

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

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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.

教師在文藝創作展演領域，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，依教育部專科以上教師資格審定辦法附表三辦理。

A faculty member **in the field of literary and artistic creation and performance** may submit the relevant report of his or her creation or performance as proof of his or her artwork or artistic achievements in his or her application for review; the scope and criteria of the review shall be **in accordance with Attachment 3 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education established by the Ministry of Education.**

教師在技術研發領域之學理或實作有創新、改進或延伸應用之具體研發成果，得以技術報告送審；其審查範圍及基準，依教育部專科以上教師資格審定辦法附表一辦理。

A faculty member **in the field of technological development** attaining specific results in the theories or practices in research and development that are innovative, improved, or extended in application may submit relevant technical reports in his or her application for review; the scope and criteria of the review shall be **in accordance with Attachment 1 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education**

established by the Ministry of Education.

教師在體育競賽領域，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，教育部依專科以上教師資格審定辦法附表四辦理。

In the field of sports competition, if a faculty member or an athlete under his or her guidance participates in an important national or international sports event and wins a prize, the faculty member may submit proof of his or her achievements along with a report of the competition in his or her application for review; the scope and criteria of the review shall be **in accordance with Attachment 4 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education established by the Ministry of Education.**

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末實際在校授課者，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七份(以學位論文送審一式四份)。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) **Seven** copies of the representative publications and reference publications (**four copies if a dissertation is submitted for the review**). 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；前經教師資格審定不合格者，重新提出申請時，其送審著作應增加或更換一件以上。
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; **an applicant, having previously failed a review for teacher qualification accreditation, shall submit at least one additional or replacement publication in his or her re-application for promotion review.**
- 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、科技部補助人文學及社會科學經典譯注研究計畫如屬於研究成果，可為代表作送審。
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 a representative publication if it is attributable to research results.**
- 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合格者，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.

教師申請升等審查，其代表著作(報告)及參考著作(報告)不得違反學術倫理法令之情事。

The representative publication (report) and reference publications (reports) submitted for promotion review shall not violate academic ethics codes.

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 教育部認可本校自審副教授以下教師資格審查，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；未備齊或有不符規定者，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分以上為合格。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，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分以上為合格。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，連同迴避參考名單，密送人事室。

2. The College Faculty Review Committee is responsible for the second review: The College Faculty Review Committee shall conduct a comprehensive review of the information submitted by the applicant for the preliminary review. The average score of the last 2 teacher evaluations of the applicant shall be deemed as the teaching performance score, with a score of 70 or above being considered a pass. If the College Faculty Review Committee approves the application, the Committee shall submit to the Personnel Office a sealed

package of relevant information, meeting minutes, a list of 12 recommended external reviewers, and a list of 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)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。

(1) 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 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者，將專門著作送請校外六位學者專家審查，至少有四位審查分數達七十分以上為通過。

(2) A specialized publication, technical report, work or artistic or sport achievement submitted shall be reviewed by 6 external scholars or experts. An applicant can only pass the external review if at least 4 external reviewers give a score of 70 or higher.

(三)以學位或文憑送審者：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合格。

(3) For applications based on degree or diploma, three external scholars or experts shall be invited to review the application. An applicant can only pass the external review if at least 2 external reviewers give a score of 70 or higher.

(四)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本款第三目規定辦理。

(4) 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 3 of this Subsection.

(五)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，總分七十分以上為合格。

(5) 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.

(六)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。

(6) 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.

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 教育部非認可本校自審教授資格（須報部審查），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合格。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，總分七十分以上為合格。

(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.

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。同一學年度內不得就同一職級提出兩次之升等審查，重新提出申請時，其送審著作應增加或更換一件以上。

Article 14 A full-time teacher whose promotion application is not approved. Promotion to the same rank may only be applied for once in the same academic year. **an applicant, having previously failed a review for teacher qualification accreditation, shall submit at least one additional or replacement publication in his or her re-application for promotion review.**

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 本辦法自中華民國一百一十二年二月一日施行

Article 18 The Guidelines come into force on February 1, **2023**.

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。)

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