國立勤益科技大學教師升等作業檢核表-期刊論文審查

National Chin-Yi University of Technology Checklist for Promotion Applications for Faculty Members – Journal Article Review

一、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。

二、申請人於送件時，請另行以電子郵件檢附可編輯之檢核表寄至 zoe@ncut.edu.tw。

三、文、史、哲、教育(含科教、休閒、體育)、藝術、教學實踐研究領域：請申請人與系、所教評會確認國內外具嚴謹審查制度之期刊名單後再送件。

四、非前項領域認列之績效範圍：

(一) SCI、SCIE、SSCI、ESCI、A&HCI、TSSCI、EI、ABI、THCI 或具有嚴謹審查制度之國內外學術期刊（由系、所教評會予以審核認定）。

(二) 其他國內外期刊。

五、第三點與第四點之期刊論文如發表於 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。

六、出具論文已接受證明(以下簡稱接受函)，該證明應載明預計自接受之日起一年內發表，並自發表之日起二個月內，由送審人送交所屬系所查核後，提各級教評會審議通過，送交人事室存檔；其因不可歸責於送審人之事由，而未能於一年內發表者，應於一年期限屆滿前，由送審人檢附該刊物出具未能發表原因及確定發表時間之證明，經所屬系所查核後，提各級教評會審議通過，始得辦理展延；惟展延時間仍應以該刊物出具接受證明之日起三年內為限。

I. **Application Period:** Depending on the effective date of the promotion, applications must be submitted by February 5 or August 5 of each year; if the deadline falls on a holiday, the next working day is considered the deadline.

II. When submitting an application, the applicant must also email an editable version of the checklist to zoe@ncut.edu.tw.

III. Fields of Literature, History, Philosophy, Education (including Science Education, Leisure, and Physical Education), Arts, and Teaching Practice Research: Before submitting an application, the applicant shall confirm the list of domestic and international journals with rigorous review systems with the Department Faculty Evaluation Committee.

IV. **Scope of Recognized Performance for Fields Other Than Those Specified in the Preceding Item:**

(1) SCI, SCIE, SSCI, ESCI, A&HCI, TSSCI, EI, ABI, THCI, or domestic and international academic journals with rigorous review systems (subject to review and recognition by the Department Faculty Evaluation Committee).

(2) Other domestic and international journals.

V. If any journal article referred to in Items 3 and 4 is published in an academic journal indexed in the SCI or a similar database, a screenshot of the relevant Web of Science (WOS) page must also be attached to facilitate verification of information such as the article title, source, volume and issue number, publication date, and co-authors.

VI. Where proof that a paper has been accepted for publication (hereinafter referred to as the **"acceptance letter"**) is submitted, the certificate must specify that the paper is expected to be published within one year from the date of acceptance. Within two months from the date of publication, the applicant shall submit the published paper to his or her affiliated department or graduate institute for verification. Following approval by Faculty Evaluation Committees at all levels, the paper shall be submitted to the Office of Personnel for filing. If for reasons not attributable to the applicant the paper cannot be published within one year, the applicant shall submit a certificate issued by the publication stating the reason why the paper could not be published and the confirmed date of publication before the one-year period expires. Following verification by the applicant's affiliated department or graduate institute and approval by Faculty Evaluation Committees at all levelss, an extension for the paper to be published may be granted for up to three years from the date on which the publication issued the certificate of acceptance.

教師姓名：_____ **申請單位：**_____

Teacher Name：_____ **Applying Unit：**_____

☐ 工程學院
☐ 管理學院
☐ 電資學院
☐ 人文創意學院
☐ 通識教育學院
☐ College of Engineering
☐ College of Management
☐ College of Electrical Engineering & Computer Science
☐ College of Humanities and Creativity
☐ College of General Education

〔非〕文、史、哲、教育(含科教、休閒、體育)、藝術、教學實踐研究領域

[Non-] Fields of Literature, History, Philosophy, Education (including Science Education, Leisure, and Physical Education), Arts, and Teaching Practice Research

現職職稱：☐副教授　☐助理教授　☐講師

現職起聘日：_____年_____月_____日(到本校後之現職)

現職職級起資日：_____年_____月_____日(請依教師證書上之年資起算日期填寫)

Current Position: ☐ Associate Professor ☐ Assistant Professor ☐ Lecturer

Date of Appointment to Current Position: _____ Year _____ Month _____ Day (current position after joining the University)

Starting Date of Seniority at Current Academic Level: _____ Year _____ Month _____ Day (please enter the starting date of seniority indicated on the applicant's teacher certificate)

一、 代表著作檢核

I. Representative Work Checklist

編號	條件確認	合著者依序詳列所有作者(通訊請以*加註、學生請註明)	發表或接受年/月	論文名稱/DOI/期刊名稱	論文屬性	研發處
No.	Eligibility Check	List all co-authors in order (mark the corresponding author with an * and identify student authors)	Year/Month of Publication or Acceptance	Article Title / DOI / Journal Name	Article Category	Office of Research and Development
1	☐ 期刊 ☐ Journal Article ☐ 前二作者 ☐ One of the First Two Authors		_____年 / Year _____月 / Month ☐ 發表刊登(已收錄 WOS) ☐ Published (indexed in WOS) ☐ 發表刊登 (未收錄 WOS，佐證：刊登頁面) ☐ Published (not indexed in WOS; supporting evidence: publication page) ☐ 接受函(預計刊登日期未逾一年；	論文名稱 / Article Title DOI：10. ☐ 無 None 期刊名稱 / Journal Name	☐ SCI, SCIE, SSCI ☐ A&HCI ☐ ESCI ☐ EI ☐ TSSCI ☐ ABI ☐ THCI	

			證明：接受信) ☐ Acceptance Letter (expected publication date within one year; supporting evidence: acceptance letter)	卷數/期數/頁碼 Volume / Issue / Page(s)	☐ 其他國內外期刊 / Other domestic or international journal	

(若欄位不足，請自行增加。)

* 依「國立勤益科技大學各學院教師升等送外審查標準第三點第二項規定」
1. 代表著作應為期刊、專書或技術報告，研討會論文不得作為代表著作，若代表作為技術報告，則技術報告申請日期應為進入本校服務之後；若代表作為期刊論文，則須以本校名義發表。
2. 代表著作作者排名以前二名為限，但申請升等教師所指導之學生或通訊作者不在排名計算之內。

(Please add additional fields as needed)

* Pursuant to Item 2 of Point 3 of the National Chin-Yi University of Technology External Review Standards for Teachers' Promotions Established by Respective Colleges.
1. Representative work must be a journal article, academic book, or technical report. Conference papers may not be used as representative work. If the representative work is a technical report, the application date of the technical report must be after the faculty member commenced service at the University. If the representative work is a journal article, it must be published under the name of the University.
2. The order of authors of representative work is limited to the first two authors. Students who are supervised by the faculty member applying for a promotion and corresponding authors must not be included in author rankings.

二、 基本篇數：發表於 SCI, SCIE, SSCI、ESCI、A&HCI、TSSCI、EI、ABI、THCI

II. Minimum Number of Publications: Published in the SCI, SCIE, SSCI, ESCI, A&HCI, TSSCI, EI, ABI, and THCI

	作者屬性	合著者依序詳列所有作者(通訊請以*加註)	發表或接受年/月	論文名稱/DOI/期刊名稱	論文屬性	研發處
	Author Status	List all co-authors in order (mark the corresponding author with an *)	Year/Month of Publication or Acceptance	Article Title / DOI / Journal Name	Article Category	Office of Research and Development
1	☐ 第一作者 ☐ First Author ☐ 通訊作者 ☐ Corresponding Author ☐ 第_作者 ☐ Other Author		年 / Year 月 / Month ☐ 發表刊登 (已收錄 WOS) ☐ Published (indexed in WOS) ☐ 發表刊登 (未收錄 WOS，佐證：刊登頁面) ☐ Published (not indexed in WOS; supporting evidence: publication page) ☐ 接受函(預計刊登日期未逾一年；證明：接受信) ☐ Acceptance Letter (expected publication date within one year; supporting evidence: acceptance letter)	論文名稱 / Article Title DOI：10. ☐ 無 None 期刊名稱 / Journal Name 卷數/期數/頁碼 Volume / Issue / Page(s)	☐ SCI, SCIE, SSCI ☐ A&HCI ☐ ESCI ☐ EI ☐ TSSCI ☐ ABI ☐ THCI	

(若欄位不足，請自行增加。)

(Please add additional fields as needed)

三、 基本篇數：具有嚴謹審查制度之國內外相當等級學術期刊（由系、所教評會予以和認定）

III. Minimum Number of Publications: Domestic and International Academic Journals of Equivalent Level with Rigorous Review Systems (subject to review and recognition by the Department Faculty Evaluation Committee)

	作者屬性	合著者依序詳列所有作者(通訊請以*加註)	發表或接受年/月	論文名稱/DOI/期刊名稱	論文屬性	研發處
	Author Status	List all co-authors in order (mark the corresponding author with an *)	Year/Month of Publication or Acceptance	Article Title / DOI / Journal Name	Article Category	Office of Research and Development
1	☐ 第一作者 ☐ First Author ☐ 通訊作者 ☐ Corresponding Author ☐ 第_作者 ☐ Other Author		_____年 / Year _____月 / Month ☐ Published (indexed in WOS) ☐ 發表刊登(未收錄 WOS，佐證：刊登頁面) ☐ Published (not indexed in WOS; supporting evidence: publication page) ☐ 接受函(預計刊登日期未逾一年；證明：接受信) ☐ Acceptance Letter (expected publication date within one year; supporting evidence: acceptance letter)	論文名稱 / Article Title DOI：10. ☐ 無 None 期刊名稱 / Journal Name 卷數/期數/頁碼 Volume / Issue / Page(s)	☐ 期刊名稱_____ ☐ Journal Name_____	

以上所填各項資料皆屬實無誤，且上一職級升等時無採用同樣績效，若有不實本人願負法律及行政責任。

送審人簽章：_____中華民國_____年_____月_____日

I hereby certify that all information provided above is true and correct, and that none of the same achievements have previously been used for a

promotion at a lower academic level. I understand that I shall bear all legal and administrative liabilities for any false or inaccurate information.

Applicant's Signature: _____ **Date:** _____ / _____ / _____

教師姓名：_____ **申請單位：**_____

Teacher Name：_____ **Applying Unit：**_____

- ☐ **工程學院**
- ☐ **管理學院**
- ☐ **電資學院**
- ☐ **人文創意學院**
- ☐ **通識教育學院**
- ☐ **College of Engineering**
- ☐ **College of Management**
- ☐ **College of Electrical Engineering & Computer Science**
- ☐ **College of Humanities and Creativity**
- ☐ **College of General Education**

文、史、哲、教育(含科教、休閒、體育)、藝術、教學實踐研究領域

（請與系、所教評會確認國內外具嚴謹審查制度之期刊名單）

Fields of Literature, History, Philosophy, Education (including Science Education, Leisure, and Physical Education), Arts,

and Teaching Practice Research

(Please confirm with the Department Faculty Evaluation Committee the list of domestic and international journals with rigorous review systems)

現職職稱：☐副教授　☐助理教授　☐講師

現職起聘日：_____年_____月_____日(到本校後之現職)

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		List all co-authors in order (mark the corresponding author with an *)	Year/Month of Publication or Acceptance	Article Title / DOI / Journal Name	Article Category	Office of Research and Development
1	☐ 期刊 ☐ Journal Article ☐ 前二作者 ☐ One of the First Two Authors		_____ 年 / Year _____ 月 / Month ☐ 發表刊登(已收錄 WOS) ☐ Published (indexed in WOS) ☐ 發表刊登 (未收錄 WOS，佐證：刊登頁面) ☐ Published (not indexed in WOS; supporting evidence: publication page) ☐ 接受函(預計刊登日期未逾一年；證明：接受信) ☐ Acceptance Letter (expected	論文名稱 / Article Title DOI：10. ☐ 無 / None 期刊名稱 / Journal Name	☐ SCI, SCIE, SSCI ☐ A&HCI ☐ ESCI ☐ EI ☐ TSSCI ☐ ABI ☐ THCI	

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	Author Status	List all co-authors in order (mark the corresponding author with an *)	Year/Month of Publication or Acceptance	Article Title / DOI / Journal Name	Article Category	Office of Research and Development
1	☐ 第一作者 ☐ First Author ☐ 通訊作者 ☐ Corresponding Author ☐ 第_作者 ☐ Other Author		年 / Year 月 / Month ☐ 發表刊登(已收錄 WOS) ☐ Published (indexed in WOS) ☐ 發表刊登 (未收錄 WOS，佐證：刊登頁面) ☐ Published (not indexed in WOS; supporting evidence: publication page) ☐ 接受函(預計刊登日期未逾一年；證明：接受信) ☐ Acceptance Letter (expected publication date within one year; supporting evidence: acceptance letter)	論文名稱 / Article Title DOI：10. ☐ 無 / None 期刊名稱 / Journal Name 卷數/期數/頁碼 Volume / Issue / Page(s)	☐ SCI, SCIE, SSCI ☐ A&HCI ☐ ESCI ☐ EI ☐ TSSCI ☐ ABI ☐ THCI	

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	Author Status	List all co-authors in order (mark the corresponding author with an *)	Year/Month of Publication or Acceptance	Article Title / DOI / Journal Name	Article Category	Office of Research and Development
1	☐ 第一作者 ☐ First Author ☐ 通訊作者 ☐ Corresponding Author ☐ 第_作者 ☐ Other Author		年 / Year 月 / Month ☐ 發表刊登 (已收錄 WOS) ☐ Published (indexed in WOS) ☐ 發表刊登 (未收錄 WOS，佐證：刊登頁面) ☐ Published (not indexed in WOS; supporting evidence: publication page) ☐ 接受函(預計刊登日期未逾一年；證明：接受信) ☐ Acceptance Letter (expected publication date within one year; supporting evidence: acceptance letter)	論文名稱 / Article Title DOI：10. ☐ 無 / None 期刊名稱 / Journal Name 卷數/期數/頁碼 Volume / Issue / Page(s)	☐ 期刊名稱_____ ☐ Journal Name_____	

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送審人簽章：_____ 中華民國_____年_____月_____日

I hereby certify that all information provided above is true and correct, and that none of the same achievements have previously been used for a promotion at a lower academic level. I understand that I shall bear all legal and administrative liabilities for any false or inaccurate information.

Applicant's Signature: _____ **Date:** _____ / _____ / _____