外之其他相關成就或著作，得作為參考成就。</p> <p>(2) Competition report shall be submitted in triplicate and the content shall meet requirements of Item 2. An applicant submitting more than 2 types of sport achievements shall assign a representative achievement and reference achievements. If the achievement is part of a series of relevant activities, it may be deemed to be a representative achievement. Any other achievements or publications will be recognized as reference achievements.</p> <p>(三) 以受其指導之運動員體育成就證明送審者，應併檢附賽會主辦單位出具之教練證明。</p> <p>(3) For submitting proof of coaching an athlete, the applicant shall submit a coach certificate issued by the organizer of the sport event.</p> <p>(四) 送審之體育成就證明曾獲得其他獎勵者，得一併送相關證明。</p> <p>(4) If the applicant has won other competitions, the relevant proof may also be submitted.</p> <p>(五) 代表成就係二人以上共同完成者，僅得由其中一人送審；送審時，送審人以外他人應放棄以該體育成就證明作為代表成就送審之權利。送審人以書面說明其參與部分，並由其他共同完成者簽章證明之。</p> <p>(5) An achievement accomplished by 2 or more people may only be submitted by 1 person for promotion review. Other people shall waive the right to submit</p>

範圍 Scope	相關規定 Rules
	<p>the sport achievement as a representative achievement for promotion review. The applicant shall provide written description regarding his/her involvement in the co-accomplished achievement with other people's signatures.</p> <p>(六) 以體育成就證明送審前一等級教師資格，送審時應檢附該等級教師資格之全部送審資料。</p> <p>(6) If the applicant has obtained the previous rank with sport achievement, the applicant shall enclose all materials submitted for the last promotion review.</p> <p>(七) 送審該等級教師資格未通過，惟成就證明符合前六款規定者，得以相同之成就證明輔以修正達二分之一以上之競賽實務報告及前次不通過之競賽實務報告一式三份重新送審。</p> <p>(7) If the applicant does not pass promotion review and the achievement proof meets the 6 requirements stated above, the applicant may revise more than half of the content of the competition report to apply for promotion review again by submitting the same achievement proof with the revised competition report and the failed competition report in triplicate.</p> <p>二、前點第二款所定競賽實務報告，指本人或指導他人運動訓練之理論及實務研究成果報告，其內容應包括下列主要項目：</p> <p>2. A competition report stated in Requirement 2 refers to an outcome report of sport training theories and research done by the applicant himself/herself or an athlete coached by the applicant. The content shall contain the following important information:</p> <p>(一) 個案描述。</p> <p>(二) 學理基礎。</p> <p>(三) 本人訓練（包括參賽）計畫或受其指導之運動員訓練（包括參賽）計畫。</p> <p>(四) 本人訓練（包括參賽）過程與成果或受其指導之運動員訓練（包括參賽）過程與成果。</p> <p>(1) Case description</p> <p>(2) Theoretical foundations</p> <p>(3) Personal training plan (including taking part in competitions) or the training plan designed for an athlete coached by the applicant (including taking part in competitions)</p> <p>(4) The process and outcomes of the personal training plan (including taking part in competitions) or the training plan designed for an athlete coached by the applicant (including taking part in competitions).</p> <p>三、所提競賽實務報告送審通過，且無第二十一條第三項</p>

範圍 Scope	相關規定 Rules
	<p>但書規定得不予公開出版或一定期間內不予公開出版者，應於學校網站、圖書館公開或於國內外相關出版品發行。</p> <p>3. A competition report approved for promotion review shall be made available to the public via the website and the library of the University or published in a domestic or foreign publication, unless it meets the condition stated in Article 21-3 to be allowed to not be published or not be published within a certain period of time.</p>

(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.)