

文藻外語大學國際文教暨涉外事務學院教師升等審查要點

Directions Governing Faculty Promotion Evaluation of the College of International Culture, Education, and Foreign Affairs of Wenzao Ursuline University of Languages

103年1月8日院教評會通過
Approved by the College Faculty Evaluation Committee meeting on January 8, 2014
103年2月12日校教評會修正通過
Amended by the University Faculty Evaluation Committee meeting on February 12, 2014
103年3月5日校長核定
Authorized by the president of the University on March 5, 2014
104年9月16日院教評會修正通過
Amended by the College Faculty Evaluation Committee meeting on September 16, 2015
104年10月15日校教評會通過
Approved by the University Faculty Evaluation Committee meeting on October 15, 2015
104年10月18日校長核定
Authorized by the president of the University on October 18, 2015
106年5月17日院教評會修正通過
Amended by the College Faculty Evaluation Committee meeting on May 17, 2017
106年6月7日校教評會通過
Approved by the University Faculty Evaluation Committee meeting on June 7, 2017
106年6月16日校長核定
Authorized by the president on June 16, 2017
110年9月29日院教評會修正通過
Amended by the College Faculty Evaluation Committee meeting on September 29, 2021
110年10月19日校教評會通過
Approved by the University Faculty Evaluation Committee meeting on October 19, 2021
110年11月04日校長核定
Authorized by the president on November 4, 2021
112年1月5日院教評會修正通過
Amended by the College Faculty Evaluation Committee meeting on January 5, 2023
112年2月14日校教評會通過
Approved by the University Faculty Evaluation Committee meeting on February 14, 2023
112年2月17日校長核定
Authorized by the president on February 17, 2023

一、 本學院為辦理教師升等評審事宜，依「文藻外語大學專任教師升等辦法」訂定本要點。

Article 1 To process the evaluation of faculty promotion applications, the College of English and International Studies (the “College” hereafter) establishes the present Directions in accordance with the Regulations for Full-time Faculty Promotion of Wenzao Ursuline University of Languages (the “University” hereafter).

二、 本學院專任教師申請升等之資格、條件、注意事項等悉依本校「專任教師升等辦法」相關規定辦理。

Article 2 The eligibility for, conditions of, and precautions in full-time faculty promotion applications in the College shall all be processed in accordance with clauses in the Regulations for Full-time Faculty Promotion of Wenzao Ursuline University of Languages.

三、 本學院專任教師申請升等審查，應於規定之期間內，向所屬系(所)、中心提出申請，並繳送相關表件及資料，經各系(所)、中心教師評審委員會初審通過後，將相關表件、資料及會議紀錄報請院長提送本學院教師評審委員會進行複審。**相關**表件及資料為：

- (一)升等申請書。(系(所)、中心教師評審委員會審查意見已填妥)
- (二)申請升等個人資料表。
- (三)升等資格送審資料檢核表。(系(所)、中心教師評審委員會審查意見已填妥)
- (四)最近二次教師評鑑成績。如任該職級已達三年，但未有二次教師評鑑成績，得以該教師於本校任教期間已通過之教師評鑑成績為送審依據。
- (五)教師資格審查履歷表三份(教育部版乙式)。
- (六)送審代表著作及參考著作各一式**七份(以學位論文送審一式四份)**。代表著作如以外文撰寫者應檢附中文摘要(五百至一千字)。
- (七)教育部所頒發之現任職級教師證書影本。
- (八)本校現任職級聘書影本(近三年)。
- (九)可附外審教授迴避名單(三人以內並附理由-請彌封)。
- (十)合著證明書(代表著作有合著者方需檢附)。
- (十一)自述擔任現職期間之教學、研究、服務及輔導等具體事蹟。

Article 3 An application for full-time faculty promotion in the College shall be submitted, within the appointed period, with relevant forms and documents to the department (graduate institute) or center to which the applicant belongs. When the faculty evaluation committee at the level of department (graduate institute) or center approves the application in the first review, it shall be forwarded to the dean of the College with relevant forms, documents and meeting minutes for the second review by the College Faculty Evaluation Committee. The forms and documents to be submitted include the following:

1. Full-time Faculty Promotion Application Form. (The evaluation opinions of the faculty evaluation committee at the level of departments, graduate schools and centers shall be included.)
2. Personal Profile for Full-time Faculty Promotion Application.
3. Checklist of Documents for Promotion Qualification. (The evaluation opinions of the faculty evaluation committee at the level of departments, graduate schools and centers shall be included.)

4. The scores of the two most recent faculty performance evaluation. If an applicant has served at the current rank for three years, but has not obtained two scores of faculty performance evaluation, the score of faculty performance evaluation that has been obtained during the service period at the University can be used as the evidence for review.
5. Three copies of the Teacher Qualification Resume (Form B, provided by the Ministry of Education).
6. **Seven** copies of representative publications and reference works (or **four** copies for **degree dissertations**). If representative publications are written in a foreign language, a Chinese abstract between 500 to 1000 characters shall be attached.
7. A photocopy of the Teacher Certificate at the current rank issued by the Ministry of Education.
8. The contracts at the current rank that have been offered by the University in the last three years.
9. An optional list of non-preferred external reviewers. A sealed envelope shall be used to enclose up to three reviewers with reasons.
10. Co-authorship Certificates, when the representative publications contain any co-authors.
11. A self-description of achievements in teaching, research, service and counseling during the service period.

四、教育部**認可**本校自審教師資格之辦理程序：

- (一)**院**教師評審委員會應就送審人初審有關資料進行綜合審查，**並以送審人最近二次教師評鑑平均成績做為教學服務成績，70 分以上為合格。**
- (二)**經表決通過後，檢附相關資料及會議紀錄，並提供十二位校外審查委員參考名單，連同迴避參考名單，密送人事室。**

Article 4 For the applications in which the University is authorized by the Ministry of Education to self-screen teacher's qualifications, the review procedures are as follows:

1. **The College Faculty Evaluation Committee shall conduct a comprehensive evaluation of the relevant documents submitted by the applicant, and take the average of the two most recent results of faculty performance evaluation as the scores of teaching and service. An application that scores more than 70 points is considered approved.**
2. **If the application is approved on a vote, the relevant documents, the meeting minutes, a list of suggested twelve external reviewers, and the list of non-preferred**

external reviewers, shall be confidentially forwarded to the Personnel Office.

五、 教育部非認可本校自審教師資格(須報部審查)之升等案，應依下列程序辦理：

院教師評審委員會應就送審人初審有關資料進行綜合審查，並以送審人最近二次教師評鑑平均成績做為教學服務成績，70 分以上為合格。經表決通過後，檢附相關資料及會議紀錄，並提供十二位校外審查委員參考名單並連同迴避參考名單，密送人事室。

Article 5 For the applications in which the University is not authorized by the Ministry of Education to self-screen teacher's qualifications (and which shall be reported to the Ministry of Education for further review), the review procedures are as follows:

The College Faculty Evaluation Committee shall conduct a comprehensive evaluation of the relevant documents submitted by the applicant, and take the average of the two most recent results of faculty performance evaluation as the scores of teaching and service. An application that scores more than 70 points is considered approved. If the application is approved on a vote, the relevant documents, the meeting minutes, a list of suggested twelve external reviewers, and the list of non-preferred external reviewers, shall be confidentially forwarded to the Personnel Office.

六、 辦理升等審查時，應有委員三分之二(含)以上之出席，出席委員三分之二(含)以上同意，始為通過。

Article 6 In the evaluation of promotion applications, the approval of a case requires the attendance of more than two thirds of the membership, and the consent of more than two thirds of the attendees.

七、 教師升等評審之迴避原則：

(一)外審名單應迴避與送審人有：三親等內之血親、配偶或三親等內之姻親或曾為指導教授等關係之一者，應予以迴避。

(二)院教師評審委員會委員遇有關於其本人(含代表著作合著人)、配偶及三親等內之親屬提出升等案時，應行迴避，其會議時有關出席人數及表決人數的計算應予扣除不計。

(三)院教師評審委員會審議升等審查案時，應本低階不得高審之原則。

Article 7 The avoidance principle for faculty promotion evaluation is as follows:

1. The suggested external reviewers shall recuse themselves from cases in which they are a spouse, a blood relative within the third degree of kinship, or an affinity relative within the third degree of kinship of the applicant, or in which they were a supervisor of the applicant.

2. The members of the College Faculty Evaluation Committee shall recuse themselves from cases in which they are directly involved in the application (including being a co-author of the representative works), or in which they are a spouse or a relative within the third degree of kinship of the applicant. Their attendance and votes in evaluation meetings shall be deducted.
3. When the College Faculty Evaluation Committee discusses a promotion application, those with lower academic attainments shall be ineligible to evaluate an applicant with higher academic attainments.

八、 升等申請人不得直接或間接推薦外審委員名單。

Article 8 An applicant shall not, directly or indirectly, recommend external reviewers.

九、 參與審議作業之單位人員，須嚴守保密原則，不得洩露與審查程序相關之委員名單和審查意見。有關審查費匯款及核銷保密作業，亦須防範審查委員名單洩露。

Article 9 Confidentiality shall be strictly followed by any person involving the evaluation of a promotion application. The names of committee members and their opinions shall not be disclosed. The list of reviewers shall also be kept confidential in the process of transferring evaluation fees and dispensing reimbursement.

十、 **院**教師評審委員會對未通過升等審查之教師，應敘明具體理由，並檢附外審評定為不及格之審查意見(影本並隱蔽審查人姓名)，以書面通知當事人，並告知不服決定時之救濟管道及程序。

申請人如不服教師評審委員會審查結果時，得依下列程序提出申復，惟著作外審結果，除能提出具有專業學術依據之具體理由，動搖該專業審查之可信度及正確性，否則不得針對著作外審結果提出申復：

(一)申請人不服初審之決議，應於收到決議通知書之日起十五日內，以書面敘明理由向院教師評審委員會提出申復。

(二)申請人如不服複審之決議，應於收到決議通知書之日起十五日內，以書面敘明理由向校教師評審委員會提出申復。院、校教師評審委員會審議結果為申復有理由時，應送回下一級教師評審委員會再審議。

(三)申請人如不服決審之決議，應於收到決議通知書之日起三十日內以書面敘明理由，向本校教師申訴評議委員會提出申訴，教師申訴評議委員會評議結果認為申訴有理由時，應送請校教師評審委員會再議，校教師評審委員會委員復議並經出席委員三分之二（含）以上通過，得變更原決議，申訴以一次為限。

同級申復案以一次為限。

Article 10 For the applicants who fail to pass a promotion evaluation, the College Faculty Evaluation Committee shall notify them in writing, providing specific reasons, the opinions of the external reviewers who grade failure (in photocopies where the names of the reviewers have been concealed), and the remedy methods and procedures if they do not accept the decision.

If applicants do not accept the decision made by the College Faculty Evaluation Committee, they may lodge an appeal by following the procedures below. However, an appeal shall not be made against the results tendered by external reviewers, unless the appellant can offer reasons with solid academic foundation to question the credibility and correctness of professional reviews.

1. If applicants do not accept the result of the first review, they shall lodge an appeal in writing, providing specific reasons, to the College Faculty Evaluation Committee, within fifteen days from the date of the resolution notice.
2. If applicants do not accept the result of the second review, they shall lodge an appeal in writing, providing specific reasons, to the University Faculty Evaluation Committee, within fifteen days from the date of receiving the resolution notice. When the appeal is considered substantial by the faculty evaluation committee at the college or university level, the case shall be forwarded to the committee at a lower level for reconsideration.
3. If applicants do not accept the result of the final review, they shall lodge an appeal in writing, providing specific reasons, to the Teachers' Appeal Review Committee in the University, within thirty days from the date of receiving the resolution notice. If the appeal is considered substantial by the committee, the case shall be forwarded to the University Faculty Evaluation Committee for reconsideration. The original resolution may be changed when the University Faculty Evaluation Committee reconsiders the application and two thirds of the attendees approve it. An appeal at this level can only be submitted once.

Any appeal at the same level can only be submitted once.

十一、 本要點如有未盡事宜，悉依相關規定辦理。

Article 11 Any matters that have not been specified in the present Directions shall be processed in accordance to other relevant regulations.

十二、 本要點經院、校教師評審委員會通過，陳請校長核定後實施，修正時亦同。

Article 12 The present Directions shall take effect when they are approved by the College Faculty Evaluation Committee, forwarded to the University Faculty Evaluation Committee, and authorized by the president of the University. The same procedures shall also be followed

in the case of amendment.