



NATIONAL CHIN-YI UNIVERSITY OF TECHNOLOGY

Foreign Faculty Recruitment and Promotion Guidelines

外籍教師聘任升等指南



OFFICE OF PERSONNEL COMPILE AND PRINT

國立勤益科技大學人事室編印

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**【If the latest laws and regulations are enacted, then they should be handled in
accordance with the latest laws and regulations.】**

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【若頒訂最新之法令規定，則依最新法令規定辦理。】

Foreign Teacher Recruitment Guidelines

	業務內容 Responsibilities	負責窗口 Name/Extension
聘任升等 Recruitment&Promotion	Faculty Recruitment (教師聘任) Faculty Promotion (教師升等) Employment of lecturing, visiting and honorary professors(講座、客座、榮(名)譽教授聘任) Matters relating to the residence and work of foreign teachers(外籍教師居留工作事項)	Ying, Kuang-Ming(#2131) Yang, Ya-Chu(#2132) Lu, Ting Yin (#2139)
權益維護 Protections of rights and interests	Relating to the country compensates law (教師申訴評議委員會)	Yang, Ya-Chu (#2132) Lu, Ting Yin (#2139)
成效評估	The appeal committee of professors. (教師定期成效評估)	Yang Chih-Yuan (#2134)
待遇福利 Salaries paying	Salaries paying(教職員待遇) Retirement and pension (退休撫卹) Insurance (保險)	Chou, Ching-Yi (#2138)
生活照顧 Welfare	Subsidy Application (生活津貼) Recreation (文康活動)	Chang, Hsing-Chen (#2136)
出勤考核 Attendance monitoring	Attendance management (差勤) Going abroad Inspection planning (教師出國年度計畫)	Lin, Chun-Huai (#2137)

Foreign Teacher Recruitment Guidelines

I. Recruitment:

1. For the recruitment of full-time teachers, the University shall, pursuant to the University Act, the Teachers' Act, the Teaching Staff Recruitment Act, and the Act on the Qualification of Teachers at Junior Colleges or Above, stipulate the rules of recruitment and employment; related recruitment announcements shall be published in public media or academic journals in accordance with the regulations and procedures of the University; the recruiting department shall submit candidates to the Teacher Evaluation Committee of the related faculty, school or the University for evaluation and approval, and then to the president who decide on the employment.
2. Employed full-time teachers shall, based on the post specifications of the University, be classified as certified full-time teachers or non-certified full-time teachers, and have the title Lecturer, Assistant Professor, Associate Professor, or Professor. The basic requirements for recruitment are that the candidate must have a doctoral degree, and, if applying to teach teaching any professional or technical course, must have at least one year of practical experience in teaching such course.
3. To enhance international mobility and promote international exchange, in accordance with the University Act and other relevant regulations, the University has set up lectures and established rules on the recruitment of visiting professors to recruit outstanding instructors from home and abroad to give lectures or engage in guest teaching to expand students' international vision.

II. Work permit and residence:

1. The recruiting department shall apply for work permits from the competent authorities (Ministry of Education) on behalf of new teachers, and, after they have entered Taiwan, assist them in applying for residence at the Immigration Agency and arrange work permits and relevant documentation so they obtain legal employment in Taiwan.
2. When renewing teachers' employment, the recruiting department shall also apply for work permits from the competent authority in accordance with the above procedure, and assist them in completing formalities, such as renewing residence permits with the Immigration Agency.

III. Salary:

1. The salary of full-time teachers shall be graded and specified in accordance with the Teachers' Treatment Act and the Regulations for the Calculation and Determination of Pre-Service Annual Salary, and shall be raised each year based on teaching performance, up to the annual salary limit for their title.
2. To recruit excellent teachers to the University, if any new full-time teacher meets our flexible salary criteria, the recruiting department and the teacher shall negotiate and agree on a flexible salary within 80% of the specified

salary limit, which shall be approved by the Teacher Evaluation Committees at all levels and reviewed by the president, and then applied for three years from the date of employment.

3. To retain any excellent full-time teachers currently employed at the University, any full-time teacher who meets the criteria for special term professors, outstanding instructors, or outstanding counseling and serving teachers, or have been granted technology R&D awards or an award of the central government, may apply for flexible pay in accordance with the relevant procedures, and shall be granted flexible pay as a reward after the application has been discussed and approved in the evaluation meeting under these procedures and reviewed by the president.

IV. Social security: Based on the specifications of the posts at the University, relevant social security shall be provided for teachers to ensure insurance and compensation after retirement.

1. Certificated full-time teachers shall be provided with medical insurance under the National Health Insurance Act, and public insurance under the Insurance Act for Staff of Public Education Institutions, paid a subsidiary, and have retirement formalities completed in accordance with the Pension and Severance Pay Act for Staff of Public Education Institutions.
2. Non-certificated full-time teachers shall be provided with medical insurance under the National Health Insurance Act, and labor insurance under the Labor Insurance Act, and, where applicable, paid a pension, and have retirement formalities completed in accordance with the Labor Pension Act. Those to whom the Labor Pension Act does not apply shall be paid a severance package under the Act on the Payment of Severance Packages for Dismissal from Institutions and Universities.
3. Full-time foreign teachers who are not eligible for public, labor or other health insurance as stated above due to their entry permit may choose to acquire comprehensive insurance for international technical cooperators and pay thirty-five percent of the insurance premium themselves.

V. Service

1. Teachers shall be evaluated in accordance with the University Act with respect to their teaching, research, instruction and service performance, and such evaluation shall be used as the benchmark for promotion, or renewal, suspension or termination of employment.
2. All teachers shall work the basic teaching hours; the weekly basic teaching hours and any under-time/over-time teaching hours shall be calculated in accordance with the Rules on the Scheduling and Calculation of Basic Teaching Hours of Full-Time and Part-Time Teachers.
3. No teacher may enter into a contract with any other institution or organization without prior approval from the University's administration department. Any teacher's part-time service or lecturing outside the University must be subject to the Criteria of External Part-Time Service by Full-Time Teachers of Public Universities and Colleges of All Levels, and

shall only be engaged in after applying and approval in advance according to the procedure under the Rules of Part-Time Service or Lectures by Full-Time Teachers of the University.

4. Teachers should respect gender equality, abide by the code of teacher-student conduct and the code of professional ethics, and observe the relevant provisions of Articles 7 and 8 of the Guidelines for the Prevention and Treatment of Sexual Assault, Harassment and Bullying on Campus to protect students' right to education and personal safety.
5. All teachers shall carry out their teaching, research, instruction and service activities in full accordance and compliance with our code of professional ethics. Any case of violation of the code of ethics by any teacher and confirmed by the Teacher Professional Ethics Committee of the University, shall be submitted to the president for review and handled by the Teacher Evaluation Committee.

VI. Administrative support and welfare:

1. All full-time teachers shall be equipped with a research laboratory, and newcomers shall be granted a subsidy to procure research equipment. A recreation and leisure allowance and a birthday gift coupon shall be offered annually. Certificated full-time teachers shall also be granted various living allowances, including children's education subsidy, marriage allowance, birth allowance and funeral allowance.
2. For any new recruit that is deemed an outstanding talent and is eligible for our flexible salary criteria and lives outside the central region, the recruiting department may take the initiative to offer accommodation and expenses for relocation and housing allowance. Where any foreign scholar is recruited to give lectures or teach at the University, assistance with the education of his/her children shall be provided, and a one round-trip air ticket offered respectively to the scholar and his/her spouse and immediate family members from their residence to the destination.

VII. Relief: Depending on the specifications of the post at the University, proper relief shall be applied for disputes.

1. Certificated full-time teachers may file an appeal for any damage to their rights and interests resulting from any illegal or improper individual action of the regulatory authority or the University; or in accordance with the Administrative Litigation Act, file a administrative proceeding against an invalid administrative sanction, or against a judgment on appeal filed under the Administrative Appeal Act.
2. Non-certificated full-time teachers may file a labor dispute or relevant lawsuit and claim relief for any damage to their rights and interests resulting from any illegal or improper individual action of the University.

外籍教師人事業務指引

一、聘任：

- (一) 專任教師聘任，依大學法、教師法、教育人員任用條例、專科以上學校教師資格審定辦法等規定，由學校訂定遴聘辦法，依校內規定程序，於傳播媒體或學術刊物刊載徵聘資訊後，由用人單位就應徵人員提經系（所）、院、校教師評審委員會評審通過後，報請校長聘任。
- (二) 經聘任之專任教師，依校內組織員額屬性，區分編制內專任教師，及編制外專任教學人員。聘任之職級區分為講師、助理教授、副教授、教授等四級。目前所聘師資基本條件，為具備博士學位，且任教專業科目或技術科目之教師，須具備與任教專業科目一年以上業界實務工作經驗。
- (三) 為增進國際移動力，促進國際交流，依大學法規定，本校設置講座，並定有客座教授聘任辦法，各依相關規定延攬海內外優秀教師來校擔任講座，或從事客座教學，以提升學生國際視野。

二、工作許可及居留：

- (一) 新進教師由用人單位為其向業務主管機關(教育部)辦理就業工作許可，於教師入境後，協助教師持工作許可及相關證明文件赴移民署申辦居留，以取得在台合法就業工作。
- (二) 教師續聘，仍由用人單位依上開程序為其向業務主管機關申請工作許可，並協助教師赴移民署辦理居留證換發等事宜。

三、薪資：

- (一) 專任教師依教師待遇條例、教師職前年資採計提敘辦法等規定覈實敘定薪級，並依其教學實績逐年提晉薪級，至其所任職務等級最高年功薪。
- (二) 為延攬績優教師來校任教，新聘專任教師符合本校彈性薪資支應原則規定者，得由用人單位與當事人就所敘定薪級最高 80%額度內議定彈性薪資，經各級教師評審委員會審

議通過，校長核定後，自聘任日起實施3年。

- (三) 為留住校內績優現職專任教師，符合校內設置講座教授、設置特聘教授、傑出教學教師、傑出輔導與服務教師、科技研究發展獎勵、中央政府部門計畫獎勵等規定之教師，得依各該規定程序提出申請，並經各項規定程序之審查會議討論確定，陳請校長核定後發給彈性薪資以資獎勵。

四、社會保障：依校內組織員額屬性之不同，分別享有不同之社會保障，以辦理教師保險及退離之各項給與。

- (一) 編制內專任教師：依全民健康保險法享有醫療健康保險，並依公教人員保險法之規定，享有公保，依公立學校教職員退休資遣撫卹條例之規定，提繳退輔基金，辦理退離事宜。
- (二) 編制外專任教學人員：依全民健康保險法享有醫療健康保險，並依勞工保險條例之規定享有勞保，符合勞工退休金條例之規定者，提繳勞工退撫基金，辦理退離事宜。不符合辦理勞工退休規定者，於來校到職後，比照各機關學校聘僱人員離職儲金給與辦法提撥離職儲金。
- (三) 外籍專任教師因入境許可因素，有不符加入上述公、勞、健保之資格者，可選擇加入國際技術合作人員綜合保險，並自付百分之三十五之保險費。

五、服務

- (一) 依大學法規定對教師之教學、研究、輔導及服務成效進行評鑑，作為教師升等、續聘、停聘、不續聘及獎勵之重要參考。
- (二) 教師皆應符合基本授課時數，並依本校專兼任教師基本授課時數編配計算要點之規定計算每週基本授課鐘點與、減(超)授鐘點。
- (三) 教師不得有未經本校行政作業而逕與各機關(構)、團體訂約之行為。如在校外兼職、兼課，須符合公立各級學校專任教師校外兼職處理原則等相關規定外，依本校專任教師兼職兼課處理要點規定之程序於事先提出申請，經徵得同

意始得前往。

- (四) 教師應尊重性別平等，恪守師生及專業倫理，並應遵守「校園性侵害性騷擾或性霸凌防治準則」第七條、第八條等相關規定，以維護學生受教權與人身安全。
- (五) 教師從事校內教學、研究、輔導與服務之各項作為，皆秉持本校教師專業倫理守則，避免違反專業倫理之事項發生。如有具體違反教師倫理事實者，經本校教師專業倫理委員會審議屬實，陳請校長核定移送學校教師評審委員會辦理。

六、行政支援及福利措施：

- (一) 本校專任教師皆配有研究室，對於首次來校任教者並給予研究設備購置之費用補助。每年提供文康休閒活動補助及核發生日禮券；編制內專任教師並享有子女教育補助、結婚、生育補助、喪葬補助等各項生活津貼。
- (二) 對於新聘之特殊優秀人才符合本校彈性薪資支應原則之規定，且所延攬優秀人士住居所在中部地區以外者，得由提聘單位主動安排住宿，並由學校負擔其搬遷及住屋補助；倘為延攬國外學者來台主持講座或教學，並得為其提供子女就學協助，且負擔本人、配偶及其直系親屬一人居住地至目的地往返機票款一次。

七、救濟：依組織員額屬性之不同，分別適用不同之爭議求濟程序。

- (一) 編制內專任教師：依教師法規定，對主管機關或學校有關其個人之措施，認為違法或不當致損害其權益者，得依法提出申訴。如為行政處分，經申訴無效，或不經申訴程序，而依訴願法提起訴願仍有不服者，得依行政訴訟法規定提起行政訴訟。
- (二) 編制外專任教學人員：對學校有關其個人之措施，認為違法或不當，致損害其權益者，得按其性質依法提起勞資爭議處理或相關訴訟，請求救濟。

03-1 教師法

Teachers' Act



03-2 教育人員任用條例

Act Governing the Appointment of Educators



03-3 教育人員任用條例施行細則

Enforcement Rules of Act Governing the
Appointment of Educators



03-4 專科以上教師資格審定辦法

Regulations Governing Accreditation of
Teacher Qualifications at Junior Colleges and
Institutions of Higher Education



國立勤益科技大學教師聘任及升等審查辦法
National Chin-Yi University of Technology
Regulations Governing the Review for the Appointment and Promotion of Teachers

111.12.21.111學年度第1學期第1次臨時校務會議通過全文修正，112.1.6.勤益科大人字第1121700001號函發布，112.2.1.起實施

Amendment approved by the 1st provisional University Council Meeting in the 1st semester of the 2022 academic year on 2022.12.21, promulgated by Letter Chin-Yi University of Technology Personnel No. 1121700001 on 2023.1.6 and implemented as of 2023.2.1

第一條 為規範本校教師之聘任及升等，依據本校組織規程第三十六條及大學法、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、專科以上學校教師違反送審教師資格規定處理原則等有關法令訂定本辦法，本辦法未規定者，適用其他有關法令規定。

Article 1. To regulate the employment and promotion of teachers of the University, these regulations are hereby established in accordance with Article 36 of the Organization Regulations of the University, the University Act, the Teachers' Act, the Act Governing the Appointment of Educators and subsequent enforcement rules, the Regulations Governing the Accreditation of Teachers' Qualifications at Junior Colleges and Institutions of Higher Education, and the Principles of Handling Accreditation Violations of Teachers' Qualifications at Junior Colleges and Institutions of Higher Education. Any matters not mentioned herein shall be governed by other relevant laws and regulations.

第二條 本校教師之聘任及升等分三級審查，先由各系、所、學位學程、中心、體育室（以下簡稱系所）教師評審委員會（以下簡稱系所教評會）審議，提經各學院教師評審委員會（以下簡稱學院教評會）初審通過，並經本校教師評審委員會（以下簡稱校教評會）複審通過，陳校長核定後，報請教育部審定教師資格。

Article 2. The employment and promotion of teachers at the University shall be reviewed at three levels: the Teachers' Evaluation Committee (the "Department Evaluation Committee") of all departments, institutes, degree programs, centers, and education offices ("Departments") shall conduct a preliminary review and submit their review to the Teachers' Evaluation Committee of all colleges (the "College Evaluation Committee"). The Faculty Evaluation Committee of the University (the "Faculty Evaluation Committee") then conducts a second review before forwarding to the President for approval and reporting to the Ministry of Education for the teacher's qualification accreditation.

學院單獨招生或開設課程須實聘師資時，其院屬教師之聘任及升等，採學院、校二級審查，由學院教評會依第四條、第四條之一教師聘任規定或第十一條教師升等規定完成原系所教評會應審議事項後，再經初審通過，提校教評會複審。

When the college needs to appoint teachers for separate recruitment or new courses, the employment and promotion of college teachers shall be reviewed by the college and University. After the College Evaluation Committee has completed the matters to be reviewed by the Department Evaluation Committee as set forth in Article 4-1 of the Teacher Appointment Regulations and Article 11 of the Teacher Promotion Regulations, the preliminary review shall be proposed and submitted

to the Faculty Evaluation Committee for a second review.

前項學院辦理教師聘任或升等時，依第四條之一或第十一條規定須自校外專家學者名單選定審查委員時，由學院教評會召集人，與專長領域相近之學院教評會委員中互推一人，共同選任之。

When the preceding college needs to select review members from a list of external experts and scholars for the employment or promotion of teachers in accordance with Article 4-1 or Article 11, the convener of the College Evaluation Committee and one recommended from among College Evaluation Committees with relevant expertise shall be selected.

第三條 專任教師之新聘，應由用人單位視教師缺額及課程需要，依本校教師員額管理原則所定，經教師員額規劃小組審議通過，校長核定後為之。本校新聘之專任教師須具備助理教授級以上教師證書或具有博士學位證書，品德優良，學養豐富具服務熱忱，對擬聘單位之任務及發展確有助益者。

Article 3. The appointment of a new full-time teacher shall be made upon the approval of the Teacher Numbers Planning Team following review in accordance with the principle of teacher numbers management of the University and approval of the President. Full-time teachers newly employed by the University shall have a teacher's accreditation level certificate of assistant professor level or above, or a doctoral degree certificate, and also demonstrate good morals, learning quality, passion for service, and physical health to meet the criteria of the employing unit.

新聘專任教師除須具備前項基本資格條件外，屬專業科目或技術科目之教師，應具備一年以上與任教領域相關之業界實務工作經驗。

In addition to the preceding qualifications, newly employed full-time teachers who are dedicated to professional or technological subjects shall have at least one year's practical work experience in a related field.

前項專業科目或技術科目之認定基準由各教學單位訂定之，並經本校各級課程委員會及教務會議審議通過後實施。

The standards for the preceding professional or technological subjects shall be determined by the teaching unit and approved by the curriculum committees at different levels and education meetings before implementation.

第二項所稱「應具備一年以上與任教領域相關之業界實務工作經驗」，得以累計計算，但不包括於短期補習班或各級學校從事教學工作之經驗。

The requirement of "at least one year's practical work experience in a related field" referred to in paragraph 2 may be accumulated experience in different positions. However, this does not include teaching experience in short-term schools or schools of different levels.

第四條 新聘教師案，由用人單位擬具公告資料，經系所務會議通過，陳請校長核定後，於傳播媒體或學術刊物公告徵聘資訊辦理公開甄選，所刊載徵聘資訊期間至少十四日以上。

Article 4. For the appointment of new teachers, the application unit shall prepare and submit an announcement with information about the role to the department affairs meeting for approval, and manage public selection by publishing recruitment information on broadcast media or in an academic journal upon the approval of the President. Recruitment information shall be made public for at least 14 days.

前項公告資料之擬聘人選條件，應與教師員額規劃小組審議通過該員額所需條件內容一致。但基於控管員額、擇優攬才原則，各用人單位公告擬聘人選條件

內容如規定更為嚴謹者，從其規定。

The candidate qualifications in the preceding announcement shall be consistent with the requirements of the role as approved by the Teacher Planning Team. However, if the application unit has stricter candidate qualifications based on the need to control the number of teachers, then the principle of attracting the best talent shall govern.

經公告後之應徵者資料，由該用人單位教評會審議通過後，就所選定之人員(以下簡稱專任教師候選人)填具本校「新聘教師申請表」，連同學、經歷證件影本、成績單與有關學位論文或專門著作或個人其他學術、專業成就證明文件或資料，提學院教評會初審、校教評會複審通過，陳請校長核定聘任，自每年八月一日或二月一日起聘。系所教評會選定之專任教師候選人，除為延攬特殊優秀人才或符合本校各院所定專案教師績效優良指標者得推薦單一候選人外，應就擬聘員額增列一至三名為候選人，排序後續提院、校教評會審議；若就擬聘員額增列一至三名候選人實有困難者，應敘明理由先專案簽請校長同意，始得將所選定之候選人續提院、校教評會審議。經用人單位教評會審議通過，與專任教師候選人議定已具高一職級教師證書先以低一職級聘任者，提交資料至學院教評會時，應另繳交二年期達成績效指標內容及同意書。

After candidate information has been approved by the Evaluation Committee of the application unit, the "new teacher application form" for candidates shall be filled in and submitted along with copies of education and experience certificates, transcripts and theses, special articles in a related field, or other personal academic and professional achievements to the College Evaluation Committee for a preliminary review. These shall then be passed to the Faculty Evaluation Committee for a second review, and then the President for approval. Employment commences on 1 August or 1 February every year. Except in the event a single candidate is recommended as special outstanding talent or he/she has met the good performance indicators for full-time teachers of the University, an additional one to three full-time teachers selected by the Department Evaluation Committee shall be proposed as candidates to the Faculty Evaluation Committee for review. If proposing an additional one to three candidates is not feasible, a memorandum outlining the reason shall be submitted to the President for approval before proposing the selected candidate to the College and Faculty Evaluation Committees for review. Upon the approval of the Evaluation Committee of the application unit, the two-year performance indicators to be achieved and the agreement shall be submitted to the College Evaluation Committee unless the candidate's teacher's accreditation level certificate is at a higher level and it has been agreed that the candidate be employed at a level below their qualification.

前項所稱延攬特殊優秀人才，指延攬國際頂尖人才(如玉山學者、玉山青年學者)，或符合下列各款條件之一者。

"Special outstanding talent" referred to in the preceding paragraph refers to recruiting top international talent (e.g., a Yushan Scholar or a Yushan Young Scholar), or a candidate who falls under one of the following categories:

一、曾服務於國際一流學術研究機構或國際知名公司任職三年以上，並具有發展潛力。

The candidate has served at a top international academic research institute or famous international company for at least three years and has further development potential.

二、有執行重大研究或產學計畫之經驗。

The candidate has experience in material research or industrial-academic planning.

三、近五年之學術貢獻於所屬領域表現優異。

The candidate's academic contribution within the past five years has been outstanding in his/her specialist field.

各級教評會依第三條第二項規定審查擬聘專業科目或技術科目教師，其與任教領域相關之業界實務工作經驗採認及應檢附之資料，須符合下列各款情形之一：The accreditation of actual work experience in a related field and data to be enclosed for teachers of professional or technological subjects to be reviewed by the Evaluation Committee at all levels in accordance with paragraph 2 of Article 3 shall meet one of the following criteria:

一、於政府機關（構）、行政法人、公營事業機構、私立機構、依法設立登記或立案之法人或團體服務，並提出服務證明與投保資料者。

A service certificate and insurance information indicating service at a governmental agency (institution), incorporated administrative agency, state-owned enterprise, private institution, or legal person or group registered pursuant to the law.

二、於產學合作機關（構）或產業執行產學合作計畫，並擔任計畫主持人或分項(共同)計畫主持人且提出相關計畫合約或成果證明者；或現職公、私立專任教師依「技專校院教師進行產業研習或研究實施辦法」完成研習或研究證明文件者。

Certification or documentation of a related project contract or achievement indicating the implementation of an industrial-academic cooperation plan at an industrial-academia agency (institution) serving as the project principal or sub-program (co-) project principal, or certification as a full-time teacher in a public or private school having completed study or research in accordance with the Regulations for the Implementation of Industrial Study or Research by Teachers at Junior Colleges of Technology.

三、於其他工作內涵與所任教領域相近之單位服務(如個人工作室、學校之研發、研究、育成中心、學校附設或附屬機構等)，並提出服務證明及具體成就證明者。

Service or achievement certificate indicating experience in a unit of a related field to the teaching post (e.g., personal studio, development, research and cultivation center of a school, or affiliated or ancillary institution of a school).依前項各款採認計算實務經驗年資，如採累計時，其同一期間範圍內分別執行不同之案件或計畫、研習或研究，僅得採認一件。

If the practical experience set forth in the preceding paragraphs is accumulated across multiple previous positions, only one project, plan, study, or research piece covering a certain period shall be submitted.

兼任教師之任、聘期、送審規定另定，由校教評會審議通過報請校長核定後實施。

The regulations for employment, the term of the contract, and review of part-time teachers shall be established and implemented after submission to the Faculty Evaluation Committee and the President for approval.

第四條之一 前條專任教師擬聘人選如未具有擬聘職級之教師資格者，應將其學位之論文、創作、展演或書面報告、技術報告（以下簡稱學位論文）或專門著作(或以作品、

成就證明或技術報告代替專門著作)送請校外專家學者審查，如審查未通過者，不得聘為本校教師。

Article 4-1 If the candidate for a full-time teaching post set forth in the preceding article does not qualify for the level advertised, he/she shall deliver his/her thesis, creative works, performances, written or technical reports, ("degree work") or specialist publications (or use of their works, evidence of their achievements, or technical report as a component of specialist publications) to external experts and scholars for review. The candidate will not be appointed as a teacher of the University should he/she fail the review.

前項送請校外專家學者審查之程序如下：

The submission procedures for the review of external experts and scholars are as follows:

- 一、 博士學位論文審查：依教育人員任用條例第十六條之一第一款規定，具有博士學位或其同等學歷證書，成績優良，並有專門著作者：

PhD dissertation review: a doctoral degree or the equivalent degree certificate with outstanding performance and published specialist articles in accordance with paragraph 1 of Article 16-1 of the Act Governing the Appointment of Educators.

- (一) 系所教評會審議擬定新聘專任教師候選人之同時，應就其擬聘人選學位論文之學術專長與任教課目相關領域，於本校外審委員資料庫中擬定二十位外審委員名單，併同審議結果及送審人資料送學院教評會進行初審。

When preparing to appoint new full-time teachers, the Department Evaluation Committee shall list 20 external reviewers from the external reviewer database of the University with academic expertise in a field related to the thesis, and submit the list, the review results, and candidate information to the College Evaluation Committee for a preliminary review.

- (二) 系教評會召集人將前目外審委員名單密送學院教評會召集人，並共同依序選定五位外審委員，再由學院送請校外實質審查。其審查結果經四位評定達七十分以上者為合格，於提送學院教評會初審通過後，再送校教評會複審。

The convener of the Department Evaluation Committee shall then submit the list of external reviewers, which shall remain confidential, to the convener of the College Evaluation Committee, and select the top five external reviewers before the college submits the shortlist for external review. The candidate is deemed to have qualified if the scores awarded by four reviewers total 70 or higher. After the preliminary review is approved by the College Evaluation Committee, the proposal shall be submitted to the Faculty Evaluation Committee for a second review.

- 二、 專門著作(或以作品、成就證明或技術報告代替專門著作)審查：依教育人員任用條例第十六條之一第二款、第十七條或第十八條等各款規定擬聘人選時，程序如下：

Specialist publications (or creative works, evidence of achievements, or technical reports) review: the procedures for appointing candidates in accordance with subparagraph 2 of Article 16-1, Article 17 and Article 18 of the Act Governing the Appointment of Educators are as follows:

- (一) 系所教評會審議擬定新聘專任教師候選人之同時，應就其擬聘人選專門著作之學術專長與任教課目相關領域，於本校外審委員資料庫中擬定至少二十位外審委員名單，併同審議結果及送審人資料送學院教評會進行初審。

When preparing to appoint new full-time teachers, the Department Evaluation Committee shall list 20 external reviewers from the external reviewer database of the University comprising academic expertise in a field related to the thesis and post, and submit the list along with the review results and candidate information to the College Evaluation Committee for a preliminary review.

- (二)學院教評會召集人將前目外審委員名單密送校教評會召集人共同予以排序，交由教務處依序密送五位校外委員進行實質審查；其審查結果經四位評定達七十分以上者為合格，移還學院教評會初審通過後，再將其送審人資料送校教評會進行複審。

The convener of the College Evaluation Committee then submits the list of external reviewers, which shall remain confidential, to the convener of the Faculty Evaluation Committee, and select the top five external reviewers. The Education Affairs Office shall submit the shortlist for substantive external review. The candidate is deemed to have qualified if the scores awarded by four reviewers total 70 or higher. After the preliminary review is approved by the College Evaluation Committee, the proposal shall be submitted to the Faculty Evaluation Committee for a second review.

依前項規定辦理，並經校教評會複審通過，陳請校長核定聘任之新聘專任教師，由人事室將其相關資料送教育部審定教師資格。

The approved case by the President shall be managed according to above-mentioned regulations and submitted to University Faculty Evaluation Committee for approval, and then submit the relevant details to the Office of Personnel Services for teacher certification by the Ministry of Education.

第四條之二 新聘教師候選人曾於符合採認辦法規定之國外大學或香港、澳門大學擔任專任教授或學術研究機構人員，並符合下列資格者，其教師資格審查程序得予以簡化：

Article 4-2 If a teacher has ever worked as a full-time professor or as a faculty member of an academic research institution at a foreign university, or at a university in Hong Kong or Macao, satisfies the provisions of the relevant regulations, and falls under one of the below-listed categories, the review of his/her teacher qualifications may follow a simplified procedure:

- 一、諾貝爾獎或相當等級之得主。

The candidate is a Nobel laureate or the recipient of an award of equivalent standing.

- 二、國家級研究院院士。

The candidate is an academic of a national research institution.

- 三、國際重要學會會士。

The candidate is a fellow of a major international learned society.

- 四、在其他相當於前三款資格之學術或專業領域著有傑出成就者。

The candidate is a person with an outstanding achievement in an academic or professional field, equivalent to that of a person in one of the three categories above.

前項人員教師資格之審查程序，由用人單位確定擬聘職級後，如未具教育部所核發之合格教師證書，其校外實質審查作業，由用人單位及學院教評會比照第四條之一第二項第二款之程序辦理，經學院教評會評審通過後，由用人單位

直接簽請校長核定聘任，其結果於校教評會備查。

With regard to the preceding review procedures, after the level of appointment is determined, the application unit and College Evaluation Committee shall manage the external review by referring to subparagraph 2 of paragraph 2 of Article 4-1 if the candidate does not have a teacher's accreditation level certificate issued by the Ministry of Education. Following the review and approval of the College Evaluation Committee, the application unit shall directly request the President for approval of the appointment and the results will be delivered to the Faculty Evaluation Committee for reference.

第四條之三 有關第四條第三項、第四項，與第四條之二第一項第四款聘為專任教師之認定，各學院得自定學院及所屬各教學單位教評會進用專任教師認定基準，經校教評會審議通過，報請校長核定後實施。

Article 4-3 Regarding the recognition of full-time teachers set forth in paragraphs 3 and 4 of Article 4 and subparagraph 4 of paragraph 1 of Article 4-2, all colleges may establish verification standards for the appointment of full-time teachers and submit such standards to the Faculty Evaluation Committee and the President for approval.

第四條之四 依第四條第四項為延攬特殊優秀人才，或依第四條之二規定聘任之專任教師，其進用後之薪資待遇，得依本校特殊優秀人才實施彈性薪資支應原則之規定支給彈性薪資。

Article 4-4 The remuneration for special outstanding talent set forth in paragraph 4 of Article 4 for full-time teachers appointed in accordance with Article 4-2 may be flexible following the principle of flexible salaries to support special outstanding talent of the University.

第五條 專任教師之聘期初聘為一年，第一次續聘為一年，以後續聘皆為二年。聘期屆滿前，由系所教評會審議通過後，依行政程序簽請院長，加會人事室，經校長核定後辦理續聘。

Article 5. The term of a new full-time teacher appointment shall be one year. The term may be renewed for one further year, and all subsequent renewals shall be two years. Before the expiration of the employment term, renewal shall be managed following approval of the Department Evaluation Committee, and countersigned by the Dean of the Department and Personnel Office pursuant to administrative procedures, then approved by the President.

第六條 本校教師申請轉調，應經轉出之系所教評會通過，提送轉入之系所教評會通過，再由系所依程序簽陳該學院院長，加會人事室，經校長核定後辦理。為增進教師學術與經驗交流並提昇師資，各系所得就性質相近系所之師資，或校外師資進行合聘，其辦法另訂之。

Article 6. Applications for a transfer of a teacher of the University shall be managed following approval of the Department Evaluation Committee of the department from which the teacher shall be transferred and submitted to the Department Evaluation Committee of the department to which the teacher shall be transferred for approval, countersigned by the Dean of the College and Personnel Office following department procedures, and forwarded to the President for approval.
To improve academic and experience exchange and enhance the quality of teachers,

each department may appoint teachers from a department of a similar nature or teachers outside the University pursuant to these regulations.

第六條之一 借調校外人員來校擔任本校校長，於校長任期屆滿卸任後，依本校組織規程規定，由教評會聘為專任教師；其聘任程序，於卸任前半年，先經徵詢意願，再由其學術專長領域相近之系所辦理聘任，經各級教評會通過後，聘為該系所教授。

Article 6-1 After external personnel who have been seconded or a President of the University has been discharged from his/her post upon expiration of his/her term, the Evaluation Committee may appoint him/her as a full-time teacher in accordance with the Articles of Organization. His/her intention to transfer to a teaching post shall be sought half a year prior to his/her discharge and the department similar to his/her expertise shall manage the appointment. With the approval of Evaluation Committees at all levels, he/she shall be appointed as a professor of said department.

借調校外人員來校擔任一級主管或從事教學、研究工作者，其教學單位主管，依本校各教學及研究單位主管遴聘及去職辦法之相關規定辦理；行政單位主管或從事教學、研究工作者，其方式如下：

The appointment and resignation of external personnel who are seconded to serve as first level officers or who engage in education or research work shall be managed in accordance with the relevant selection and resignation regulations of heads of education and research units of the University. The head of the administrative unit or person who engages in education or research work shall be seconded following the procedure as follows:

一、借調來校擔任行政單位主管者，由學校現有教師員額中統籌運用，經相應之教學單位教評會審議通過，校長核定後，依規定程序辦理借調。

The person who is seconded to serve as head of an administrative unit shall be under central teacher management. After approval of the Evaluation Committee of the relevant education unit and the President, the secondment shall be managed pursuant to regulatory procedures.

二、借調來校從事教學、研究工作者，所佔教師缺額如擬用人之教學單位內無相應教師員額可資調配，應依本校教師員額管理原則之規定提出員額申請，經同意核撥教師員額後自本校教師員額中統籌運用，經相應之教學單位教評會審議通過，陳請校長核定後，依規定程序辦理借調。

If the application unit has no relevant teachers available for the vacancy occupied by the secondee engaging in education and research work, a teacher application shall be filed following the principle of teacher management of the University. After the seat of the teacher is approved for central management and is approved by the Evaluation Committee of the relevant education unit and the President, the secondment shall be managed pursuant to regulatory procedures.

借調前項人員來校擔任行政單位主管或從事教學、研究工作者，於進行聘任時，得免經公開甄選，借調期滿歸建原統籌運用之員額收回校控；於借調期間聘為本校專任教師其擬聘之教師職級如未具合格教師證書者，應依第四條之一規定辦理。

The appointment of the person seconded to serve as head of the administrative unit or engage in education and research work of the University is exempted from public selection. The seat applied to original central management upon expiration

of the secondment will be recalled. If a full-time teacher appointed to secondment does not have a teacher's accreditation level certificate at the proposed level, the procedures as stipulated in Article 4-1 shall govern.

第二項人員借調來校期滿未歸建擬轉為本校專任教師者，依第四條規定程序辦理。

If the seconded personnel referred to in paragraph 2 does not return to the original unit and plans to transfer to a full-time teacher position at the University, the procedures as stipulated in Article 4 shall govern.

第七條 專任教師如發生教師法第四章各條文規定之解聘、停聘、不續聘情事，應經各級教師評審委員會依規定審議通過，詳述理由送請校長核定，轉報教育部核准後予以解聘、停聘或不續聘。

Article 7. Where the individual is dismissed, suspended, or his/her contract is not renewed as forth in Chapter 4 of the Teachers' Act, the full-time teacher will be dismissed, suspended, or his/her contract not renewed following approval of the teacher Evaluation Committee at all levels, which shall then be submitted to the President with the reasons for the dismissal, suspension, or non-renewal of contract detailed, and forwarded to the Ministry of Education for approval.

專任教師涉有下列各款情形之一者，應於知悉之日起一個月內經校教評會審議通過後，免報主管機關核准，暫時予以停聘六個月以下，並靜候調查；必要時，得經校教評會審議通過後，延長停聘期間二次，每次不得逾三個月。經調查屬實者，於報教育部後，至教育部核准及學校解聘前，應予停聘，免經教評會審議：

Should any of the situations in the following subparagraphs occur to a full-time teacher, the University may suspend his/her appointment temporarily for a period of less than six months following internal approval of the Faculty Evaluation Committee within one month from occurrence of the circumstance without reporting the situation to the competent authority. If necessary, the suspension may be extended twice following approval of the Faculty Evaluation Committee, provided that each extension does not exceed three months. If, following investigation, the situation is confirmed to have occurred, the teacher shall be suspended after reporting to the Ministry of Education until the approval of the Ministry of Education and dismissal of the University without review of the Evaluation Committee:

一、教師法第十四條第一項第四款至第六款情形。

The situations set forth in subparagraphs 4 to 6 of paragraph 1 of Article 14 of Teachers' Act.

二、教師法第十五條第一項第一款或第二款情形。

The situations set forth in subparagraph 1 or 2 of paragraph 1 of Article 15 of Teachers' Act.

第三章 升等

Chapter 3 Promotions

第八條 本校教師升等，除需符合教育部規定外，尚須具備下列條件：

Article 8. In addition to the regulations of the Ministry of Education, the following conditions must be met for a teacher to get promoted at the University:

一、以專門著作、作品、成就證明或技術報告申請升等者：送審之專門著作、作品、成就證明或技術報告及年資須符合教育部及本校相關規定，且教學、研究、輔導與服

務成績優良者。

For a promotion due to academic writing, creative works, evidence of achievement, or technical reports: the academic writing, creative works, evidence of achievement, or technical reports to be reviewed and level of seniority must be satisfactory to the regulations of the Ministry of Education and the University, and the teacher must have a good education, research, and supervision and services performance.

二、以學位論文替代專門著作申請升等者：

For a promotion due to a degree thesis instead of specialist publications:

- (一) 進修內容須符合各系所教學或校務發展需要，並經各系所查考其進修期間之個人表現及在校服務成績（部分時間進修者），績效優良者。

The content of the study must be satisfactory to the education needs of the department and school development, and the teacher must have a good personal and service performance during the study period at the school (including part-time study).

- (二) 未經學校核准自行進修者，其提出升等之年限計算如下：

The calculation of the level of seniority for a person who is not approved by the University for study is as follows:

1. 達基本進修資格（滿三年）而自行進修者，由系所教評會審議應延長自行進修之年數，但不得低於實際修習學分課程之期間，逐年計算後，所餘不足一年者，其未滿六個月不予計算，超過六個月則以一年計算。

The Department Evaluation Committee shall review the year to be extended for study for an individual who has achieved a basic qualification (three years) for study, provided that it is not less than the period of taking credit courses. Any remaining period of less than one year after calculation shall be excluded if it is less than six months; if more than six months, it shall be calculated as one year.

2. 未達基本進修資格而自行進修者，依前揭達基本進修資格而自行進修延長之年數外，並加上其未達基本進修資格之年數。

If the individual is engaged in study without achieving a basic qualification, in addition to the years to be extended for study to achieve the abovementioned basic qualification, the years of study without obtaining a basic qualification shall also be added.

- (三) 教師利用寒暑假期間自費進修者或學期中以例假日進修且涉及非例假日之路程時段並依規定完成請假手續者，不列入私自進修。但進修內容如與該教師升等有關時，仍應依學校進修程序提出申請，否則應依前目規定延長其升等提出之時間。

Studies at the individual's own cost or courses taken on holidays where the individual has undergone leave request procedures for courses to be taken in non-regular holidays are excluded from private study. However, if the content of the study is related to the promotion of the individual, an application for study shall be filed, otherwise, the timeframe in which a promotion is considered shall be extended in accordance with the preceding regulations.

本辦法有關教師以前一等級教師年資升等者，其年資計算以該前一等級教師證書所載年資起計之年、月、日開始計算，至提出升等申請如經審定通過生效年、月、日之前一日為升等年資截止日計算規定年資。

The calculation of seniority for the promotion of teachers based on seniority at the previous level shall start from the year, month, and day specified in the teacher's accreditation certificate at his/her current level until the day prior to the year, month, and day of approval for a promotion following review.

教師有下列各款情形之一者，不得送審：

A teacher is not permitted to submit an application for an accreditation review if he/she falls under one of the following categories:

一、全時在國內、外進修、研究或出國講學，其向系所教評會提出申請送審之當學期未實際在校授課。

A teacher who is undertaking advanced studies or research full-time in Taiwan or overseas, or is lecturing overseas full-time, and will not be teaching in the semester in which he/she has submitted an application for an accreditation review.

二、有教師法第十四條第一項、第十五條第一項或第十六條第一項情形之一，尚在調查、解聘或不續聘處理程序中。但因教師未符十四條、第十四條之一、第十四條之二有關升等期限規定而有教師法第十六條第一項情形者，不在此限。

A teacher who falls under one of the circumstances in paragraph 1 of Article 14, paragraph 1 of Article 15, or paragraph 1 of Article 16 of the Teachers' Act, and is under investigation or involved in dismissal or non-renewal of contract procedures. This does not apply to teachers who have not met the requirements of the promotion period of the institution under paragraph 1 of Article 16 of the Teachers' Act.

三、有教師法第十八條第一項、第二十一條、第二十二條第一項或第二項情形，尚在調查、停聘處理程序中或停聘期間。

A teacher who falls under one of the circumstances of paragraph 1 of Article 18, Article 21, or paragraphs 1 or 2 of Article 22 of the Teachers' Act and is still under investigation, involved in suspension of employment procedures, or is currently suspended.

四、有教師法第二十七條第一項第二款或第三款情形，尚在調查、資遣處理程序中。

A teacher who falls under one of the circumstances of subparagraphs 2 or 3 of paragraph 1 of Article 27 of the Teachers' Act and is still in the process of investigation.

第九條 教師升等之評審項目分為教學、研究、輔導與服務，分述如次：

Article 9. The accreditation review items of teachers are classified into teaching, research, and student supervision and services as follows:

一、教學績效：為「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」中所列教學分項之成績。

Teaching performance: the teaching items listed in the "National Chin-Yi University of Technology Periodical Performance Evaluation Standards – Table of Standards for the Periodical Performance Evaluation of Teachers".

二、研究績效：區分二部分

Research performance is divided into two parts:

(一) 整體研發成果：為送審人於校內研究面向之總體表現，佔研究績效百分之二十至百分之四十，由送審人於提出送審時選定，不得更改。

Overall research results: the overall performance of the applicant in terms of research shall account for 20% to 40% of his/her research performance. The applicant shall select and file a piece for review without editing his/her work.

(二) 實際送審成果：為送審人提出升等審查主要研發成果(即送審專門著作、作品、成就證明及技術報告或學位論文)，佔研究績效百分之六十至百分之八十，由送審人於提出送審時選定，不得更改。

Actual submission results: major research results (i.e., specialist publications, creative works, evidence of achievements, and technical reports or degree theses)

of the applicant submitted for the accreditation review shall account for **60% to 80%** of his/her research performance. The applicant shall select and file a piece for review without editing his/her work.

三、輔導與服務績效：為「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」中所列服務(含輔導)分項之成績。

Supervision and service performance: the service items are listed in the "National Chin-Yi University of Technology Periodical Performance Evaluation Standards – Table of Standards for the Periodical Performance Evaluation of Teachers".

有關教學、輔導與服務之成績計算，係採計提出升等申請之前一年度，送審人依「國立勤益科技大學教師定期成效評估準則」之規定辦理自評作業(若前一年度無成績則往前遞移)，並依前項第一款及第三款所得成績之總分加總後平均計算；其超過一百分者，以一百分計。

Teaching and supervision and service performance shall be calculated by taking the average of the candidate's most recent self-evaluation managed in accordance with the National Chin-Yi University of Technology Periodical Performance Evaluation Standards and the total score gained in the preceding paragraphs 1 and 3. A maximum score of 100 shall be awarded if the total exceeds 100.

依「國立勤益科技大學教師定期成效評估準則」之規定，已申請同意免評之教師，如依本辦法提出升等，仍須依前項規定辦理自評作業。

According to the National Chin-Yi University of Technology Periodical Performance Evaluation Standards, if teachers who have applied for an exemption of evaluation apply for a promotion in accordance with these regulations, the self-evaluation mentioned in the preceding paragraph must still be conducted.

第一項有關教師升等之教學、研究、輔導與服務等評審項目之比率權重如下：

The weights of teaching, research, and supervision and services related to the accreditation of teachers are as follows:

一、教學績效及輔導與服務績效佔教師資格審查總成績百分之三十。

Teaching performance and supervision and service performance account for 30% of the total score of the teachers' accreditation review.

二、研究績效：佔教師資格審查總成績百分之七十。

Research performance accounts for 70% of the total score of the teachers' accreditation review.

第十條 教教師持專門著作、作品、成就證明及技術報告送審，應符合下列規定：

Article 10. Academic writing, creative works, evidence of achievement, and technical reports submitted for review shall meet the following requirements:

一、有送審人個人之原創性，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。

Works submitted for accreditation review shall be the applicant's individual, original work, and may not be produced by rearranging, adding to, deleting from, compiling, and/or otherwise editing the work(s) or other non-research results of any other person(s).

二、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。

If work is in a language other than Chinese, the applicant shall attach an abstract written in Chinese. If work is written in a foreign language other than English, the abstract may be written in English instead. If it has not been possible to find reviewers in Taiwan who

are in an associated field and are proficient in the foreign language in which the work is written when selecting reviewers, the institution may request a complete translation of the work into either Chinese or English.

- 三、由送審人自行擇一為代表作，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，其送審著作應至少增加或更換一件。

The applicant shall select one of such works as his/her representative work. Other work shall be considered as reference material. Materials that are part of a series of related research may be amalgamated and presented as one representative work. When re-submitting an application having previously been considered non-qualified in an accreditation review, more than one additional or replacement piece of work should be submitted for the current accreditation review.

- 四、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。

The works shall have been published or issued after the applicant was accredited at their current level. If the seniority that an applicant has accrued while teaching overseas in a full-time position has been taken into account as seniority for a promotion, his/her academic writing, creative works, evidence of achievement, or technical reports that were produced when the applicant was teaching overseas may be amalgamated when submitting for accreditation review.

教師在該學術領域之研究成果有具體貢獻者，得以專門著作送審；其專門著作非發表於掠奪性期刊或研討會，出版方式為下列各款之一：

The teacher may submit specialist publications for accreditation review if his/her research results have an actual contribution to the relevant academic field. Academic writing not published in a renowned journal or seminar shall fall under one of the categories stipulated in the following subparagraphs:

- 一、為已出版公開發行或經出版社出具證明將出版公開發行之專書。

Monographs already published and distributed or which have been accepted for publication and distribution by a publishing house that has issued a certificate to this effect.

- 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。

Journal articles published in domestic and/or foreign scholarly journals, professional journals, or e-journals having undergone a formal peer-review process that may publish and use such articles, or articles that have been accepted for publication in a journal as just described, in which case the applicant shall submit documentary evidence that the journal will be issued within a certain time period.

- 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。

Papers that have undergone a formal peer-review process included in a domestic and/or overseas conference and that have been made public and distributed in the form of a volume, digital copy, or online.

第一項所定代表作，應符合下列規定：

Representative work referred to in paragraph 1 shall meet the following requirements:

- 一、與送審人任教科目性質相關。

The nature of the representative work shall be related to the subject(s) taught by the applicant.

- 二、非為學位論文之一部分。但未曾以該學位論文送審或屬學位論文延續性研究者，送審人應主動提出說明，經專業審查認定代表作具相當程度。

The representative work may not be part of any degree thesis or dissertation, unless the applicant's degree thesis has not previously been submitted for an accreditation review, or if the representative work is part of research that is a continuation of his/her degree thesis, and the applicant has provided explanatory details and a professional assessment has determined that the submitted work contains a considerable degree of further content.

- 三、依前項第二款所定，持國內外學術或專業刊物接受將定期發表之證明送審者，應自該刊物出具接受證明之日起一年內發表，並自發表之日起二個月內，將該專門著作送交學校查核並存檔；其因不可歸責於送審人之事由，而未能於一年內發表者，至多以該刊物出具接受證明之日起三年內為限；持國內外學術或專業刊物接受將定期刊登之專門著作送審，經審定後，不得作為下次送審著作；因可歸責於送審人未發表，或未於該刊物出具接受證明之日起三年內發表者，應駁回其申請，並報教育部；其教師資格尚在審查者，應駁回其申請；其教師資格已審定合格發給教師證書，由教育部廢止其教師資格，並追繳或註銷該等級之教師證書。

According to the preceding two paragraphs, an applicant with a certificate of periodical publication in a domestic academic or professional publication shall release their work within one year from the certificate issued by said publication and submit the academic writing to the University for audit and filing within two months from the date of release. If the work cannot be released within one year for reasons not attributable to the applicant, it must be released within three years from the acceptance certificate issued by the publication. Specialist publications with a certificate for accepting periodical publications issued by foreign academic or professional publications shall not be submitted for the next review unless they have been released. **If the work is not released within three years from the date of the acceptance certificate issued by said publication for reasons attributable to the applicant, the application shall be rejected and reported to the Ministry of Education. The application shall be rejected should the teacher's qualification still be in the review process. The Ministry of Education shall revoke the teacher's accreditation certificate should an accreditation certificate already have been issued as satisfactory to the qualification of the teacher.**

- 四、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，但有下列情形之一者，不在此限：

If representative work has been co-authored, only one of the co-authors may submit that work for an accreditation review; the other co-authors shall relinquish their right to submit that academic work, creative work, evidence of achievements, or technical report as representative work for a review of their own eligibility for accreditation. The applicant shall specify in writing the part(s) of the work in which they participated, and the other co-author(s) shall sign and certify a written statement to the same effect unless one of the following circumstances applies:

- (一)送審人為中央研究院院士，免繳交合著人簽章證明。

The applicant is an academician at Academia Sinica and is exempt from having to submit any co-author's signed certification.

- (二)送審人為第一作者或通信（訊）作者，免繳交其國外非第一作者或通信（訊）作者之合著人簽章證明。

The applicant is the first author or the author of correspondence (communication)

and is exempted from submitting a co-author's signed certification for any overseas co-author who was not the first author and was not the author of correspondence (communication).

前項第四款送審代表作之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，經校教評會審議同意者，得予免附。If for any reason any co-author referred to in the previous paragraph 4 is unable to provide their co-author's signature and certification, the applicant shall specify in writing the part(s) in which that co-author participated and the reason(s) why their signature and certification cannot be obtained, and submit such explanations to the Faculty Evaluation Committee. The applicant may not attach that co-author's signature and certification following approval of the Committee.

送審代表作與曾送審合格之代表作名稱或內容近似者，送審時，應檢附曾送審合格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。

If the submitted representative work is similar in name and content to a qualified representative work that has previously been submitted for an accreditation review, the applicant shall attach a list of the differences and similarities of the current and previously qualified representative works when submitting the work for review. The same requirement shall apply if there has been any change in the name or content of the representative work.

教師於送審前，其所送專門著作應逐篇經圖書館論文比對系統完成比對，並將其比對結果列印後裝訂於送審之代表作與每篇參考作前以供查閱；各系所於受理教師提出第一項之送審內容前，應於圖書館辦理公開陳列展示，期間至少一週，陳列期滿後始正式受理所提升等案件進行審查。

Before the review is submitted, an individual comparison of specialist publications and library essays of representative work and referential work shall be bound. Each department shall manage a public exhibition of the content stipulated in paragraph 1 for at least one week. Promotion cases will officially be accepted for review upon the expiration of the exhibition.

第十條之一 以作品、成就證明或技術報告代替專門著作送審者，其條件如下：

Article 10-1 An applicant may submit his/her creative works, evidence of achievements, or technical reports instead of submitting copies of their academic writing if he/she falls under one of the following conditions:

- 一、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者，得以技術報告送審。

A teacher who demonstrates innovation, improvement, or has an extended application of specific research and development results in the field of technology research and development theory or practice may submit technical reports for an accreditation review.

- 二、教師在教學實踐研究領域，透過課程設計、教材、教法、教具、科技媒體運用、評量工具運用等方式，採取適當之研究方法驗證成效之歷程，具有創新、改進或延伸應用之具體研究(發)成果，於校內外推廣具有重要具體貢獻者，得以專門著作送審。符合下列各目條件者，得以技術報告送審；其中第一目及第二目條件得擇一為之，第三目之教學成果發表會，如由校內辦理時，得配合本校每學期教學傑出教師成果發表會時程，由送審人自行向教務處教學資源組提出發表申請。

In the field of teaching practice and research, a teacher who has adopted appropriate research methods to verify the effectiveness of the process through curriculum design, teaching materials, teaching methods, teaching aids, applications

of scientific and technological media, and the use of assessment tools with specific research (development) results of innovation, improvement, or extended application, and who has made significant and concrete contributions to the promotion of teaching on and off campus, **may submit specialist publications for an accreditation review.** The teacher may submit a technical report for review if it meets the following conditions, from among which the teacher may select one of the conditions referred to in paragraphs 1 and 2. If the education conference referred to in paragraph 3 is managed on campus, the applicant may file a release application to the **education resources section of the Education Affairs Office** in accordance with the outstanding teacher conference schedule of each semester.

- (一)送審前三學年中至少有二年教師定期成效評估中教學原始總成績必須在該系所排名前百分之五十。

The total original score of the periodical assessment of the candidate is ranked in the first 50% for at least two out of three academic years.

- (二)曾獲本校「教學傑出教師」或「輔導服務傑出教師」獎勵。

The candidate has been awarded "outstanding teacher" or "outstanding supervisor" status.

- (三)至少三次之教學成果發表，每次繳交下列二種數位電子檔案，並融入技術報告書面格式內容，送交外審委員審查。

The candidate has published educational achievements on at least three occasions. The following two e-files must be submitted documenting each occasion with the technical report in written format to external review members for review.

- 1.教學成果發表影音檔：學期間教師實際課堂授課教學影音檔及於校級單位辦理教學成果發表會之影音檔，以一堂課(場次)五十分鐘為原則，且不得剪接，並燒錄成光碟。

An audiovisual file of an educational achievement conference: a video of a lecture or audiovisual file of an educational achievement conference managed at university level in the semester. The video should generally be one class (session) lasting 50 minutes, without editing, and be submitted in disc format.

- 2.教學歷程檔案：為上述教學成果影音內容課程科目之教學設計（含目標、教學方法與策略、評量方式等）、學生學習成果分析、或教學成果發表會之相關成果與回饋、教師教學之省思等文件內容。(本教學歷程檔案亦得以A4紙張規格大小印刷裝訂成冊繳交。)

Education history file: a video of the educational design of the preceding subject and educational achievements (including goals, educational methods and strategies, assessment methods, etc.), an analysis of student learning results, or education achievement conference related results and feedback, and a reflection of such content (this file may also be submitted as a bound A4-size book).

- 三、教師在**文藝創作展演**領域，有獨特及持續性作品並有重要具體之貢獻者，得以作品及成就證明，並附創作或展演報告送審；其範圍包括音樂、**戲曲**、戲劇、**劇場藝術**、舞蹈、民俗**技藝**、**音像藝術**、**視覺藝術**、**新媒體藝術**、設計及其他藝術類科。

A teacher working in the field of **cultural and artistic creation or exhibitions** who has produced unique work(s) on a regular basis and made a major and substantive contributions to his/her field may submit creative works and evidence of achievement in their field, and may also submit reports regarding their creative work(s) or performance(s) for an accreditation review. The disciplines in this category include music, **opera**, theater, **theater arts**, dance, **folk arts**, **audio-visual arts**, **visual arts**, **new media arts**, design, and other art disciplines.

四、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賽會，獲有名次者，該教師得以成就證明，並附競賽實務報告送審附競賽實務報告送審。

A teacher working in the field of competitive sports or who has coached any athlete(s) who have participated in a major domestic and/or international sports tournament(s) and placed in the competition may submit evidence of that education-related achievement with a competition-related report for an accreditation review.

前項各款之審查基準，悉分別依專科以上學校教師資格審定辦法附表一至附表四之規定辦理。

The scope and criteria for evaluating submitted materials are set out in Attachments 1 to 4 of the Regulations Governing the Accreditation of Teachers' Qualifications at Junior Colleges and Institutions of Higher Education.

以作品、成就證明或技術報告送審合格者，應將其公開出版發行。但涉及機密、申請專利或依法不得公開，經各級教評會認定者，得不予公開出版或於一定期間內不予公開出版。

An applicant who submits works, evidence of achievements, or technical reports for an accreditation review and their accreditation qualifies shall publish their academic work. The work in question shall not be published or shall be postponed from publication for a prescribed period should it contain confidential information, information pertaining to a patent application, or information that the law does not permit to be disclosed, and such fact is verified by Evaluation Committees at all levels. 教師依前條專門著作送審教師資格，或以作品、成就證明或技術報告代替專門著作送審者，皆須達一定標準始得受理送外審查。該審查標準由校教師評審委員會訂定及校務會議審議通過後陳請校長核定後實施；各學院並得依校訂標準擬定更嚴謹之規範，經校教師評審委員會審議通過，校長核定後實施。

Specialist publications or creative works, or evidence of achievements or technical reports instead of specialist publications for level accreditation review shall not be submitted unless they meet certain criteria. Such review criteria shall be established by the Faculty Evaluation Committee and University Council implemented after approval of the University Affairs Committee and the President. Each college may establish stricter regulations following approval by the Faculty Evaluation Committee and the President.

第十一條 本校教師以專門著作或以作品、成就證明或技術報告申請升等審查，分系審、院審、校審三級；其審查程序如下：

Article 11. Applications for promotion review filed by teachers with specialist publications, creative works, evidence of achievements, or technical reports shall be reviewed at all department, college, and university levels following the below procedures:

一、系所教評會審議：

Department Evaluation Committee:

(一)研究績效形式審查：由系所教評會召集人就該教評會中指定一位委員協同系辦專責人員進行送審人著作(成果)之形式審查(包含：篇數、出版版權、年份、格式等)，審查結果須修正之部分，應請送審人即時修正，倘送審人藉故推詞不予修正者，應即將其資料全數退回不予受理。經審查通過者，始提系所教評會審議。

Formal evaluation of research performance: the convener of the Department Evaluation Committee shall appoint one member of the Committee to cooperate with dedicated personnel of the department to conduct a formal examination of the writing (or results) of the applicant (including number, copyright, year, format, etc.). Any parts to be corrected after review shall be delivered to the applicant for

immediate correction. If the applicant fails to make corrections without reason, all his/her documents shall be returned. Writings may only be submitted to the Department Evaluation Committee following approval at review stage.

- (二)教學、輔導與服務成績審議：系所教評會就送審人教學、輔導與服務成績依第九條第二項之規定進行審議評核計分，其加總後平均成績未達八十分以上者，為不合格，即應做成不通過升等之決議，並將其審議結果附具理由以校函通知送審人。

Teaching and supervision and service performance review: the Department Evaluation Committee shall conduct a review and assessment of the teaching and supervision and service performance in accordance with paragraph 2 of Article 9. If the average score is less than 80, the resolution that the promotion has not been awarded, notice of the review results, and reasons therefor shall be given to the applicant via a letter of the University.

- (三)擬定外審委員名單：系所教評會自外審委員資料庫就送審人研究成果之學術專長領域選定實際送外審查委員至少 二十五位 之建議名單，並由系所教評會召集人密陳學院教評會召集人。

Preparation for the list of external reviewers: The Department Evaluation Committee shall select at least 25 external reviewers with expertise in a relevant field to the applicant from the external reviewer's database, and the convener of the Department Evaluation Committee shall submit the list, which shall remain confidential, to the convener of the College Evaluation Committee.

- (四)系所教評會依上開程序審議通過之送審人個案，送學院教評會辦理初審。

The Department Evaluation Committee shall follow the review procedures above and submit the applicant's case to the College Evaluation Committee for a preliminary review.

二、學院教評會初審：

Preliminary review of the College Evaluation Committee:

- (一)研究績效形式審查：由學院教評會召集人 就該教評會中指定一位委員 協同院辦專責人員進行送審人著作(成果)之形式審查(包含：篇數、出版版權、年份、格式等)，審查結果如有與法令規定不符之疑義，應退還系所教評會究明原因後再送學院辦理。經審查通過者，始進行校外實質外審。

Formal evaluation of research performance: the convener of the College Evaluation Committee shall appoint one member of the Committee to cooperate with dedicated personnel of the department to conduct a formal examination of the writing (or results) of the applicant (including number, copyright, year, format, etc.). If there is any doubt that the review is inconsistent with the regulations, the case shall be returned to the Department Evaluation Committee to investigate before re-submission to the college. The external substantive review shall be conducted after passing the formal examination.

- (二)校外實質審查：外審審查內容包含第九條第一項第二款各目所列之整體研發成果及實際送審成果，由學院將其移請教務處辦理校外實質審查，程序如下：

External substantive review: the content of the external review includes the overall research and actual review results set forth in all items of subparagraph 2 of paragraph 1 of Article 9 transferred by the college to the Education Affairs Office for handling external substantive review procedures as follows:

- 1.學院教評會召集人與校教評會召集人共同就系所教評會建議之外審委員名單中予以排序後，交教務處依序密送五位外審委員進行審查。

The conveners of the College Evaluation Committee and Faculty Evaluation Committee shall decide the order of external reviewers from the list provided by the Department Evaluation Committee and deliver the list, which shall remain confidential, to the Education Affairs Office to distribute the case to the first five external reviewers for review.

2. 研究績效形式審查：教務處將送審人之實際送審成果送人事室進行著作(成果)之形式審查(包含：篇數、出版版權、年份、格式等)，審查結果如有與法令規定不符之疑義，應退還學院究明原因後再送人事室辦理。經審查通過者，始得送校外專家學者進行審查。

Formal evaluation of research performance: the Education Affairs Office shall submit the actual review results to the Personnel Office for a formal examination of writing (or results) (including number, copyright, year, format etc.). If there is any doubt that the review is inconsistent with the regulations, the case shall be returned to college to investigate before re-submission to the Personnel Office. The external expert and scholar review shall be conducted after passing the formal examination.

3. 所獲外審結果，併同送審人審查資料再由教務處移還學院辦理後續作業。

The Education Affairs Office shall then transfer the external review results to the college for subsequent handling.

(三) 辦理前目送審人之外審作業結果：

Managing the external review results of the applicant set forth in the preceding paragraph:

1. 整體研發成果，經外審委員評定分數，供學院教評會於進行總評時運用。

The external reviewers shall determine the score of the overall research results as a general assessment of the College Evaluation Committee.

2. 實際送審成果，經學院教評會釐清排除第十一條之一適用之規定後，以四位外審委員評定達七十分以上為合格，否則為不合格。

The applicant qualifies if the score awarded by four external reviewers totals 70, unless Article 11-1 applies, in which case the applicant shall be disqualified.

(四) 教學、研究、輔導與服務績效總評：

General assessment of teaching, research, and supervision and service performance:

1. 送審人研究績效中之整體研發成果由學院教評會委員以外審委員所評定之分數計算平均值為參考依據進行評分(若評分低於七十分須敘明理由)，再以所有學院教評會委員評定分數加總後計算平均成績。

The College Evaluation Committee calculates the average score of the overall research results awarded as a reference for assessment (reasons shall be provided if the score is lower than 70), and calculates the average score after adding the score of all members of College Evaluation Committees.

2. 送審人研究績效之實際送審成果由所有外審委員評定分數加總後計算平均成績。

The actual review results of the applicant's research performance shall be the average score after adding the scores of all external reviewers.

3. 研究績效總分依送審人選定之比例換算第四目之一與第四目之二之平均成績並加總後，低於七十分者為不合格。

The total score of research performance is the sum of the average score of paragraphs 4-1 and 4-2 converted into a percentage. The applicant shall be

disqualified if he/she receives a score lower than 70.

- 4.依第九條第四項所規定之比率計算送審人整體教學、研究、輔導與服務績效後，低於七十分者為不合格。

The applicant shall be disqualified if he/she receives a score lower than 70 after calculating the overall teaching, research, supervision and service performance of the applicant as a percentage as stipulated in paragraph 4 of Article 9.

- 5.依第三目之二或第四目之三或第四目之四規定為不合格者，應做成不通過升等之決議，並將其審議結果附具理由以校函通知送審人。

In the event of disqualification in accordance with **paragraph 3-2** or paragraphs 4-3 or 4-4, the applicant shall not receive a promotion. A notice thereof and the reasons for disqualification shall be given to the applicant via a letter of the University.

- (五) 經學院教評會審議通過之送審人資料，其整體研發成果留院存查外，餘送人事室續提校教評會複審。

Except for the overall research results of the applicant approved by the College Evaluation Committee, all remaining data of the applicant shall be delivered to the Personnel Office and forwarded to the Faculty Evaluation Committee for a second review.

三、校教評會複審：

Second review of the Faculty Evaluation Committee:

- (一)校教評會就送審人實際送審成果之外審委員審查意見再予審視，並應尊重審查人就送審著作之專業審查意見，除有第十一條之一第一項各款規定疑義須移還學院教評會再予究明釐清外，應尊重其判斷，不得僅以投票方式推翻外審結果。

The Faculty Evaluation Committee shall review the opinions of the external reviewers of the actual review results of the applicant and respect the professional review opinions of reviewers of the writing submitted. Except for results to be returned to the College Evaluation Committee for investigation and clarification in accordance with subparagraphs of paragraph 1 of Article 11-1, the Faculty Evaluation Committee shall respect the judgment without overruling the results of the external review.

- (二)請頒教師證書：經校教評會審議通過，由人事室陳請校長核定後，報請教育部審定教師資格，請頒教師證書。

Request for the issuance of a teacher's accreditation certificate: following approval of the Faculty Evaluation Committee, the Personnel Office, and report to the Ministry of Education upon approval of the President for the review of the teacher's qualification, the teacher's accreditation certificate shall be issued.

前項第二款第二目、第三目與第九條第一項第二款第一目有關教師升等研究績效整體研發成果評核項目由研究發展處訂定，經校教評會審議通過陳請校長核定後實施。

The research and development division shall establish the items of the overall research results regarding the promotion of the teacher in accordance with preceding **subparagraph 2**, subparagraph 3 of paragraph 2 and subparagraph 1 of paragraph 2 of Article 9, and shall be implemented following submission to the Faculty Evaluation Committee and the President for approval.

第十一條之一 學院教評會於教師資格審查程序中，發現外審意見有疑義者，應依下列規定處理：

Article 11-1 If the Faculty Evaluation Committee finds any doubt in the opinion of the

external reviewer in the process of the teacher accreditation review, the following provisions shall be followed:

- 一、分數或評語有誤寫、誤算或其他類此之顯然錯誤：送原審查人釐清後，由院教評會認定。

Misspellings, miscalculations, or other obvious errors in scores or comments: the Faculty Evaluation Committee shall confirm such errors after sending them to the original reviewer for clarification.

- 二、分數與評語矛盾、涉及研究方法與研究內容，或有其他足以動搖該專業審查可信度與正確性之疑義：組成專業審查小組審查後，送原審查人釐清，並由專業審查小組及學院教評會認定。

Contradictions between scores and comments, research methods and content, or other doubts that may affect the credibility and accuracy of the professional review: after a professional review team has been formed, the relevant notes shall be sent to the original reviewer for clarification and shall be validated by the professional review team and the College Evaluation Committee.

前項第二款專業審查小組，應視其個案由送審著作專業領域具有充分專業能力之學者專家五至七人組成。經學院教評會自外審委員資料庫中排除系所教評會選定之外審委員建議名單後產生，簽請校長核定組成。開議時，由學院教評會召集人召集開會並列席會議，主席由小組成員中互推一人擔任。

The professional review team in the subparagraph 2 of the previous paragraph shall be composed of five to seven scholars and experts with sufficient professional competence in the field of the work submitted for review. The team shall be organized by the external reviewers in the database, excluding those on the shortlist selected by the Department Evaluation Committee upon the approval of the President. The convener of the College Evaluation Committee shall convene and attend the meetings in which members recommend one person from among themselves as the chairperson.

第一項外審意見符合下列規定者，學院教評會應列舉明確之具體理由後剔除之，並依剔除之份數加送足額之學者專家審查：

If the first external review meets the following conditions, the teacher Evaluation Committee or the Ministry shall cite clear and specific reasons for rejecting the opinion and send a sufficient number of academic experts for review based on the volume of rejections:

- 一、第一項第一款疑義經學院教評會認定後，確有分數或評語有誤寫、誤算或其他類此之顯然錯誤之情事。

The doubt has been verified by the Teacher Evaluation Committee or the Ministry, and there is indeed a misspelling, miscalculation, or other obvious error in the scores or comments.

- 二、第一項第二款疑義經專業審查小組及學院教評會認定後，確有專業學術依據之具體理由，動搖該專業審查可信度與正確性之情事。

After the professional review team and the Teacher Evaluation Committee or the Ministry have determined that there is a specific reason for the professional academic doubt mentioned in subparagraph 2 of paragraph 1, the credibility and correctness of the professional review shall be deemed as undermined.

教評會於同一教師資格審查案件，依前項第二款規定剔除外審意見，以一次為限。

In the same teacher accreditation review case, the Teacher Evaluation Committee or the Ministry shall, in accordance with the provisions of paragraph 2 of the previous paragraph, exclude the opinion of the external examiner one

time only.

第十二條 經學校薦送進修教師於取得學位證明（畢業證書或臨時證明書），並實際返校開始授課後，得以其所獲得之學位提出升等，其程序比照第十一條之規定。但第十一條第一項第二款第二目規定之校外實質審查程序；其整體研發成果及實際送審成果經學院教評會召集人與系所教評會召集人共同就系所教評會建議之外審委員名單中予以排序後，由學院依序密送五位外審委員進行審查。

Article 12. After the teacher is recommended by the University for study and acquires a diploma (certificate of graduation or temporary certificate), the promotion may be filed based on the degree earned after returning to the University to provide give lectures following the procedures referred to in Article 11. However, following the external substantive review procedures set forth in 11.1.2.1, after the conveners of the College Evaluation Committee and Faculty Evaluation Committee place the external reviewers in order from the shortlist proposed by the Department Evaluation Committee and deliver the shortlist to the Education Affairs Office for distribution, the overall research results and actual review results of the five external reviewers shall remain confidential.
校教評會於每年十二月、四月、六月、十月之開議會期中審查前項學位升等案件，各學院應依校教評會開議時程自行規範所屬系所辦理送審人學位論文外審作業之收件時程。

The Faculty Evaluation Committee reviews preceding promotion cases in meetings held in December, April, June, and October every year. All colleges shall stipulate the timeline of the external review of applicants' degree theses based on the meeting schedule of the Faculty Evaluation Committee.

第十三條 教育人員任用條例修正施行前（八十六年三月二十一日）已取得講師、助教證書之現職專任講師、助教(以下簡稱舊制人員)，如繼續任教而未中斷，得逕依原升等辦法送審，不受大學法第二十九條之限制，惟專門著作或學位論文送審之程序，應依第九條、第十條、第十條之一、第十一條、第十二條等規定辦理。

Article 13. A full-time lecturer or assistant teacher ("personnel under the old system") who has acquired a certificate as a lecturer or assistant teacher before the implementation of the amendment to the Act Governing the Appointment of Educators (March 21, 1997) may directly submit a case for review in accordance with the original promotion regulations if he/she has continued teaching without interruption and if he/she is not subject to the restriction set forth in Article 29 of the University Act. However, the procedures for submitting specialist publications or degree theses shall be managed in accordance with Article 10, Article 10-1, and Article 12 of these regulations.

前項所規定之助教若取得碩士學位後，其所屬單位應鼓勵並優先薦送繼續進修取得博士學位後始得辦理升等，並在不影響教學、服務等原則下，得不受本校教師進修處理要點第四條有關進修名額之限制。

After an assistant teacher as stipulated in the preceding paragraph acquires a master's degree, his/her unit shall encourage and recommend as a priority his/her continued studying for a PhD degree before submitting a case for promotion. In addition, to the extent teaching and services remain unaffected, the number restriction stipulated in Article 4 of the Directions for Handling the Advance Study of Teachers shall not apply.

前項助教依第一項規定提出升等時，有關第九條與第十一條所規定之教學、輔

導與服務成績計算及審議，得以協助推動教學與服務之績效代替；其協助教學與服務成績考核要點另定，經校教評會審議通過，校長核定後實施。

Should an assistant teacher set forth in the preceding paragraph apply for a promotion in accordance with paragraph 1, the score calculation and review of teaching and supervision and service stipulated in Article 9 and Article 11 may be substituted with performance of assistance and promotion of teaching and services; the directions for teaching and service performance assessment shall otherwise be established and implemented following approval of the Faculty Evaluation Committee and the President.

舊制人員如依第一項規定採原升等辦法以學位文憑送審副教授資格，仍須符合教育人員任用條例修正分級後所規定副教授應有之資格條件。如以副教授送審(含形式審查與實質實查)結果未獲通過，得再以助理教授職級送審。

If personnel under the old system applies for the qualification of associate professor based on his/her diploma in accordance with paragraph 1, he/she must still meet the qualifications of associate professor as stipulated in the amended Act Governing the Appointment of Educators. If the candidate does not qualify following review of his/her application for an associate professor post (including formal examination and substantive review), he/she may submit a case for review for an assistant professor post.

第十三條之一 依本辦法第四條之一及第十一條辦理完成教師資格審查之案件；其教師證書所列年資起算年月之核計方式，依專科以上學校教師資格審定辦法第四十三條規定起計。

Article 13-1 The starting month and year of seniority associated with the teacher's accreditation level certificate for a teacher's qualification review completed in accordance with Article 4-1 and Article 11 herein shall be governed by Article 43 of the Regulations Governing the Accreditation of Teachers' Qualifications at Junior Colleges and Institutions of Higher Education.

有關本辦法第四條之一、第十一條、第十二條所訂教師資格審查時程及年資起算時間詳如附表一至附表三。

See attached Tables 1 to 3 for the review schedule of teacher's qualifications seniority starting time as specified in Article 4-1, Article 11, and Article 12.

送審人未依前項所定期程辦理升等者，除有不可歸責於當事人之事由，經系所教評會審議認定屬實，且不影響後續審查作業期程，並經簽奉核准者外，應予退件請其依期程提出申請。

If the applicant fails to manage the promotion according to the schedule set forth in the preceding paragraph for reasons not attributable to the applicant and it is confirmed by the Department Evaluation Committee that such failure shall not affect the subsequent approved review schedule, the application shall be rejected and filed again according to the schedule.

第十四條 民國九十五年八月一日起新聘之專任講師、助理教授須於來校任教後八年內，新聘之副教授須於來校任教後十年內升等(簡稱限期升等)。

Article 14. Newly employed full-time lecturers and assistant professors from August 1, 2006 shall be promoted within eight years of teaching at the University, and newly employed associate professors shall be promoted within ten years of teaching at the University ("promotion time limit").

前項限期升等年限屆滿前有下列各款情形之一者，限期升等年限予以延長；於

延長期間有下列各款情形之一者，亦同。

Where one of the following circumstances occurs **before the expiration of the promotion time limit**, the promotion time limit may be extended. Should one of the following circumstances occur during the extension period, the extension period may be extended again.

一、女性教師懷孕生產，**或曾懷孕滿二十週以上流產**，檢具相關證明文件足資證明者。

A teacher is pregnant or in labor, or **has a miscarriage after 20 weeks of pregnancy** (as evidenced by relevant certificates).

二、因延長病假、育嬰或侍親留職停薪，檢具相關證明文件足資證明者。

A teacher is on approved leave without pay and his/her position is retained due to sick leave, parental leave, or family leave (as evidenced by relevant certificates).

三、兼任行政主管職務檢具聘書並會辦人事室確認者。

A teacher also serves as an administrative officer and has a letter of appointment and confirmation of the Personnel Office.

四、曾提出升等送審經本校通過報請教育部審定未獲通過者，或一〇五年二月一日以後提出升等，依第十一條第一項第三款規定複審未獲通過；**或一一二年二月一日以後提出升等，依第十一條第一項第二款規定未獲通過者**，每次送審未獲通過，可延後續聘一次，至多三次。

A teacher has applied for a promotion which was rejected by the University after review, or applied for a promotion after February 1, 2016, which was rejected in accordance with subparagraph 3 of paragraph 1 of Article 11, **or applied for a promotion after February 1, 2023, which was rejected in accordance with subparagraph 2 of paragraph 1 of Article 11**. The renewal of the appointment may be extended upon each rejection up to three times in total.

前項各款延長限期升等年限之程序，經系所教評會認定，簽請校長核定後實施，每延長一次，配合續聘聘期一次二年。

The procedures for the extension of the promotion time limit shall be implemented following determination of the Department Evaluation Committee and approval of the President.

第十四條之一 未能於第十四條**第一項**所定期限內升等者，於聘期屆滿後，應由各學院組成輔導社群協助輔導並做成紀錄，以使其完成升等或為學校達成一定程度之貢獻。經輔導二次(配合續聘聘期，每次二年)仍未見成效者，由各級教評會審議通過，於該續聘聘期屆滿時，依大學法第十九條及教師法第十六條之規定予以不續聘。

Article 14-1 Each college shall organize a supervisory group for teachers who fail to be promoted within the promotion time limit specified in paragraph 1 of Article 14, and record actions taken to obtain a promotion or make a certain contribution to the University upon expiration of the appointment. If a promotion is not obtained after being assigned a supervisory group on two occasions (a term of two years in total), the appointment shall not be renewed following the Teacher Evaluation Committee's resolution in accordance with Article 19 of the University Act or Article 16 of the Teachers' Act.

前項所稱達成一定程度之貢獻內涵，得為自來校任職至接受輔導期間內教學、研究、輔導與服務、產學等各面向之全部或一部，並應符合本校(系、院、校)

之發展特色與需要。

The content of "a certain contribution to the University" referred to in the preceding paragraph may be from the perspective of teaching, research, supervision, service, industry or academic, in whole or in part, during the period from occupying the post at the University until being assigned to a supervisory group, and shall meet the development needs of the University (department, college and/or school).

第一項之輔導社群，由接受輔導教師所屬學院院長與院內系所中心主任組成。由輔導社群訂定輔導方式、實施計畫，及達成一定程度貢獻之指標，經學院教評會與校教評會審議通過，校長核定後實施。

The supervisory group referred to in paragraph 1 shall comprise the dean of the college in which the teacher works and the head of the department, center, and office. The supervisory group shall establish supervision methods, an implementation plan, and indicator of certain contributions to be achieved following approval of the College Evaluation Committee, Faculty Evaluation Committee, and the President.

曾獲得本校傑出教學教師或傑出輔導與服務教師者，得逕行簽請解除限期升等之管制，提各級教評會審議確定，校長核定後實施，免再由學院成立輔導社群，訂定實施計畫。

Teachers who have been awarded "outstanding teacher" or "outstanding supervision and service teacher" status may request relief of the promotion time limit from all Teacher Evaluation Committees following approval of the President without a supervisory group being assigned by the college to establish an implementation plan.

第十四條之二 前條之不續聘案，系所教評會應在聘期屆滿前二個月完成；各級教評會審議時，應依教師法之規定辦理，並審酌教師法第十六條第一項第二款「違反聘約情節重大」之實質內容；如經各級教評會審議後，尚不構成「情節重大」，應於聘期屆滿時續聘一次，並決議於聘期屆滿時仍未通過升等或達成貢獻者，自聘約期限屆滿日起不予續聘；且依第二十四條規定併同議決於續聘聘期中之適當處分或處置，經陳奉核定後實施。

Article 14-2 The Department Evaluation Committee shall complete non-renewal of contract procedures set forth in the preceding Article. Evaluation Committees at all levels shall manage any "serious violation of appointment contract" in accordance with subparagraph 2 of paragraph 1 of Article 16 of the Teachers' Act. If the violation is not "material" following review of Evaluation Committees at all levels, the contract shall be renewed once upon expiration. Resolutions for non-renewal of the contract following expiration of the contract should the teacher fail to obtain a promotion or make a contribution to the University as due, and any punishment or disposition applied during the term of appointment, shall be conducted in accordance with Article 24 following approval.

教師依前項規定獲續聘者，學院仍應啟動輔導社群，以協助其達成升等或貢獻；各級教評會亦應依前項規定辦理教師於聘期屆滿時未達成限期升等或貢獻不續聘案之審議；經各級教評會審酌其「違反聘約情節重大」等實質內容後，通過其不續聘案時，則依第七條第一項規定辦理。

The college shall still organize a supervisory group to assist teachers whose contracts are renewed with promotions or contributions in accordance with the preceding paragraph. Evaluation Committees at levels shall also manage reviews

for discontinuation of appointment should teachers fail to meet the promotion time limit or make a contribution upon expiration of the appointment in accordance with the preceding paragraph. If Evaluation Committees at all levels pass a resolution for the discontinuation of appointment after considering a "material violation of appointment contract", paragraph 1 of Article 7 shall govern. 教師依前條規定於輔導社群輔導期間，或依前二項規定獲續聘期間內，有第十四條第一項但書所定各款事由者，仍得再申請延長，經各級教評會審議通過，校長核定後實施，每延長一次，配合續聘聘期一次二年。但再依第十四條第一項第四款情事申請者，以於第十四條申請延長中次數未用罄者為限。

Teachers who fall under any of the circumstances specified in the provisions of paragraph 1 of Article 14 may apply for an extension following resolution of Evaluation Committees at all levels and approval of the President. Each extension is two years in accordance with the term of appointment. However, should an application be filed due to any of the circumstances set forth in subparagraph 4 of paragraph 1 of Article 14, it shall be subject to the remaining extensions permissible as stipulated in Article 14.

因未能限期升等或達成一定程度貢獻審議不續聘案時，其情節經審酌以資遣為宜者，應依教師法第二十七條規定辦理。

If an appointment of a teacher is discontinued due to failure to obtain a promotion within the promotion time limit or make a certain contribution following review and the teacher is dismissed with severance, Article 27 of the Teachers' Act shall govern.

第十五條 (刪除)
Article 15. (deleted)

第十六條 教師升等之有關資料經提出後，不得撤回；但未具有本辦法第四章情事，且其研究成果尚未送校外實質審查前，經簽奉核准者，不在此限。經撤回之案件，自核定之日起，再提申請時，仍應依第十三條之一規定之時程辦理。

Article 16. After the resolution of a teacher's promotion is proposed, the application may not be revoked except if it has been approved before his/her research results are delivered for external substantive review. Another application since the date of initial approval shall be managed according to the schedule stipulated in Article 13-1.

第十七條 學校依本辦法第四條之一或第十一條之規定辦理聘任或升等之校外實質審查過程中，對任何一位外審委員審查意見，有文字載明或勾選下列各款情事之一時，經送請學院教評會召集人審閱後密請送審人提出書面答辯說明，再交辦理外審單位送原外審委員再審查，如仍維持原審查意見，應再送交其他原審查委員交互確認後，提學院教評會依規定辦理。

Article 17. Should one of the following situation occurs concerning the opinion of external reviewers in the external teacher accreditation review process for an appointment or promotion managed in accordance with Article 4-1 or Article 11, and if the original review opinion is sustained after the convener of the College Evaluation Committee asks the applicant to provide a written defense following review and delivers such defense to the original external reviewer for a second review, it shall be submitted to the College Evaluation Committee for management following confirmation of other original reviewers.

(一)依第十條第一項第一款規定，其專門著作以整理、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。

According to subparagraph 1 of paragraph 1 of Article 10, the work submitted for accreditation review is produced by rearranging, adding to, deleting, compiling, and/or otherwise editing the work(s) or other non-research results of any other person(s).

(二)依第十條第三項第二款規定，代表著作屬學位論文之全部或一部，曾送審且無一定程度之創新。

According to subparagraph 2 of paragraph 3 of Article 10, the representative work constitutes all or part of a degree thesis or dissertation that has been submitted for review without a considerable degree of further content.

(三)所送專門著作經指出係發表於掠奪性期刊或研討會，有違反第十條第二項規定之虞者。

Academic writing is published in a renowned journal or seminar which has concerns about violation of paragraph 2 of Article 10.

(四)有第二十條第一項第一款至第四款等違反送審教師資格情事之一者。

One of the situations violating the qualification of the teacher under review set forth in subparagraphs 1 to 4 of Article 20.

各級教評會辦理教師升等評審時，應根據當事人所提資料做嚴謹查核，原則上，應尊重外審之專業認定，如有認定疑義，應讓當事人有提出書面或口頭答辯之機會，對不同意升等之決定，應具體敘明理由書面告知當事人。

Evaluation Committees at all levels shall manage the accreditation review strictly based on the data provided by the parties. In general, such Committees shall respect the professional accreditation of the external review. In case of any doubt about accreditation, the parties shall have opportunity to provide a written or oral defense. Should a promotion be denied, the reasons therefor shall be provided in writing to the parties.

第十八條 教師對教評會有關其個人升等案之審查，認為違法或不當，致損害其權益者，得於接獲學校函發公文書之次日起三十日內，依本校教師申覆處理要點提出申覆，或逕依本校教師申訴評議委員會組織及評議要點規定提出申訴，或向教育部訴願審議委員會提起訴願，並依各該相關救濟程序擇一辦理之。

Article 18. An applicant who considers that the review of his/her promotion case is illegal or improper resulting in the impairment of his/her rights may file a complaint requesting a second review in accordance with the Directions for Handling Teachers' Appeals, the Directions for the Organization and Deliberation of Faculty Appeals, or file a petition to the Appeal Review Committee of the Ministry of Education within 30 days from the day following receipt of the letter issued by the University and follow relief procedures stipulated therein.

第十八條之一 對於經教師申訴受理機關或其他救濟機關要求依相關法令規定辦理，仍不辦理者，經同一教師申訴受理機關或救濟機關再判定違法者，得由高一級之教評會自案件應重行辦理階段，依規定續行辦理。

Article 18-1 If a teacher files an appeal with the appeal handling or other body to remedy the situation and the institution is asked to handle the case in accordance with the provisions of the relevant regulations but does not do so, should the same appeal handling or remedy body that received the teacher's appeal determine that the institution is acting in violation of the law, a higher level teacher Evaluation

Committee may re-conduct the review procedures in accordance with the regulations from the stage the review procedures should be re-opened.

學校教師同一案件經同一教師申訴受理機關或救濟機關判定違法達二次以上者，該教師得向教育部申請代審。

If a particular teacher at an institution has filed two or more appeals regarding the same case, and the appeal handling or remedy body determines each time that the institution is acting in violation of the law, the teacher may apply to the Ministry of Education for an external review.

第十九條 教師申請升等所繳送之有關資料，除學經歷證件於審查後發還外，其餘概不發還。經本校各級教評會審查合格，並由教育部審定核發教師證書之聘任、升等案件；其當事人之送審著作無第十條之一第三項但書規定情形者，應於本校圖書館公開、保管。

Article 19. Data related to an application for a promotion provided by the teacher shall not be returned, except for education certificates which shall be returned following review. Writings submitted by the applicant shall be published and custodied by the library of the University following an appointment and promotion that has passed accreditation review and for which a teacher's accreditation level certificate has been issued by the Ministry of Education following review to the extent none of the situations specified in paragraph 3 of Article 10-1 apply.

第十九條之一 經用人單位與教師合議同意已具高職級教師證書先以低一職級聘任者，得於教師實際到職聘任滿二年後，檢附原議定之二年期績效標準成果報告，申請回復原高職級聘任，經各級教評會審議通過，校長核定後，自次一學期起實施。

Article 19-1 A teacher with a higher teacher's accreditation level certificate who has agreed with the application unit to be hired at a lower level may apply for an appointment at the higher level following two years of service and having completed a performance standard report as agreed, effective following approval of Evaluation Committees at all levels and the President.

第四章 違反送審教師資格規定程序

Chapter 4 Violations of teacher accreditation review procedures

第二十條 受理教師資格審查案件期間，經檢舉或發現送審人涉及下列情事之一，並由教評會審議確定者；其資格審定不合格，認定情形及懲處結果報教育部備查後，自校教評會審議決定之日起，依各款所定期間，不受理其教師資格審定之申請；不受理期間為五年以上者，同時副知各大專校院：

Article 20. If, during the accreditation review process, the applicant is reported or found to have been involved in any one of the circumstances listed below, and the matter has been investigated and confirmed by the Evaluation Committee, the accreditation shall be revoked. After the situation is reported to the Ministry of Education, the applicant may not submit another application for a teacher's accreditation review within the time period stipulated in the subparagraph below that pertains to the circumstances from the date that such decision is made. If the period in which the applicant may not submit an application is five years or longer, the Ministry of Education shall send each institution of higher education a copy of the details of the case:

一、教師資格審查履歷表、合著人證明登載不實、代表作未確實填載為合著及繳交合著人證明、未適當引註、未註明而重複發表、未註明其部分內容為已發表之成果或著作或

其他違反學術倫理情事者：一年至五年。

If the teacher accreditation application, resume, or any co-author's certification contains false information, if representative work has not been truthfully documented as being co-authored and a co-author's certification from each co-author is not submitted, if there are inappropriate citations, if materials have been republished without having been indicated and authorized, if no indication is given that the content includes already issued results or writing, or if any other matter constitutes a violation of academic ethics: from one to five years.

二、著作、作品、展演及技術報告有抄襲、造假、變造或舞弊情事：五年至七年。

The writing, creative works, performances, and/or technical reports contain plagiarized components, false material, altered material, or constitute fraud: from five to seven years.

三、經歷證件、成就證明、專門著作已為刊物接受將定期發表之證明、合著人證明為偽造、變造、以違法或不當手段影響論文之審查：七年至十年。

If any educational or professional credential documents, evidence of achievement, documentary evidence that academic writing will be published in a journal within a fixed period, or any co-author's certification is discovered as forged or altered, or any illegal or unscrupulous means have been used to influence the review of the applicant's thesis: from seven to 10 years.

四、送審人或經由他人有請託、關說、利誘、威脅或其他干擾審查人或審查程序情節嚴重：一年至二年。

If an applicant either personally or through another person makes any requests or lobbies on the applicant's behalf, offers any bribe or enticement, makes any threat, or in any other way interferes with any reviewer or accreditation review procedure and the circumstances are serious: from one to two years.

送審人同時涉有前項二種以上情事者，依各該不受理期間規定中最高期間之規定論處；書面通知送審人(被檢舉人)之懲處決定不因其提出申訴或行政訴訟而暫緩執行。

If the applicant is involved in two or more of the circumstances of paragraph 1 at the same time, they will be subject to the longest term of suspension from submitting another application in each case. Written notice of the decision and punishment shall be issued to the applicant (the person being reported) regardless of whether an appeal or administrative litigation is filed by the applicant.

對於具名及具體指陳違反第一項各款規定之檢舉或發現，應即進入校內處理程序，並以保密方式為之，避免檢舉人及送審人曝光；對於未具名而具體指陳違反送審教師資格規定之情形，得比照辦理。

The handling of any reports or findings in violation of the subparagraphs in paragraph 1 containing a statement with a real name shall be initiated by the University immediately and confidentially to avoid exposure of the informant and applicant. An anonymous statement indicating the violation of accreditation review procedures may be managed referring to the same measures.

前項檢舉人應具身分證明文件字號、服務或就學之單位與職稱、住居所及聯絡電話，

並具體指陳對象、內容及檢附證據資料。委任代理人代為申請調查者，應檢附委任書，並載明其姓名、身分證明文件字號、住居所、聯絡電話。

The preceding informant shall provide his/her ID number, unit, title of position or study, residence and contact telephone number, and details of the party he/she is reporting, content affected, and evidence. If appointing an agent to investigate on the person's behalf, power of attorney with name, ID number, residence, and contact telephone shall be enclosed.

經審定合格已發給證書者，如發現送審人有第一款至第四款所列情事，經各級教評會審議確定，其認定情形及懲處結果報教育部同意備查者，除執行第一項之懲處結果外，將撤銷該等級起之教師資格及追繳其教師證書，並依教育部備查之核定期間，不受理其教師資格審定之申請。

If, following accreditation review, a teacher is found to have been involved in any one of the circumstances referred to in paragraphs 1 to 4, and the case has been confirmed by Evaluation Committees at all levels and reported to the Ministry of Education, his/her accreditation level certificate shall be revoked, he/she shall be subject to disciplinary action, and may not apply for an accreditation review for the period stipulated in the previous Article.

第一項各款所定態樣之定義，及各款不受理教師資格審查期間之裁量原則，依專科以上學校違反送審教師資格規定處理原則第三點、第四點規定辦理。

The definitions of the circumstances specified in the subparagraphs of paragraph 1 and the principle of the decision not to accept an accreditation review shall be managed in accordance with items 3 and 4 of the principles of handling violations of accreditation review regulations.

第二十一條 送審人之代表作經審議認定有未適當引註、未註明而重複發表、未註明其部分內容為已發表之成果或著作、抄襲、造假、變造、舞弊、以違法或不當手段影響論文之審查或其他違反學術倫理情事之一，且符合下列各款規定者，免依前條規定為不受理其教師資格審定申請之處分：

Article 21. If the applicant's representative work is found to have been submitted without proper citation, duplicated without notation that all or part of its contents is a published work or publication, or is the product of plagiarism, forgery, falsification, or fraud, or the applicant is found to have improperly influenced the review of work by illegal or improper means, or any other violation of academic ethics, and falls under one of the following circumstances, the applicant shall be exempted from the prohibition of applying for accreditation as a teacher in accordance with the provisions of the preceding two Articles:

一、送審著作所涉情事非屬送審人之貢獻部分，且其貢獻部分應可供查對，並於送審前表明。

The work submitted for accreditation involves matters that are not part of the applicant's contribution, and the part of the contribution should be available for inspection and indicated before submission for accreditation.

二、經專業同儕調查認定，送審著作所涉情事部分非送審人所屬之學術專業領域。Through professional peer investigation, it was determined that the subject matter of the submitted work was not part of the applicant's academic field of

expertise.

三、經專業同儕調查認定，送審人非送審著作之重要作者或計畫主持人。

Through professional peer investigation, it is determined that the applicant is not a significant author or project leader of the submitted work.

送審人之參考作經認定有前項序文所定情事之一，且符合前項第一款及第二款規定者，免依前條規定為不受理其教師資格審定申請之處分。

If the applicant's reference work falls under one of the circumstances specified in the previous paragraph and meets the requirements of the previous paragraphs 1 and 2, the applicant shall be exempted from the prohibition of applying for accreditation as a teacher in accordance with the preceding Article.

送審人之參考作經認定有第一項序文所定情事之一，且符合第一項各款規定者，得於排除該參考作後，依下列規定辦理：

If the applicant's reference work falls under one of the circumstances specified in the first paragraph and meets the provisions of the subparagraphs of paragraph 1, the following provisions may be followed after the exclusion of the reference work:

一、尚於審查階段之案件：續行教師資格審查。

Cases under review: renewal of the teacher accreditation review.

二、已審定合格案件：經各級教評會審議符合送審時規定及外審結果合格者，免為撤銷教師資格之處分。

Qualified cases: if the case meets the requirements at the time of submission for review and the results of the external review following consideration of Evaluation Committees at all levels are the same, the applicant's teaching accreditation shall not be revoked.

第二十二條 涉及第二十條第一項第一款至第三款情事時，應請送審人於二週內針對檢舉內容，提出書面答辯，並依下列程序辦理：

Article 22. Where any of the circumstances referred to in subparagraphs 1 to 3 of paragraph 1 of Article 20 occurs, the applicant is requested to submit a written response regarding the content of the report within two weeks following the below procedures:

一、有第二十條第一項第三款所定「經歷證件、成就證明、專門著作已為刊物接受將定期發表之證明、合著人證明為偽造、變造」情事，應由原送審單位(系所教評會)向相關單位查證並認定之；必要時，得檢送相關事證及答辯書送原審查人審查。

Where there is "any educational or professional credential documents, evidence of achievement, documentary evidence that academic writing will be published in a journal within a fixed period, or any co-author's certification is discovered as forged or altered" as specified in subparagraph 3 of paragraph 1 of Article 20, the original submission unit (Department Evaluation Committee) shall investigate and confirm with the relevant units; relevant evidence and a statement of defense may be submitted to the original reviewers for review.

二、前款以外之第二十條第一項第一款至第三款情事，應由原送校外審查單位(學院或教務處)併同檢舉內容及答辯書送原審查人再審查，必要時得另送相關學者專家一人至三人審查，以為相互核對，並應尊重該專業領域之判斷。審查人及學者專家身分應予保密。

For matters other than the circumstances set forth in subparagraph 1 of paragraph 1 of Article 20, the original submission unit (College or Education Affairs Office) shall submit the case with the content of the report and statement of defense

to the original reviewers for a second review and may submit them to one to three relevant scholars and experts for review as mutual confirmation as necessary and shall respect the judgment of such expertise. The identity of such reviewers, scholars, and experts shall remain confidential.

前項第二款審查人及學者專家審查後，應提出審查報告書，俾作為學校審理時之依據。

The reviewers, experts and scholars set forth in the preceding paragraph 2 shall submit the review report as the basis for the University's review.

依第一項第二款規定審查完竣後，由原提出送審之系所教評會進行審議認定，再送學院教評會進行初核，校教評會進行複核。必要時各級教評會得請送審人列席提出口頭答辯。

Upon completion of the review as stipulated in subparagraph 2 of paragraph 1, the original Department Evaluation Committee shall review before delivering the report to the College Evaluation Committee for a preliminary review and the Faculty Evaluation Committee for a second review. If necessary, Evaluation Committees at all levels may request the applicant to attend an oral defense meeting.

學校審理第一項第二款情形時，遇有判斷困難之情事，得列舉待澄清之事項再請原審查人、相關學者專家審查。

If it is difficult for the University to make a judgment following review of the circumstances set forth in subparagraph 2 of paragraph 1, the University may itemize matters to be clarified before asking the original reviewers, relevant scholars, and experts for their opinion.

送審人向系所教評會提出升等申請後，於學院尚未完成外審結果前，發生第一項第二款所定情事時，應由系所及學院先予錄案，並續依第十一條之規定程序完成系所教評會之審議並送學院教評會初審，俟其外審作業完成後，再將所錄案件由學院續依第一項第二款至第四項規定處理。

Where one of the circumstances specified in subparagraph 2 of paragraph 1 occurs after the applicant files an application to the Department Evaluation Committee for promotion and before the external review results are given by the college, the department and college shall record the case and complete the review of the Department Evaluation Committee following the procedures set forth in Article 11 and submit it to the College Evaluation Committee for preliminary review. After the external review is completed, the college shall then manage the case in accordance with subparagraph 2 of paragraphs 1 to 4.

學院送校複審後，於校教評會尚未審議前，發生送審人有第一項第二款規定情事時，由人事室移還學院依前項規定處理。

After the college submits the case to the University for a second review, if the applicant falls under one of the circumstances set forth in subparagraph 2 of paragraph 1 before the review of the Faculty Evaluation Committee, the Personnel Office shall transfer the case back to the college in accordance with the preceding regulations.

第一項各款程序中，原審查人無法或拒絕審查、未依限提供評審意見、或教評

會認定審查意見顯有疑義或矛盾者，應補送案件所屬學術領域學者專家審查，且須補送至與原審查人數相同。

If the original reviewers are unable or refuse to conduct the review, fail to provide review opinions by the deadline, or the Evaluation Committees determine that there is clear doubt as to whether there are contradictions of the review opinions in the process set forth in subparagraphs of paragraph 1, the case shall be submitted to scholars and experts in the field of the case for review, and the number of such scholars and experts shall be equal to the number of original reviewers.

各級教評會依規定審議過程中對原審查人之專業判斷有疑義時，得依第十一條之一規定之專業審查小組依據原審查人及學者專家所提評審意見，綜合判斷後，提出調查報告，送教評會審議決定。

If there is any doubt about the professional judgment made by the original reviewers, Evaluation Committees at all levels may propose an investigation with a comprehensive judgment provided by a professional review team as stipulated in Article 11-1 based on the review opinions of the original reviewers, scholars, and experts, and submit it to the Faculty Evaluation Committee for a decision.

第二十三條 學校於受理教師資格審查案件期間，發現送審人有第二十條第一項第四款所定情事時，應與受到干擾之審查人取得聯繫、作成通聯紀錄，並通知送審人陳述意見後，經校教評會召集人再與該審查人查證，提教評會審議。各級教評會審議屬實，並做成不受理其教師資格申請之處分者，應即停止其資格審查程序，以書面通知送審人，並報請教育部備查。

Article 23. When one of the circumstances specified in subparagraph 4 of paragraph 1 of Article 20 occurs during the teacher's accreditation review period, the University shall contact the reviewer who has been interfered with and prepare a communication record. After issuing notice to the applicant for the expression of opinion, the convener of the Faculty Evaluation Committee shall check with the reviewer and submit it to the Evaluation Committee for review. If Evaluation Committees at all levels confirm the case and decide not to accept the application for the teacher's qualification, the qualification review procedures shall be immediately stopped and the committee shall give written notice to the applicant and report the incident to the Ministry of Education.

第五章 附則

Chapter 5 Supplementary provisions

第二十四條 各級教評會審議教師有違反教師法中規定解聘、不續聘、停聘及資遣情事；或審議違反教師應負義務等情事，尚不構成解聘、停聘或不續聘等處分時，應給予適當之處分或處置，除相關法令規定已有處分標準，依其規定辦理外，未規定者，依本校組織規程第三十七條所定各款處分或處置辦理，並得視情節擇一或合併實施。

Article 24. When Evaluation Committees at all levels review the dismissal, non-renewal of contract, suspension, and severance cases of teachers for violating the regulations set forth in the Teachers' Act or in situations that violate teacher's obligations that

do not warrant dismissal, suspension, or non-renewal of contract, an appropriate punishment shall be issued. Unless there are disciplinary standards provided for in the relevant laws and regulations, such situations shall be managed in accordance with the punishment mechanism set forth in Article 37 of the organizational regulations of the University.

第二十五條 本辦法規定未盡事宜，除依第一條規定適用其他有關法令規定外，其執行仍有疑義時，由校教評會研議決定後實施。

Article 25. With regard to matters not mentioned herein, except for the application of other relevant laws and regulations in accordance with Article 1, the Faculty Evaluation Committee shall make the relevant determinations.

第二十六條 各教學單位就其教師聘任、升等規定，較本辦法更嚴格者，經校教評會審議通過後，從其規定。

Article 26. If the appointment and promotion regulations of each educational unit are stricter than the regulations herein, those regulations shall govern upon approval of the Faculty Evaluation Committee.

第二十七條 本辦法經校務會議審議通過，陳請校長核定後實施。

本辦法一一一年十二月二十一日校務會議通過之修正條文，自一一二年二月一日起實施。

Article 27. These regulations **are approved** by the University Council and have been submitted to the President for approval before implementation.

Amended articles approved by the University Council on December 21, 2022 shall be implemented as of February 1, 2023.

第十三條之一附表一-依第四條之一規定，新聘專任師聘任、送審，限教師未持有擬聘職級合格教師證書以學位文憑或專門著作聘任送審作業期程

Attached Table 1 of Article 13-1 – Review Schedule of the Appointment and Review of Newly Appointed Full-time Teachers with a Teacher's Accreditation Level Certificate as Required Based on their Diploma or Specialist Publications

辦理單位 Handling Unit	上學期 (8月生效) 1 st Semester (effective from August)	下學期 (2月生效) 2 nd Semester (effective from February)	作業說明 Job Description
各用人單位 Application Unit	1月1日以前 Before January 1	7月1日以前 Before July 1	1.左列日期為各用人單位辦理徵才公告之原則性規範。 The dates on the left are general regulations for each application unit to manage recruitment announcements. 2.於傳播媒體或學術刊物刊載徵聘資訊辦理公開甄選，所刊載徵聘資訊期間至少十四日以上。 The recruitment information for public selection shall be published on broadcasting media or in academic journals for at least 14 days.
系所教評會 審議 (備註) Review of the Department Evaluation Committee (note)	3月間 March	9月間 September	1.系所教評會審議並選定候選人 The Department Evaluation Committee reviews and selects candidates. 2.未具合格教師證書之候選人，應依第4條之1規定辦理教師資格審查。 The qualification review for candidates without a qualified teacher's accreditation certificate shall be managed in accordance with Article 4-1.
學院 College	4月1日 April 1	10月1日 October 1	學院辦理外審(學位或著作)時間 The schedule of the college for handling external reviews (of degrees or writings) <u>1.學位文憑送審：由學院辦理外審，審查結果續提學院教評會。</u> <u>Diploma submitted for review: the college shall manage the external review and submit the review results to the College Evaluation Committee.</u> <u>2.專門著作送審：由學院移請教務處協助辦理外審，審查結果再由教務處移還學院續提學院教評會。</u>

			<u>Academic writing submitted for review: the college shall transfer the case to the Education Affairs Office for assistance with the external review, and the Education Affairs Office shall transfer the review results back to the college before submission to the College Evaluation Committee.</u>
學院教評會 初審 Preliminary Review of the College Evaluation Committee	<u>5月31日以前</u> <u>Before May 31</u>	<u>11月30日以前</u> <u>Before</u> <u>November 30</u>	學院教評會初審時間 Period of preliminary review of the College Evaluation Committee
校教評會複 審 Second Review of the Faculty Evaluation Committee	6月間(例外7月 間) June (July for exception)	12月間(例外 翌年1月間) December (January next year for exception)	1.校教評會複審時間 Period for a second review of the Faculty Evaluation Committee. 2. <u>經校長核定聘任，製發聘書。</u> <u>Prepare and issue the contract of appointment upon approval of the President.</u>
人事室 Personnel Office	8月至10月 August to October	2月至4月 February to April	送教育部審定請頒證書時間(學期開始3個月內) The period for submission to the Ministry of Education for issuance of the certificate (within three months from the beginning of the semester).
新聘專任教 師 Newly Appointed Full-time Teacher	8月 August	2月 February	年資起算， <u>依聘書(以聘書起聘年月起計)。</u> Starting calculation of seniority <u>based on the contract of appointment (starting from the year and month of appointment).</u>
備註： 學院單獨招生或開設課程須實聘師資時，本階段(系所教評會應審議)之事項由學院教評會辦理。 Note: When the college needs to appoint teachers for individual student recruitment or new courses, the College Evaluation Committee shall manage the matters in this stage (to be reviewed by the Department Evaluation Committee).			

第十三條之一附表二-依第十一條規定教師以專門著作或作品、成就證明、技術報告取代專門著作升等者作業期程 Attached Table 2 of Article 13-1 – Schedule of Promotions Based on Specialist Publications, or Creative Works, Evidence of Achievements, or Technical Reports			
辦理單位 Handling Unit	上學期 (8月生效) 1 st Semester (effective from August)	下學期 (2月生效) 2 nd Semester (effective from February)	作業說明 Job Description
申請人 Applicant	2月 February	8月 August	1. 歷史資料開放補登 Supplementary registration of historical data. 2. 申請人於每年2月中旬或8月中旬以前向系提出申請。申請人之著作應逐篇經圖書館論文比對系統完成比對，並將其比對結果列印後裝訂於送審之代表作與每篇參考作前以供查閱。 The applicant files the application before the middle of February or the middle of August. The comparison of writings shall be completed through the library thesis system and the comparison shall be bound in front of representative works for reference.
系所-審議(備註) Department Review (note)	2月底前 Before the end of February	8月底前 Before the end of August	系所將送審人資料於圖書館公開陳列展示期限至少1週。 The department exhibits the applicant's work in public for at least one week.
	3月 March	9月 September	1. 系形式審查 Department formal examination. 2. 系教評會審議(教學、輔導與服務成績評量)。 Review of the Department Evaluation Committee (teaching and supervision and service performance assessment). 3. 擬定外審委員名單。 Prepare a list of external reviewers.
	3月20日以前 Before March 20	9月20日以前 Before September 20	1. 在3月20日或9月20日以前將送審人資料送學院辦理。 Submit the data of the applicant to the college for management before March 20 or September 20. 2. <u>學院</u> 教評會召集人與 <u>校</u> 教評會召集人依所擬

			外審名單共同<u>排序</u>選定外審委員。 The convener of the <u>College Evaluation Committee</u> and <u>Faculty Evaluation Committee</u> put the external reviewers in order based on the list of external reviewers. 3. <u>人事室完成形式審查，教務處進行校外實質審查。</u> <u>After the Personnel Office has completed the formal examination, the Education Affairs Office engages in an external substantive review.</u>
學院-初審 College Preliminary Review	4-5月 April - May	10-11月 October- November	外審委員校外實質審查 External substantive review by external reviewers.
	5月底 End of May	11月底 End of November	外審作業辦理完竣，<u>外審結果由教務處移還學院續辦。</u> Following completion of the external review, <u>the Education Affairs Office transfers the results of the external review back to the college for subsequent management.</u>
	6月初以前 Before the beginning of June	12月初以前 Before the beginning of December	學院教評會依第11條規定審議，<u>排除第11之1規定</u>之適用，完成初審，續送校教評會複審。 The College Evaluation Committee completes the review in accordance with Article 11, completes the preliminary review after <u>excluding the application of Article 11-1</u>, and then submits the review to the Faculty Evaluation Committee for a second review.
校-複審 University Second Review	6月(例外)、7月(原則)、10月(例外)中下旬 June (exception), July (general), middle or late October (exception)	12月(例外)、翌年1月(原則)、4月(例外)中下旬 December (exception), January next year (general), middle or late April (exception)	1.校教評會複審時，對於<u>外審結果如有第11條之1適用疑義時，移還學院再予究明釐清。</u> Should the Faculty Evaluation Committee <u>have doubt abouts the application of Article 11-1 during the second review, the case if transferred back to the college for investigation and clarification.</u> 2.校教評會於7月(原則)完成複審，於8月開始後3個月內報教育部請頒教師證書，於10月完成複審(例外)，應於10月底前報教育部請頒教師證書(升等年資8月起計)。
報部審定升等生效起算年月 Report the Starting Year and Month of Effectiveness of the	8月 August	2月 February	If the Faculty Evaluation Committee completes the second review in July (general), the case is submitted to the Ministry of Education for issuance of the teacher's accreditation level certificate within three months. If the second review is completed by October (exception), the case if submitted to the Ministry of Education for issuance of the teacher's accreditation level certificate before

Promotion to the Ministry			the end of October (seniority for a promotion shall be calculated from August). 3. 校教評會於翌年1月(原則) 完成複審，於翌年2月開始後3個月內報教育部請頒教師證書，於翌年4月完成複審(例外)，應於4月底前報教育部請頒教師證書。(升等年資2月起計) If the Faculty Evaluation Committee completes the second review in January next year (general), the case is submitted to the Ministry of Education for issuance of the teacher's accreditation level certificate within three months from February next year. If the second review is completed by April next year (exception), the case is submitted to the Ministry of Education for issuance of the teacher's accreditation level certificate before the end of April (seniority for a promotion shall be calculated from February).
備註：學院因單獨招生或開設課程之實聘師資辦理升等時，系所審議之事項由學院教評會辦理；依校外專家學者名單選定審查委員時，由學院教評會召集人，與校教評會召集人共同選任之。 Note: When the college manages the promotion of teachers due to individual students' recruitment or new courses, the College Evaluation Committee shall manage the items reviewed by the departments. The convener of the College Evaluation Committee and convener of the Faculty Evaluation Committee shall select review members based on the list of external experts and scholars.			

第十三條之一附表三-依第十二條規定，教師以學位文憑升等者
作業期程

Attached Table 3 of Article 13-1 – Schedule of Teacher's Promotion
Based on a Diploma in Accordance with Article 12

辦理單位 Handling Unit	上學期 (8月生效) 1 st Semester (effective from August)		下學期 (2月生效) 2 nd Semester (effective from February)		作業說明 Job Description
系所教評會 (備註1) Department Evaluation Committee (note 1)	3月至5月 March to May	6月至8月 June to August	9月至11月 September to November	12月至2月 December to February	1.系所教評會依送審人申請完成審議送學院初審。 The Department Evaluation Committee completes the review of the application and submits it to the college for a preliminary review. 2.擬定校外專家學者名單 25 人，由系所教評會召集人密送學院教評會召集人。 (備註2) Prepare the list of 25 external experts and scholars, which shall remain confidential, and the convener of the Department Evaluation Committee shall submit the list to the convener of the College Evaluation Committee (note 2).
學院 College	學院自訂 Established by the college		學院自訂 Established by the college		1. 系所教評會召集人與學院教評會召集人共同就外審委員名單排序 The convener of the Department Evaluation Committee and convener of the College Evaluation Committee set the order of the external reviewers. 2.依第12條規定 由學院辦理校外審質審查。 The college manages the external substantive review in accordance with Article 12.

列	於校教評會開會二週前審畢 Complete the review within two weeks before the meeting of the Faculty Evaluation Committee				學院教評會初審。 Preliminary review of the College Evaluation Committee
校教評會 Faculty Evaluation Committee	6月 June	10月 October	12月 December	4月 April	校教評會複審 Second review of the Faculty Evaluation Committee
人事室 Personnel Office	8月以 後 After August	10月 October	2月以後 After February	4月 April	函報教育部審定教師資格 Report to the Ministry of Education via letter for a review of the teacher's qualification
送審人 Applicant	8月 August		2月 February		升等年資生效 Promotion seniority is effective
備註：學院因單獨招生或開設課程之實聘師資辦理升等時，系所審議之事項由學院教 評會辦理；依校外專家學者名單選定審查委員時，由學院教評會召集人，與專 長領域相近之學院教評會委員中互推一人，共同選任之。					
Note: When the college manages the promotion of teachers due to individual students' recruitment or new courses, the College Evaluation Committee shall manage the items reviewed by departments. The convener of the College Evaluation Committee and one recommended from among College Evaluation Committees with relevant expertise to the application shall select the review members from external experts and scholars.					

附錄：[專科以上學校教師資格審定辦法](#)

Annex: [Regulations Governing the Accreditation of Teachers' Qualifications at Junior Colleges and Institutions of Higher Education](#)

- 附表一、以技術報告送審教師資格審查範圍及基準(審定辦法§15，本辦法§10~1- I -1)
Attached 1 The scope and standards of review for teachers' accreditation via technical report (Review Regulations§15, Regulation §10~1- I -1)
- 附表二、以教學實踐研究送審教師資格審查範圍及基準(審定辦法§16，本辦法§10~1- -2)
Attached 2 The scope and standards of review of teachers' accreditation via educational fulfillment research (Review Regulations§16, Regulation §10~1- I -2)
- 附表三、以作品及成就證明送審教師資格審查範圍及基準(審定辦法§17，本辦法§10~1- I -3)
Attached 3 The scope and standards of review of teachers' accreditation via creative works and evidence of achievements (Review Regulations§17, Regulation §10~1- I -1)
- 附表四、以體育成就證明送審教師資格審查範圍及基準(審定辦法§18，本辦法§10~1- I -4)
Attached 4 The scope and standards of review of teachers' accreditation via evidence of actual education achievements (Review Regulations§18, Regulation §10~1- I -4)

摘錄 Extract from :

國立勤益科技大學各學院教師著作升等送外審查標準
National Chinyi University of Technology Standards for external review of
faculty specialized works for promotion in each college

第三點規定

Item 3

三、本校各學院以專門著作或技術報告升等之著作基本篇數如下表所示：

The basic number of specialized works or technical reports used for promotion in each department of NCUT is shown in the table below.

升等職級 promotion	教授 professor	副教授 Associate Professor	助理 教授 assistant professor
專門著作基本篇數 Basic number of specialized works	7	5	4
基本篇數中，發表於 SCI、SCIE、SSCI、ESCI、AHCI、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）或國內外發明專利技術報告篇數 The basic number of papers includes the number of papers published in internationally recognized academic journals that are included in SCI, SCIE, SSCI, ESCI, AHCI, TSSCI, EI, ABI, THCI, or have a rigorous peer-review system (as evaluated and approved by the Department Evaluation Committee), as well as the number of domestic and foreign invention patents and technical reports. 發表於 SCI、SCIE、SSCI、ESCI、AHCI、TSSCI、EI、ABI、THCI 或具有嚴謹審查制度之國內外相當等級學術期刊列第一作者或通訊作者篇數如右()所示 The number of papers in which the author is listed as the first author or corresponding author published in internationally recognized academic journals that are included in SCI, SCIE, SSCI, ESCI, AHCI, TSSCI, EI, ABI, THCI or equivalent domestic and foreign academic journals with rigorous peer-review systems are shown in parentheses ().	4 (2)	3 (1)	2 (1)
文、史、哲、教育（含科教、休閒、體育）、藝術、 教學實踐研究領域 等類：公開發表在國內外具嚴謹審查制度之期刊論文篇數（由系、所教評會予以審核認定） For fields such as literature, history, philosophy, education (including science education, leisure and sports), arts, and teaching practice research, the number of papers publicly published in domestic and foreign academic journals with rigorous peer-review	4 (2)	3 (1)	2 (1)

systems (as evaluated and approved by the Department Evaluation Committee) is required. () 為列第一作者或通訊作者之篇數 The number in parentheses () refers to the number of papers in which the author is listed as the first author or corresponding author.			
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。 The representative work should be a journal article, monograph, or technical report. Conference papers cannot be used as representative works. If the representative work is a technical report, the application date of the technical report should be after entering NCUT. If the representative work is a journal article, it must be published under the name of NCUT. 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。 The author ranking of representative works is limited to the first two authors. However, if the student advised by the teacher who is applying for promotion or the corresponding author is not included in the author ranking calculation. 3. 代表著作如係數人合著，應以書面說明本人參與之部分，並填具「教育部專科以上學校教師資格審查代表作合著人證明」，由合著者簽名蓋章同意放棄以該著作作為代表作送審之權利。 If the representative work is co-authored by multiple individuals, a written explanation of the portion in which the applicant participated should be provided. The "Certificate of Co-Authorship of Representative Works for Teacher Qualification Review by the Ministry of Education" should be completed and signed by the co-authors to confirm their agreement to waive their right to submit the work as a representative work for review. 4. 各專門領域專業期刊排名在前10%且能提出相關證明文件之專門著作或者由聲譽卓著之學術文教單位所出版之專書，其基本篇數(教7、副5、助理4)得予以酌減，其酌減篇數由系、所教評會予以審核認定。 Specialized works published in professional journals ranking in the top 10% of their respective fields and supported by relevant documentation, or monographs published by prestigious academic and educational institutions, may have their required number of basic works reduced. The number of reduced works will be determined by the Department Evaluation Committee.			

國立勤益科技大學辦理教師升等研究績效之整體研發成果

評審準則

105 年 1 月 20 日 104 學年度第 1 學期第 4 次校教師評審委員會審議通過

105 年 3 月 10 日 104 學年度第 2 學期第 1 次(臨時)校教師評審委員會審議通過

105 年 12 月 22 日 105 學年度第 1 學期第 2 次校教師評審委員會審議通過

107 年 12 月 13 日 107 學年度第 1 學期第 2 次校教師評審委員會及 108 年 1 月 23 日 107 學年度第 1 學期第 3 次教師評審委員會審議通過修正第四條、第六條；108 年 〇 月 〇 日勤益科大研字第 〇 號函修訂

111 年 10 月 11 日勤益科大研字第 1111300526 號函修訂；配合行政院組織改造，本準則原「科技部」名稱修正為「國科會」

第一條 本評審準則依「國立勤益科技大學教師聘任及升等審查辦法(簡稱本辦法)」第十一條之規定訂定。

第二條 本校教師升等研究績效整體研發成果(以下簡稱整體研發成果)之評審期間，係採計送審人取得前一等級教師資格後至向學校第一級教評會提出升等申請日期前一學期結束日之五年內研發成果成績計算。

第三條 學院教評會依本辦法第十一條第一項第二款規定程序辦理整體研發成果校外實質審查作業。外審委員依據送審人之研究專業領域及任教專長領域，綜合考量所送整體研發成果表現後評定分數。學院教評會委員以外審委員所評定之分數計算平均值為參考依據進行評分(若評分低於七十分須敘明理由)；整體研發成果則以所有學院教評會委員評定分數加總後計算平均成績。

第四條 本校教師整體研發成果評核項目如下：

- 一、送審人所擬具之整體研發成果績效可包含實際送審成果之專門著作。
- 二、近五年期刊論文研究成果
 - (一)SCI、SCIE、SSCI、ESCI、AHCI、TSSCI、EI、ABI、THCI、科技部 國家科學及技術委員會(以下簡稱國科會)科學教育發展及國際合作司 處或人文及社會科學研究發展司 處推薦期刊。

- (二) 其他國內外期刊。
- 三、前款所稱期刊論文之刊登年、月可計算至升等申請如經審定通過生效之前一日，並以申請表所附之各資料庫查詢網址為判斷依據，其中 SSCI、SCI 及 SCIE 等級須符合該論文收錄至 Web of Science 並可於 JCR 資料庫檢索，且不含研討會論文，如 Conference article、Proceedings、Book Series、Lecture Notes 及 Editorial Material 等。
- 四、近五年主持專題研究計畫
- (一) 科技部 國科會 專題研究計畫主持人（依 科技部 國科會 核定清單為準，含共同主持人）與 科技部 國科會 大專學生研究計畫之指導教授，多年期計畫依 科技部 國科會 核定清單分年採計件數。
- (二) 中央部會（不含 科技部 國科會）、直轄市層級專題研究計畫主持人（含共同/協同主持人）。
- 五、近五年產學合作或技術移轉金額，依廠商（含法人機構）實際出資之金額（不含中央政府部門出資及校配合款金額，依本校「產學合作暨政府科研補助或委託辦理之收入收支管理要點」及「研發成果與技術移轉管理要點」所規範之計畫，以擔任計畫主持人（含共同/協同主持人）或技術移轉申請人為限）。
- 六、近五年參與本校特色技術發展專案計畫或企業服務案等，且經產學營運處認定。
- 七、近五年獲證專利，並以本校為專利所有權人：
- (一) 發明專利。
- (二) 新型專利及設計專利(舊稱：新式樣專利)。
- 八、近五年專書：專業研究成果經正式出版為專書者(不含技術報告或編譯專書、再版專書、再刷專書、Book Series、Lecture Notes、Proceedings 及修訂版專書等非原創性之專書)。
- (一) 國外專書(外語撰寫且具國際書碼 ISBN)。
- (二) 國內專書(具國際書碼 ISBN 及檢附出版社開立初版至少達參佰本之證明)。
- (三) 國內外專書論文(book chapter)。
- 九、近五年研討會成果
- (一) 國際性或國內具公開邀稿之學術研討會正式邀請

之大會演講者 (keynote speaker)。

(二) 國際性或國內具公開邀稿之學術研討會正式邀請之大會論壇主講者(panel speaker)。

(三) 國際性或國內研討會論文。

十、 近五年以本校名義獲國際發明展獎項（經濟部智財局公告認可之國際發明展），或獲國際設計大獎獎項（德國IF設計大獎及紅點設計大獎）。

十一、 近五年獲頒獎項與榮譽

(一) 獲全國性或國際性學術榮譽獎。

(二) 獲全國性或國際性創作、競賽、展演等榮譽獎項。

第五條 前條評核項目所舉具體事實，以在本校服務期間為限。各項評核內容均須提具體事實之佐證資料，無佐證資料者不予採計。

第六條 依本辦法第十一條規定程序，系所與學院進行研究績效之實際送審成果形式審查時，應連同整體研發成果相關資料一併審查。系所經審查無誤後送研發處會核，再經研發處偕同產學營運處核符後交還系所，辦理後續相關事宜。

第七條 本評審準則經本校教師評審委員會通過後，陳請校長核定後實施，修正時亦同。

附表：整體研發成果審核作業期程

辦理單位	上學期	下學期	作業說明
申請人	2 月	8 月	依本辦法升等作業期程規定辦理
系 (審議)	3 月 10 日以前	9 月 10 日以前	系所將送審人資料於圖書館公開陳列展示完成，並經形式審查後，箋送研發處會核
研發處 (核符)	3 月 20 日以前	9 月 20 日以前	經研發處偕同產學營運處核符無誤後交還系所
依本辦法升等作業期程規劃辦理。			

國立勤益科技大學辦理教師升等研究績效之整體研發成果評審表

壹、送審人基本資料表

送 審 人	姓 名		單 位	
職 級	現 任 職 級		擬 升 等 職 級	
年 資	現 職 生 效 年 月	____年____月	本 校 任 職 日 期 (以改制國立起算)	____年____月____日
評 審 採 計 期 間	____年____月至____年____月			
審 查 紀 錄	系教評會召集人 核 章		研 發 處	
外 審 委 員 評 定 分 數				
外 審 委 員 簽 章				

備註：評審期間係採計送審人取得前一等級教師資格後至向學校第一級教評會提出升等申請日期前一學期結束日之五年內研發成果成績計算。

貳、整體研發成果評核項目

一、近五年期刊論文研究成果。

(一) SCI、SCIE、SSCI、ESCI、AHCI、TSSCI、EI、ABI、THCI、**科技部 國科會科學教育發展及國際合作司 處**或人文及社會科學研究發展**司 處**推薦期刊。

(二) 其他國內外期刊。

二、前款所稱期刊論文之刊登年、月可計算至升等申請如經審定通過生效之前一日，並以申請表所附之各資料庫查詢網址為判斷依據，其中 SSCI、SCI 及 SCIE 等級須符合該論文收錄至 Web of Science 並可於 JCR 資料庫檢索，且不含研討會論文，如 Conference article、Proceedings、Book Series、Lecture Notes 及 Editorial Material 等。

編號	依序詳列所有作者 (通訊請以*加註)	發表年/月	論文名稱	期刊名稱	卷數 vol	期數 no	頁碼	論文屬性	研發處核符
1								☐ SCI、SCIE、SSCI ☐ ESCI ☐ AHCI ☐ TSSCI、THCI ☐ EI ☐ ABI ☐ 科技部 國科會科學教育發展及國際合作司 處 或人文及社會科學研究發展 司 處 推薦期刊 ☐ 其他國內外期刊	
2								☐ SCI、SCIE、SSCI ☐ ESCI ☐ AHCI ☐ TSSCI、THCI ☐ EI ☐ ABI ☐ 科技部 國科會科學教育發展及國際合作司 處 或人文及社會科學研究發展 司 處 推薦期刊	

								☐ 其他國內外期刊	
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(若欄位不足，請自行增加。)

三、近五年主持專題研究計畫

(一) 科技部 國科會 專題研究計畫主持人（依科技部 國科會核定清單為準，含共同主持人）與科技部 國科會大專學生研究計畫之指導教授，多年期計畫依科技部 國科會核定清單分年採計件數。

編號	計畫編號	計畫名稱	計畫期間 (yyy/mm/dd-yyy/mm/dd) 多年期計畫請分年度撰寫	研發處核符
1				
2				

(若欄位不足，請自行增加。)

(二) 中央部會（不含科技部 國科會）、直轄市層級專題研究計畫主持人（含共同/協同主持人）

編號	計畫編號	計畫名稱	計畫期間 (yyy/mm/dd-yyy/mm/dd) 多年期計畫請分年度撰寫	研發處核符
1				
2				

(若欄位不足，請自行增加。)

四、近五年產學合作或技術移轉金額，依廠商（含法人機構）實際出資之金額（不含中央政府部門出資及校配合款金額，依本校「產學合作暨政府科研補助或委託辦理之收入收支管理要點」及「研發成果與技術移轉管理要點」所規範之計畫，以擔任計畫主持人（含共同/協同主持人）或技術移轉申請人為限）。

編號	計畫名稱	計畫期間 (yyy/mm/dd-yyy/mm/dd)	計畫金額（不含中央政府 部門及校配合款金額）	依序詳列 共同計畫主持人	研發處/ 產學營運處核符
1					
2					

（若欄位不足，請自行增加。）

編號	技術移轉名稱	技轉合約簽定日 (yyy/mm/dd)	技術移轉金額	研發處/ 產學營運處核符
1				
2				

（若欄位不足，請自行增加。）

五、近五年參與本校特色技術發展專案計畫或企業服務案等，且經產學營運處認定。

編號	計畫名稱	計畫期間 (yyy/mm/dd-yyy/mm/dd)	計畫金額	產學營運處核符
1				
2				

(若欄位不足，請自行增加。)

六、近五年獲證專利，並以本校為專利所有權人：

(一) 發明專利。

(二) 新型專利及設計專利(舊稱：新式樣專利)。

編號	專利名稱	專利證號	專利生效日期 (yyyy/mm/dd)	請填列所有發明人	專利類型	產學營運處核符
1					☐ 發明 ☐ 新型 ☐ 設計（新式樣）	
2					☐ 發明 ☐ 新型 ☐ 設計（新式樣）	

(若欄位不足，請自行增加。)

七、近五年專書：專業研究成果經正式出版為專書者（不含技術報告或編譯專書、再版專書、再刷專書、Book Series、Lecture Notes、Proceedings 及修訂版專書等非原創性之專書）。

（一）國外專書（外語撰寫且具國際書碼 ISBN）。

（二）國內專書（具國際書碼 ISBN 及檢附出版社開立初版至少達參佰本之證明）。

（三）國內外專書論文（book chapter）。

編號	專書名稱	專書類別	ISBN	出版社名稱	出版日期	研發處核符
1		☐ 國內專書 ☐ 國外專書 ☐ 國內外專書論文			年 月 日	
2		☐ 國內專書 ☐ 國外專書 ☐ 國內外專書論文			年 月 日	

（若欄位不足，請自行增加。）

八、近五年研討會成果

（一）國際性或國內具公開邀稿之學術研討會正式邀請之大會演講者（keynote speaker）。

編號	日期(yyyy/mm/dd)	會議名稱	主辦單位	地點	國際性/國內	演講題目	研發處核符
1					☐ 國際性 ☐ 國內		
2					☐ 國際性 ☐ 國內		

（若欄位不足，請自行增加。）

(二) 國際性或國內具公開邀稿之學術研討會正式邀請之大會論壇主講者 (panel speaker)。

編號	日期(yyyy/mm/dd)	會議名稱	主辦單位	地點	國際性/國內	演講題目	研發處核符
1					☐ 國際性 ☐ 國內		
2					☐ 國際性 ☐ 國內		

(若欄位不足，請自行增加。)

(三) 國際性或國內研討會論文。

編號	論文名稱	是否有對外公開徵稿，並有審稿制度	依序詳列所有作者 (通訊請以*加註)	研討會名稱	國際性/國內	發表日期	研發處核符
1		☐ 是 ☐ 否			☐ 國際性 ☐ 國內		
2		☐ 是 ☐ 否			☐ 國際性 ☐ 國內		

(若欄位不足，請自行增加。)

九、近五年以本校名義獲國際發明展獎項(經濟部智財局公告認可之國際發明展)，或獲國際設計大獎獎項（德國 IF 設計大獎及紅點設計大獎）。

編號	日期 (yyyy/mm/dd)	活動或競賽名稱	主辦單位	作品名稱	獲得獎項	產學營運處核符
1						
2						

(若欄位不足，請自行增加。)

十、近五年獲頒獎項與榮譽

(一) 獲全國性或國際性學術榮譽獎。

(二) 獲全國性或國際性創作、競賽、展演等榮譽獎項。

編號	獲獎日期 (yyyy/mm/dd)	獎項分類	獲獎或榮譽名稱	全國性/ 國際性	國別	頒獎機構名稱	研發處核符
1		☐ 獲全國性或國際性學術榮譽獎 ☐ 獲全國性或國際性創作、競賽、展演等榮譽獎項		☐ 全國性 ☐ 國際性			
2		☐ 獲全國性或國際性學術榮譽獎 ☐ 獲全國性或國際性創作、競賽、展演等榮譽獎項		☐ 全國性 ☐ 國際性			

(若欄位不足，請自行增加。)

備註：

1. 期刊等級查詢連結：

SCI、SCIE、SSCI：<https://apps.webofknowledge.com/>

AHCI：<http://www.thomsonscientific.com/cgi-bin/jrnlst/jloptions.cgi?PC=H>

ABI(Proquest)：<http://search.proquest.com/index>

ABI(Ebscohost)：<http://search.ebscohost.com/>

EI(Engineering Village)：<http://www.engineeringvillage.com/>

TSSCI、THCI：<http://www.hss.ntu.edu.tw/news.aspx?no=5>

~~科技部~~ 國科會 科教發展及國際合作 ~~司~~ 處 推薦期刊：<https://www.most.gov.tw/>

~~科技部~~ 國科會 人文及社會科學研究發展 ~~司~~ 處 推薦期刊：<https://www.most.gov.tw/>

2. 送審人所擬具之整體研發成果績效可包含實際送審成果之專門著作。其整體研發成果之評審期間，係採計送審人取得前一等級教師資格後至向學校第一級教評會提出升等申請日期前一學期結束日之五年內研發成果成績計算。
3. 評核項目所舉具體事實，以在本校服務期間為限。各項評核內容均須提具體事實之佐證資料，無佐證資料者不予採計。

※以上所填各項資料皆屬實無誤，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

國立勤益科技大學進用編制外專任教學人員實施要點
National Chin-Yi University of Technology
Guidelines on the Implementation of Employment of Full-Time
Contract Faculty

111.7.20.校教評會、111.12.15.校務基金管理委員會、111.12.21.校務會議審議通過全文修正，111.12.29.勤益科大人字第1111700438號函發布實施

Approved by the Faculty Evaluation Committee on 2022.7.20, the University Endowment Fund Management Committee on 2022.12.15, and the Academic Affairs Meeting for Amendments on 2022.12.21, and promulgated as Chin-Yi University of Technology Personnel No. 1111700438 on 2022.12.29.

- 一、 國立勤益科技大學（以下簡稱本校）為因應教學需要，特依專科以上學校進用編制外專任教學人員實施原則(以下簡稱實施原則)之規定訂定**本要點**。

To meet education needs, the National Chin-Yi University of Technology (the "University") has **hereby established these guidelines in accordance with the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education (the "Implementation Principles")**.

- 二、 本要點所稱編制外專任教學人員，係指在本校校務基金自籌經費或其他政府補助經費範圍內，遴聘符合法令規定資格，並全時任職，按月支給薪酬之非編制內專任教學人員(以下簡稱專案教師)。

本校進用專案教師員額所需人事費總額，得由教育部高等教育深耕計畫補助款，或各部會獎補助延攬人才與改善師資結構計畫經費，或在不發生實質短絀前提下以本校校務基金自籌收入支應。

Full-time Contract Faculty as referred herein refer to full-time teaching staff outside the regular system with a monthly salary paid under the Revenue and Expenditure Management of Self-Generated Endowment Funds or other government subsidies and who are selected following the procedures stipulated in the relevant regulations and laws and **meet the qualifications threshold stated in the laws and work on a full-time basis with a salary paid monthly** ("Contract Faculty").

The total personnel fee for the employment of Contract Faculty as required may be supported by a subsidy of the MOE Higher Education Sprout Project, **or the budget of different departments to subsidize talent recruitment and teacher structure improvement project**, or the endowment fund of the University in condition without physical deficit.

- 三、 專案教師之等級分為教授、副教授、助理教授、講師四級；其聘任資格依教育人員任用條例、大學聘任專業技術人員擔任教學辦法採公平、公正、公開之原則辦理。

Contract Faculty refer to Professors, Associate Professors, Assistant Professors, And Lecturers. The appointment of professional technicians to be teachers shall be handled following the **principles of fairness, justness, and openness in accordance with the Act Governing the Appointment of Educators**.

依教育人員任用條例聘任之專案教師區分為教學型與產研型兩類，其聘任資格分別依該條例第十六條至第十八條之規定外，並依下列各款規定進行遴聘：

Contract Faculty are divided into Scholarship of teaching and Industry-University R&D. In addition to the qualifications set forth in Article 16 to 18 of the Act Governing the Appointment of Educators, appointments shall be managed as follows:

- (一) 教授：以延攬國內外同等級之優秀專家學者來校協助建立或帶領學校相關研發團隊，以提升本校產、學、研發技術水準。

Professors: domestic and foreign outstanding experts and scholars at the same level are invited to assist or lead a research team of the university to improve the industrial, academic, and research level of the University.

- (二) 副教授或助理教授：為用人單位一般所提員額申請核予聘任之教師職級。

Associate or Assistant Professors: teacher level is approved following an application proposed by the application unit.

- (三) 講師：以延攬專業外籍師資講授其專業外國語文課程者，或持有華語教學專業證照開授華語教學相關課程者，依前款規定公開徵聘無所需人選時為之。

Lecturers: professional foreign teachers hired to teach foreign languages or teachers with Chinese teaching certificates for Chinese-related courses are selected following the principle of openness as set forth in the preceding paragraph.

依大學聘任專業技術人員擔任教學辦法進用之專案教師；其聘任與資格審查，另依本校專業技術人員聘任暨資格審查要點辦理，並僅限教學型。

The employment and qualification review of Contract Faculty employed in accordance with the Employment Regulations for Professional Technicians Teaching at Universities shall be managed in accordance with the Directions for the Employment and Qualification Review of Professional Technicians of the University.

有關教學型與產研型兩類人選之資格條件內涵，由用人單位於徵聘公告中定之；產研型專案教師於聘任後，應將實際從事之產學合作計畫或研究計畫須達成之績效指標載明於契約書中規範。

The application unit shall determine the content of the qualifications for Scholarship of teaching and Industry-University R&D candidates. After the employment of Contract Faculty for Industry-University R&D, the performance indicators of the industrial-academia cooperation plan or research project shall be stipulated in the contract.

- 四、 本校各有關單位因教學需要，擬聘用專案教師時，須依本校教師員額管理原則規定之程序提出員額申請，經同意核撥員額後，始得進行相關聘用程序。

When the relevant unit of the University plans to employ Contract Faculty as necessary for education, the application shall be proposed following the procedures stipulated following the principle of managing the number of teachers, and relevant employment procedures shall not be commenced until the number of teachers is approved.

- 五、 專案教師之聘任程序與升等審查過程，比照本校編制內專任教師聘任及升等審查相關規定辦理；其聘任年齡亦比照編制內專任教師規定。如由學院辦理公告徵聘時，其聘任、升等之審查程序補充規定如下。

The employment procedures and promotion review process for Contract Faculty shall be managed by referring to the Regulations for the Employment and Promotion Review of Full-time Teachers in the regular system. The age of employment is also considered in accordance with the Regulations for Full-time Teachers in the regular system.

When the college makes an employment announcement, the procedures of the Supplementary Regulations for Employment and Promotion Review are as follows:

- (一) 徵聘教師之公告資料，經學院教評會擬定，院務會議通過，陳請校長核定後，於傳播媒體或學術刊物公告徵聘資訊辦理公開甄選，期間至少十四日以上。

After the College Faculty Evaluation has prepared the teacher's employment information to be announced and approved by the College Affairs Meeting and the President, an announcement with recruitment information spanning at least 14 days is posted via a communications media or in an academic journal.

- (二) 聘任作業時，由學院教評會依本校專任教師聘任及升等審查辦法第四條規定審議，經

該學院教評會初審、校教評會複審通過，陳請校長核定聘任。

The College Faculty Evaluation Committee shall **review the recruitment process in accordance with Article 4 of the Regulations for Employment and Promotion Review of Full-time Teachers of the University**. After a preliminary review by the College Faculty Evaluation and a second review by the University Faculty Evaluation Committee, it shall be submitted to the President for approval.

- (三) 學院所開設之課程列在院屬各系之學分計畫表內時，其聘任、升等審查案件應先送交相關該系教評會審議通過，再經學院教評會初審後，送校教評會複審。

When the courses provided by the college are included in the credit schedule of all departments, employment and promotion review cases shall be delivered to the Department Evaluation Committee for discussion, following which to the College Evaluation Committee for a preliminary review, then the University Faculty Evaluation Committee for a second review.

- (四) 因應學院實體化或開設學院共同課程時，其聘任、升等審查案件，由學院教評會逕行審議，並完成初審後，送校教評會複審。

To correspond with physical or common courses of the college, employment and promotion review cases shall be delivered to the College Faculty Evaluation directly for discussion and preliminary review, and then to the University Faculty Evaluation Committee for a second review.

依第三點第二項第一款延攬國外與教授同等級之優秀專家學者，依前項規定辦理聘任時，得逕依其教授職級聘為專案教師。

Outstanding foreign experts and scholars at a level equal to professors recruited in accordance with subparagraph 1 of Paragraph 1, Item 3 may be employed as Contract Faculty directly based on their professor level.

經前二項規定並依教育人員任用條例聘任之專案教師未具教師證書者，依規定程序請頒教師證書。

If **Contract Faculty** employed in accordance with the preceding two items and the **Act Governing the Appointment of Educators** do not have a teaching certificate, a teacher certificate shall be applied in accordance with prescribed procedures.

- 六、 完成聘用程序之專案教師應於聘約規定期限內到職，逾期未到職者，註銷其聘任案。

Contract Faculty with employment procedures completed shall assume the post within the prescribed period. The employment offer will be revoked in the event of failure to assume the post by the deadline.

專案教師聘期依學年或學期計算一年一聘。聘期屆滿前，由原提聘用人單位依契約書中明定之績效達成指標辦理評鑑，經教評會審議通過後，填具申請名冊併同會議紀錄送人事室彙辦陳請校長同意後進行再聘。

The employment term of Contract Faculty is one year per term calculated by academic year or semester. Before the expiration of employment, the original application unit shall conduct **an assessment based on the performance indicators specified in the contract** and submit it to the Faculty Evaluation Committee for approval before delivering it with the application list and meeting minutes to the personnel office for **renewal** upon approval of the President.

各用人單位對於專案教師之教學、研究、輔導與服務等各項內容，應與當事人議定績效達成指標，並載明於契約書中，做為用人單位教評會考評再聘與否之依據。

All application units shall negotiate with the relevant parties the performance indicators in relation education, research, counseling, and services of Contract Faculty, and specify them in the contract as the basis for the application units' **contract renewal assessment**.

依第三點第二項第一款規定所聘人員，其來校協助建立或帶領學校相關研究團隊，提升本校產、學、研究水準之績效達成指標內涵應載明於契約，並依其實際執行成果做為再聘與否之依據。

The content of performance indicators of personnel employed in accordance with subparagraph 1 of Paragraph 2, Item 3 to improve industrial, academic, and research standards of the University by assisting or leading a related research team of the University shall be specified in the contract, and the implementation results shall form the basis for deciding contract renewal.

產研型專案教師契約書中須載明產學合作計畫或研究計畫達成之績效指標，並由用人單位教評會詳予評核，未達成者，於契約期限屆滿後不予再聘。

The contract of Industry-University R&D Contract Faculty shall indicate the performance indicators regarding the industrial-academia cooperation plan or research plan, and the application unit shall assess such indicators carefully. The contract shall not be renewed upon expiration in the event of failure to achieve such indicators.

專案教師除前三項未達績效達成指標時應不再聘外，有下列情事之一者，經用人單位教評會審議通過，並會簽人事室陳請長核定後，於契約期滿不予再聘。

In addition to a contract not being renewed in the event of failure to achieve the performance indicators set forth in the preceding three paragraphs, a Contract Faculty who falls under one of the following circumstances will not be employed after the Evaluation Committee of the application unit passes the proposal and forwards it to the President for approval following countersign of the personnel office:

(一) 因教學不力或其他不當行為，足認影響學生受教權益者。

Has poor teaching performance or other misconduct sufficient to affect the rights of students.

(二) 違反契約應履行義務時，經學校指正而未改善者。

Violates the obligations to be performed and fails to improve following the instructions of the University.

用人單位教評會依前四項規定作成專案教師於聘期屆滿後不再聘決議時，用人單位應於聘期屆滿前一個月，將該決議簽會人事室陳請校長核定後，以校函通知當事人並協助其完成離職程序。

When the Evaluation Committee determines that a contract will not be renewed upon expiration pursuant to the preceding four paragraphs, the application unit shall notify the party and assist him/her to complete resignation procedures after the personnel office has countersigned the resolution and submitted the same to the President for approval one month prior to the expiration of employment.

專案教師於聘期內終止契約及契約有效期間內停止契約之執行，依實施原則第六點至第九點之規定辦理。Any termination or suspension of the contract during the term of employment or within the effective period shall be managed in accordance with Items 6 to 9 of the implementation principles.

專案教師對本校有關其個人之措施，認為違法或不當，致損害其權益者，得按其性質依法提起勞資爭議處理或相關訴訟，請求救濟。

In the event the Contract Faculty considers that the measures taken by the University are illegal or improper, resulting in an impairment to his/her rights, the Contract Faculty may file a labor dispute claim or litigation to request relief pursuant to the law.

七、專案教師授課鐘點規定如下。

The regulations for lecture hours of Contract Faculty are as follows:

(一) 依第三點第二項第一款聘任者，其基本授課時數，比照編制內專任教師職級之授

課時數，並依國立勤益科技大學專(兼)任教師基本授課時數編配計算要點(以下簡稱授課時數編配計算要點)之規定核算超授鐘點，且得視其協助建立或帶領研發團隊之實際情況，由用人單位專案簽陳，會辦研發與課務等相關單位，經校長核定後酌減基本授課時數。

For employment offered in accordance with subparagraph 1 of Paragraph 2, Item 3, the basic lecture hours shall be based on the lecture hours of full-time teachers at the same level, and overtime hours shall be calculated in accordance with the Guidelines for Calculating Basic Lecture Hours of Full-time and Part-time Teachers of the Chin-Yi University of Technology (the "Guidelines for Calculating Lecture Hours"). In addition, the application unit may file a special request to reduce the basic lecture hours depending on his/her support or leading research team after countersigning by the research and curriculum units approved by the President.

- (二) 依第三點第二項第二款、第三款或第三項聘任之教學型專案教師，基本授課時數，比照編制內同職級專任教師之授課時數，並依授課時數編配計算要點之規定核算超(減)授鐘點。

For a Scholarship of teaching contract offered in accordance with subparagraphs 2 and 3 of Paragraphs 2 or 3, Item 3, the basic lecture hours shall be based on the lecture hours of full-time teachers of the same level, and overtime (or reduced) hours shall be calculated in accordance with the Guidelines for Calculating Lecture Hours.

- (三) 產研型專案教師為履行契約書中所定產、研績效指標，每學期開授一門課。

For an Industry-University R&D contract, the teacher delivers one subject each semester to implement the industrial and research performance indicators specified in the contract.

- 八、專案教師擬轉任編制內專任教師時，原聘單位仍應提出員額申請，經教師員額規劃小組審議通過，校長核給員額後，再依新聘教師之程序重新審查。惟曾在本校服務且符合附表所列各學院專案教師績效優良指標者(以下簡稱績優指標)，依本校教師聘任及升等審查辦法第四條之規定，得經擬聘單位從優列為新聘專任教師候選人。各學院對於附表所列該學院績優指標，皆依專案教師來校後以本校名義實際產出之績效認列，其指標內容如有修正時，須先經院務會議完成審議，送校教評會審議通過，陳請校長核定後實施。

When a Contract Faculty plans to transfer to a full-time teacher post, the original employment unit shall file an employee application. After the number of teachers is reviewed by the teacher planning team and approved by the President, the review shall commence again in accordance with the Employment Procedures for New Teachers. However, those who have already worked at the University and reached good performance indicators as a Contract Faculty as noted in the attached table ("good performance indicators") may be privileged as a newly employed full-time teacher by the proposed unit. All colleges shall recognize good performance indicators based on actual performance under the University's name. Any revisions to the content of a performance indicator shall first be reviewed during a College Affairs Meeting, then submitted to the University Faculty Evaluation Committee Meeting for review, and implemented upon approval of the President.

曾任專案教師且資格經送教育部審查通過頒授教師證書之年資，與轉任編制內專任教師後現職職務等級相當且服務成績優良者，得予採計升等年資及提敘薪給，但不得採計為退休、撫卹之年資。

If an individual who has served as a Contract Faculty, has undergone qualification review, and a teacher certificate has been granted by the Ministry of Education is equal to the level of full-time teachers in the system after transfer and has good performance indicators, his/her seniority shall form the basis for promotion and salary, provided that the individual

is not retired.

九、專案教師之報酬標準如下：

The compensation standards of Contract Faculty are as follows:

- (一) 依第三點第二項第一款聘任之教授，除基本薪資外，得由用人單位主管依本校延攬特殊優秀人才實施彈性薪資實施原則衡酌與當事人協議另定彈性薪資。

In addition to the basic salary, the head of the application unit may agree with a professor employed in accordance with subparagraph 1 of Paragraph 2, Item 3, a flexible salary when the individual is deemed outstanding talent.

1. 基本薪資：按編制內同等級教授職級本薪(年功薪)之薪級與學術研究費支給。

Basic salary: the salary equal to the regular salary of a professor of the same level of the system (annual salary) and an academic research fee.

2. 彈性薪資：為延攬特殊優秀人才所增給之研究獎勵金，按基本薪資百分之十至百分之八十(小數點以後無條件進位)額度內支應，其協議結果經三級教評會審議通過，校長核定後納入聘約實施。

Flexible salary: additional research rewarded to recruit outstanding talent amounting to 10-80% of the basic salary (rounded up to the nearest dollar). The results of the negotiation in this instance shall be included in the contract after being passed by the level 3 Evaluation Committee and approved by the President.

- (二) 依第三點第二項第二款或第三款或依第三點第三項規定所聘任之專案教師，比照編制內同等級專任教師薪資支給規定辦理。

The salary of Contract Faculty employed under subparagraphs 2 and 3 of Paragraphs 2 or 3, Item 3 shall be managed by referring to full-time teachers of the same level of the system.

前項各款專案教師所核薪級之提敘，另依教師待遇條例等相關規定辦理。

The remuneration criteria for Contract Faculty prescribed in the preceding paragraphs shall be managed in accordance with the Teacher Remuneration Act otherwise.

專案教師聘期屆滿未獲再聘，且無實施原則第六點及第七點所定情事者，比照勞工退休金條例第十二條規定，按其於學校服務年資發給慰助金，每滿一年發給二分之一個月之平均薪酬，未滿一年者，以比例計給；最高以發給六個月平均薪酬為限。

If a Contract Faculty is not employed upon expiration of the contract and there is no circumstance set forth in Items 6 or 7 of the implementation principles, they shall have a severance pay paid by the employer based on their seniority: the amount equal to half a month's average salary for every full year of employment, and pro-rated should the period of employment be less than one full year in accordance with Article 12 of the Labor Pension Act.

- 十、專案教師應依勞工保險條例、全民健康保險法加入勞保、全民健保；不符合加入勞、健保之資格者，可選擇加入國際技術合作人員綜合保險並自付百分之三十五之保險費。

Contract Faculty shall be enrolled in labor insurance and national health insurance in accordance with the Labor Insurance Act and National Health Insurance Act. Those who are not eligible for enrollment in these Acts may select comprehensive insurance for international technical cooperation personnel and pay a 35% insurance premium.

- 十一、本國籍專案教師，一律依勞工退休金條例第七條第二項規定繳納勞工退休金。

Domestic Contract Faculty shall pay into a labor pension fund in accordance with Paragraph 2 of Article 7 of the Labor Pension Fund.

外國籍人士擔任本校專案教師，應由用人單位協助辦理相關入境許可與工作許可之申請；來校到職後，比照各機關學校聘僱人員離職儲金給與辦法提撥離職儲金。

The application unit shall assist foreigners serving as Contract Faculty of the University with applications for entry and work permits. After assuming a post at the University, a separation fund shall be reserved in accordance with the Regulations for Separation Payment for Contract Personnel of Agencies and Schools.

十二、專案教師於所任該單位內，為各項會議專任教師應出席之員額數。

專案教師之選舉與被選舉權如下：

Contract Faculty may attend various meetings of the units in which their post is located. The rights of Contract Faculty in and for election are as follows:

(一) 對院長與系(所、中心)主任無選舉權。

No election rights may be given to deans and heads of departments (institutes, centers).

(二) 對下列職務無選舉權與被選舉權：

No rights to elect or be elected if in the following posts:

1. 各級教評會委員。

Members of the evaluation committee at all levels.

2. 各系(所、中心)規定應由編制內專任教師擔任之職務。

Posts that are to be assumed by full-time teachers in the system pursuant to the relevant regulations of all departments (institutes, centers).

3. 其他依學校相關規定應由編制內專任教師擔任之職務。

Posts to be served by full-time teachers in the system pursuant to the relevant regulations of the University.

(三) 對系(所、中心)選任之其他委員具選舉權與被選舉權。

專案教師如兼任行政主管，就所兼職務本身，於出席與所兼職務本身相關會議時，得計列會議出席員額與選舉、被選舉之權。

Eligible to elect other members of departments (institutes, centers)

If a Contract Faculty also serves as an administrative officer, he/she shall be included in the number of attendees attending meetings related to his/her post and entitled to the rights of election and to be elected.

十三、專案教師應本職於校內各項工作，並以不在校外兼職、兼課為原則。如確有需要須在校外兼職、兼課者，除應符合相關法令規定外，其報核程序比照本校編制內專任教師之規定辦理。

Contract Faculty shall undertake various work on campus in a professional capacity and may not obtain part-time jobs or give lectures outside the University in principle. If necessary to obtain a part-time job or give lectures outside the University, in addition to meeting the relevant regulations, the event shall be reported following the procedures in the Regulations for Full-time Teachers of the University.

專案教師之聘期、終止契約、停止契約之執行、授課時數、差假、薪酬、晉薪、獎金、福利、退休、保險、慰助金及其他權利義務事項，應納入契約中明定。(契約書格式如附件)。

The term of employment, termination or suspension of the contract, lecture hours, official travel, leave, remuneration, promotional salary, bonus, welfare, retirement, insurance, severance, and other rights and obligations of Contract Faculty shall be included in the contract (see attachment for the contract format).

十四、已簽約進用之現職專案教師，如契約期限屆滿並經同意再聘續約者，得依第三點第二項所定教學型或產研型專案教師類型，與用人單位議定後重行簽約；第三點第二項與第三項間不得相互流用。

If the term of employment agreement of a Contract Faculty particularly Scholarship of teaching or Industry-University R&D specified according to paragraphs 2 of Item 3 has

expired and is being renewed, the contract may be concluded with the application unit via negotiation. Paragraphs 2 and 3 of Item 3 shall not be applied mutually.

With regard to matters not mentioned herein, the implementation principles and relevant regulations shall govern.

本要點未規定事項，依實施原則及相關規定辦理。

With regard to matters not mentioned herein, the implementation principles and relevant regulations shall govern.

十五、本要點經校教評會、校務基金管理委員會、校務會議審議通過，校長核定後實施。

These guidelines shall be implemented after they are passed by the Faculty Evaluation Committee, the Endowment Fund Management Committee, the University Affairs Meeting, and the President.

國立勤益科技大學進用編制外專任教學人員契約書

National Chin-Yi University of Technology Contract for the Employment of Full-time Teachers Outside the System

國立勤益科技大學（以下簡稱甲方）為因應實際教學研究之需要，聘用_____先生（以下簡稱乙方）為編制外專任教學人員，職級為：☐教授 ☐副教授 ☐助理教授 ☐講師，依國立勤益科技大學編制外專任教學人員實施要點（以下簡稱本要點）之規定，訂立約定條款如下：

For the necessity of practical educational research, the National Chin-Yi University of Technology ("Party A") hereby employs ^{Mr.}_{Ms} _____ as a full-time Contract Faculty at the level of: ☐ professor ☐ associate professor ☐ assistant professor ☐ lecturer. According to the Guidelines on the Implementation of Employment of Full-Time Contract Faculty (the "Guidelines"), both parties hereby agree as follows:

一、聘用類型：

Type of employment:

(一)依教育人員任用條例聘任(一般教師): ☐教學型 ☐產研型(應完成之產學或研究績效指標內容依附約辦理)

Employment in accordance with the Act Governing the Appointment of Educators (general teachers): ☐Scholarship of teaching ☐Industry-University R&D (the content of industrial or research performance indicators to be achieved shall be managed in accordance with the addendum)

(二)依大學聘任專業技術人員擔任教學辦法聘任(專業技術人員): ☐教學型

Employment in accordance with the Employment Regulations for Professional Technicians Teaching at Universities (professional technicians): ☐Scholarship of teaching

二、聘用期間：自 年 月 日起至 年 月 日止。

甲方因教學需要或其他情事變更等事宜，得於聘期屆滿前，提前終止契約，惟應符合「專科以上學校進用編制外專任教學人員實施原則」第六點規定，並於一個月以前以書面預先通知乙方。

Term of employment: from _____ to _____

Party A may terminate the term of employment before the indicated date based on education needs or changes in other matters. However, it shall meet the requirements of Item 6 of the Implementation Principles for the Employment of Full-Time Contract Faculty at Junior Colleges and Institutions of Higher Education, and written notice shall be provided to Party B one month in advance.

三、工作內容：

並在聘約期間參與校內各項技術研發團隊，協助校內推動行政工作，且得兼任甲方各單位內之二級主管職務。

Content of work:

Fill in based on the content of the announcement for newly employed teachers or approved employment application. Contract Faculty shall participate in various technological research teams, assist in campus administrative work, and may serve as a level 2 officer of any unit of Party A.

四、報酬：

Remuneration:

- (一) 依**本要點**第九點第一項第一款第一目或第二款規定，基本薪資比照甲方編制內相當職級專任教師之薪級，按政府所定標準支給。

The basic salary shall be paid referring to the salary for full-time teachers of the equivalent level of Party A in accordance with 9.1.1.1 or 9.1.2 of **these Guidelines** and in compliance with government criteria.

- ☐ 無
(二) ☐ 有彈性薪資。【彈性薪資依**本要點**第九點第一項第一款第二目規定，經甲方用人單位主管與乙方協議，並經三級教評會審議通過，校長核定後，按基本薪資百分之_____（百分之十至八十範圍內，小數點以後無條件進位）額度增給研究獎勵金。】

☐ Without

☐ With a flexible salary [the flexible salary is _____% of the basic salary (must be 10-80% of the basic salary, rounded up to the nearest dollar) as an additional research reward paid in accordance with 9.1.1.2 of **these Guidelines** following negotiation between the application unit and Party B after being passed by the level 3 Evaluation Committee and approved by the President).

- (三) 所核薪級之提敘，另依教師待遇條例等相關規定辦理；報酬所得應依本國稅法規定課徵所得稅。

The remuneration criteria of the approved salary shall be managed in accordance with the Teacher Remuneration Act. Remuneration is subject to income tax pursuant to the Tax Act.

五、授課時數：

Lecture hours:

- ☐ 基本授課時數，比照甲方編制內專任教師職級之授課時數，並依「國立勤益科技大學專(兼)任教師基本授課時數編配計算要點」之規定核算超授鐘點，且得視其協助建立或帶領研發團隊之實際情況，由用人單位專案簽陳，會辦研發與課務等相關單位，經校長核定後酌減授課時數。(依**本要點**第三點第**二**項第一款規定聘任者適用之)
- ☐ The basic lecture hours shall be based on the lecture hours of full-time teachers in the system of Party A, and overtime hours shall be calculated in accordance with the Guidelines for Calculating Basic Lecture Hours of Full-time and Part-time Teachers of the Chin-Yi University of Technology. In addition, the application unit may file a special request to reduce the basic lecture hours depending on his/her support or leading research team after countersigning by the research and curriculum units approved by the President (applicable to individuals employed in accordance with 3.2.1 of **the Guidelines**)
- ☐ 比照編制內相當職級專任教師之基本授課時數，並依**本要點**第七點第二款之規定計算超(減)授鐘點。

- ☐ Refer to the basic lecture hours of full-time teachers of the same level of the system, and overtime (reduced) hours shall be calculated in accordance with 7.2 of the Guidelines.

- ☐ 依實施要點第七點第三款規定屬產研型，開授1門課。

- ☐ Industry-University R&D teachers deliver one subject as set forth in 7.3 of the Guidelines.

六、差假：比照甲方編制內專任教師之規定辦理。

Official travel and leave: based on full-time teachers in the system of Party A.

七、出國：比照甲方編制內專任教師之規定依行政院及所屬各級機關因公派員出國案件編審要點辦理。

Overseas trips: based on the Regulations for Full-time Teachers in the System of Party A in compliance with the Guidelines for Processing Overseas Trip Reports Submitted by Governmental Officials Sent by the Executive Yuan or its Agencies.

八、保險：乙方若符合「勞工保險條例」及「全民健康保險法」之被保險人資格者，應於到職時，由甲方辦理加保手續；聘約期滿或中途離職，應辦理退保。來自國外未具參加勞工保險或全民健康保險投保資格者，由甲方協助委託臺灣銀行辦理「國際技術合作人員綜合保險」。保險費由乙方負擔百分之三十五，甲方補助百分之六十五。

Insurance: Party A shall enroll Party B, if eligible, for insurance as set forth in the Labor Pension Act and the National Health Insurance Act. Insurance shall be withdrawn when the term of the contract expire, or if Party B resigns when the contract is still in effect. Individuals who are not eligible under the Labor Pension Act or the National Health Insurance Act shall receive assistance from Party A in designating the Bank of Taiwan for comprehensive insurance for international technical cooperation personnel. Party B shall be responsible for a 35% insurance premium, and Party A subsidize the remaining 65% of the insurance premium.

九、退離：

Retirement or resignation:

- ☐ (一)離職儲金：(本國籍乙方人士不適用之)

- ☐ (1) Separation fund: (depending on the nationality of Party B):

1. 按乙方每月月支報酬百分之十二提存儲金，其中百分之五十由乙方於每月報酬中扣繳作為自提儲金，另百分之五十由甲方提撥作為公提儲金，並由甲方在公營銀行或郵局開立專戶儲存孳息，並列帳管理。

A reserve fund based on 12% of monthly remuneration, of which 50% is deducted from the monthly remuneration of Party B as a self-reserved fund and the other 50% is a public fund reserved by Party A. Party A shall establish a special savings account in a public bank or post office for the interest derived thereof and shall retain records of such fund.

2. 乙方於契約期限屆滿離職，經甲方同意並辦妥離職手續者，或在職因公、因病或意外死亡者，發給公、自提儲金本息。

When Party B resigns upon the expiration of the contract and has completed the resignation procedures as agreed by Party A, or dies during official business, from illness, or accident when in service, the principal and interest of the University and that reserved by himself/herself shall be distributed.

3. 前項死亡人員公、自提儲金本息，其遺族領受順序，依民法繼承篇之規定辦理。
The collection order of heirs for the principal and interest of the University and reserved by himself/herself as set forth in the preceding paragraph shall be managed in accordance with the Succession of the Civil Code.

4. 方因違反契約所定義務而經甲方予以解聘，或未經甲方同意而於契約期限屆滿前離職者，僅發給自提儲金之本息。

If Party B is dismissed by Party A due to a breach of contract or resigns before expiration of the contract without the permission of Party A, only the self-reserved principal and interest will be distributed.

5. 儲金年資自實際提繳公、自提儲金之月起計算。

The seniority of the fund shall be calculated from the month of the fund actually being reserved by Party B and the University.

6. 請領公、自提儲金本息之權利，自離職或死亡之次月起，經五年不行使而消滅，但因不可抗力之事由致不能行使者，自該請求權可行使時起算。

The rights to collect self- or public-reserved principal and interest will expire five years from the month following resignation or death, provided that such claim is calculated from its availability if not feasible due to the event of force majeure.

☐ (二)提撥繳納勞工退休金：依勞工退休金條例等相關規定辦理。

☐ (2) Labor pension fund reservation: in accordance with the Labor Pension Act.

十、到職及離職：

Arrival and resignation:

(一)乙方應於聘期開始後一個月內至甲方辦理到職手續，逾期未到職者，視同不履約，本契約書自動失效。聘期屆滿，乙方如未獲**再聘**，即須離職，不得異議。

Party B shall manage arrival procedures within one month from the term of employment. Failure to check in by the deadline will be deemed as a default of contract and the contract shall be nullified automatically. In the event Party B's contract is **not renewed** upon the expiration of employment, Party B shall agree to resign without objection.

(二)乙方如因特別事由須於聘期中先行離職時，應於一個月前提出申請，經甲方同意後始得離職。

If Party B needs to resign for a special reason during the term of employment, an application shall be filed one month in advance. Party B shall not resign until the consent of party A is granted.

(三)乙方離職時，應依規定移交經管財物、業務，辦妥離職手續後始得離職。如因違約、不按規定辦理移交、移交不清或其他情事致生損害時，除與保證人負連帶責任外，如有涉及財產、經費事項時，得視情節輕重移送法辦。

Party B shall not resign unless he/she has handed over all property and business, and completed the resignation procedures pursuant to the regulations. Failure to manage handover procedures pursuant to the regulations, unclear handover, or other matters causing damage, in addition to joint liabilities of the guarantor, will result in the case being subject to legal procedures when property and budget is involved.

(四)乙方於聘用期間，得申請發給在職證明書；離職時，應依規定辦妥離職手續後，始得發給離職證明書。

Party B may apply for a service certificate during the term of employment. In the event of resignation, a resignation certificate shall be issued after resignation procedures are completed pursuant to the regulations.

- 十一、晉級及升等：乙方服務滿一年，續約時得比照甲方編制內專任教師年資加薪之規定辦理晉級，並以每年八月一日為基準日。符合升等條件者，並得比照甲方教師升等規定辦理升等，其因升等所涉教師定期成效評估，比照甲方編制內專任教師規定辦理。

Promotions and pay rises: Party B may be promoted or pay increased based on seniority of a full-time teacher of Party A when the contract is renewed upon one year of service of Party B; August 1 every year shall be the record date. Those who meet the requirements for a pay rise or promotion shall be subject to the Promotion and Pay Rise Regulations for Teachers of Party A. A regular evaluation shall be conducted and based on the Regulations for Full-time Teachers in the System of Party A.

- 十二、乙方在聘用期間不適用國立勤益科技大學教師借調處理要點、國立勤益科技大學教師進修處理要點、國立勤益科技大學教師出國講學研究處理要點、「國立勤益科技大學教授休假研究要點、公立學校教職員退休資遣撫卹條例及婚、喪、生育、子女教育補助等規定。

The Guidelines for the Transfer of Teachers of the National Chin-Yi University of Technology, the Guidelines for Advanced Study of Teachers of the National Chin-Yi University of Technology, the Guidelines for Overseas Lectures and Research of Teachers of the National Chin-Yi University of Technology, the Act Governing Retirement, Severance, and Bereavement Compensation for Teachers and Other Staff Members of Public Schools, and the regulations governing subsidies for marriage, funeral, birth, and child education do not apply to Party B during the term of employment.

- 十三、乙方非經甲方書面同意，不得在校外兼職或兼課；其校外兼職、兼課報核程序比照甲方編制內專任教師規定辦理。

Unless there is written consent from Party A, Party B may not obtain a part-time job or teach outside the University. The reporting procedures for a part-time job or teaching outside the University shall be managed in accordance with the Regulations for Full-time Teachers in the System of Party A.

- 十四、乙方於甲方所屬之任教單位(簡稱用人單位)內，為該用人單位各項會議專任教師應出席之員額數。

Party B may attend various meetings of the teaching unit ("application unit") where Party B is employed.

乙方對甲方院長與系(所、中心)主任無選舉權；對甲方下列職務無選舉權與被選舉權；對用人單位選任之其他委員具選舉權與被選舉權。

Party B is not entitled to election as a dean or head of departments (institutes, centers) of Party A; holds no rights to elect or be elected for following posts; is not eligible to elect nor be elected for other positions of the application unit.

(一)各級教評會委員。

Members of the faculty evaluation committee at all levels.

(二)各系(所、中心)規定應由編制內專任教師擔任之職務。

Posts that are to be assumed by full-time teachers in the system pursuant to the relevant regulations of all departments (institutes, centers).

(三)其他依學校相關規定應由編制內專任教師擔任之職務。

Posts that are to be assumed by full-time teachers in the system pursuant to the relevant regulations of the University.

乙方如兼任甲方行政主管，就所兼職務本身，於出席與所兼職務本身相關會議時，得

計列會議出席員額與選舉、被選舉之權。

Should the Contract Faculty also serve as an administrative officer; he/she shall be included in the number of attendees in attendance at meetings related to his/her post and entitled to the right to be in the election and to be elected.

十五、有關乙方著作抄襲或其他違反教師專業倫理之懲處，比照編制內專任教師之規定辦理。

Punishment regarding plagiarism or other violations of professional ethics of teachers shall be based on the Regulations Governing Full-time Teachers in the System.

十六、乙方應尊重性別平等，恪守師生及專業倫理，並應遵守性別平等教育法、性別工作平等法、性騷擾防治法、校園性侵害性騷擾或性霸凌防治準則、校園霸凌防制準則之規定，以維護學生受教權與人身安全。

Party B shall respect gender equality, adhere to teacher, student, and professional ethics, and shall comply with the Gender Equality Act, the Act of Gender Equality in Employment, the Sexual Harassment Prevention Act, Regulations on Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus, and the Campus Bullying Prevention Standards to protect the rights of students in education and human safety.

十七、其他可享之權益：

Other rights:

(一) 識別證與汽機車通行證之請領。

Request and collection of an identification badge and motor vehicle pass.

(二) 參加文康活動（自費）與春節團拜等各項聯歡活動及社團。

Participate in recreational activities (self-funded) and New Year group worship activities and social clubs.

(三) 依規定使用圖書館、體育場館、游泳池、計算機及資訊網路中心等各項公共設施。

Use of libraries, stadiums, swimming pools, computers, information network centers, and other such as public facilities (refer to the relevant regulations).

(四) 衛生保健醫療服務。

Healthcare and other medical services.

十八、其他應盡之義務：

Other obligations:

(一) 乙方論著發表須註明與甲方之關係。

Party B shall indicate the relation with Party A in his/her writing published.

(二) 乙方有親自授課、監考、閱卷及指導學生實習之義務。惟指導學生論文視聘任單位之規定辦理。

Party B is obligated to lecture, supervise exams, and instruct in internships of students in person. Supervision of students' theses shall be managed in accordance with the regulations of the employment unit.

(三) 乙方因故請假未授課時，應定期補授或扣繳鐘點費由甲方聘請適當教師代課。

If Party B cannot deliver a lecture for due cause, he/she shall make up the class, or Party A will invite a substitute teacher as appropriate and deduct the hourly pay from Party B's compensation.

十九、契約屆滿不再聘，聘期內終止契約，聘期中暫時予以停止契約執行，及慰助金與救濟：

No renewal upon expiration of the contract, termination or suspension of the contract during the period of employment, severance, and relief:

(一) 契約屆滿不再聘：乙方於契約有效期間，有本要點第六點第三項至第六項所定情事之一，於契約屆滿日起不再聘續約。

No renewal upon expiration of contract: the contract with Party B will not be renewed following expiration of the contract if Party B falls under one of the circumstances set forth in Paragraphs 3 to 6 of Item 6 during the effective period of the contract.

(二) 聘期內終止契約：乙方有「專科以上學校進用編制外專任教學人員實施原則」第六點第一項各款情形之一者，甲方應依該實施原則第六點所定程序於聘期內終止契約。

Termination of contract during the period of employment: where one of the circumstances set forth in Paragraph 1 of Item 6 of the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education occurs, Party A shall terminate the contract within the term of employment as specified in Item 6 of said Implementation Principles.

(三) 聘期中暫時予以停止契約執行：依「專科以上學校進用編制外專任教學人員實施原則」第七點至第九點規定辦理。

Suspension of contract during the period of employment: managed in accordance with Items 7 to 9 of the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education.

(四) 慰助金：乙方聘期屆滿未獲再聘，且無「專科以上學校進用編制外專任教學人員實施原則」第六點及第七點所定情事者，比照勞工退休金條例第十二條規定，按其於學校服務年資發給慰助金，每滿一年發給二分之一個月之平均薪酬，未滿一年者，以比例計給；最高以發給六個月平均薪酬為限。

Severance payment: if the Contract Faculty is not employed upon expiration of the contract and no circumstance set forth in Items 6 to 7 of the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education occurs, severance pay shall be paid by the employer based on seniority. The amount equal to half a month's average salary for every full year of employment, and pro-rated if the period of employment lasts less than one full year in accordance with Article 12 of the Labor Pension Act.

(五) 救濟：乙方對甲方有關其個人之措施，認為違法或不當，致損害其權益者，得按其性質依法提起勞資爭議處理或相關訴訟，請求救濟。

Relief: should Party B consider that the measures taken by the University are illegal or improper resulting in impairment to his/her rights, the Contract Faculty may file a labor dispute or litigation pursuant to the law.

二十、本契約未盡事宜，依教育部專科以上學校進用編制外專任教學人員實施原原則及相關法令規定辦理。

With regard to matters not mentioned herein, the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education of the Ministry of Education and relevant laws and regulations shall govern.

二十一、附約：依實施要點第六點第三項至第五項規定，約定內容如下：

Supplementary clauses: the content of the agreement in accordance with Paragraphs 3 to 5 of the Guidelines are as follows:

- (一)對於乙方之教學、研究、輔導與服務等各項內容，議定績效達成指標，做為考評續約與否之依據。其績效標準如下：(第六點第三項規定，所有專案教師一體適用)
 - 1....
 - 2....
- (1) Agree to achieve the performance indicators as the basis for evaluating contract renewal aimed at the education, research, counseling, and services of Party B. The performance standards are as follows: (according to Paragraph 3 of Item 6, this applies to all Contract Faculty):
 - 1....
 - 2....
- (二)乙方為協助建立或帶領甲方相關研發團隊，以提升甲方產、學、研發技術水準之具體內涵，並做為續約與否之依據如下：(第六點第四項規定，僅第三點第一項第一款之教授適用)
 - 1....
 - 2....
- (2) The physical content of improving the industrial, academic, and research technology level of Party A with the assistance or supervision of Party B as the basis for contract renewal is as follows: (according to Paragraph 4 of Item 6, this apply only to teaching set forth in subparagraph of Paragraph 1, Item 3):
 - 1....
 - 2....
- (三)乙方實際從事之產學合作計畫或研究計畫應達成之績效指標內容如下，未成時，不予續約。(第六點第五項規定僅產研類型專案教師適用)
 - 1....
 - 2....
- (3) The performance indicators to be achieved by Party B in the industrial-academic cooperation plan or research plan are as follows, and the contract will not be renewed if the performance indicators are not achieved (according to Paragraph 5 of Item 6, this applies only to Industry-University R&D Contract Faculty):
 - 1....
 - 2....

二十二、本契約書一式三份，由甲方、乙方、用人單位各執一份。

The contract is prepared in three counterparts. Party A, Party B, and the application unit shall retain one set of originals each for record.

立契約人

甲方：國立勤益科技大學

地址：411台中市太平區中山路二段57號

代表人：校 長 0 0 0

用人單位主管：

By

Party A: National Chin-Yi University of Technology

Address: No. 57, Sec. 2, Zhongshan Rd., Taiping Dist., Taichung City 411

Representative: President 0 0 0

Head of Application Unit:

乙 方：

地 址：

身分證字號：

(無中華民國身分證者請填護照號碼或移民署核發之統一編號)

聯絡電話：

Party B:

Address:

ID No.:

(Please provide passport No. or unified number issued by the Immigration Agency if an ID card of the R.O.C. is not applicable).

Tel.:

中 華 民 國 年 月 日

Date:

公立大專院校教師及助教薪資明細表

Public College and University Faculty and Teaching Assistant Salary Table

111.1.1 起實施

2022.1.1 implement

薪額 Salary Points	月支本薪 basic salary for each month	學術研究費 academic research fund				每月合計 Sum for each month											
770	59,250	62,300	48,080	42,080	33,210	教授 Professor	121,550										
740	56,190						118,490										
710	55,480						117,780	103,560									
680	53,330						115,630	101,410									
650	51,910						114,210	99,990	93,990								
625	50,480						112,780	98,560	92,560			83,690					
600	48,050						110,350	96,130	90,130	81,260							
575	47,620						109,920	95,700	89,700	80,830							
550	46,190						108,490	94,270	88,270	79,400							
525	44,770						107,070	92,850	86,850	77,980							
500	43,340						105,640	91,420	85,420	76,550							
475	41,910						104,210	89,990	83,990	75,120							
450	39,050	教授 Professor	副教授 Associate Professor	42,080	33,210	教授 Professor	87,130	81,130	72,260	62,210							
430	37,980						86,060	80,060	71,190	61,140							
410	36,910						84,990	78,990	70,120	60,070							
390	35,840						83,920	77,920	69,050	59,000							
370	34,770						副教授 Associate Professor	76,850	67,980	57,930	助理教授 Assistant Professor	63,700	53,650				
350	33,700														75,780	66,910	56,860
330	32,630														74,710	65,840	55,790
310	31,560														73,640	64,770	54,720
290	30,490						助理教授 Assistant Professor	23,160	講師 Lecturer	49,360	48,650	47,930	47,220	助教 Teaching Assistant			
275	29,420														62,630	52,580	
260	28,340														61,550	51,500	
245	27,270														60,480	50,430	
230	26,200	講師 Lecturer		助教 Teaching Assistant	49,360	48,650	47,930	47,220	助教 Teaching Assistant								
220	25,490																
210	24,770																
200	24,060																

國立勤益科技大學校務基金進用 教學人員 聘用申請書（名冊）
工作人員

National Chin-Yi University of Technology Application Form for Teaching Staff and Other Personnel Employed under the University Affairs Fund

中華民國 年度

Year

填表日期 年 月 日

Date of Application: Year/Month/Date

區分 Category	(1) 職稱 Position Title	(2) 人數（姓 名） Number of Employee s (Names)	(3) 出生 年月日 Date of Birth	(4) 擔任工作內容 Service Content	(5) 資格條件 （學經歷專 長） Qualification s (Education, Work Experience, Special Skills)	(6) 專案計畫期 限（聘用起 止時間） Project Duration (Employment Start and End Time)	(7) 月酬標準 Monthly Salary Standard		(8) 年需經費（請將年終獎金、離職儲 金、勞工保險、全民健保、生日禮 券等各項目分列） Annual Funding (please list items such as year-end bonuses, pension contributions, labor insurance, national health insurance, birthday gift certificates, etc.)	(9) 經費來源及 科目 Funding Source and Account	(10) 備註 Note
							薪點 Salary Point	折合金額 Equivalent Amount			
教學人員 Teaching Staff											
	小計 Subtotal										
工作人員 Workforce											
	小計 Subtotal										
合計 Total											

說明：1 依據「專科以上學校進用編制外專任教學人員實施原則」、「國立大學校務基金進用研究人員及工作人員實施原則」辦理。

2 專案計畫期限以一年為原則。經學校審核通過後實施，並依計畫進用所需人員，各年度專案計畫所需人事費總額，不得超過上一會計年度營運資金百分之三十。

3 各單位於年度編列計畫（每年十月底前）或於年度中須增列計畫時，應填具計畫書及聘用申請書各一份，層報機關首長核准後依規定約聘之（約聘起迄時間以學年度計算），並於聘用人員到職一個月內，填列聘用名冊及聘用契約書層報機關首長後送人事室備查。經核定一年以上計畫，依原業務計畫預定完成之時間，每年定期提出聘用名冊至計畫完成時為止。

4 專案計畫教學人員之遴聘資格及程序依據教育人員任用條例之規定辦理。

5 工作人員須具資格條件參照「國立大專校院專案計畫工作人員報酬標準」所任工作職責程度之專門知能條件，詳列應（所）具之學經歷及專長。

6 離職儲金為每月按月支報酬之百分之十二提存儲金，其中百分之五十由聘僱人員於每月報酬中扣繳作為自提儲金；另百分之五十由聘僱機關學校提撥作為公提儲金。

7 填列名冊時，請將人數欄改姓名欄，僅填列（1）（2）（3）（4）（5）（6）（7）（8）欄即可，經核定一年以上計畫，請於名冊備註欄註明係執行第幾年之計畫。

單位主管簽章：

Explanation:

1. This process complies with the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education and the Implementation Principles for National University Staff Recruitment Projects for Research, and Other Personnel.
2. The project duration is usually one year. Projects are implemented after approval by the school, and total personnel expenses required for each annual project plan should not exceed 30% of the operating funds of the previous fiscal year.
3. Each unit should prepare a project proposal and recruitment application when planning for the year ahead (before the end of October each year) or when additional plans need to be added during the year. Following approval of the unit head, personnel may be hired according to the regulations (the period of employment is calculated according to the academic year), and within one month after commencing employment a list of hired personnel and a contract should be filled out and submitted to the personnel office for review. A list of hired personnel should be submitted annually until the project is completed for projects that have been approved for more than one year.
4. The qualification and selection process for project-based teaching staff comply with the Act Governing the Appointment of Educators.
5. In accordance with the Salary Standards for Staff in National University and College Project Plans, personnel must possess the professional knowledge and skills required for their position as detailed in the required education, experience, and special skills descriptions.
6. 12% of the monthly salary will be deposited into a pension contribution, with 50% of that amount deducted from the project teacher's monthly pay and set aside as a voluntary pension contribution. The remaining 50% will be allocated by the school as a mandatory pension contribution.
7. When filling in this form, please change the column heading from "number of people" to "name". Only columns (1)-(8) need to be filled in. Please indicate which year of the plan is being implemented in the note column of the form for projects that have been approved for more than one year.

Signature of the Unit Supervisor:

國立勤益科技大學__學院__系所__學年度第__學期新聘教師申請表
National Chin-Yi University of Technology College __ Department __ Semester
__ Year __ Application Form for Newly Hired Teachers

送審日期：民國 年 月 日
 Submission Date: Year/Month/Date

擬任類別職稱 Proposed Employment Category and Title	編制 ☐ 內 ☐ 外 ☐ Establishment ☐ Non-establishment ☐ 專任教師 ☐ Full-time Faculty ☐ 專技人員 ☐ Professional and Technical Personnel ☐ 客座 Visiting	☐ 教授 ☐ Professor ☐ 副教授 ☐ Associate Professor ☐ 助理教授 ☐ Assistant Professor ☐ 講師 ☐ Lecturer	姓名 Name		聯絡電話 Telephone			
			出生年月日 Date of Birth	民國 / / Year/Month/Date		E-mail		
			身分證(護照、居留證)字號 ID (Passport, ARC Card) No.			通訊處 Address		
編制內專任教師 Full-time Faculty within the University		自民國 年 月 日起聘 Employed from Year/Month/Date on		編制外專任教學人員或客座教授聘期 Employment Period for Non-establishment Full-time Teaching Personnel or Visiting Professors		自民國 年 月 日起 至民國 年 月 日止 From Year/Month/Date to Year/Month/Date		
學歷及主要經歷 Education and Major Experience	畢業學校名稱 Name of Graduated Institution/School		系所 Department/Institute	修業起訖年月 Start and End Date of Academic Studies	學位 Degree	國家 Country	論文名稱 Thesis/Dissertation Title	指導教授 Advisor
				民國 Year				
				民國 Year				
	服務學校(機關)名稱 Name of Current or Previous School/Organization of Employment		職別 Job Title	任職起訖年月 Start and End Date of Employment	專 兼 任 Full-time/Part-time	所擔任工作內容或曾經授課課程名稱 Job Responsibilities or Names of Courses Taught		
				民國 Year				
				民國 Year				
教師證號 Teaching Certificate No.	等級 Level	證書字號 Certificate No.	起資年月 Start Date of Employment	專業證照 Professional Certificate/License	名稱 Name	字號 No.	核照機關 Approving Authority	
		字第 號 No.	民國 年 月 Year/Month					
		字第 號 No.	民國 年 月 Year/Month					
		字第 號 No.	民國 年 月 Year/Month					
符合用人單位需求課程 Courses Specific to the Hiring Department/Employer	課程名稱 Course Name				時數 Number of Hours	學期 Semester	學制(年級) School System (Grade)	
現有師資 Current Teaching Faculty	系所教師總人數 Total Number of Faculty at the Department/Institute		教授 Professor	副教授 Associate Professor	助理教授 Assistant Professor	講師 Lecturer	人事室核章 Personnel Office Stamp	
	現有專任 Current Full-time							

	現有兼任 Current Part-time							
系所教評會評審經過 The Review Process by the Departmental Teaching Evaluation Committee	介聘理由與評審結果： Reasons for Hiring and Evaluation Results:			應徵人數 Number of Applicants	通過票數 Number of Votes Passed	出席人數 Number of Attendees	委員人數 Number of Committee Members	系所教評會召集人簽章 Signature of the Convener of the Departmental Teaching Evaluation Committee
	(請述明徵求方式、課程需要及教師專長配置) (Please describe the recruitment methods, course needs, and teacher expertise allocation.)							
學院教評會評審經過 The Review Process by the College Teaching Evaluation Committee	決議情形： Resolution:				通過票數 Number of Votes Passed	出席人數 Number of Attendees	委員人數 Number of Committee Members	學院教評會召集人簽章 Signature of the Convener of the College Teaching Evaluation Committee
	年 月 日第 次會議決議 Decision made at the meeting on [date] of [month], [year], meeting number [number].							
校長批示 President's Endorsement				校教評會審議結果 Result of the School Teaching Evaluation Committee Review	年 月 日 第 次會議決議 Decided on [Year][Month][Date] at Meeting [number]			學校教評會召集人簽章 Signature of the Convener of the School Teaching Evaluation Committee

- 1、檢附證件包括：(一)最高學歷證件影本(二)經歷證件影本(三)教師證書影本(四)身分證影本(五)著作(六)學術著作目錄一覽表(七)其他證件。(本表請以打字填送。學術著作目錄一覽表如附件。)

The attached documents include: (1) a copy of the highest academic degree certificate, (2) a copy of the certificate of experience, (3) a copy of the teaching certificate, (4) a copy of the ID card, (5) publications, (6) a list of academic publications, and (7) other relevant documents (please type the information in this form; a list of academic publications should be attached).

- 2、持外國學歷者，請依「大學辦理國外學歷採認辦法」辦理學歷查證，經查證符合規定者，並於「介聘理由」欄註明「本件已辦理國外學歷查證認定，符合相關規定」之文字。未檢附駐外單位驗證證明，致未完成查證手續者，請註明「本件國外學歷尚在查證中」之文字，雖經校教評會先行審議完成，惟仍需於三個月內補提認證證明後，才能報部送審。

For those who hold foreign degrees, please follow the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education to verify the academic qualifications. If the qualifications meet the requirements, please state the following in the "Reasons for Hiring" section: "The foreign academic qualifications have been verified and meet the relevant requirements." If the verification process has not been completed, please indicate "The foreign academic qualifications are currently being verified." Following review by the school teaching evaluation committee, the certification documents must be submitted within three months for the application to be processed.

國立勤益科技大學績優專案教師符合各學院績效優良指標檢核表

National Chin-Yi University of Technology Outstanding Project Teacher Checklists for Excellent Performance Indicators in Each College

專案教師姓名 Name of Project Teacher		受聘 單位 Employe d Unit		所屬 學院 Affiliat ed College		初聘年月 Date of Initial Employment	年 月 Year Month
						任職年月 Length of Employment	年 月 Year Month
所屬學院績效優良指標 Excellent Performance Indicators of the Affiliated College	【請自行點擊左邊各學院連結，將學院之績優指標複製於本欄位中】 【Please click the links of each college on the left and copy the excellent performance indicators of the college in the space below】						
現職職級 Current Position and Rank		符合績優指標項目 Compliance with Excellent Performance Indicator(s)	1. 符合_____學院所定績優指標內容第_____點_____。 Complies with Point _____ of the Excellent Performance Indicator(s) set by the _____ College. 2. 符合項目內容摘錄目錄如下表，並附具所列佐證資料如後。 The contents of the indicators are summarized in the table below, and supporting documents are attached.				

績優當事人檢核 簽名 Verification by the Person in Charge of the Excellent Performance: Signature		受聘單位查 核 Verification by the Employing Unit		學院初核 Initial Review by the College	
研發處複核 Secondary Review by the Office of Research and Development		產學營運處 (或人事室) 複核 (無則免) Secondary Review by Office of Industry- Academia Collaboratio n (or Personnel Office) (if applicable)		主計室複核 Secondary review by the Accounting and Statistics Office	

各需求單位提出績優專案教師轉專任教師員額申請，請附上經各相關單位初(複)核之查核表併提教師員額規劃小組會議

Each department requiring a project teacher to become a regular teacher should submit an application along with the checklists that have been initially and/or secondarily reviewed by the relevant departments to the Planning Committee for Faculty Allocation.

運用以下項目表列績效指標內容時，沒有用到的項目表格請逕行刪除

Please delete any rows that are not applicable using the following item list to list the content of performance indicators.

壹、各項期刊論文

Performance indicators for journal articles:

- 一、期刊論文之發表，以實際發表刊登並載有出版時間資訊者始予計列，僅接受或僅有 DOI 碼標示而無實際出版時間資訊者不予計列。

Journal articles that have been published (only those that have actually been published and have information about the publication date will be counted; those that are only accepted or have a DOI code without the actual publication date will not be counted).

- 二、期刊論文中，SSCI、SCI 及 SCIE 等級須符合該論文收錄至 Web of Science 並於 JCR 資料庫檢索。

Only journal articles that are included in the Web of Science and are indexed in the JCR database at SSCI, SCI, or SCIE level will be counted.

編號 No.	依序詳列所有作者 (通訊請以*加註， (學生請以#加註) Please list all authors in order (* indicates corresponding author, # indicates student author)	發表年 / 月 Publication Year/ Month	論文名稱 Paper Title	期刊名稱 Journal Name	卷數 vol Volume	期數 no Issue No	頁碼 Page Numbers	論文屬性 Type of Paper	學院初核 核符 Initial Review by the College	研發處複核 核符 Secondary Review by the Office of Research and Development
1								☐ <u>SCI、SCIE、SSCI</u> ☐ <u>AHCI</u> ☐ <u>科技部人文及社會科學 研究發展司推薦期刊</u> ☐ <u>Journals recommended by the Humanities and Social</u>		

								<u>Sciences Division of the Ministry of Science and Technology</u> ☐ <u>他國內外期刊</u> ☐ <u>Other domestic and foreign journals</u>		
2								☐ <u>SCI、SCIE、SSCI、AHCI</u> ☐ <u>科技部人文及社會科學研究發展司推薦期刊</u> ☐ <u>Journals recommended by the Humanities and Social Sciences Division of the Ministry of Science and Technology</u> ☐ <u>其他國內外期刊</u> ☐ <u>Other domestic and foreign journals</u>		

(若欄位不足，請自行增加。)

Please add more rows if the space provided is insufficient.

貳、各項產學(專題)計畫

Various Industry-Academia (Project) Programs

- 一、 **各項產學(專題)計畫案之金額，以實際入帳者始能計列**，未入帳或分期入帳(尚未達各學院所定金額)者不予計列，並由主計室協助複核其金額是否已入帳。

The amount of each industry-academia (project) cooperation project shall be calculated based on the actual amount received. Projects that have not been received or have been received in installments (have not reached the amount set by each college) shall not be counted. The Accounting and Statistics Office shall assist in verifying whether the amount has been received.

- 二、 產學計畫：產學合作或技術移轉金額，以擔任計畫主持人或技術移轉申請人為限。

For industry-academia projects, the amount of cooperation or technology transfer shall be limited to the principal investigator or technology transfer applicant.

- 三、 專題計畫：科技部專題研究計畫主持人（依科技部核定清單為準）。

Thematic projects shall be limited to the principal investigator of the Ministry of Science and Technology thematic research project (subject to the list approved by the Ministry of Science and Technology).

編號 No.	計畫 編號 Project No.	計畫名稱 Project Title	會計系統 計畫代碼 Accounting System Project Code	計畫期間 (yy/mm/dd-yy/mm/dd) 多年期計畫請分年度撰寫 Project Period (yy/mm/dd- yy/mm/dd) For multi-year projects, please write by year.	出資 單位 Funded by	計畫金額 (核定/合 約金額) Project Amount (Approved/ Contract	計畫金額 (實際入帳 金額) Actual Amount of the Project (Already	學院初核 核符 Initial Review by the College	研發處/產運 處複核核符 Secondary Review by the Office of Research and Development	主計室複核 核符 Secondary Review by Accounting & Statistics Office
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						Amount)	Received)		/Office of Industry- Academia Collaboration	
1										
2										

(若欄位不足，請自行增加。) Please add more rows if the space provided is insufficient.

參、證照輔導、技能競賽：僅工程學院適用

Certificate Coaching, Skills Competitions: **Applicable to the College of Engineering Only**

5 年內應有以本校名義簽約且擔任主持人之教學為主的各項計畫，每年 30 萬元以上之計畫累計達 5 件以上〔填列於貳、各項產學(專題)計畫中〕及教學績效優良，且**每學期開設 1 班以上之證照輔導班輔導學生取得各所屬系所訂定之專業核心證照 10 張以上或 5 年內帶領學生參加國際或全國技能相關競賽獲得前三名至少三次。**

The faculty member should have led at least five teaching-focused projects within the past five years with a minimum budget of NT\$300,000 each, signed with the university as the contracting party (to be listed under Section II - Various Industry-Academia (Project) Programs), achieved outstanding teaching performance, and **offered at least one certificate coaching class per semester to assist students in obtaining 10 or more core professional certificates designated by their respective departments. Alternatively, the faculty member should have led students in the past five years to participate in international or national skills competitions, winning at least**

three times, and placing among the top three in each competition.

一、證照輔導：

Certificate Coaching:

編號 No.	輔導班開課日期 Opening Date of the Certificate Coaching Class	證照輔導班名稱 Certificate Coaching Class Name	專業核心證照名稱 Professional Core Certificate Name	證照等級 Certificate Level	證照張數 (提供學生名單及證照取得日期佐證後附) Number of Certificates (provide the student list and certification acquisition date)	工程學院初核核符 (開課、學生修課) Initial review and approval by the College of Engineering (for course opening and student enrollment)	研發處核符 (是否為系所核心證照) Reviewed and approved by the Office of Research and Development (to check the certification is a core certification of the department)
1							
2							

(若欄位不足，請自行增加。) Please add more rows if the space provided is insufficient.

二、技能競賽：

Skill Competitions:

編號 No.	競賽性質 (國際或全國性，國際性請附上參賽國家三個(含)以上證明) Competition Type (International or national; for international competitions please attach proof of participation from)	競賽名稱 (技能競賽不包含研討會論文競賽) Competition Name (Excluding seminar paper)	競賽日期 Competition Date	獲獎名次 (獎狀上需有教師姓名) Award or Ranking (certificate must have the name of the)	工程學院初核核符 Initial review and approval by the College of Engineering	研發處核符 Reviewed and approved by the Office of Research and Development
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	three or more countries)	competitions)		teacher)		
1						
2						

(若欄位不足，請自行增加。) Please add more rows if the space provided is insufficient.

肆、展演或運動競賽：僅文創、通識二學院適用

Exhibitions or Sports Competitions: **Applicable to the College of Humanities and Creativity and College of General Education only.**

一、 文創學院：5 年內有公立審查機制場所公開不同內容之展演 2 場(音樂、藝術類)

College of Humanities and Creativity: Held two public exhibitions of different content (music and art) at public review venues with examination mechanisms within the past five years.

二、 通識學院：5 年內參與全國性音樂、藝術、戲劇展演者。

College of General Education: Participated in national-level music, art, or drama exhibitions within the past five years.

三、通識學院：5 年內曾參與或帶隊參加全國性運動競賽獲獎，或參與中央部會所主辦競賽獲獎者。

College of General Education: Participated or led a team to participate in national-level sports competitions and won awards, or participated in competitions organized by central government ministries and won awards within the past five years.

編號 No.	展演(獲獎)日期(yy/mm/dd) Exhibition (Award-winning) Date (yy/mm/dd)	辦理機構(單位) Organized by	展演名稱 Exhibition/Competition Name	全國性/ 中央部會 National/Cen tral Government Ministry	國別 Nation	文創學院/通識學院初 核核符 Initially Reviewed and Approved by the College of Humanities and Creativity/College of General Education
1				☐ 全國性 ☐ National ☐ 中央部會 ☐ Organized by a central government ministry		
2				☐ 全國性 ☐ National ☐ 中央部會 ☐ Organized by a central government ministry		

(若欄位不足，請自行增加。) Please add more rows if the space provided is insufficient.

伍、其他計畫或兼職：僅通識學院適用

Other Projects or Part-time Jobs: **Applicable to the College of General Education only**

一、5 年內參與執行教學卓越計畫、典範科大計畫或高教深耕計畫擔任次子計畫以上主持人者。惟若因兼任學校行政職務而兼辦執行之計畫不列入本指標。

Served as the principal investigator of a sub-project or above within the past five years for the execution of a Teaching Excellence Project, a Model University of Technology Project, or a Higher Education SPROUT Project (any projects carried out concurrently with a school administrative position may not be included in this section).

二、5 年內曾擔任二級行政主管職務三年以上，表現優良者。

Served as a second-level administrative supervisor within the past five years for more than three years and demonstrated excellent performance.

編號 No.	執行計畫名稱/兼二級行政主管名稱 Project Name/Secondary Executive in Charge	執行年度 Execution Year	通識學院初核 核符 Initially Reviewed and Approved by College of General Education	研發處(計畫辦公室)/人事室複核 核符 Secondarily Reviewed and Approved by the Office of Research and Development (Project Office)/Office of Personnel

(若欄位不足，請自行增加。) Please add more rows if the space provided is insufficient.

國立勤益科技大學 進用編制外專任教學人員 實施要點第八點附表-各學院專案教師績效優良指標

National Chin-Yi University of Technology Guidelines on the Implementation of Employment of Full-Time Contract Faculty, Attachment 8 - Excellent Performance Indicators for Project Teachers in Each College

107.11.22.107 學年度第 1 學期第 1 次校教評會議審議通過各學院指標內容修正

108.07.17.107 學年度第 2 學期第 3 次校教評會議審議通過工程學院指標內容修正

109.04.16.108 學年度第 2 學期第 1 次校教評會議審議通過各學院指標內容修正，參見以下網址連結

Approved by the Continuing Meeting of the 1st University Evaluation Committee Meeting in the 1st semester of the 2018 academic year on November 22, 2018, and revised the content of indicators of each college.

Approved by the 3rd University Evaluation Committee Meeting in the 2nd semester of the 2018 academic year on July 17, 2019, and revised the content of indicators of the College of Engineering.

Approved by the 1st Academic Evaluation Committee Meeting in the 2nd semester of the 2019 academic year on April 16, 2020, and revised the content of indicators of each college. Please refer to the following links.

所屬學院 Affiliated College		指標內容 Content of Indicators
依各學院屬性 分別適用 Applicable in Accordance with the Nature of Each College	工程學院 College of Engineering	請參見 Please refer to https://coe.ncut.edu.tw/var/file/20/1020/img/494/607306026.pdf
	管理學院 College of Management	請參見 Please refer to https://ncut-cm.ncut.edu.tw/var/file/45/1045/img/370/360976720.pdf
	電資學院 College of Electrical Engineering and Computer Science	請參見 Please refer to https://eecs.ncut.edu.tw/eecs/regulation.php
	人文創意學院 College of Humanities and Creativity	請參見 Please refer to https://chc.ncut.edu.tw/p/404-1023-5240.php?Lang=zh-tw
	通識教育學院 College of General Education	請參見 Please refer to http://ge.ncut.edu.tw/files/11-1037-2513.php

① 各學院指標內容如有修正時，須經院務會議完成審議，送校教評會審議通過，陳請校長核定後實施，並由人事室於本附表內進行更新。

① Revisions to the content of indicators of each college must be reviewed and approved by the college affairs meeting, submitted to the University Evaluation Committee for review, approved by the president, and updated by the Personnel Office.

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.	研究績效比重，由送審人自行選定並簽名，一經選定，不得更改。 Research performance information should be selected and signed by the applicant. Once selected, it cannot be changed.
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 curriculum vitae submitted for teachers' qualification review. If there is insufficient space, please add additional rows as needed.

二、教學、輔導與服務績效：列印「專任教師定期成效評估標準資料庫－總表」

Teaching, Counseling, and Service Performance: Please print the Full-time Teachers' Regular 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 regular performance evaluation self-assessment conducted the year prior to submitting the application.
2.	若前一年度無成績則往前遞移，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 the year before that. If teachers who have been approved for an exemption from evaluation apply for a promotion and have no self-assessment results from the past two years, they must complete the self-assessment according to the regulations.

三、研究績效：

Research Performance:

(一) 整體研發成果：填具「研究績效之整體研發成果評審表」

Overall Research and Development Achievements: Please fill out the Evaluation Form for Overall Research and Development Achievements

注意事項 Notes
1. 整體研發成果之評審期間，係採計送審人取得前一等級教師資格後及送審前五年內研發成果之成績計算。 The evaluation period for overall research and development achievements is based on the research performance achieved by the applicant within five years before submitting the application, starting from the date of obtaining their previous teachers' qualification. 2. 所擬具之整體研發成果績效可包含實際送審成果。 Proposed overall research and development achievements may include actual submitted achievements. 3. 整體研發成果評核項目所舉具體事實，以在本校服務期間為限。各項評核內容均須提具體事實之佐證資料，無佐證資料者不予採計。 The specific facts mentioned in the evaluation items for overall research and development achievements are limited to the period of service at this university. Evidence supporting each evaluation item must be provided. If there is no supporting evidence, the item will not be considered. 4. 本表於線上系統尚未完成建置前，由申請人填具並附佐證，連同其他送審資料一併向系(所、中心、室)提出。 Before completing in the online system, the applicant should fill in the form, provide supporting documents, and submit them with other application materials to the department, center, or office.

(二) 實際送審成果：

Actual Submission Results:

1. 實際送審成果之實體內容：一式 **5** 份。

The physical content of actual submission results: 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 physical submission content in accordance with Article 10 and Article 10-1 of the Regulations for the Appointment and Promotion Review of Teachers at this university. (2) 以專門著作送審教師資格，或以作品、成就證明或技術報告代替專

門著作送審者，皆須符合本校各學院教師著作升等送外審查標準之規定。

Teachers who submit work, achievements, or technical reports instead of specialized work for teachers' qualification review must comply with the standards for review of teachers' work for promotions of the relevant college of this university.

- (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 specialized work shall be in accordance with 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) 專門著作已投稿尚未被接受或刊登者，得另行裝訂成冊載明所投稿之專業出版機構名稱並標示為「已投稿作品」，併同實際送審成果由學院**移請教務處**辦理外審。於**學院**教評會開議前，若經該專業出版機構所接受或刊登，得將其移列至實際送審成果之參考作。

If submitting specialized work that has been submitted but not yet accepted or published, please bind in a separate volume with the name of the professional publishing organization to which it has been submitted and label as "submitted work," and submit as part of the actual submission results of the college **to the Office of Academic Affairs** for external review. If the paper is accepted or published by the professional publishing organization before the **college's** teaching evaluation committee meeting, it may be moved to reference works for review.

- (6) 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 representative work (achievements). ⑤ Full text of reference work (achievements) (listed individually).

- (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。

If teachers are reapplying after previously being deemed unqualified for the teachers' qualification review, they must submit at least one additional or different work for 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 by 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 our school, and is used for applicants and departments to check whether the actual submission results meet the school'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 filled in by the applicant should be consistent with the number of actual submission results provided when applying to the department. Work that has been submitted for publication should not be counted.

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

Resume Form for Teachers' Qualification Review: One copy of Form A (**including** copies of legal documents submitted for verification with the resume) 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，「現職」請依現職聘書所載之末月為截止年月。In the "Current Position" and "Experience" columns, please use the end month specified in the current employment contract as the deadline.

- (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 first column of "Representative Work" and "Reference Work" (in sequential order). Specify them as representative work 1, 2, etc.

- (5) 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, issue number, co-authors, and other information filled in for representative work and reference work should be consistent with the content of actual submission results. If submitting a conference paper, please fill in the ISBN of the conference publication in the volume and issue number column.

- (6) 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 for the resume for teachers' qualification review should be personally signed by the applicant. One photo should be firmly affixed to the resume, 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.

**國立勤益科技大學辦理教師升等作業檢附資料
彙總表**

**National Chin-Yi University of Technology
Checklist of Documents Required for
Teachers' Promotions**

送審人 Applicant: _____

系所 Department (Institute): _____

	檢附文件資料名稱 Attached Document Names
1	專任教師升等申請表 Application Form for Full-time Teachers' Promotions
2	送審人之專任教師定期成效評估標準資料庫－總表 Full-time Teachers' Regular Performance Evaluation Standards Table
3	研究績效之整體研發成果評審表(含佐證)Evaluation Form for Overall Research and Development Achievements (including evidence)
4	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 by Faculty Members
5	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) Resume Form for Teachers' Qualification Review (Form A) : One copy (including copies of legal documents submitted for verification with the resume)
6	教師資格審查履歷表(乙式)：5份 Resume Form for Teachers' Qualification Review (Form B): Five copies
7	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.
8	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.

註：送審人填具本彙總表，並依序檢齊應附文件、資料後向系(所、中心、室)提出升等申請。
Note: The applicant should fill out this checklist and prepare the required documents in the order indicated before submitting the promotion application to their department (or center/office).

112 年 1 月修正改版 Revised in January, 2023

9	國外學歷送審教師資格修業情形一覽表(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.
10	入出境證明(向移民署申請，非文憑送審且非國外學歷者免附) Certificate of Entry and Exit (from the National Immigration Agency; not required for those who did not obtain a foreign diploma and have no foreign academic qualifications).
11	實際送審成果之實體內容：一式 5 份。The physical content of actual submission results: Five copies.
12	整體研發成果：一式 5 份。Overall Research and Development Achievements: 5 copies

所附文件、資料皆「送審人辦理教師升等應檢附文件、資料及注意事項」完成檢核，並依上開表列順序排列，請惠予審議。

All the attached documents and materials have been checked by the applicant for teachers' promotions according to the Documents and Materials to be Attached and Notes for Teachers' Promotions, and ordered as listed in the table above. Please kindly review prior to approving.

送審人簽名：_____ 日期：__年__月__日

Applicant's Signature:

Date: YY/MM/DD

註：送審人填具本彙總表，並依序檢齊應附文件、資料後向系(所、中心、室)提出升等申請。
Note: The applicant should fill out this checklist and prepare the required documents in the order indicated before submitting the promotion application to their department (or center/office).

112 年 1 月修正改版 Revised in January, 2023

國立勤益科技大學__學院__系所__學年度第__學期專任教師升等申請表
National Chin-Yi University of Technology Full-time Teachers' Promotion Application
Form College __ Department (Institute) __ School Year __ Semester __

填送日期： 年 月 日

Date of Application:
YYYY/MM/DD

現職職稱 Current Position		申請升等職稱 Job Title after Promotion		姓名 Name		送審類別 Review Category	☐ 專門著作 ☐ Specialized work ☐ 技術報告 ☐ Technical report ☐ 作品或藝術成就證明 ☐ Proof of work or artistic achievement ☐ 體育成就證明 ☐ Proof of athletic achievement ☐ 文憑送審 Diploma submission for review ☐ 教學實踐 ☐ Teaching practice
				生日 Date of Birth	民國 / / YYYY/MM/DD		
				身分證字號 (護照號碼) ID No. (Passport No.)			
				☐ 副教授 ☐ 助理教授 ☐ 講師 ☐ 助教 ☐ Associate Professor ☐ Assistant Professor ☐ Lecturer ☐ Teaching Assistant	☐ 教授 ☐ 副教授 ☐ 助理教授 ☐ 講師 ☐ Professor ☐ Associate Professor ☐ Assistant Professor ☐ Lecturer		
現職起聘日期 Date of Appointment to Current Position		__年__月__日 Year/Month/Date		聯絡電話 Telephone		E-mail	
已具教師資格 Already Qualified as a Teacher	等 級 Level	證書字號 Certificate No.	起 資 年 月 Date (Year/Month)	※研究績效(100%)區分以下二績效： ※ Research performance (100%) is divided into the following two categories: 1. 整體研發成果(20%~40%)： Overall research achievements (20% to 40%): 2. 實際送審成果(60%~80%)： Actual submissions for review (60% to 80%): <u>以上比例權重一經選定不得更改。</u> <u>Once the weightings of the above items have been selected, they cannot be changed.</u> 送審人簽名： Signature of the Applicant:			
		字 第 號 No.	民國 年 月 Year/ Month				
開授課程 Offered Courses	課程名稱 Course Name		時數 Number of Hours	授課學期 Semester	學制 (年級) School System (Grade)	教務處(進修部) 審核課程及簽註意見 Academic Affairs Office (Continuing Education Division) Course Reviewed and Comments	

系所教評會審議 經過 Approval Process by the Department Teaching Evaluation Committee	決議： ____年____月____日 ____學 年度第____學期 第____次 會議 Resolution: Date: [Year] [Month] [Day] Academic Year: [Year] - [Year] Semester: [Semester] Meeting No.: [#]		教學、輔導與服務 績效成績(佔總成 績 30%) Teaching, counseling, and service performance evaluation (Accounting for 30% of the total score)	議決人 數 Number of Voters	出席 人數 Attendance	委員 總數 Total Number of Committee Members	系所教評會召 集 人 簽 章 Signature of the Department Teaching Evaluation Committee Convener
			總分____*30% =____Total Score: ____*30%=____				
學院教評會初審 經過 Primary Review Process by the College Teaching Evaluation Committee	實際送審成果外審情形 ☐ 通過 ☐ 不通過 External Review Results for Actual Submissions: ☐ Approved ☐ Not Approved		研究績效成績 (佔總成績 70 %)。總分： ____*70%=____ Research Performance Evaluation (Accounting for 70% of the total score). Total Score: ____ Score Calculation: ____ * 70% = ____	議決人 數 Number of Voters	出席 人數 Attendance	委員 總數 Total Number of Committee Members	學院教評會召 集 人 簽 章 Signature of the College Teaching Evaluation Committee Convener
	教學、研究、輔導與服務績效總成績： ____Total score for teaching, research, counseling, and service performance: ____						
校教評會複審經 過 Final Review Process by the University Teaching Evaluation Committee	決議： ____年____月____日 ____學年度第____學期第____次會議 Resolution: Date: [Year] [Month] [Day] Academic Year: [Year] - [Year] Semester: [Semester] Meeting No.: [#]			議決人 數 Number of Voters	出席 人數 Attendance	委員 總數 Total Number of Committee Members	校教評會召 集 人 簽 章 Signature of the University Teaching Evaluation Committee Convener

備註：

- 申請人之「送審類別」如係以「教學實踐」升等，應另行勾選「專門著作」或「技術報告」

2. 教師資格審查總成績含研究、教學、輔導與服務等績效，其中研究績效佔總成績 70%，教學、輔導與服務績效佔總成績 30%，並依本校教師聘任及升等審查辦法第 9 條及第 11 條所定程序予以評定。
3. 申請人之研究績效區分「整體研發成果」及「實際送審成果」兩部份，「整體研發成果」佔研究績效 20%~40%，「實際送審成果」佔研究績效 60%~80%，由申請人於提出申請時選定，一經選定不得更改。
4. 本申請表由申請人填至「開授課程」。各系所於辦理形式審查時，並請完成課務單位之會簽意見後始提會審議。

Notes:

1. If the applicant applies for a promotion under the category of "Teaching Practice," he/she should also check either "Specialized Work" or "Technical Report."
2. The total score of the teacher's qualification review includes performance in research, teaching, counseling, and service, with research performance accounting for 70%, and teaching, counseling, and service performance accounting for 30% of the total score. The assessment is carried out according to the procedures stipulated in Article 9 and Article 11 of the Teachers' Appointment and Promotion Review Regulations of the university.
3. The applicant's research performance is divided into two parts: Overall Research and Development Results, and Actual Submissions for Review. Overall Research and Development Results account for 20%-40%, and Actual Submissions for Review account for 60%-80% of the research performance score. The applicant has to select the weightings before submitting their application. Once the weightings of the above proportions have been selected, they cannot be changed.
4. The applicant should fill out this application form up to the "Offered Courses" section. **Each department will review the application and obtain the approval of the academic affairs unit before submitting it to the Teaching Evaluation Committee for review.**

國立勤益科技大學在職證明申請書

()

字號 函

**National Chin-Yi University of Technology Employment Certificate
Application Form**

Document No.

一、 本人因

需在職證明書 份。

I am kindly requesting a total of _____ copies of the Certificate of
Employment due to _____.

二、 請准予核發。

Thank you in advance for providing them.

申請人 Applicant		單 位 主 管 Unit Supervisor		人 事 單 位 Personnel Department	
批 示 Approval					
中 華 民 國 年 月 日					
Y Y / M M / D D					

Application Form for Entry to the Mainland Area by Political Appointees, Special Municipality Mayors, Personnel Involved in National Secrecy (Including Former Holders of the Aforesaid Three Kinds of Office), County Executives & City Mayors, or Senior Civil Servants with the 11th Grade or Above (Equivalent Ranks Included)

Date: (yy) (mm) (dd)

Applicant's status	☐ Political appointee ☐ Former political appointee ☐ Person involved in national secrecy as per Article 9 Paragraph 4 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area ☐ Person formerly involved in national secrecy as per Article 9 Paragraph 4 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area ☐ Special municipality mayor ☐ Former special municipality mayor ☐ County executive or city mayor ☐ Senior civil servant with the 11 th grade or above (equivalent ranks included) (without above-listed status) ☐ Educator equivalent to senior civil servant ranked with 11 th grade or above ☐ Personnel of the National Security Bureau, Ministry of National Defense, or Ministry of Justice Investigation Bureau, without civil servant status
Reason for application	☐ 43 Pay visit ☐ 79 Work-related activity ☐ 80 Attend meeting ☐ 03 Visit relative ☐ 64 Visit patient ☐ 35 Funeral ☐ 33 Tourism ☐ 182 Other reason : _____
Chinese name	
Date of birth (yyyy/mm/dd)	
ID No.	
Current (former) service unit	
Current or last grade	(If no grade, write "None".)
Current or last position title	
Phone no. of agency's responsible office	
Applicant's contact address	
Applicant's contact	

phone no.						
Applicant's email	(Please fill in accurately, and keep checking mail. Notifications concerning document supplementation, approval or rejection of the application, or relevant reminders, will all be transmitted by email. Before heading to the Mainland, make sure that the approval process has been fully completed. Failure to read an email will not excuse an applicant from applicable liability.)					
Summary of activity:						
Scheduled to start on	Scheduled to end on	Place(s) of stay	Itinerary	Invited by/ Paying visit to	Contact phone no. in Mainland	Remarks
Applicant's signature/seal						
The following is to be completed by the applicant's central authority (institution), special municipality, county or city government, or agency so empowered thereby.						
Agency review & opinions	☐ Approve ☐ Not approve Remark : (If any particular opinion, please specify.)					
☐ The applicant is also approved to depart from the country under Article 26 of the Classified National Security Information Protection Act as concurrently having the status of personnel who handle classified information or exercise classification authority (including former holders of such office or those handling the transfer of classified information). ☐ The applicant is also approved to depart from the country under Article 5 of the Immigration Act as concurrently having the status of personnel involved in national security.						
☐ Approve ☐ Not approve Provision of the itinerary in accordance with Article 7 of the Freedom of Government Information Act.						
Please note: When the (former) service agency receives from the Ministry of the Interior via the online system a notification concerning document supplementation, granting or rejection of approval, or pertinent reminders, it shall be responsible for promptly relaying this to the applicant, in order to protect the applicant's rights and interests.						

Phone no. for contacting the National Immigration Agency of the Ministry of the Interior: (02) 2388-9393 ext. 2687 or 2645.

Related Penalties:

1. Under the provisions of Article 9 Paragraph 3 and Article 91 Paragraph 2 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area, a senior civil servant with the 11th grade or above (equivalent ranks included), who is not involved in secrecy and who enters the Mainland Area without the approval of the Ministry of the Interior, shall be subject to a fine of between 20,000 and 100,000 NT dollars; and under the provisions of Article 9 Paragraph 4 and Article 91 Paragraph 3 of the same Act, a political appointee, a person involved in secrecy, a special municipality mayor, a person who was formerly one of the three aforesaid and is still within the period of restriction, or a county executive or city mayor, who enters the Mainland Area without the approval of the Ministry of the Interior, shall be subject to a fine of between 200,000 and 1,000,000 NT dollars.
2. Under the provisions of Article 26 Paragraph 1 and Article 36 of the Classified National Security Information Protection Act, a person who handles classified information or exercises classification authority (including a former holder of such office or a person handling the transfer of classified information) who departs from the country without the approval of his/her (former) service agency or designated agency (the head of an agency should obtain such approval from the authority above his/her agency), or who goes beyond the approved destination, shall be subject to imprisonment for up to two years, criminal detention, and/or a fine of up to 200,000 NT dollars.
3. Under the provisions of Article 5 and Article 77 of the Immigration Act, a person involved in national security who departs from the country without the approval of his/her service agency (the head of an agency should obtain such approval from the authority above his/her agency) shall be subject to a fine of between 100,000 and 500,000 NT dollars.

Points of Attention for Political Appointees, Special Municipality Mayors, Personnel Involved in National Secrecy (Including Former Holders of the Aforesaid Three Kinds of Office), County Executives & City Mayors, or Senior Civil Servants with the 11th Grade or Above (equivalent ranks included)-Entering the Mainland Area

1. While in the Mainland Area, place primary emphasis on protecting personal safety. You should be accompanied when going out to visit or travel, should not go alone to locations that are strange to you or where there is cause for concern about who you may encounter, and you should avoid accepting inappropriate gifts or hospitality or entering inappropriate premises.
2. To ensure your health and safety, you should not without necessity go to parts of the Mainland Area where there is a major epidemic, as a precaution against infection. For relevant information, please refer to the website of the Ministry of Health and Welfare's Centers for Disease Control (www.cdc.gov.tw).
3. While engaging in activities in the Mainland Area, you should insist on social activities under the principle of equality and dignity. If you apply to enter the Mainland Area for non-official purposes, you must not become involved in activities related to official business.
4. Please comply with relevant laws and regulations, and do not engage in activities that are harmful to national security or interests. You should heighten your guard against requests from Mainland people, and take care to protect national secrets and ordinary official secrets, strictly preventing the leakage or transmission of documents, drawings, information, articles or news which the law requires to be kept confidential.
5. Civil servants going to the Mainland Area should scrupulously conduct the leave request procedure, fully and accurately reporting the purpose and place of the trip, and factually presenting the request. They may not make an unrequested and unauthorized visit to the Mainland Area or transfer to the Mainland Area from a third area. Violations will be penalized according to the applicable provisions of the law.
6. While engaging in activities in the Mainland Area, you must not do any of the following:
 - (1) Contravene Article 5-1 or Article 33-1 Paragraph 1 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area by concluding an agreement or entering into any other form of cooperation with any individual, juristic person, organization, or other authorities or institution of the Mainland Area without due authorization.
 - (2) Enroll in school for advanced studies, elective credits, topical research, or any other type of further

education activity. (Applies only to persons currently in office.)

(3) Anything else that is prohibited by law or for which the requisite approval of the relevant competent authority has not been obtained.

7. You should heighten your guard in the event that the arrangement of your trip is deliberately changed by the Mainland Area unit which invited you to visit, or you are given special or abnormal treatment by an official unit. If for any reason you are subjected to violence, intimidation, inducement or other means, such as to render a threat of violation of relevant laws and regulations, you should report it to the head of your agency, commissioning agency, or supervising agency, and when necessary request the Ministry of Justice Investigation Bureau to provide assistance .
8. In order to assist each agency to establish a complete internal management and assistance-handling platform, within one week after returning to work in Taiwan, you must fill in the requisite form for reporting on a visit to the Mainland Area. Current personnel should submit the form for reference filing to the authority (or institution) to which they belong, heads of agencies should submit it to the next-level authority above that to which they belong, city mayors and county executives should submit it to the National Immigration Agency of the Ministry of the Interior, special municipality mayors should submit it to the Executive Yuan, commissioned personnel should submit it to the commissioning authority, and former personnel under restriction of entry to the Mainland Area should submit it to their former service authority (institution) or commissioning authority.
9. When a visit to the Mainland Area has a change of itinerary or is cancelled, please request your (former) service agency to apply to the National Immigration Agency of the Ministry of the Interior in accordance with the stipulated procedure.

The applicant has truly complied with factually filling in and carefully reading the above application form and points of attention.

Applicant's signature/seal: _____

Little reminders:

1. Make sure to keep your passport safe.
 - (1) If you lose your passport in the Mainland Area, request an airline at your place of departure to help arrange your return to Taiwan.
 - (2) If you lose your Mainland Travel Permit for Taiwan Residents, contact a public security bureau (110) to obtain a certificate of report, and apply to the Mainland's entry and exit agency for the issuance of a temporary replacement Mainland Travel Permit for Taiwan Residents.
2. If you experience an emergency situation in the Mainland Area (injury/illness, traffic accident, robbery, etc.), you can call the following for assistance:
 - (1) Straits Exchange Foundation Cross-Strait Emergency Service Center: 00-886-2-25339995.
 - (2) Phone numbers of relevant Mainland agencies: Public security bureau police report hotline (110); ambulance hotline (120); for Tourism Administration offices and Taiwanese business associations in each location, obtain phone numbers from directory enquiries (114 for directory assistance within area code; 116 for domestic long-distance calls).
3. If a civil servant in the Mainland Area is subjected to violence, intimidation, inducement or other means, such as to render a threat of violation of relevant laws and regulations, he/she should immediately or within one month after returning to Taiwan report this to a senior official of his/her service agency, commissioning agency or supervising agency. When necessary, seek assistance from the Ministry of Justice Investigation Bureau (toll-free hotline: 02-29161295).
4. If it is your first time to visit the Mainland, before going you are advised to attend the relevant study course on Regulations and Procedures for Visits to the Mainland Area, or log onto the government e-learning website to read the lessons posted for "Civil servant, how much do you know about visiting the Mainland?"

簡任第十職等及警監四階以下未涉及國家安全機密之公務員 及警察人員赴大陸地區申請表

年 月 日填

單 位		官職等 職 稱		姓 名	
本次申請 赴大陸地區 起訖日期	年 月 日起 年 月 日止 共 日	前次 赴大陸地 區日期	年 月 日起 年 月 日止 共 日	本年曾赴 大陸地區 次 數	
赴大陸地 區之地點		最近三年內 ☐ 否曾為 右列人員 (如最近三年 內曾為右列人 員，不適用本 表，請另依相 關規定申請)	☐ 臺灣地區與大陸地區人民關係條例第九 條第四項第二款所列人員 ☐ 國家機密保護法第二十六條第一項所列 人員 ☐ 國家情報工作法第三條第一項第三款所 列人員 ☐ 涉及國家安全或重大利益公務人員特殊 查核辦法所公告職務之人員		
事 由		檢附文件	在大陸聯絡電話		備 考
非 公 務	☐ 參團旅遊觀光	行程表			
	☐ 家庭旅遊觀光	行程表			
	☐ 探訪親友	大陸親友名單			
	☐ 其他(敘明事由)	相關文件			
公 務	所屬中央機關、直轄 市、縣(市)政府或授 權機關同意或核定	(檢附如邀請函、活動行程表)			
	交流活動與業務關聯性				
	邀請單位				
	同案其他出國人員	人數	人	姓名	
申請人			單位 主管		
政風 單位			批 示		
人事 單位					
核稿					

申請人應詳閱背面注意事項並於簽名欄簽章

公務員及特定身分人員進入大陸地區注意事項

- 一、 在大陸地區活動期間，首重人身安全之維護。外出參訪、旅遊宜結伴同行，不宜單獨前往陌生或出入分子複雜場所，並避免接受不當饋贈、招待或涉足不當場所。
- 二、 為確保自身健康及安全，非必要不宜前往大陸重大疫病地區，以防感染疫病。相關資訊請查詢衛生福利部疾病管制署網站(www.cdc.gov.tw)。
- 三、 在大陸地區活動期間，應秉持對等、尊嚴原則進行交流；以非公務事由申請進入大陸地區，不得涉及公務相關活動。
- 四、 請遵守相關法令規定，勿從事妨害國家安全或利益之活動。對大陸人士之要求，應提高警覺，並注意維護國家機密及一般公務機密，嚴防洩漏或交付法令規定應保守秘密之文書、圖畫、消息、物品或資訊。
- 五、 公務員赴大陸地區應確實辦理請假手續，詳實申報請假事由、地點，並據實提出申請，不得未經申請即擅赴大陸地區或由第三地轉赴大陸地區，違者將依相關法令處罰。
- 六、 政府現階段並無規劃開放公務員赴大陸地區進修之政策，公務員不適宜進入大陸地區從事入學進修、選修學分、專題研究等各種型態之進修活動，各機關應依「公務員服務法」及「公務人員請假規則」等人事法令於差勤與管理上從嚴管制。
- 七、 在大陸地區活動期間，不得從事下列行為：
 - (一) 違反臺灣地區與大陸地區關係條例第五條之一、第三十三條之一第一項規定，擅自與大陸地區人民、法人、團體或其他機關（構）簽訂協議或為其他任何形式之合作行為。
 - (二) 其他法令所禁止或應經業務主管機關許可而未經許可之事項。
- 八、 大陸地區邀訪單位刻意變更行程安排或官方單位特殊違常對待時，應提高警覺。因故受強暴、脅迫、利誘或其他手段，致有違反相關法令之虞，應報告所屬機關、委託機關或監督機關長官，必要時請法務部調查局協助處理。
- 九、 為協助各機關建立完整內部管理及協處平臺，返臺上班後一星期內應填寫返臺意見反映表，現職人員送交所屬機關，機關首長送交上一級機關，受委託人員送交委託機關，管制赴陸之退離職人員及縣（市）長送交內政部入出國及移民署，直轄市長送交行政院備查。

以上申請表及注意事項申請人均已據實填寫並詳閱確實遵守。

申請人簽章：_____

小叮嚀：

- 一、 證照應妥善保管。
 - (一) 在大陸地區遺失護照，洽請出發地機船公司協助辦理返臺。
 - (二) 遺失臺胞證，洽公安部門(110)取得報案證明，向大陸出入境部門申請補發臨時臺胞證。
- 二、 在大陸地區遭遇急難事件(傷病、交通事故、搶劫等)，協助處理窗口電話如下：
 - (一) 海基會兩岸人民急難服務中心：00-886-2-25339995。
 - (二) 大陸相關單位電話：
 1. 公安報案專線(110)。
 2. 救護車通報專線(120)。
 3. 各地旅遊局、臺商協會查號電話（市內查號台：114；長途查號台：116）。
- 三、 公務員在大陸地區受強暴、脅迫、利誘或其他手段，致有違反相關法令之虞，應立即或於回臺後一個月內通報所屬機關、委託機關或監督機關長官；必要時，請法務部調查局（免付費專線電話：02-29161295）協助處理。
- 四、 如係第一次赴陸，建議赴陸前先行參加「赴陸相關規範與程序」相關研習課程，或至「e等公務園」網站(<http://elearning.hrd.gov.tw/>)閱讀「公務員，赴陸知多少？」線上課程。

赴大陸地區返臺意見反映表

年 月 日填

姓 名		出 生 期 日 期	民 國 年 月 日	國民身 分證統 一編號										
服 務 單 位		職 等 職 稱		電 話 傳 真										
赴大陸地 區起訖日 期	年 月 日 起 年 月 日 止 共	本年度曾 赴大陸地 區次數		赴大陸 地 區 地 點										
活 動 類 型	☐ 交流活動 ☐ 旅遊 ☐ 探親 ☐ 探病 ☐ 奔喪 ☐ 其他													
反 映 事 項	1. 是否遭刺探國家、公務機密事項。 ☐ 是 ☐ 否 2. 是否莫名遭盤查身分、詢問職務上工作事項。 ☐ 是 ☐ 否 3. 是否擅自與大陸簽訂協議或為其他任何形式之合作行為。 ☐ 是 ☐ 否 4. 是否曾參加行程以外，大陸黨、政、軍方主辦、協辦之下列活動： ☐ 邀請 ☐ 約談 ☐ 參觀訪問 ☐ 公開演講或座談會 ☐ 其他活動 ☐ 無 5. 是否遭遇大陸地區黨、政、軍人士企圖不當招待或贈送物品。 ☐ 是 ☐ 否 6. 是否在大陸地區有被竊或遭搶劫情事。 ☐ 是 ☐ 否 7. 是否因本活動或於赴陸期間在大陸地區涉及訴訟案件。 ☐ 是 ☐ 否。 需否協助： 8. 是否在大陸地區遭傳染疫病。 ☐ 是 ☐ 否 9. 是否需政府協助。 ☐ 是 ☐ 否 協助事項： 10. 其他補充：													
填寫人				單 位 主 管										
政風室	奉 核後請影印乙份送本 室。			批 示										
人事室														
核 稿														

政務、涉密人員或直轄市長（含退離職）、縣（市）長或簡任第十一職等以上公務員進入大陸地區申請表

申請人身分	☐ 政務人員 ☐ 退離職政務人員 ☐ 臺灣地區與大陸地區人民關係條例第九條第四項涉及國家機密人員 ☐ 臺灣地區與大陸地區人民關係條例第九條第四項涉及國家機密退離職人員 ☐ 直轄市長 ☐ 退離職直轄市長 ☐ 縣(市)長 ☐ 簡任第十一職等以上公務員(不具上開身分者) ☐ 簡任第十一職等以上教育人員 ☐ 國安局、國防部、調查局未具公務員身分人員
申請事由	☐ 參觀訪問 ☐ 與業務相關活動 ☐ 參加會議 ☐ 探親 ☐ 探病 ☐ 奔喪 ☐ 觀光 ☐ 其他事由：_____
中文姓名	
出生日期 (yyyy/mm/dd)	
國民身分證統一編號	
現(原)服務單位	
現職職等	簡任第十一職等以上教育人員
現職職稱	
機關承辦處室電話	
申請人聯絡地址	
申請人聯絡電話	
申請人電子信箱	

活動主旨：

預定時間 (起)	預定時間 (迄)	停留地點	行程內容	邀請單位 探訪對象	大陸聯絡電話	備考

申請人簽章：

以下由所屬中央機關(構)、直轄市、縣（市）政府或其授權機關填寫及勾選

機關審查意見	☐ 同意 ☐ 不同意 備註：(如有特別意見請敘明) _____ (機關印信或專用章戳)
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☐申請人兼具國家機密保護法第二十六條辦理或核定國家機密人員身分（含退離職及移交人員），併核准出境。

☐申請人兼具入出國及移民法第五條涉及國家安全人員身分，併核准出國。

☐同意☐不同意 行程依政府資訊公開法第七條規定提供

相關罰則：

一、依「臺灣地區與大陸地區人民關係條例」第九條第三項及第九十一條第二項規定，未涉密之簡任或相當簡任第十一職等以上公務員，進入大陸地區未經內政部許可，處新臺幣二萬元以上十萬元

以下罰鍰；同條例第九條第四項及第九十一條第三項規定，政務人員、涉密人員、直轄市長、上開三類仍在管制期間之退離職人員及縣(市)長，進入大陸地區未經內政部許可，處新臺幣二十萬元以上一百萬元以下罰鍰。

二、依「國家機密保護法」第二十六條第一項及第三十六條規定，辦理或核定國家機密人員(含退離職及移交人員)未經(原)服務機關或委託機關核准(機關首長出境應經所屬上級機關核准)，而擅自出境或逾越核准地區者，處二年以下有期徒刑、拘役或科或併科新臺幣二十萬元以下罰金。

三、依「入出國及移民法」第五條及第七十七條規定，涉及國家安全人員未經服務機關核准而出國者(機關首長出國應經所屬上級機關核准)，處新臺幣十萬元以上五十萬元以下罰鍰。

公務員及特定身分人員進入大陸地區注意事項

- 一、在大陸地區活動期間，首重人身安全之維護。外出參訪、旅遊宜結伴同行，不宜單獨前往陌生或出入分子複雜場所，並避免接受不當饋贈、招待或涉足不當場所。
- 二、為確保自身健康及安全，非必要不宜前往大陸重大疫病地區，以防感染疫病。相關資訊請查詢衛生福利部疾病管制署網站(www.cdc.gov.tw)。
- 三、在大陸地區活動期間，應秉持對等、尊嚴原則進行交流；以非公務事由申請進入大陸地區，不得涉及公務相關活動。
- 四、請遵守相關法令規定，勿從事妨害國家安全或利益之活動。對大陸人士之要求，應提高警覺，並注意維護國家機密及一般公務機密，嚴防洩漏或交付法令規定應保守秘密之文書、圖畫、消息、物品或資訊。
- 五、公務員赴大陸地區應確實辦理請假手續，詳實申報請假事由、地點，並據實提出申請，不得未經申請即擅赴大陸地區或由第三地轉赴大陸地區，違者將依相關法令處罰。
- 六、在大陸地區活動期間，不得從事下列行為：
 - (一)違反臺灣地區與大陸地區人民關係條例第五條之一或第三十三條之一第一項規定，擅自與大陸地區人民、法人、團體或其他機關(構)簽訂協議或為其他任何形式之合作行為。
 - (二)入學進修、選修學分、專題研究等各種型態之進修活動。
 - (三)其他法令所禁止或應經業務主管機關許可而未經許可之事項。
- 七、大陸地區邀訪單位刻意變更行程安排或官方單位特殊違常對待時，應提高警覺。因故受強暴、脅迫、利誘或其他手段，致有違反相關法令之虞，應報告所屬機關、委託機關或監督機關長官，必要時請法務部調查局協助處理。
- 八、為協助各機關建立完整內部管理及協處平臺，返臺上班後一星期內應填寫赴大陸地區返臺意見反映表，現職人員送交所屬機關(構)，機關首長送交送交所屬機關之上級機關，縣(市)長送交內政部移民署，直轄市長送交行政院，受委託人員送交委託機關，管制赴陸之退離職人員送交原服務機關(構)、委託機關備查。

以上申請表及注意事項申請人均已據實填寫並詳閱確實遵守。

申請人簽章：

小叮嚀：

- 一、證照應妥善保管。
 - (一)在大陸地區遺失護照，洽請出發地機船公司協助辦理返臺。
 - (二)遺失臺胞證，洽公安部門(110)取得報案證明，向大陸出入境部門申請補發臨時臺胞證。
- 二、在大陸地區遭遇急難事件(傷病、交通事故、搶劫等)，協助處理窗口電話如下：
 - (一)海基會兩岸人民急難服務中心：00-886-2-25339995。
 - (二)大陸相關單位電話：公安報案專線(110)。救護車通報專線(120)。各地旅遊局、臺商協會查號電話(市內查號台：114；長途查號台：116)。
- 三、公務員在大陸地區受強暴、脅迫、利誘或其他手段，致有違反相關法令之虞，應立即或於回臺後一個月內通報所屬機關、委託機關或監督機關長官；必要時，請法務部調查局(免付費專線電話：02-29161295)協助處理。
- 四、如係第一次赴陸，建議赴陸前先行參加「赴陸相關規範與程序」相關研習課程，或至「e等公務園」網站(<http://elearning.hrd.gov.tw/>)閱讀「公務員，赴陸知多少？」線上課程。

赴大陸地區返臺意見反映表														
年 月 日 填														
姓 名		出 生 日 期	民 國	年	月	日	國民身 分證統 一編號							
服 務 單 位		職 等 職 稱					電 話 傳 真							
赴大陸 地區起 訖日期	年	月	日	起	年	月	日	止	共	日	本年度曾 赴大陸地 區次數		赴大陸 地 區 地 點	
活 動 類 型	☐ 交流活動 ☐ 旅遊 ☐ 探親 ☐ 探病 ☐ 奔喪 ☐ 其他													
反 映 事 項	1. 是否遭刺探國家、公務機密事項。 ☐ 是 ☐ 否													
	2. 是否莫名遭盤查身分、詢問職務上工作事項。 ☐ 是 ☐ 否													
	3. 是否擅自與大陸簽訂協議或為其他任何形式之合作行為。 ☐ 是 ☐ 否													
	4. 是否曾參加行程以外，大陸黨、政、軍方主辦、協辦之下列活動： ☐ 邀請 ☐ 約談 ☐ 參觀訪問 ☐ 公開演講或座談會 ☐ 其他活動 ☐ 無													
	5. 是否遭遇大陸地區黨、政、軍人士企圖不當招待或贈送物品。 ☐ 是 ☐ 否													
	6. 是否在大陸地區有被竊或遭搶劫情事。 ☐ 是 ☐ 否													
	7. 是否因本活動或於赴陸期間在大陸地區涉及訴訟案件。 ☐ 是 ☐ 否。 需否協助：_____													
	8. 是否在大陸地區遭傳染疫病。 ☐ 是 ☐ 否													
	9. 是否需政府協助。 ☐ 是 ☐ 否 協助事項：_____													
	10. 其他補充：_____													
填寫人						單 位 主 管								
政風室	奉 核後請影印乙份送本室。					批 示								
人事室														
核 稿														

國立勤益科技大學教職員離（調）職程序單
National Chin-Yi University of Technology Staff
Resignation/Transfer Procedures Form

離職人簽章 Applicant's Signature	服務單位 Service Unit	職稱 Job Title	編號 Number	離職日期 Departure Date	離職原因 Reason for Departure
會辦單位 Coordinated by	意見或簽章 Opinion or Signature				
原單位業務移交 Business Handover to Original Unit	當事人移交程序已完成，移交清冊留單位內備查。 (主管請確實監督完成移交作業後始得核章) The handover procedures of the parties concerned have been completed, and the handover list is kept for reference within the unit. (Supervisors should ensure that the handover procedures are completed before affixing their seal.)				
教務處 Office of Academic Affairs					
學務處 Office of Student Affairs					
研究發展處 Office of Research and Development	(本欄位於教師離職時適用之，其他職員離職程序免會) (This field applies only to the resignation of teachers, and the resignation procedures for other staff members are exempt.)				
圖書館 Library					
電算中心 Computer Center					
環境保護及安全衛生中心 Center of Environmental Protection and Occupational Safety and Health					
員生消費合作社 Staff and Student Cooperative					
總務處 Office of General Affairs	出納組 Cashier Section				
	事務組 General Affairs Section				
	保管組 Property Management Section	(離職前，請先完成保管財物之移交手續。) 保管人/單位財產管理人帳號 停用日期： (Before resignation, please complete the transfer procedures for the custody of property.) Property Custodian/Unit Property Manager Account Deactivation date:			

	文書組 Documentation Section	提醒： 離職前，請先確認所有經辦公文：1.辦結公文(含紙本公文)均已歸檔完竣。 2.未辦結公文及所有歸檔公文已確認「接受人」並填妥「公文移交申請單」(總務處>文書組>表單下載)。 Reminder: Before resigning, please confirm that all handled official documents: 1. Completed official documents (including paper-based official documents) have been filed. 2. Uncompleted official documents and all filed official documents have confirmed the "receiver" and filled out the "Official Document Transfer Application Form" (Office of General Affairs>Documentation Section>Form Download).	
		檔管人員：(運用電子公文系統檢核無誤始可簽章 File Management Personnel: (Signature is only allowed after checking the electronic Official Document System)	公文帳號停用日期： Official Document Account Deactivation Date:
	總務長 Dean of General Affairs		
	主計室 Accounting & Statistics Office		
	人事室 Office of Personnel	(職名章繳回、職員證繳回、請假卡繳回、輔建、休假旅遊補助) (Return of Position Stamp, Employee ID Card, Leave Card, Counseling, Vacation Travel Allowance)	
	校長 President		
	附註 Notes	一、遇有調職、辭職、留職停薪、退休及資遣等情事，應辦理離職手續。 二、離職人員簽奉校長核准離職後，應即辦理交代或移交，並持本單送有關單位會章，繳回公物、證件、文書檔案及核退超支薪俸後，再向人事室辦理「離職證明書」，始完成離職手續。 三、公文帳號停用及移交事項，離職(調)人員務必填寫。 1. In case of job transfer, resignation, leave without pay, retirement, and termination, the departure procedures should be processed. 2. After the departing employee signs and receives approval from the school president, they should immediately handle the handover or transfer, and bring this form to the relevant unit for certification. They should return public property, documents, and archives, and settle any overpaid salary before proceeding to the Office of Personnel to apply for a "Certificate of Departure," thus completing the departure procedures. 3. For the matters of deactivating and transferring official accounts, departing (or transferred) personnel must fill out the necessary information.	
中華民國 年 月 日 Date: (yyyy/mm/dd)			



國立勤益科技大學

National Chin-Yi University of Technology