

國立中興大學教師升等評審標準暨聘任升等著作送審準則
NATIONAL CHUNG HSING UNIVERSITY
Faculty Promotion Review Standards and Publication Review Guidelines

95 年 5 月 5 日第 50 次校務會議修正(名稱及第 1、4 至 6 點)
May 5, 2006—(Title and Articles 1 and 4 through 6) amended by the 50th University Council Meeting
96 年 12 月 7 日第 53 次校務會議修正(第 4 至 6 點)
December 7, 2007—(Articles 4 through 6) amended by the 53rd University Council Meeting
97 年 5 月 9 日第 54 次校務會議修正(第 4 至 5 點)
May 9, 2008—(Articles 4 through 5) amended by the 54th University Council Meeting
98 年 5 月 8 日第 56 次校務會議修正(第 3 至 6 點)
May 8, 2009—(Articles 3 through 6) amended by the 56th University Council Meeting
98 年 12 月 11 日第 57 次校務會議修正(第 2 至 5 點)
December 11, 2009—(Articles 2 through 5) amended by the 57th University Council Meeting
99 年 5 月 14 日第 58 次校務會議修正(第 4 點)
May 14, 2010—(Article 4) amended by the 58th University Council Meeting
99 年 12 月 10、13 日第 59 次校務會議修正(第 5 點)
December 10 and 13, 2010—(Article 5) amended by the 59th University Council Meeting
100 年 5 月 13 日第 60 次校務會議修正(第 4 點)
May 13, 2011—(Article 4) amended by the 60th University Council Meeting
101 年 6 月 12 日第 63 次校務會議修正(第 4 點)
June 12, 2012—(Article 4) amended by the 63rd University Council Meeting
102 年 5 月 10 日第 65 次校務會議修正(全份條文)
May 10, 2013—(All articles) amended by the 65th University Council Meeting
102 年 10 月 18 日第 66 次校務會議修正(第 6 條，自 103 年 2 月 1 日起實施)
October 18, 2013—(Article 6) amended and passed by the 66th University Council Meeting (effective February 1, 2014)
103 年 3 月 28 日第 68 次校務會議修正(第 5 條)
March 28, 2014—(Article 5) amended and passed by the 68th University Council Meeting
103 年 5 月 9 日第 69 次校務會議修正(第 2.3.4.4-1.5)暨 103 年 5 月 30 日第 69 次校務會議延續會修正(第 2.5)
May 9, 2014—(Articles 2, 3, 4, 4-1, and 5) amended by the 69th University Council Meeting
May 30, 2014—(Articles 2 and 5) amended by the extended 69th University Council Meeting
104 年 5 月 8 日第 72 次校務會議通過(第 2 條)
May 8, 2015—(Article 2) passed by the 72nd University Council Meeting
106 年 5 月 12 日第 77 次校務會議修正(第 2、3、4、4-1、6 條)
May 12, 2017—(Articles 2, 3, 4, 4-1, and 6) amended by the 77th University Council Meeting
106 年 12 月 8 日第 79 次校務會議修正(第 2、8、9 條)
December 8, 2017—(Articles 2, 8, and 9) amended by the 79th University Council Meeting
108 年 12 月 20 日第 87 次校務會議修正(第 4 條)
December 20, 2019—(Article 4) amended by the 87th University Council Meeting

第一條 本準則依據本大學教師聘任暨升等辦法第三條及第十二條規定訂定之。

The following guidelines have been formulated in accordance with Articles 3 and 12 of the National Chung Hsing University (hereinafter, NCHU or “the University”) *Regulations for Faculty Appointments and Promotions*.

第二條 教師升等之評審項目如下：

Faculty appointment and promotion evaluations shall cover the following items:

1. 教學 Teaching:

1) 任教課程。Courses taught

2) 教學貢獻度。Contributions to education

3) 教材教案。Lesson plans and teaching materials

4) 參與院核心課程或通識課程之講授。

Offering of core college courses or general education courses

5) 教學評量與改進措施(教學歷程與反思)。

Teaching evaluation results and improvement measures (teaching portfolio and self-reflection)

2. 研究 Research:

- 1) 學術著作：學術期刊論文或學術論著(含專書論文)。

Academic writing: Journal papers and other academic writing (including monographs and specialized publications)

- 2) 教學著作：教學實務研發成果。

Educational praxis writing: Writing about educational praxis and research results

- 3) 技術報告：發明專利及其技術移轉與產學合作報告。

Technical reports: Reports on invention patents and related technology transfers or industry-academia collaboration projects

3. 服務與合作 Service and collaborations:

- 1) 對校、院、系（所、室、中心、學位學程）之服務或共同實驗室、工廠等管理之貢獻。

Service and contributions to the faculty member's department (graduate institute, office, center, or degree program), their college, the University, and shared laboratories or internship factories

- 2) 參與建教合作研究計劃執行成效。

Results of industry-academia collaboration research projects

- 3) 輔導學生參與課外、科技活動及個人參與學術演講等之成果。

Guidance for students participating in extracurricular activities and technology events, or personal participation in scholarly lectures

- 4) 社會責任實踐成果。

Fulfillment of social responsibility

- 5) 其他校外服務事項有特殊成效者。

Other extraordinary contributions outside of the University

第三條 前條各項目之評審標準如下：

The weights of each of the grading items described in the preceding article shall be as follows:

1. 擬升教授者：教學百分之三十、研究百分之五十、服務與合作百分之二十。

Those applying for a promotion to the rank of full professor: teaching 30%, research 50%, service and collaboration 20%

2. 擬升副教授、助理教授者：教學百分之三十、研究百分之四十、服務與合作百分之三十。

Those applying for a promotion to the rank of associate or assistant professor: teaching 30%, research 40%, service and collaboration 30%

各院、系得在增減百分之二十之範圍內自行調整，惟各項目不得少於百分之十。

第一項評審滿分為一百分，評分在七十分以上得推薦至上一級教評會，推薦表格式如附件。教育人員任用條例修正公布(八十六年三月十九日)施行前已取得講師、助教證書之現職人員，如繼續任教而未中斷，得依原評審標準及著作送審準則辦理。

Individual departments and colleges may adjust the weights within ± 20 percentage points, but none of the grading items shall account for less than 10% of the total score.

The total score of the three items described in Paragraph 1 shall equal 100. Candidates with a score of 70 or above may be referred to the faculty evaluation committee of the superordinate unit (see Appendix for the referral form). Current NCHU employees who obtained a lecturer/teaching assistant certificate prior to the implementation of the March 19, 1997 amendment of the Act Governing the Appointment of Educators may choose to be subject to the original faculty evaluation and publication review guidelines provided that there has been no interruption of their teaching duties.

擬改聘教師比照升等教師之評審項目與標準辦理，惟已取得高一等級教師證書之兼任教師申請改聘時，是否得採免評分方式辦理審查，由各院（室、中心、獨立學位學程）訂定之。

Those applying for a change of appointment shall be subject to the same scoring items and criteria applicable to faculty promotion reviews. However, individual colleges (office, center, or independent degree program) may determine whether a non-scored evaluation may be conducted for part-time faculty members holding a teaching certificate for a higher rank who wish to apply for a change of appointment.

第四條

擬新聘、升等與改聘教師送審之專門著作，須與任教科目性質相符，且應有個人之原創性，除不得以整理、增刪、組合或編排他人著作而成之編著送審外，並應符合下列之規定：

Monographs and specialized publications submitted by faculty members for appointment, promotion, and change of appointment reviews must be original work in the same or a similar field as the courses they teach and may not be a compilation, extension, assemblage, or rearrangement of other people's work. Furthermore, work submitted for consideration must meet the following requirements:

1. 代表著作應為送審人取得前一等級教師資格後及送審前五年內之著作；參考著作應為送審人取得前一等級教師資格後之著作。但送審教師曾於前述期限內懷孕或生產者，得申請延長前述年限二年。

The representative work must have been completed after the candidate was promoted to their current rank and in the five-year period preceding the review. Supplementary works must have been completed after the candidate was promoted to their current rank. Candidates who have been pregnant or have given birth to a child during the validity period may apply for an extension of two years.

2. 著作須在國內外知名學術或具有匿名審查制度之專業刊物（含得公開及利用之電子期刊）發表，或該刊物已為接受且出具證明將定期發表，或經具有審查制度（設置五人以上組成之編輯委員會，負責審查作業；出版前送請至少兩位評審以非公開方式審查）之出版社出版公開發行（以下簡稱發表出版）者。專書論文須檢附由出版單位或該專書主編出具之正式審查證明。著作以電子及紙本型式先後刊登者，如線上發表具正式審查程序，且得公開及利用，則以線上刊登日期為發表日期。擬升等或改聘教師之代表作以本校任職期間發表為限。

Academic writing must have been published or pending publication (with proof of acceptance) in a renowned international or domestic scholarly journal (including publicly accessible e-journals) with an anonymous peer review system or have been released by a publisher with an editorial review board of consisting of five editors (with a pre-publication review conducted by two anonymous reviewers). Faculty members who submit a monograph for consideration must also produce proof of formal review by the publisher or the editor-in-chief. For journal papers released both electronically and in print but on different dates, the publication date of the electronic version shall prevail provided that it has gone through a formal review process and is publicly accessible. Supplementary works submitted by faculty members seeking a promotion or change of appointment must have been published under the auspices of NCHU and while they were under the University's employment.

3. 撰寫著作之語文不限；以外文撰寫者，應附中文摘要，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。

There are no limitations as to which languages the academic writing submitted for consideration may be written in, but an abstract in Chinese must be provided for works written in a foreign language. For works written in a foreign language other than English, an English abstract may be provided in lieu of the Chinese abstract. The University may ask candidates to translate works written in a foreign language into Chinese or English if it is unable to find reviewers domestically who are well-versed in that language.

4. 引用資料應註明出處，並附參考書目。

Please credit any citations and include them in the reference section.

5. 以二種以上著作送審者，應自行擇定代表著作及參考著作。其屬一系列之相關研究者，得合併為代表著作。曾為代表著作送審者，不得再作升等時之代表著作。

Candidates who submit two or more works shall designate a representative work and list the others as supplementary works. A series of works that belong in the same research project may be submitted as a single entry under the representative work. A work that has previously been submitted as a representative work for review may no longer be submitted as such when applying for a promotion.

6. 代表著作如係數人合著，僅可一人送審，他人須放棄以該著作作為代表著作送審之權利。送審教師之代表著作為合著者，必須為第一作者或通訊作者，若送審教師為通訊作者者，應檢附相關證明文件。另送審者應以書面說明本人參與部分，並由合著者簽章證明。合著人因故無法簽章證明時，送審人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，經校級教評會審議同意者，得予免附。

A co-authored work may only be submitted as the representative work by either the first author or corresponding author, and all other co-authors shall waive their right to have the work considered as their representative work. If the work is submitted by the corresponding author, proof of contribution shall be provided. The author who submits the work for consideration shall provide a written statement detailing their contribution and signed by all other co-authors. In the event that the signature of a co-author cannot be obtained, the candidate shall prepare a statement detailing the contribution of said co-author and the reason for the inability to obtain their signature, and shall present the statement to the NCHU Faculty Evaluation Committee for review in order to receive an exemption.

7. 代表著作有下列情形之一者，得免繳交合著者簽章證明：

The statement of contribution for co-authored works will not be required if:

- 1) 送審者為中央研究院院士。The candidate is an Academia Sinica academician.
- 2) 送審者為第一作者或通信（訊）作者，其國外非第一作者或通信（訊）作者之合著者簽章證明。

The candidate is the first or corresponding author of the work and some or all of the co-authors are based in a foreign country.

8. 第一款之代表著作、參考著作出版時間：

Permissible publication window for representative and supplementary works, as described in Paragraph 1:

- 1) 代表著作 Representative work:

擬於八月一日新聘、升等與改聘者，其代表著作至遲應於當年二月十五日前發表出版（或提出被期刊、出版單位接受之證明函件），擬於二月一日新聘、升等與改聘者，其代表著作至遲應於前一年八月十五日前發表出版（或提出被期刊、出版單位接受之證明函件）。持國內外知名學術或專業刊物、出版單位接受將定期發表之證明者，應於自該刊物、出版單位出具證明之日起一年內正式刊印，並自正式刊印之日起二個月內將著作送學校查核並存檔；其因不可歸責於當事人之事由，而未能於一年內發表者，應檢附該刊物、出版單位出具未能發表原因及確定發表時間之證明，循原教評會審議程序申請展延，並以該刊物、出版單位出具接受證明之日起三年內為限，各級教評會應列管追蹤。

Representative work: Candidates wishing to receive an appointment, promotion, or change of appointment on August 1 of each year must have their representative work published (or pending publication with proof of acceptance issued by a journal or publisher) by February 15 of the same year; those wishing to receive an appointment, promotion, or change of appointment on February 1 of each year must have their representative work published (or pending publication with proof of acceptance

issued by a journal or publisher) by August 15 of the preceding year. Candidates who present proof of acceptance for a publication-pending work must ensure that said work is officially published within one year of the acceptance date and must have the work printed out and submitted to the University for verification and recordation within two months of official publication. If the work is not published within one year for reasons not attributable to the candidate, the candidate shall provide a statement detailing the reason(s) why the journal/publisher is unable to publish the work and the expected publication date in order to request an extension in accordance with the applicable faculty evaluation procedures. Faculty evaluation committees must actively keep track of extended applications and shall ensure that all works are published within three years of acceptance by the journal/publisher.

- 2) 參考著作至遲應於外審前提出被期刊、出版單位接受之證明函件。並應於自該刊物、出版單位出具證明所載日期起一年內正式刊印，並自正式刊印之日起二個月內將著作送學院查核存檔，並提校教評會備查；其因不可歸責於當事人之事由，而未能於一年內發表者，應檢附該刊物、出版單位出具未能發表原因及確定發表時間之證明，送院教評會審議申請展延，並以該著作接受刊登之日起三年內為限。

For supplementary works, candidates must provide a proof of acceptance issued by a journal or publisher prior to the external review at the latest. Candidates must ensure that said works are officially published within one year of the acceptance date and must have them printed out and submitted to the competent college for verification and recordation and to the NCHU Faculty Evaluation Committee for reference within two months of official publication. If the works are not published within one year for reasons not attributable to the candidate, the candidate shall provide a statement detailing the reason(s) why the journal/publisher is unable to publish them and the expected publication date in order to request an extension with the college faculty evaluation committee of no more than three years from the acceptance date.

- 3) 持第(一)、(二)目所定國內外知名學術或專業刊物接受將定期發表之證明者，限國際期刊或各院認定之甲種期刊出具之接受證明。

The proof of acceptance for journal papers described in Subparagraphs 1 and 2 above must be issued by an international journal or a Class A journal as determined by the college.

- 4) 其分上下或(一)(二)先後出版之合訂本，先後出版日期亦同。

The preceding requirements shall also apply to academic works that have been published in multiple volumes each with a different publication date and later released in a single-volume edition.

9. 新聘助理教授依教育人員任用條例第十六條之一第一款規定以專門著作送審者，得以學位論文代之，不受第一款送審前五年內之限制。

Newly appointed assistant professors may submit their doctoral dissertation in lieu of the specialized publication described in Article 16-1, Subparagraph 1 of the *Act Governing the Appointment of Educators* without being bound by the five-year publication window described under Paragraph 1 herein.

10. 教師自取得前一等級教師資格至下次申請升等期間，所有個人在專業或學術上之成果，得一併作為送審之參考資料。

Faculty members may submit any professional or academic achievements completed in the period between their previous promotion and the current promotion review as supplementary information.

11. 擬新聘、升等與改聘教師送教評會審查之參考著作，不得為申請前一等級教師資格送審所曾使用之著作。

Works that were already submitted for a previous promotion review may no longer be submitted as supplementary works to the faculty evaluation committee for appointment, promotion, or change of appointment reviews.

前項所稱學術性刊物須為非報導性、有審查制度及定期出刊者；所稱出版者須為載明著作人姓名、發行人姓名、出版時間地點及出版者登記字號者。

A scholarly journal, as described in the preceding paragraph, shall refer to a regularly published non-news type periodical with a review system. The publication must clearly indicate the names of the author and publisher, the time and location of publishing, and the publisher's registration number.

新聘教師符合本校教師聘任暨升等辦法第三條規定可免外審者，其著作亦須符合前二項之規定。其代表著作如係數人合著，免繳合著者簽章證明。

Newly appointed faculty members who meet the criteria stipulated in Article 3 of the University's *Regulations for Faculty Appointments and Promotions* may be granted an exemption from the external review, but their submitted works must still meet the requirements described in the preceding two paragraphs, except that no statement of contribution is required for co-authored works.

教師除以學術之專門著作送審外，亦得以技術報告或教學著作為代表作送審。以技術報告為代表作送審，其書面內容應包括研發理念、學理基礎、主題內容、方法技巧及成果貢獻。專利須檢附前述五項內容之研發成果書面報告、專利證明及通過文件。

Faculty members may submit technical reports or pedagogical works for review in lieu of specialized publications. Technical reports shall be in a written format and shall contain five sections: R&D concept, theoretical basis, thematic content, methodology and techniques, and results and contributions. Patent reports shall include the aforementioned five sections as well as a patent certificate and proof of patent approval.

- 4-1 擬以教學著作為代表作送審之教學實務研發成果應與任教科目性質相符，且具有審查制度之出版單位出版並具全國流通之性質或在國內外知名學術或具有匿名審查制度之專業刊物（含得公開及利用之電子期刊）發表為限。

Faculty members who wish to submit pedagogical works as their representative work shall ensure that such writing corresponds with the courses they teach and is distributed nationwide by a publisher with a review system or published in a renowned domestic or international scholarly journal (including e-journals that are publicly accessible) with an anonymous peer review system.

第五條

系、所（室、中心、學位學程）教評會認定新聘、升等與改聘案合於本準則第四條或第四條之一規定後，由會議主席彙整委員密送之建議外審專家、學者參考名單，每案至少十人；但以教學著作為代表作提送升等時，應另送請教務處提供具有學科教育相關資歷與學術發表之專家學者至少三人，一併秘密轉送院級教評會主席，院級教評會召集人、校長亦得增列外審專家、學者參考名單，並由校長及院級教評會召集人就名單中圈選五人（校長圈二人、院級教評會召集人圈三人），如以教學著作為代表作提送升等，院級教評會召集人圈選之三名外審專家、學者，應有一人具有學科教育相關資歷與學術發表，相關外審事宜由各學院（室、中心、獨立學位學程）辦理。

Once an appointment, promotion, or change of appointment application is determined to be consistent with the provisions set forth under Article 4 or 4-1 herein by the faculty evaluation committee of the competent department (or graduate institute, office, center, or degree program), the convener shall compile a list of reviewers consisting of at least 10 external experts/scholars recommended confidentially by committee members. For pedagogical works submitted as representative work, three additional experts/scholars with teaching experience or who have published works in the same or a related subject area shall be recommended by the Office of Academic Affairs. The list of recommended experts/scholars shall be delivered as a confidential document to the convener of the college faculty evaluation committee. Additional external experts/scholars may be added to the list by the convener and the NCHU President, who shall select five reviewers from the list (the NCHU President shall select two while the convener shall select three). For pedagogical

works submitted as representative work, the convener shall select at least one expert/scholar with teaching experience or who has published works in the same or a related subject area. Other matters related to the external review shall be handled by each competent college, office, center, and independent degree program.

院級教評會召集人及校長遇有師生關係、三親等內血親、姻親、學術合作關係或相關利害關係人，應自行迴避，院級教評會召集人迴避時，由院教評會另推選圈選者（圈選者之推選得以通訊方式為之），校長或校教評會召集人迴避時，由校教評會另推委員圈選外審專家、學者。系級教評會各委員推薦之外審專家、學者名單應全部密送院級教評會，院級教評會應密封妥存。

Faculty evaluation committee conveners and the NCHU President shall recuse themselves if they are or have been in a teacher, student, relative within the third degree of kinship by blood or marriage, academic collaborator, or other stakeholder relationship with the candidate. In the event that the convener of a college faculty evaluation committee recuses themselves, members of the committee shall elect an acting convener from among themselves (which may be done via mail-in vote). In the event that the NCHU President or the convener of the NCHU Faculty Evaluation Committee recuses themselves, members of the Committee shall elect an acting convener from among themselves to be in charge of selecting external reviewers. Lists of external reviewers recommended by department-level faculty evaluation committees shall be delivered as confidential documents to the competent college-level faculty evaluation committee, which shall keep such lists sealed and strictly confidential.

各學院（室、中心、獨立學位學程）應制定外審專家、學者產生方式或要點，並送校教評會備查。

Each individual college, office, center, and independent degree program shall establish a set of procedures or guidelines for selecting external reviewers, which shall be submitted to the NCHU Faculty Evaluation Committee for recordation.

院聘教師由院教評會比照前項規定辦理，將外審名單秘密轉送校教評會召集人，校教評會召集人、校長亦得增列外審專家、學者參考名單，並由校長及校教評會召集人就名單中圈選五人（校長圈二人、校教評會召集人圈三人），由各學院辦理相關外審事宜。

Applications submitted by faculty members appointed directly by a college shall be handled in accordance with the preceding paragraph by the college faculty evaluation committee, which shall submit a list of recommended external reviewers as a confidential document to the convener of the NCHU Faculty Evaluation Committee. Additional external experts/scholars may be added to the list by the convener and the NCHU President, who shall select five reviewers from the list (the NCHU President shall select two while the convener shall select three). Matters related to the external review shall be handled individually by each college.

第六條

教師新聘、升等或改聘案外審總評結果須符合下列標準，始得提請逐級評審，若各單位有更嚴格之規定，從其規定。

Candidates for faculty appointments, promotions, and changes of appointment must meet the following criteria to be eligible for review by the three levels of faculty evaluation committees (each unit may set stricter criteria, which shall prevail):

1. 教授、副教授等級：總評至少須四位評定為 B 級（八十分）以上。

Professors and associate professors: A final grade of B (80%) or higher from at least four reviewers

2. 助理教授及講師等級：總評須達四位以上評定為 C 級（七十五分）以上，且其中至少三位評定為 B 級（八十分）以上。

Assistant professors and lecturers: A final grade of C (75%) or higher from at least four reviewers, with at least three reviewers assigning a grade of B (80%) or higher

提請逐級評審前，院級教評會主席應將每份送外審結果提供各級教評會作評審之參考。
Before a case is sent to the three levels of faculty evaluation committee for review, the convener of the competent college faculty evaluation committee shall forward the opinions of each external reviewer to the faculty evaluation committees of all levels for reference.

第七條 進修學士班兼任教師升等之評審參照本準則規定辦理。

The provisions herein shall apply mutatis mutandis to part-time Continuing Bachelor's Degree Program faculty members requesting a promotion review.

第八條 本準則未盡事宜，悉依專科以上學校教師資格審定辦法及專科以上學校教師違反送審教師資格規定處理原則及相關規定辦理。

Matters unaddressed herein shall be subject to the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, the *Principles for Handling Teachers in Violation of Teacher Qualifications Review Guidelines at Junior Colleges and Institutions of Higher Education*, and other applicable regulations.

第九條 本準則經校務會議通過後施行，修正時亦同。

These Guidelines and any amendments made hereto shall be implemented upon passage by the University Council.