

國立成功大學教師升等辦法

NCKU Regulations for Faculty Promotion

- 77 年 11 月 16 日 77 學年度第 1 次校務會議修正通過
Revised and approved by the 1st meeting of the University Affairs Council in the 1988-89 academic year on Nov. 16, 1988
- 80 年 03 月 27 日 79 學年度第 3 次校務會議修正通過
Revised and approved by the 3rd meeting of the University Affairs Council in the 1990-91 academic year on March 27, 1991
- 81 年 10 月 07 日 81 學年度第 1 次校務會議修正通過
Revised and approved by the 3rd meeting of the University Affairs Council in the 1992-93 academic year on Oct. 7, 1992
- 84 年 11 月 15 日 84 學年度第 1 次校務會議修正通過
Revised and approved by the 1st meeting of the University Affairs Council in the 1995-96 academic year on Nov. 15, 1995
- 86 年 06 月 11 日 85 學年度第 5 次校務會議修正通過
Revised and approved by the 5th meeting of the University Affairs Council in the 1996-97 academic year on June 11, 1997
- 87 年 01 月 14 日 86 學年度第 2 次校務會議修正通過
Revised and approved by the 2nd meeting of the University Affairs Council in the 1997-98 academic year on Jan. 14, 1998
- 87 年 10 月 21 日 87 學年度第 1 次校務會議修正通過
Revised and approved by the 1st meeting of the University Affairs Council in the 1998-99 academic year on Oct. 21, 1998
- 88 年 03 月 17 日 87 學年度第 2 次校務會議修正通過
Revised and approved by the 2nd meeting of the University Affairs Council in the 1998-99 academic year on March 17, 1999
- 88 年 06 月 09 日 87 學年度第 4 次校務會議修正通過
Revised and approved by the 4th meeting of the University Affairs Council in the 1998-99 academic year on June 9, 1999
- 90 年 06 月 06 日 89 學年度第 3 次校務會議修正通過
Revised and approved by the 4th meeting of the University Affairs Council in the 2000-01 academic year on June 6, 2001
- 91 年 03 月 20 日 90 學年度第 2 次校務會議修正通過
Revised and approved by the 2nd meeting of the University Affairs Council in the 2001-02 academic year on March 20, 2002
- 92 年 06 月 11 日 91 學年度第 5 次校務會議修正通過
Revised and approved by the 5th meeting of the University Affairs Council in the 2002-03 academic year on June 11, 2003
- 93 年 10 月 20 日 93 學年度第 1 次校務會議修正通過
Revised and approved by the 1st meeting of the University Affairs Council in the 2004-05 academic year on Oct. 20, 2004
- 93 年 12 月 08 日 93 學年度第 2 次校務會議修正通過
Revised and approved by the 2nd meeting of the University Affairs Council in the 2004-05 academic year on Dec. 8, 2004
- 94 年 12 月 28 日 94 學年度第 2 次校務會議修正通過
Revised and approved by the 2nd meeting of the University Affairs Council in the 2005-06 academic year on Dec. 28, 2005
- 96 年 07 月 05 日 95 學年度第 4 次校務會議延會修正通過
Revised and approved by the 4th meeting of the University Affairs Council in the 2006-07 academic year on July 5, 2007
- 97 年 12 月 31 日 97 學年度第 2 次校務會議修正通過
Revised and approved by the 2nd meeting of the University Affairs Council in the 2008-09 academic year on Dec. 31, 2008
- 98 年 06 月 24 日 97 學年度第 4 次校務會議修正通過
Revised and approved by the 4th meeting of the University Affairs Council in the 2008-09 academic year on June 24, 2009
- 99 年 10 月 27 日 99 學年度第 1 次校務會議修正通過
Revised and approved by the 1st meeting of the University Affairs Council in the 2010-11 academic year on Oct. 27, 2010
- 100 年 6 月 29 日 99 學年度第 5 次校務會議修正通過
Revised and approved by the 5th meeting of the University Affairs Council in the 2010-11 academic year on June 29, 2011
- 101 年 6 月 27 日 100 學年度第 4 次校務會議修正通過
Revised and approved by the 4th meeting of the University Affairs Council in the 2011-12 academic year on June 27, 2012
- 103 年 4 月 9 日 102 學年度第 4 次校務會議修正通過
Revised and approved by the 4th meeting of the University Affairs Council in the 2013-14 academic year on April 9, 2014
- 105 年 12 月 21 日 105 學年度第 2 次校務會議修正通過
Revised and approved by the 2th meeting of the University Affairs Council in the 2016 academic year on Dec. 21, 2016

第一條 本校為鼓勵教師認真教學與從事學術研究，特參照本校組織規程第三十六條暨相關法令訂定教師升等辦法（以下簡稱本辦法），凡本校教師升等之申請、推薦與審查，除法令另有規定者外，悉依本辦法辦理。

Article 1 The NCKU Regulations for Faculty Promotion (hereinafter the Regulations) are established by National Cheng Kung University (NCKU) to encourage its faculty members to engage proactively and diligently in teaching and academic research according to Article 36 of the NCKU Organizational Charter and other relevant regulations. Any procedures of

application, recommendation and review concerning faculty promotion shall be administered by the Regulations, in addition to other applicable rules.

第二條 本校教師申請升等，應具備下列各款條件：

- 一、申請升助理教授者須有任講師滿三年（含）以上，申請升副教授者須有任 助理教授滿三年（含）以上，申請升教授者須有任副教授滿三年（含）以上之服務年資；具有本校教師聘任辦法中較高職級教師之條件者，其服務年資得不受本項規定之限制。如在專業研究上有特殊傑出表現，在不違反 教育部相關規定情形下，以個案經三級教師評審委員會出席委員四分之三（含）以上通過者，得受理其升等之申請。
- 二、品德操守均佳且擔任現職期間，其教學、研究、服務與輔導等成績優良。
- 三、申請升助理教授者應有相當於博士論文水準之著作並有獨立研究之能力；申請升副教授者應在該學術領域內有持續性著作並有具體之貢獻；申請升 教授者應在該學術領域內有獨特及持續性著作並有重要具體之貢獻。
- 四、中華民國 86 年 3 月 21 日前已取得講師、助教證書之現職人員，如繼續任 教而未中斷，得依修正生效前原升等辦法之規定，送審較高等級教師資格。但審定程序，仍應依本辦法規定辦理。

Article 2 Applications for faculty promotion at NCKU shall comply with the following requirements:

1. Any faculty members who apply for promotion to the position of assistant professor are required to have served as a lecturer for at least three years. Those who apply for promotion to associate professor are required to have served as an assistant professor for at least three years. Those who apply for promotion to full professor are required to have served as an associate professor for at least three years.

Those who are employed with higher ranks, as prescribed in the NCKU Regulations for Faculty Employment, are not subject to this rule for the length of service. In terms of outstanding performance in the field of expertise and in no defiance against relevant MOE regulations, their promotion applications shall be administered on a case-by-case basis and approved by three-fourths of attending members at all levels of faculty evaluation committees.

2. Applicants shall meet the requirements of good moral character and excellence in terms of teaching, research, service and counseling.
3. Applicants shall meet the requirements of having an academic publication equivalent to a doctoral dissertation and an independent research capability to apply for promotion to the position of

assistant professor. Applicants shall meet the requirements of continuing publications and concrete contributions in respective academic fields to apply for promotion to the position of associate professor. Applicants shall meet the requirements of distinctive publications, continuing publications and significant concrete contributions in respective academic fields to apply for promotion to the position of full professor.

4. Promotion applications by faculty members with a certificate of lecturer or teaching assistant issued by the Ministry of Education by March 21, 1997, who have never ceased to perform their teaching responsibilities, shall be administered in terms of promotion qualifications according to the regulations established prior to the date of revision. However, these applications shall follow the procedures stipulated in the Regulations.

第三條

教師得依其專業領域，分為五大送審類別，以教師任用條例第十四條第二項及第三項所定專門著作、作品、成就證明、技術報告等方式，呈現其專業理論或實務（包括教學）之研究或研發成果送審教師資格，其審查範圍及基準依教育部相關規定辦理。

一、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。

二、教師在課程、教材、教法、教具、科技媒體運用、評量工具，具有創新、改進或延伸應用之具體研發成果，並能有效提升學生學習成效或於校內外推廣具有重要具體貢獻者，得以技術報告送審。

三、應用科技類科教師，對特定技術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。

四、藝術類科教師在該學術領域內，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。

五、體育類科教師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。

Article 3 Five categories of submission for qualifications screening are designated in terms of specialty for faculty promotion applications. Applicants may submit their research results, or research and development results, based on their specialty, in the form of academic works, creative works, proofs of merit, or technical reports, to demonstrate their professional contribution to theories or practical applications (including teaching) in a specific academic field, as is prescribed in the second and third paragraphs under Article 14 of the Act of Governing the Appointment of Educators. The screening scope and benchmarks shall be administered in accordance with the relevant regulations of the Ministry of

Education.

1. Faculty members may submit their academic works for qualifications screening if their research achievements have made concrete contribution to an academic field.
2. Faculty members may submit technical reports for qualifications screening if their specific research and development achievements have contributed to innovation, improvement, or extended applications in any academic programs, teaching materials, teaching methods, teaching aids, applications of scientific and technological media, and assessment tools, while the achievements can effectively enhance students' learning effectiveness, or have significant contributions to the promotion of relevant educational practices in or outside of NCKU.
3. Faculty members in the discipline of applied science and technology may submit technical reports for qualifications screening if the achievements have contributed to innovation, improvement, or extended applications in theories and practices of a specific technology.
4. Faculty members in the discipline of arts may submit creative works and proofs of merit, supplemented by creation or performance reports, for qualifications screening if they have produced and continued to produce unique works with important and specific contributions to an academic field.
5. Faculty members in the discipline of physical education may submit proofs of merit, supplemented by reports of competition practices, for qualifications screening if they have participated as athletes in important domestic or international sports events and obtained a position in a ranking of names or if any athletes they have coached have the same status.

第四條 擬升等教師所提專門著作、作品、成就證明及技術報告應符合下列規定：

- 一、有送審人個人之原創性，且非以整理、增刪、組合或編排他人著作而成之編著或其他非學術性著作。
- 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，本校得要求該著作全文翻譯為中文或英文。
- 三、為送審人取得前一等級教師資格後所出版或發表者；由送審人擇定至多五件，並自行擇一為代表作，其餘列為參考作；其屬系列之相關研究者，得合併為代表作。代表著作並應非為曾以其為代表著作送校辦理外審者。參考著作得與代表著作屬於不同送審類別。已發表或出版之專門著作、作品、成就證明及技術報告列表附送。

- 四、代表作如係二人以上合著者，僅得由其中一人送審；送審時，申請升等教師以外他人應放棄以該專門著作、作品、成就證明及技術報告作為代表著作送審之權利。申請升等教師應附送其對該著作之貢獻說明書，具體說明其參與部分，並由合著人簽章證明之。但申請升等教師如為中央研究院院士，免繳交合著人簽章證明；如為第一作者或為通信（訊）作者，免繳交其國外合著人簽章證明部分。合著人因故無法簽章證明時，送審人應以書面具體說明其參與部分，及無法取得合著人簽章證明之原因，經校教師評審委員會審議同意者，得予免附。
- 前項專門著作，應符合下列各款規定之一：
- 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。
 - 二、或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。
 - 三、或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。
- 以作品、成就證明或技術報告送審通過者，應依本辦法規定公開出版發行。但涉及機密、申請專利或依法不得公開，經校教師評審委員會認定者，不予公開出版或於一定期間內不予公開出版。

Article 4 Faculty members seeking promotion shall submit their academic works, creative works, proofs of merit, or technical reports according to the following regulations:

1. An academic work submitted for promotion shall be an original work of the applicant (reviewee), rather than one completed through compilation, addition and deletion, or editing of works authored by others.
2. An academic work published in a non-Chinese language shall be submitted with a Chinese abstract. Those published in a non-English foreign language may be submitted with an English abstract. If no domestic reviewer in the discipline can be found to read the work in the non-English foreign language, the University shall request that the work be translated into Chinese or English.
3. An academic work submitted for promotion shall be those completed and published by the applicant (reviewee) during the period prior to the current promotion evaluation and after having attained the last rank of teaching qualification. An applicant (reviewee) shall designate a maximum of five academic works submitted for promotion, with one as the representative work and the others as reference works. A series of relevant publications may be integrated into one single representative work. A representative work shall not be any representative work submitted for external review in a former promotion. The representative work and reference works may be

submitted respectively in different categories for qualifications screening. Meanwhile, a list of other specialized publications, creative works, proofs of merit, or technical reports can be submitted.

4. An academic work co-authored by two or more authors can only be designated by one author as the representative work for promotion. In such cases, the other author(s) shall forsake the right to submit it as a representative work for promotion. The applicant shall submit a report specifying his/her concrete contributions to the co-authored work, which shall be signed by the other author(s) for endorsement. Applicants from the Academia Sinica are not required to submit an endorsement by the other author(s). An applicant as the first author or corresponding author of a co-authored work is not required to submit an endorsement by any other author who is a non-ROC citizen. An applicant who fails to receive a signed endorsement by any other authors shall specify their contributions to the work and the reason for failure to receive their signed endorsement in a written statement, which shall be submitted to the NCKU Faculty Evaluation Committee for approval. If approved, the applicant may be exempted from submission of a signed endorsement.

Academic works as defined in the preceding rules shall meet at least one of the following requirements:

- (1) Specialist books published or scheduled to be published with a certificate.
- (2) Papers published in domestic or international academic or professional journals, or in electronic journals with a system of review procedures, publication, and application; or papers scheduled to be published with a certificate.
- (3) Papers in the published proceedings (in print, on a disc, or online) of domestic or international conferences with a system of review procedures.

Those who have been approved for promotion based on submission of a creative work, proof of merit, or technical report for qualifications screening shall have the submitted work published in accordance with the Regulations. However, contents of the work that involve confidential information, application for a patent, or information that may not be unlawfully disclosed, upon being approved by the NCKU Faculty Evaluation Committee, may not be published, or not be published within a certain period.

第五條 服務年資之計算，應以教育部所頒現職證書內記載之起資年月推算至該年之 7 月底；無現職證書者不得申請升等，專任教師經核准全時

進修、研究者，於升等時，其全時進修、研究年資最多採計一年。對服務年資有疑義時由人事室解釋。

Article 5 The length of service is calculated as the period from the effective date specified on the MOE-issued teacher's certificate currently held by the applicant to July 31 of the promotion application year. Applicants (Reviewees) without a teacher's certificate shall not apply for promotion. Full time faculty members who conducted full-time advanced study or research, approved by NCKU, during the above-designated period shall be allowed to add a maximum of one year into the length of service for this. Any discrepancies concerning the length of service shall be interpreted by the Personnel Office.

第六條 教師提出申請升等教師資格審定，經系（所）教師評審委員會受理後，初審通過與升等生效之當學期應有在校任教授課之事實。以全時在國內、外進修、研究或出國講學，該學期未實際在校授課者，不得送審教師資格。

Article 6 Any faculty member who has submitted a promotion application to the departmental faculty evaluation committee shall fulfill the teaching requirements at NCKU in the semester in which the application passes its preliminary review, and in the semester in which the promotion becomes effective. Faculty members shall not be evaluated for promotion qualifications in the semester in which they fail to carry out class instruction at NCKU because of their fulltime advanced study or research at home or abroad, or lectures abroad.

第七條 教師升等之審查程序，初審由各系（所）教師評審委員會辦理，複審由各學院教師評審委員會辦理。複審通過後始得向校教師評審委員會推薦。

Article 7 Any faculty promotion application shall be sent to the faculty evaluation committee of the related department/graduate institute for a preliminary review, and to the faculty evaluation committee of the affiliated college for a secondary review. Upon approval at the levels of department/graduate institute and college, the application shall be recommended to the university faculty evaluation committee for final review.

第八條 擬升等教師所提著作送請校外專家四人審查，其審查結果作為教師評審委員會辦理審查升等時評定研究成績之依據。「教師著作審查意見表」參照教育部「專科以上學校教師著作審查意見表」格式。

Article 8 The works/publications submitted for promotion by the applicant shall be sent to four external experts for review, which shall serve as the basis for

the evaluation of research by the NCKU Faculty Evaluation Committee. “The Academic Works/Publications Review Form for Faculty Promotion” shall be modeled after “the Academic Works/Publications Review Form for Faculty Promotion at Institutions of Higher Education” designated by the MOE.

第九條 校教評會辦理審查時，其教學、服務與輔導成績業經系、院教評會評定及格者，其研究成績依著作外審結果審查之，其著作外審審查結果，有三位審查委員給予及格者，除有改變外審結果之事實外，予以通過。

著作外審成績滿分為 100 分，擬升等講師、助理教授者，以 70 分為及格，未達 70 分者為不及格；擬升等副教授者，以 75 分為及格，未達 75 分者為不及格；擬升等教授者，以 80 分為及格，未達 80 分者為不及格。

Article 9 In the review of applicants who have passed the review of the department and college faculty evaluation committees in terms of teaching, service and counseling, the NCKU Faculty Evaluation Committee shall evaluate their research performance based on the results of external review. Those whose academic works/publications have passed the external review by three of the designated four reviewers shall be considered to have passed in terms of research, unless any fact is found that changes the results of the external review.

On a grading scale of 0 to 100, the lowest passing grades on the external review are 70 for promotion to lecturer or assistant professor, 75 for promotion to associate professor, and 80 for promotion to full professor.

第十條 著作外審審查委員以具有教育部審定之教授及中央研究院研究員資格者為原則。若無適當之教授或研究員人選，對於送審副教授以下資格案，可以具有教育部審定之副教授、助理教授及中央研究院副研究員、助理研究員資格者擔任之，但不得低階高審。

Article 10 In principle, external reviewers shall be appointed from full professors accredited by the MOE or research fellows from the Academia Sinica. In the absence of reviewer candidates at the rank of full professors or research fellows, associate professors accredited by the MOE or associate research fellows of the Academia Sinica may be appointed to review applications for promotion to the rank of assistant professors or lower. The rank of the external reviewers shall not be lower than that of the applicants.

第十一條 審查委員之遴選，應配合送審人之學術專長，如申請人送審著作跨不同學術專長領域，則以代表著作之專長領域為主要考量依據。 審查

委員之遴選為顧及公平性與平衡性，依下列原則辦理：

- 一、送審人之研究指導教授，應迴避審查。
- 二、送審人代表著作之合著人或共同研究人，應迴避審查。
- 三、與送審人有親屬關係者，應迴避審查。
- 四、同一案件之審查委員避免均由同一學校或機構之人員擔任。

Article 11 External reviewers shall be appointed in compliance with the academic discipline the applicant (reviewee) specializes in. If the academic works/publications vary across disciplines, the one to which the representative work/publication belongs shall be designated as the applicant's discipline. To maintain impartiality and balance, the appointment of external reviewers shall be administered based on the following principles:

1. The appointment of the applicant's (reviewee's) research advisor as a reviewer shall be avoided.
2. The appointment of a co-author or co-researcher of the applicant's (reviewee's) representative publication as a reviewer shall be avoided.
3. The appointment of any relative to the applicant (reviewee) as a reviewer shall be avoided.
4. The appointment of reviewers from a single school or institution for the same application shall be avoided.

第十二條 評審過程、審查人及評審意見等相關資料，應予保密，以維持評審之公正性。但有下列情形之一者，不在此限：

- 一、辦理外審單位將評審過程及評審意見，提供教師申訴受理機關及其他救濟機關。
- 二、教務處將評定為不及格之評審意見，提供予送審人。

申請人或經由他人有請託、關說、利誘、威脅或其他干擾審查委員或審查程序情節嚴重者，應即停止其升等審查程序，並通知申請人，自通知日起二年內不受理其升等之申請。

Article 12 Information concerning the review processes, reviewers, and assessments and views shall be kept confidential to maintain the impartiality of the qualifications screening. However, the following circumstances are not subject to this rule of confidentiality:

1. The office responsible for the administration of the external review may provide information concerning the review processes, assessments and views to the applicant (reviewee), appeal dealing agency, and other remedy agencies.
2. The Office of Academic Affairs may provide the assessments and views of an unsatisfactory case to the applicant (reviewee).

Should an applicant (reviewee) or others engage in any acts of request,

lobbying, bribery or threats, or any other actions that interrupt the reviewers/the review process to a severe extent, the administration of this promotion evaluation shall be stopped immediately and the applicant (reviewee) shall be notified. For the two years following from the date of this notice, any faculty promotion application submitted by the applicant shall not be accepted for administration.

第十三條 初、複審決議後，未獲升等通過之送審人得向系（所）、院申請提供外審審查意見。各系（所）、院提供之內容應另行打字為之，且對審查委員之身分 應予保密。

Article 13 Applicants (Reviewees) who have failed to pass the preliminary and secondary reviews may apply to the affiliated department/graduate institute and the affiliated college for the administrative office to provide external review comments. The comments shall be typed in a separate paper with the identity of external reviewers kept confidential.

第十四條 初審辦法由各系（所）制定，經院長提經校教師評審委員會核備後施行；複審辦法由各院制定，並提報本校教師評審委員會核備後施行，修正時亦同。各系（所）、院應於初審、複審辦法中訂定教學、研究、服務與輔導之評審基準 和所佔之權重、及升等審查通過之標準。如有更嚴格之規定者，從其規定。

初審與複審均應就送審人之品德操守及自取得現職職位後之教學、研究、服務 與輔導等之實際情形審慎考評，其所佔比率以教學（40%）、研究（40%）、服務與輔導（20%）為原則。學院及系（所）得依送審著作類型，彈性調整教學、研究、服務與輔導所佔比率。教師在教學、研究、輔導與服務任一項目有特出之績效，應予以肯定。

Article 14 Each department or graduate institute shall establish its regulations for the preliminary review, which shall be proposed by the dean of the college to the NCKU Faculty Evaluation Committee for ratification before taking effect. Every college shall establish its regulations for the secondary review, which shall be proposed to the NCKU Faculty Evaluation Committee for ratification before taking effect. Amendments to these regulations shall be processed accordingly. Each department, graduate institute or college shall specify the evaluation criteria in terms of teaching, research, and service and counseling in its regulations. In the preliminary and secondary reviews, applicants (reviewees) shall be evaluated in terms of ethical conduct, teaching, research, service and counseling since their employment or promotion to their current rank. In principle, the evaluation criteria are set in percentage terms as follows: teaching (40%), research (40%), and service and counseling (20). Each

department, graduate institute or college may make adjustments to the percentages of the evaluation criteria based on category of submission. Faculty members should be recognized for their outstanding performance in any part of the evaluation criteria: teaching, research, and service and counseling.

第十五條 各系（所）每年可推薦升等之各級教師人數，以該系（所）各級專任教師人數（升等以前）之五分之一或已達升等年資之各級專任教師人數之三分之一為原則（小數遞進為整數）。但助理教授、講師（85年8月1日以後新聘者）不在此限。對各級專任教師人數有疑義時，由人事室解釋。

Article 15 In principle, one-fifth of full-time faculty members on the same rank or one-third of those who have rendered the designated length of service on the same rank for promotion will be recommended for promotion by each department or graduate institute (with any fractions rounded up). Assistant professors or lecturers employed after August 1, 1996, are not subject to this rule. Any questions concerning the number of full-time faculty members on the same rank in the same department or graduate institute shall be answered by the Personnel Office.

第十六條 教師升等經各院複審通過後，由系（所）主任及院長詳簽「教師升等系（所）教評會考評表」連同「升等著作審查意見表」與升等著作以及初複審有關資料等向教務處提出。教務處彙整後提校教師評審委員會，經討論通過後，補發新職級聘書及薪資（年資起算日期依教育部核定日期辦理），並依規定檢件由人事室報請教育部備查及核發教師證書。

送審人應將校教師評審委員會審查通過之專門著作、學位論文、作品、技術報告或成就證明，送本校圖書館公開、保管。但有第四條第三項但書規定情形者，不在此限

Article 16 Following the preliminary and secondary reviews, the department chair/graduate institute director and dean of the affiliated college shall submit a completed “Departmental/Graduate Institute Faculty Promotion Review Form” for each applicant recommended for promotion, with relevant documents, including a completed “Academic Works/Publications Review Form for Faculty Promotion” and the applicant’s academic works/publications submitted for promotion, to the Office of Academic Affairs, which shall be compiled and submitted to the NCKU Faculty Evaluation Committee for deliberation. Upon approval by the university committee, the school authorities shall issue a

new contract of employment and make higher salary payments to the applicant for promotion (effective from the date certified by the MOE), while the Personal Office shall report the promotion with relevant documents to the MOE for ratification and its issuance of a teacher's certificate.

Applicants (Reviewees) shall submit the academic work, thesis/dissertation, creative work, technical report or proof of merit approved by the NCKU Faculty Evaluation Committee to the NCKU Library. However, the circumstances as defined in the confidential provision under Article Four shall not be subject to this rule.

第十七條 各院應依作業所需時間自行訂定各系(所)向法院提出之時限,各系(所)應依據各院之規定自行訂定初審時間。教師升等各程序預定時間如下：

- 一、一般教師預訂時間：8月15日以前各院向教務處提出著作外審資料；11月底以前校完成著作外審；12月15日以前各院完成複審；12月底以前校教師評審委員會審議。
- 二、85年8月1日以後新聘助理教授升等為副教授、新聘講師升等為助理教授者，以及以博士學位申請升等講師、助理教授者，可另適用下列預訂時間：2月底以前各院向教務處提出著作外審資料；5月15日以前校完成著作外審；5月底以前各院完成複審；6月15日以前校教師評審委員會審議。

Article 17 Each college shall set a schedule for its departments or graduate institutes to submit promotion applications to the college to fit the university schedule. Each department/graduate institute shall set a schedule for its preliminary review to fit the college schedule. Procedures for faculty promotion applications are scheduled as follows:

1. General schedule for faculty promotion applications:

All colleges shall submit documents designated for external review of academic works/publications to the Office of Academic Affairs before August 15. The Office shall complete the administration of external reviews before November 30. The secondary reviews by each college shall be completed before December 15. The NCKU Faculty Evaluation Committee shall complete the final reviews of faculty promotions before December 31.

2. In addition to the general schedule, the schedule applicable to faculty promotion applications by assistant professors and lecturers employed after August 1, 1996, and by lecturers and teaching assistants based on a doctoral degree is set as follows:

All colleges shall submit documents designated for external review of academic

works/publications to the Office of Academic Affairs before the end of February. The Office shall complete the administration of external reviews before May 15. The secondary reviews by each college shall be completed before the end of May. The NCKU Faculty Evaluation committee shall complete the final reviews of faculty promotions before June 15.

第十八條 非屬學院之系（所）、體育室及一級中心（處、館）之教師升等，其初審比照系（所）辦理；複審除微奈米科技研究中心、計算機與網路中心分別由工學院、電機資訊學院教師評審委員會辦理外，餘由非屬學院教師評審委員會辦理。

Article 18 Any non-college affiliated departments or graduate institutes, the Physical Education Office, and any university-level centers or units shall conduct their preliminary reviews of faculty promotion applications in the same way as other general departments/graduate institutes. Faculty promotion applications by applicants from the Center for Micro/Nano Science and Technology and the Computer and Network Center shall be submitted to the faculty evaluation committee of the College of Engineering and the faculty evaluation committee of the College of Electrical Engineering and Computer Science, respectively, for the secondary reviews. Other promotion applications shall be submitted to the non-college affiliated faculty evaluation committee for the secondary reviews.

第十九條 送審人對初審結果有疑義時，得向法院教師評審委員會提出書面申復；送審人對複審結果有疑義時，得向校教師評審委員會提出書面申復，其辦法另定之。

Article 19 Reviewees who disagree with the results of the preliminary review shall submit a written appeal to the college-level faculty evaluation committee. Those who disagree with the results of the secondary review shall submit a written appeal to NCKU Faculty Evaluation Committee. The regulations for appeals shall be established in a separate text.

第二十條 本辦法未盡事宜，悉依教育部「專科以上學校教師資格審定辦法」及相關法規規定辦理。

Article 20 Any matters that are not regulated in these Regulations shall be administered according to the MOE's *Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education* and relevant regulations.

第二十一條 本辦法經校務會議通過後施行，修正時亦同。

Article 21 These Regulations shall be approved by the University Affairs Council before taking effect. Any amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.