送審人辦理教師升等應檢附文件、資料及注意事項
Documents and Materials to be Attached and Notes for Teachers' Promotions

一、專任教師升等申請表
Application Form for Full-time Teachers' Promotions

注意事項 Notes
1. 標頭學年度及學期請填申請時之當學期。 Please enter the academic year and current semester at the time of application in the header. 2. 申請表由送審人填至「開授課程」為止。所授課程並應包含於教師資格審查履歷表所填列之課程，不敷使用時並請自行增列。 The application form should be filled out by the applicant up to the "Courses Taught" section. Courses taught should be included in the Resume Form for Teachers' Qualification Review. Please add additional rows as needed if there is insufficient space.

二、教學、服務及輔導績效：列印「專任教師定期成效評估標準資料庫－總表」
Teaching, Service, and Counseling Performance: Please print the Full-time Teachers' Periodic Performance Evaluation Standards Table

注意事項 Notes
1. 申請人列印送審前一年度辦理教師定期成效評估自評作業時之總表並簽名。 The applicant should print and sign the table comprising the teacher's periodic performance evaluation self-assessment from the year prior to submitting the application. 2. 若前一年度無成績則往前遞移至同職級為限，已申請同意免評之教師，如提出升等，且經往前遞移後仍無自評成績者，仍須依規定辦理自評作業。 If there are no results from the previous year, include the assessment from the preceding year if the teacher was at the same academic level. If teachers who have been approved for an exemption from evaluation apply for a promotion and have no self-assessment results from the same academic level, they must complete a self-assessment in accordance with the regulations. ※一一七年二月起教師依前一年度「國立勤益科技大學教師定期成效評估準則附表-教師定期成效評估標準項目一覽表」教學、研究、服務(含輔導)三分項，其自選比重分數經審定總計達八十分以

上，且任一分項成績不得為零分者，即得申請升等。
Effective from February 2028, teachers may apply for promotion if, based on the previous year's National Chin-Yi University of Technology Periodical Performance Evaluation Standards – Table of Standards for the Periodical Performance Evaluation of Teachers, their approved weighted scores in the three categories of teaching, research, and service (including counseling) using their self-selected weighting total at least 80 points and they do not score zero in any individual categories.

三、研究績效：實際送審成果
Research Performance: Actual materials submitted for review

1. **實際送審成果之實體內容：**一式 **5** 份。
   Physical copies of the actual materials submitted for review: **FIVE** copies.

注意事項 Notes

(1) 請確依本校教師聘任及升等審查辦法第 10 條與第 10 條之 1 規定整理實體送審內容。
Please organize the papers to physically submit in accordance with Article 10 and Article 10-1 of the National Chin-Yi University of Technology Regulations for the Appointment and Promotion Review of Teachers.

(2) 以專門著作、作品、成就證明或技術報告送審教師資格者，除須符合本校各學院教師升等送外審查標準之規定外，實際送審成果（含代表作、參考作）若屬專門著作（期刊論文）者，送審人須先將該等著作送交研發處檢核，並將「教師升等作業檢核表」併同申請資料送交系所辦理。(研發處受理時間：依申請升等生效日分別於每年 2 月 5 日前及 8 月 5 日前，遇假日則順延至次一工作日。)
Teachers who apply for a teacher qualification review by submitting specialist publications, works, evidence of achievements, or technical reports shall, in addition to complying with the external review standards for teachers' promotions established by their respective colleges, submit the actual materials submitted for review (including representative work and reference work) to the Office of Research and Development for verification if such materials are specialist publications (journal articles). The applicant shall also submit the Teachers' Promotion Checklist together with the application documents to the relevant department/institute for processing. (Submission deadlines for the Office of Research and Development: February 5 and August 5 each year, depending on the effective date of the promotion application; if a deadline falls on a holiday, it shall be

extended to the next working day.)

(3) 以技術報告、作品或成就證明取代專門著作之審查基準，悉依「專科以上學校教師資格審定辦法」附表一、二、三之規定，並請確依其格式撰擬書面報告內容。
The review criteria for technical reports, work, or achievements substituted for specialist work shall follow the provisions of Annexes 1, 2, and 3 of the Regulations for the Review of Teachers' Qualifications in Colleges and Universities above Junior College Level, and a written report shall be prepared following the designated format.

(4) 國內研討會論文請務必附具該研討會集結成冊公開出版發行之出版版權頁。如本文內容之頁首或頁尾未標註其出版年月、出處者，並請附具該研討會之封面、目錄以茲佐證。
If submitting domestic conference papers, please attach the copyright page of the published proceedings of the conference. If the content of the paper does not indicate the publication year, month, or source, please attach the cover and table of contents of the conference proceedings as evidence.

(5) 實體內容呈現編排建議方式：①著作目錄一覽表。②代表作(成果)中、英文摘要。③代表作合著人證明(影本，非合著者免附)。④代表作(成果)本文。⑤參考作(成果)本文(逐一臚列)。
Recommended order of physical content: ① Table of contents of work submitted. ② Abstracts of representative work (achievements) in both Chinese and English. ③ Copy of the co-authorship certification for representative work (non-co-authors do not need to be provided). ④ Full text of the representative work (achievement). ⑤ Full text of reference work (achievement) (listed individually).

(6) 教師升等著作(代表作、參考作)如發表於 SCI 等學術期刊，請同時檢附 Web of Science (WOS)畫面頁，以利核對論文名稱、出處、卷期刊號、出版年月、合著人等資訊。
If work submitted for the promotion of a faculty member (representative work and reference work) has been published in academic journals such as those indexed in SCI, please attach the corresponding Web of Science (WOS) record page to facilitate verification of the article title, source, volume and issue number, publication date, co-authors, and other relevant information.

(7) 前經教師資格審定不合格者，重新提出申請時，其送審著作應至少增加或更換一件以上，並附歷次送審著作及本次著作異同對照。
If a teacher is reapplying after previously being deemed unqualified following a teacher qualification review, they must submit at least one additional or different work for review and attach a comparison of the similarities and differences between the work submitted in previous reviews and the work submitted in the current review.

2. 本校教師著作基本篇數審查意見表：
National Chin-Yi University of Technology Form for Review of

the **Minimum Number of Publications of Faculty Members**

注意事項 Notes
(1)本表係依本校各學院教師著作升等送外審查標準所定，供送審申請人及系所檢核「實際送審成果」是否符合校訂基本門檻所用。 This form has been established according to the standards for the promotion and external review of faculty publications in each college of the University and is used by applicants and departments to check whether the actual materials submitted for review meet the University's prescribed minimum threshold. (2)送審人所填篇數，應與向系提出申請時之「實際送審成果」數量一致~~，「已投稿作品」不予計入。~~ The number of publications indicated by the applicant shall be consistent with the number of actual materials submitted for review when applying to the department.

3. **教師資格審查履歷表**：甲式 1 份(含履歷表內法令依據所繳驗之證件影本，乙式 **5** 份
Forms for Teachers' Qualification Review: One copy of Form A (**including** copies of legal documents submitted for verification along with the curriculum vitae) and **five** copies of Form B

注意事項 Notes
(1)本表請送審人逕至教育部「大專教師送審通報系統」填列，網址為：www.schprs.edu.tw 。 Please fill in this form directly on the College Teachers' Promotion and Review Notification System of the Ministry of Education at www.schprs.edu.tw. (2)現職與經歷欄：依規定填寫任職專科以上學校教師經歷，「現職」請依現職聘書所載之末月為截止年月。 Please complete teaching experience at junior colleges and institutions of higher education in accordance with the regulations, and use the end month specified in the current employment contract as the deadline in the "Current Position" and "Experience" columns. (3)請依教育人員任用條例第 16 條至第 18 條、第 30 條之 1 等規定選定提出升等之法令依據，並依其所定繳驗相關證件影本。 Please select the legal basis for the promotion and submit the relevant documents for verification in accordance with the provisions of Articles 16 to 18 and Article 30-1 of the Act Governing the Appointment of Educators. (4)一系列或二篇以上之代表作或成果，請分別在代表作及參考作第 1 筆(依序類推)欄位內填列，並載明代表作 1、2、..。 For a series of representative work or achievements consisting of

two or more articles, please list them separately in the "Representative Work" and "Reference Work" columns (in sequential order). Specify them as Representative Work No. 1, No. 2, etc.

(5)合著者欄位：著作為單一作者時免填送審人姓名。
Co-authors: If work only has a single author, the applicant's name is not required.

(6)代表作及參考作所填之論文名稱、出版年月、卷期刊號、合著人等應與「實際送審成果」之實體內容一致。如係研討會論文，卷期刊號欄請填列該研討會出版之 ISBN 碼。
The title of the paper, publication year and month, volume and issue number, co-authors, and other information regarding the representative work and reference work shall be consistent with the **physical contents of the actual materials submitted for review**. If submitting a conference paper, please include the ISBN of the conference publication in the "Volume and Issue Number" column.

(7)教師資格審查履歷表甲表首頁請送審人親自簽名，相片請一張實貼，一張浮貼。
The first page of Form A, including the teacher's curriculum vitae, should be personally signed by the applicant. One photo should be firmly affixed to the CV, and a second photo included loosely.

4. **合著人證明(正本)**：代表作非合著者免附。
   Co-authorship certificate (original): Representative work without co-authors are not required to provide this document.
5. **著作、作品審查迴避參考名單**：無迴避建議者，免附。
   Reference list for avoiding conflicts of interest in reviewing work: Not required if there are no reviewers with a conflict of interest.
6. **國外學歷送審教師資格修業情形一覽表及入出境證明**：**非文憑**送審且非國外學歷者免附。
   List of foreign academic qualifications and entry-exit certificates for teachers' qualification review: Not required for those who did not obtain a foreign diploma and have no foreign academic qualifications.