國立臺灣大學文學院外國語文學系教師評審委員會評審作業要點
Procedures for the DFLL Teachers' Evaluation Committee

修正條文	Translation The revisions are <u>underlined</u>.
一、本要點依本校各系（科、所、學位學程、室、中心）教師評審委員會設置準則第八條第一項規定及本校專任教師升等作業要點訂定之。	I. The following procedures are based on the first clause of Article Eight of the NTU Guidelines for the Establishment of the Teachers' Evaluation Committee for all departments, graduate institutes, degree programs, and centers, as well as the NTU Guidelines for Full-time Teachers' Promotion Procedures.
二、本系教師評審委員會（以下簡稱教評會）審查本系教師之聘任案，依下列規定辦理： （一）專任教師之聘任，應符合本系教學與研究之需要，由系教評會討論徵聘教師之專長領域。徵才啟事經本系「新聘教師甄選委員會」擬定送系教評會通過及院長核可後，辦理	II. When recruiting faculty, the DFLL Teachers' Evaluation Committee (hence forth referred to as the "TEC") shall follow the procedures below: 1. Recruitment of full-time faculty members should reflect the teaching and research needs of the Department. The required field of expertise should be determined by the TEC. An advertisement for teaching positions should be

公開徵聘事宜。	drafted by the Department's New Faculty Recruitment Committee, approved by the DFLL TEC and then certified by the Dean of the College of Liberal Arts, before it is publicly announced.
（二）申請人應具有博士學位（如有特殊需要，本系亦得考慮獲有碩士學位者）	2. The applicant should have a doctoral degree (in exceptional circumstances, the Department may also consider applicants with MA degrees).
（三）送審著作應符合下列規定： 1. 已出版公開發行，或出具將出版證明之專書、專書論文。以專書、專書論文為代表作送審者，應檢附經審查通過後出版之相關證明。 2. 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。 以期刊、專書論文為代表作應至少二篇，專書得以一本為代表作。聘任為助理教授（或講師）等級者，得以其博士（或碩士）學位論文為代表作送審。 送審著作中，代表作應為送審人取得前一等級教師資格後及本次送審前五年內之著作；參考作應為送審人取得前一等級教師資格後及本次送審前七年內之著作。五年或七年內之起算日，以教師證書審定生效日(免送審者以起聘日)往前推算五年或七年內。但送審人曾於前述期限內懷孕或生產者，得申請延長前述年限二年。 有關代表作所用語文，教授英、德、法、西、俄文者，代表作應至少有一篇以所授語文撰寫。	3. Works submitted for review should meet the following requirements: (1) Books or book chapters that have been published or accepted with proof of scheduled publication dates can be designated major work or secondary work for publication review purpose. If a book or a book chapter is designated as the major work, the applicant should present proof of said works having been peer-reviewed prior to publication. (2) Journal articles submitted for review should have been published or accepted with proof of scheduled publication dates by academic or professional journals. Electronic journal papers are acceptable if the online journal has a formal peer-review process and is open to the public. The applicant should submit at least two journal articles or a book as the major work for publication review. Applicants for the position of assistant professor (or lecturer) may submit their doctoral (or master's) thesis or dissertation as their major work. Works submitted for review should comply with the following regulations: The submitted major work(s) shall be published after the date of the award of the applicant's latest teaching certificate and within five years. Secondary works submitted for review shall be published after the date of the award of the applicant's latest teaching certificate and within seven years. The five and seven years will be calculated backward from the day when one's new teaching certificate takes effect. For those who are exempt from the review process, submissions will be measured from the first day of appointment. An extension of two years will be granted to applicants who are pregnant or who

	have recently given birth. At least one of the major works of an applicant who teaches English, German, French, Spanish, or Russian respectively should be written in the language of the applicant's teaching expertise.
（四）申請人應提出學位證書影本、履歷（含著作目錄）、研究方向、曾授課程大綱（無教學經驗者檢附最高學歷成績證明）及代表作摘要二至五頁，連同推薦書二封，送請「新聘教師甄選委員會」審議。兼任教師及專案計畫教學人員之聘任案，得逕送系教評會審議。	4. The applicant should submit the following documents to the DFLL New Faculty Recruitment Committee for review: a duplicate diploma of the highest degree attained, a curriculum vitae (including a publication list), a summary of research interests, a description of courses taught (those who have no teaching experience must submit a certificate of the grades achieved for their highest academic degree), and a two-to-five-page summary of their major work, as well as two letters of recommendation. Applications for the part-time and project teaching positions may be directly submitted to the DFLL TEC for consideration.
（五）專任教師之聘任案由本系「新聘教師甄選委員會」進行初審，並向系主任推薦三位以上之學術著作審查委員；初審通過之人選，連同著作審查意見，提交系教評會審查。	5. Applications for full-time teaching positions are initially to be reviewed by the DFLL New Faculty Recruitment Committee, which will recommend to the Chair at least three readers to review the applicants' academic works. Applications that pass the initial review stage will be submitted, along with reviewers' reports, to the DFLL TEC for further evaluation.
（六）本系教評會就申請人之著作審查意見及相關資料進行審查並投票，以得票較高且達出席人數三分之二同意者，依本系之需要，提請文學院教評會審議。得票數相同之申請人，應再行投票。	6. The TEC will examine all review comments and related application materials and vote for the applicants according to the quality of the applications and the needs of the Department. The applicants who receive the most votes and who are approved by two-thirds or above of the TEC members present will have their applications submitted to the Collegiate Teachers' Evaluation Committee for review. If two applicants receive an equal number of votes, there will be a second vote.
（七）兼任教師及其他教學人員之新聘、改聘、續聘案，依學校相關規定辦理。	7. The initial appointment, change of rank, and renewal of contract of adjunct faculty members as well as other teaching staff should comply with the relevant University regulations.
三、本系教評會於審議升等案件時，依下列方式辦理：	III. The TEC will abide by the following procedures for reviewing applications for promotion:

（一）申請資格：本系教師申請升等應具備下列條件：

1. 本校編制內之專任教師依規定通過教師評鑑或奉校方核定免辦評鑑，並於當學年第二學期在校有實際任教授課之事實者，或經核准借調，且於借調期間依規定返校義務授課者。（詳參文學院教師評鑑辦法施行細則）

2. 需符合教育人員任用條例第十六、十六之一、十七、十八條規定。但副教授年資未滿四年或博士後未滿十年、助理教授年資未滿四年或博士後未滿五年者，應檢附認定具體傑出表現事實與說明(如獲科技部【含原國科會】傑出獎或研究獎項、教育部所頒學術獎、國家講座獎項等事蹟。)

3. 教師自取得前一等級教師資格起至本次申請升等之學期止，應具備下列事蹟：

（1）執行經科技部審查核定之專題研究計畫且擔任計畫主持人或共同主持人(不含協同主持人)至少一次。以作品、具體事蹟、特殊造詣或成就代替專門著作送審者，得計建教合作案。本校編制內之專任助理教授、講師升等申請期限前連續五年申請科技部專題研究計畫未獲核定者，除升等著作外得另以一級期刊及二級期刊各一篇，或已出版且經審查之專書代替一次科技部專題研究計畫。

（2）國際化：應有出國研究半年以上(可分段累積)，或參與重要國際會議發表１次以上，或參與國際合作計畫之實績，若無相關經歷者，得由院長敘明原因推薦之。

A. *Application Qualifications*: Faculty members who apply for promotion should meet the following conditions:

1. Applicant must be a full-time teacher who has passed the most recent scheduled Evaluation or who is exempt from such evaluation by the University. Applicant must also fulfill a teaching load in the semester when applying for promotion. If the applicant is on loan elsewhere, he or she still must serve the University a voluntary teaching load per university regulations. (Please refer to "Implementation Details of the Faculty Evaluation Regulations of College of Liberal Arts").

2. Applicant should meet the Educators Appointment Act 16, 16-1, 17, or 18:

- For promotion to Full Professor, applicant is required to have a minimum of 4 years of service as Associate Professor or have a minimum of 10 years of research and teaching after the completion of their PhD.

- For promotion to Associate Professor, applicant is required to have a minimum of 4 years of service as Assistant Professor or have a minimum of 5 years of research and teaching after the completion of their PhD.

- Exceptions are made for those with exceptional achievements such as recipients of the Distinguished Award or other research awards by the Ministry of Science and Technology (formerly the NSC), or the Academic Award or the National Professorship Award by the Ministry of Education. (Exceptions are subject to approval by the College and the University.)

3. Applicants must show any of the following achievements between the time of the award of their latest teaching certificate and the semester in which they apply for promotion:

(1) Have been the Project Investigator/PI or Co-Investigator /Co-PI and have carried out at least one research project funded by the Ministry of Science and Technology (Assisting Project Investigator /Assisting PI are excluded).
Specialists who submit other works,

	substantial accomplishments, specialized skills and achievements in lieu of academic publications can use their respective cooperative education programs for promotion review purposes. <u>If the full-time assistant professors (and lecturers) have applied for the research projects of the Ministry of Science and Technology for five consecutive years before the promotion application deadline and have not been approved, in addition to the required promotion works, they may add one A-level and one B-level journal papers, or submit one more peer-reviewed academic book to replace the MOST research project.</u> (2) Internalization: Applicants should have 1) conducted research abroad for an accumulated period of no less than six months; 2) participated and presented papers at important international conferences at least once; or 3) proof of participation in international cooperative programs. If the applicant has no such experience as mentioned above, the Dean shall explain the reason for the College's endorsement of the applicant's promotion application.
（二）評審標準：教師升等審查包括研究審查、教學審查及服務審查三項。研究審查占七十分，教學審查占二十分，服務審查占十分。	B. *Review standards*: The review process for faculty applications for promotion is divided into three categories: the review of academic works, which accounts for 70%, the evaluation of teaching, which accounts for 20%, and the evaluation of service, which accounts for 10% of the final grade.
（三）研究審查： 1. 研究成果應具原創性，且在所專長之學術領域有優異表現。 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，不得送審。	C. *Review of academic research*: 1. Research achievements should display originality and constitute distinguished contributions to specialized academic fields. Non-academic works, as well as works composed through collation, additions or deletions, combination, editing or compilation of other authors' works, will not qualify for review.
2. 送審著作中，應包括代表作及參考作。代表作及參考作應為送審人取得前一等級教師資格後之著作，且應符合下列規定： （1）已出版公開發行，或出具將出版證明之論文集、專書、專書論文。以論文集、專書、專書論文為代表	2. The academic works submitted for review should include major work(s) and secondary works. Said works shall be published after the date of the award of the applicant's latest teaching certificate. The above works should conform to the following rules: (1) Collections of essays, books, book chapters that have been published or accepted with

作送審者，應檢附經審查通過後出版之相關證明。 （2）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。 （3）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。	proof of scheduled publication dates are acceptable. If a collection of essays, a book, or a book chapter is designated the major work for promotion review, the applicant should present proof of said works having been peer-reviewed prior to publication. (2) Journal articles submitted for review should have been published or accepted with proof of scheduled publication dates by academic or professional journals. Electronic journal papers are acceptable if the online journal has a formal peer-review process and is open to the public. (3) Conference proceedings are acceptable if they have a formal peer-review process and are published in books, CD ROMs or online.
3. 送審著作不得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，經出版並提出說明，由專業審查認定著作具相當程度創新者，不在此限。	3. Degree dissertations, in whole or in part, cannot be submitted as part of an application for promotion. However, this limitation will be lifted if the degree dissertation has never been submitted for review in order to receive a teaching certificate; or if a publication is an extensive research of the dissertation and has already been published, it should be submitted to external experts for review to certify that it has considerable innovations as compared with the dissertation.
4. 由申請人擇定送審著作至多六篇，曾為代表作送審者，不得再作升等時之代表作。	4. Applicant can submit up to SIX works for promotion review. A work that has been submitted for review as major work cannot be designated major work again when the applicant re-applies for promotion.
5. 代表作之形式： 　（1）升等送審著作所用語文：教授英、德、法、西、俄文者，代表作應至少有一篇以所授語文撰寫，參考作不限以所授語文撰寫。	5. The format of the major work(s): (1) At least one of the major works of an applicant who teaches English, German, French, Spanish, or Russian should be written in the language of the applicant's teaching expertise. The language used for secondary works is not limited to that of the applicant's teaching expertise.
（2）以期刊論文為代表作者，應有二篇以上發表於本系所列優良一級期刊。其單篇頁數不得少於十五頁；但期刊有規定字數限制者，經報系教評會核定後，得不予適用。	(2) If the applicant selects "journal papers" as major work, there should be at least two papers published in the A-level journals that are listed in the DFLL Index of Qualified Journals. The length of each work must be no less than fifteen pages. In those cases where journals have limited the

	word-length of each contribution, the applicant may make a request for shorter articles to be approved by the TEC.
(3)以專書論文為代表作者，須由系教評會認定等同一級期刊論文，且最多採計一篇。	(3) If the applicant designates a book chapter as the major work, the Department Teachers' Evaluation Committee shall decide if said book chapter is the equivalence of an A-level journal paper. Only ONE book chapter is allowed to be designated major work.
(4)以論文集或專書為代表作者，其內容必須為同一主題或環繞同一主題立論之著作。上開論文集或專書之篇幅原則上至少一百二十頁。	(4) If the applicant selects a collection of essays or a book as the major work, its contents must be of, or related to, one theme. The length of the book or collection of essays should be at least one hundred and twenty pages in principle.
6. 參考作： 除代表作外，升教授至少應另有二級以上期刊論文四篇；升副教授、助理教授至少應另有二級以上期刊論文二篇，但一百零五年八月一日（含）以後聘任之助理教授，升副教授至少應另有二級以上期刊論文一篇。 以專書為代表作者，升教授至少應另有二級以上期刊論文二篇；升副教授、助理教授至少應另有二級以上期刊論文一篇。。	6. Secondary works: Other than the major works, applicants for promotion to Full Professor should also submit at least four B-level or above journal papers; applicants for promotion to Associate Professor or Assistant Professor should submit at least two B-level or above journal papers. However, assistant professors hired on and after August 1, 2016, should submit one B-level or above journal paper. If a book is submitted as the major work, the applicant who applies for the rank of professorship should also submit at least two B-level or above journal papers; The applicant who applies for the rank of associate or assistant professorship should also submit at least one B-level or above journal paper.
（四）教學審查： 1. 各級教師應兼重言教與身教，充分準備所授課程，並展現教學熱忱。 2. 升等教師應提供申請升等前五年內課程資料，包含課程大綱與進度、作業設計與試題及學生評鑑資料等，以供審查。 3. 如有教學重要創新，應提供資料與說明。	D. Review of teaching: 1. The faculty of the Department should set a good example by their conduct and instruction, be well-prepared for courses they teach, and display enthusiasm for teaching. 2. Applicants for promotion should submit course materials from the last five years prior to applying for promotion for review. Materials must include course descriptions and syllabi, course designs for assignments and exams, and course evaluations submitted by students.

	3. If the applicant has made significant teaching innovations, related documents should be submitted as proof.
（五）服務審查： 1. 各級教師對系所院校等事務應積極參與並具有服務熱忱。 2. 升等教師應提供申請升等前五年內參與系所院校事務及校外學術活動之具體事實，以供審查。 3. 如有重要社會、文化、國際事務方面之貢獻，應提供資料與說明。	E. Review of service: 1. The faculty of the Department should actively participate in the Department, Collegiate, and University affairs and show their enthusiasm for service. 2. Applicants for promotion should submit a list of substantial evidence of their participation in the Department, Collegiate, and University affairs, as well as their participation in academic activities outside the University, from the last five years prior to applying for promotion for review. 3. If the applicant has made important contributions to the society, to the culture, or to international affairs, related documents should be submitted as proof.
（六）評審程序： 1. 凡擬升等者，須於每年申請期限前，將申請所需資料，連同送審著作目錄、送審著作一式四份，提送系教評會進行資格初審。	F. *Review procedures*: 1. Applications for promotion must include all requested materials and four copies of each work intended for review, along with a publication list. These items must be submitted to the TEC for qualifying review by the specified application deadline .
2. 通過資格初審者，其送審著作及目錄應於規定期限內送文學院進行著作審查。	2. Applications which pass the qualifying review will be submitted to the College of Liberal Arts for work review by the specified deadline
3. 系主任得接受文學院之委託，代送<u>著作外審</u>。申請升等之教師得建議希望迴避之著作審查人一名<u>並附理由</u>(包括姓名、現職，名單請自行彌封)，送交本系轉院。	3. The Head of the Department may accept the entrustment of the College of Liberal Arts <u>and submit the works for external review</u>. Applicants may propose to exclude ONE potential outside reviewer for the publication review <u>and explain the reason why they want to exclude the reviwer</u>. The excluded reviewer's name and current post should be submitted to the College in a sealed envelope.
4. 全部審查意見經將審查人及服務單位保密、重新打字後，交由本系教評會，依規定推薦升等人選送院。	4. The reviews will be rendered anonymous and submitted to the TEC for evaluation. The TEC will abide by related regulations to recommend candidates for promotion to the College of Liberal Arts.
5. 著作審查評定為不推薦之評審意	5. Publication reviews with a "Not Recommended"

見，提供予申請人。學術著作審查中有負面意見者，應由送審單位書面告知申請人，並由申請人提出書面回覆說明，併同著作審查意見表送各級教評會。	result should be provided to the applicant. If there are negative comments in the reviews of the works submitted for evaluation, the Department should notify the applicant in writing and ask the applicant to submit a written defense, which shall be submitted along with the review comments to the Teachers' Evaluation Committees at all levels.
6. 申請人之學術著作及教學、服務資料，應於本系教評會開會投票前公開展示一週以上。	6. The applicant's academic works, teaching materials and service report should be exhibited in public for at least a week prior to the final meeting at which the TEC members will vote.
7. 系教評會議決本系教師之升等案，應就申請升等教師之研究、教學、服務的整體表現進行兩階段評審。第一階段以評分方式進行，各項評分方式如下： （1）研究審查之評分：系教評會依申請人著作審查之平均分數計分。極力推薦等級者得分為八十八分、推薦等級者得分為八十二分、不推薦等級者得分為七十分，研究審查有二位不推薦等級，則不通過推薦升等。 （2）教學審查之評分：資料評分(70%)及教評委員評分(30%)兩項加總，若未達八十分，則不通過推薦升等。 「資料評分」占教學審查評分70%，分為「教學時數」(60%)、「教學評鑑」(40%)兩項，以申請升等前五年內各學期之平均分數為其評分。「教評委員評分」占教學審查評分30%，以無記名方式評分。 ①「教學時數」計分：每週實際授課時數平均計算，依副教授9小時，助理教授9小時，講師10小時為標準，獲80分之基本分，每多1小時加5分。擔任導師加5分；指導研究生每人加5分，指導研究生項目最高計算至10分。以上各項總和，計算至滿分為止。獲本校教學傑出獎者，自	7. The Department Teachers' Evaluation Committee shall review faculty promotion applications based on three categories: research, teaching, and service. The review is conducted in two separate stages. The first stage is carried out by scoring. The score formula of the first stage is as follows: (1) Research: The TEC will assign a score for the applicant's publications via averaging all the external publication review scores. A publication review with a "Highly Recommended" result equals 88 points, a "Recommended" result gets an 82, and a "Not Recommended" result a 70. Any candidate with two "Not Recommended" publication review results shall not be recommended for promotion. (2) Teaching: Scores of the applicant's teaching performance are given by summing up the Dossier Evaluation score (70%) and the score given by the TEC (30%). Any candidate with a total score lower than 80 points shall not be recommended for promotion. Dossier Evaluation, which accounts for 70% of the Teaching evaluation, is scored based on Teaching Hours (60%) and Student Evaluations (40%). The final score of "Dossier Evaluation" is given by averaging all of the average semester scores in the last five years (10 semesters in total) before one submits a promotion application. The other

獲獎當學年起 5 年，每學年教學時數之基本分為 100 分；獲本校教學優良獎者，該學年教學時數之基本分為 90 分，各項總和，計算至滿分 100 分為止。

②「教學評鑑」計分：每學期教學評鑑總平均值 4.0，獲 80 分之基本分，每增減 0.1 得增減 2 分，增分計算至滿分 100 分為止。

(3) 服務審查之評分：資料評分(70/%)及教評委員評分(30%)兩項加總，若未達八十分，則不通過推薦升等。

「資料評分」占服務審查評分 70%，「教評委員評分」占服務審查評分 30%，以無記名方式評分。

服務「資料評分」為申請升等前五年內參與本系、院、校服務工作至少四項以上，計為基本分 70 分，每多一項加 10 分；校外學術服務列為加分項目，每多一項加 10 分，計算至滿分一百分為止。

原則上各服務項目，做滿一年得列一項。本系、院、校、政府機關委派工作，一件得列一項。論文評審、論文口試、計畫審查不列入計分項目。

服務項目之採計標準如下：
①曾出任本校各項行政工作。
②曾出任本系、院、校各委員會委員、以及其他經選舉／推舉產生之代表。
③擔任本系各委員會正、副召集人、秘書等職務。
④擔任學術刊物主編或編輯委員。
⑤擔任大型學術研討會籌辦工作。
⑥擔任本校社團指導老師。
⑦擔任學術文化義務工作。
⑧接受本系、院、校、政府機關指派或委託所從事之服務。

30% of the scores on teaching performance will be anonymously given by members of the TEC.

- TEACHING HOURS are scored by calculating the actual teaching hours per week: 9 weekly teaching hours for associate and assistant professors, and 10 for instructors. A base score of 80 is given to any faculty member who meets the contractually required minimum hours, and 5 points are added for every extra hour taught. An additional 5 points are given for serving as student advisors. 5 points each are given for supervising a graduate student until a maximum of 10 points is reached for supervising graduate students. The sum of the above items is calculated until the full score of 100 points is reached. Recipients of the University's Distinguished Teaching Award are given a base score of 100 points for five consecutive academic years dating from the year when one receives the award. Recipients of the University's Excellent Teaching Award are given a base score of 90 for the school year. The sum of all items is calculated until the full score of 100 points is reached.

- For STUDENT EVALUATIONS, a base score of 80 is given to the average evaluation score of 4.0 from the last five years before one submits a promotion application. 2 points are added to the base score for an extra of 0.1 evaluation average while 2 points are deducted for a minus of 0.1 evaluation average, and the sum is calculated until the full score of 100 points is reached.

3. Service: Scores of the applicant's service contribution are given by summing up the Dossier Evaluation score (70%) and the score given by the TEC (30%). Any candidate with a total score lower than 80 points shall not be recommended for promotion.

	Dossier Evaluation accounts for 70% of service review. The other 30% of the scores on service contributions will be anonymously given by members of the TEC.
	Dossier Evaluation shall include at least four items of service in the Department, Collegiate, and University within the last five years before one submits a promotion application. A base score of 70 points is given for four items of service done at NTU, and each additional item is worth 10 points. Participation in academic activities outside the University is considered additional items, with 10 extra points given for each additional item, until the full score of 100 points is reached.
	In principle, one year's service counts as one item. Each service task assigned by the Department, College, University, or governmental organizations counts as one item. Sitting on a thesis defense committee and reviewing papers or projects do not count as service items.
	Credits are given to service items as follows: ● Administrative positions at NTU ● Memberships in University/Collegiate/Departmental committees, or other elected/selected committee members. ● Coordinators, vice coordinators, or secretaries of Departmental committees ● Editors-in-chief or editorial board members of academic journals ● Organizers of large academic conferences ● Supervisors of NTU student clubs, ● Voluntary work in academic or cultural organizations ● Service assigned or commissioned by the Department, College, University, and governmental organizations
8. 第一階段研究、教學、服務三項審	8. Review results from the first stage should

查均須合於上述第 7 點各級標準，且總得分達八十分以上者，始得進入第二階段票決。第二階段獲得系教評會出席委員三分之二以上同意者，依得票數高低決定推薦升等人選之優先順序。

為鼓勵教師長期深耕追求國際卓越，升等教師有下列具體優良事蹟者，教評會得優先推薦：

（1） 教學：主動積極教學，且能引導學生提升學習成效，且有具體事蹟及證明。如：申請升等前五年內曾獲本校教學傑出獎一次、優良獎五次者（一次教學傑出獎或教育部全國傑出通識教育教師獎等同本校五次教學優良獎），或其他教學重要獎項。

（2） 研究：以達到研究創新為標竿。升等副教授者，其研究具開創性，居國內領先地位；升等教授者，其研究具國際知名度及影響力，或居學術界卓越地位。如：申請升等前一職級期間曾獲科技部傑出研究獎、吳大猷先生紀念獎、中央研究院年輕學者研究著作獎或中央研究院人文與社會科學學術性專書獎，或其他研究重要獎項。

（3） 服務：引領知識連結在地社群，彰顯大學的社會責任和公共價值，且有具體事蹟及證明。如：申請升等前五年內曾獲本校校內服務優良獎、社會服務優良獎或其他服務重要獎項。

（4） 國際合作：深化國際連結，並促進本校國際聲望，且有具體成效及證明。

satisfy the passing standard for research, teaching, and service stated above, and candidates with a total score higher than 80 points will enter the second stage. In the second stage, the applicants must receive votes of approval from at least two-thirds of the TEC members present. The applications which receive the highest votes will be prioritized for recommendation.

To encourage sustained research efforts and interest leading to internationally-recognized excellence, faculty members with the following achievements shall have priority when the TEC recommends candidates for promotion to the College:

(1) Teaching: Proof of active and enthusiastic teaching that helps motivate and enhance student learning. Examples include at least one University Distinguished Teaching Award or five Excellent Teaching Awards (one Distinguished Teaching Award or National Distinguished Teacher Award in General Education from the Ministry of Education is equivalent to five University Excellent Teaching Awards) or other significant teaching awards within the last five years before one submits a promotion application.

(2) Research: Innovations in research is the priority. For promotion to Associate Professor, nationally recognized innovative research is required. For promotion to Professor, international recognition or research with a strong impact is required. Examples include recipients of the Distinguished Research Award from the Ministry of Science and Technology, Ta-You Wu Memorial Award, Academia Sinica Research Award for Junior Research Investigators, Humanities and Social Sciences Academic Book Award from Academia Sinica, or other significant research awards awarded in the previous rank.

(3) Service: Proof of service that bridges the gap between the professional and the local communities and that highlights the University's social responsibility and values are required. Examples include recipients of the University Distinguished Faculty Service Award, Outstanding Social Service Award, or other significant

	service awards within the past five years prior to applying for promotion. (4) International collaboration: Proof of international collaboration that strengthens the University's connection with the global community and enhances the University's international reputation is required.
9. 「本校教師升等推薦表」之「系級教評會意見」責成系主任依教評會討論填寫。	9. The Head of the Department shall fill in the "Opinions of the Department Teachers' Evaluation Committee" column in the "NTU Recommendation Form for Faculty Promotion" based on the result of the TEC's discussion.
10. 本系教評會委員或代理人出席升等會議時，必須全程參與，否則不得參與投票，如有爭議時由主席裁定。	10. When a meeting is called to review an application for promotion, all the TEC members or substitutes must be present throughout in order to qualify for voting. Any disagreements will be settled by the Chair.
11. 本系教評會應予升等申請人到場說明之機會。	11. The TEC should allow the applicant the opportunity of explaining his or her case.
12. 本系教評會得邀升等申請人發表與升等論文或著作有關之公開演講。	12. The TEC may invite the applicants to give a talk on their major work or on the works that they have submitted for review.
13.教師升等經本系教評會審議通過，而院教評會或校教評會不通過時，關於升等之各項程序再次提出時必須重新向本系申請。	13. If the applicant is approved by the TEC but vetoed by the Collegiate or University Teachers' Evaluation Committee, the applicant must apply to the TEC to re-apply for promotion.
（七）一百零五年八月一日（含）以後聘任之助理教授，其升等期程如下： 1. 為協助一百零五年八月一日（含）以後聘任之助理教授如期完成升等，本系應於助理教授來校服務第三年，通知其就教學、研究、服務各方面之進展提出書面說明送系教評會，系教評會應就其說明內容進行職涯評量並給予具體建議，並提院教評會報告。 2. 是類助理教授於來校服務第五年應提請升等，升等通過者，同時視為評鑑通過，升等不通過或未於期限內提請升等，視為評鑑不通過。第四年(含)以前提請升等者，升等通過依文學院教師評鑑辦法第三條第四項辦理，升等不通過，不列入評鑑紀錄。 3. 本系教評會對前目評鑑不通過之	G. Assistant professors hired on or after August 1, 2016 are required to pass their promotion by the following schedule: 1. To help said assistant professors to pass their promotion before the deadline, the Department should request a written overall performance report from said professors in their third year of employment. The Teachers' Evaluation Committee shall then conduct a career assessment based on the report and offer concrete suggestions. The Teachers' Evaluation Committee shall report their assessment to the College. 2. Assistant professors hired on and after August 1, 2016, shall apply for promotion in their 5th year of employment. Those whose promotion

教師，應敘明具體理由通知受評教師並就其教學、研究、服務方向及成果提出改善建議，且由院協調系給予協助於來校服務第七年進行覆評；覆評時應提請升等，升等通過者同時視為覆評通過，升等不通過或未於期限內提請升等，視為覆評不通過。在等待覆評期間，提前申請升等者，升等通過依文學院教師評鑑辦法第三條第四項辦理，升等不通過，不列入評鑑紀錄。

4. 覆評仍不通過時，不得再提升等，且依大學法第十九條規定，由院提校教評會決議不予續聘。

application is approved shall be deemed passing their scheduled evaluation as well. Those whose promotion is denied or who are unable to apply for promotion by the scheduled deadline are considered failing their scheduled evaluation. With regard to Assistant professors who apply for promotion in or by the 4th year, if the promotion application is approved, refer to Provision 4 of Article 3 of the Collegiate Faculty Evaluation Regulations for more details; if the promotion is denied, the result will not be documented on their evaluation records.

3. The Teachers' Evaluation Committee shall state the reasons for failing a faculty member's evaluation. The Committee shall propose efforts to improve the faculty member's overall Teaching, Research and Service. The College shall coordinate with the Department to assist the faculty member in the re-evaluation in his/her 7th year of employment. Application for re-evaluation and promotion shall be submitted jointly. Those whose promotion is approved shall be deemed passing their re-evaluation as well. Those whose promotion is denied or those who are unable to apply for promotion by the deadline are considered failing their re-evaluation. With regard to assistant professors who apply for promotion before their scheduled re-evaluation (their 7th year of employment) deadline, if the promotion application is approved, refer to Provision 4 of Article 3 of the Collegiate Faculty Evaluation Committee for more details; if the promotion is denied, the decision will not be documented in their evaluation records.

4. Assistant professors who fail their re-evaluation may not apply for promotion. Per Article 19 of the University Act, said cases will be submitted via the College to the University Teachers' Evaluation Committee for the non-renewal of their teaching contracts.

（八）系教評會對升等未獲通過之案件，應以書面通知當事人，並以具體文字敘明理由。書面通知應載明升等申請人如不服決定，得於通知送達之次日起三十日內，向本校教師申訴評議委員會提起申訴，或向教育部提起訴願。	H. Applicants whose promotions are denied shall be officially notified by TEC in writing, with the reason for the disapproval explained in clear text. They shall be informed of their rights to appeal the Committee's decision within 30 days after receipt of said written notice. Applicants can appeal to the University's Appeals Committee or directly to the Ministry of Education.
四、本系教評會之各項決議，均採無記名投票方式行之。	IV. The TEC shall vote anonymously to achieve a decision.
五、本要點如有未盡事宜，悉依其他相關規定辦理。	V. If there are any matters not covered by these procedures, they should be dealt with according to the relevant regulations.
六、本要點經系務會議、院務會議，並送本校行政會議備查後，自發布日施行。	VI. These procedures should be approved by the Departmental Affairs Committee and the Collegiate Affairs Committee, and then sent to the University's Administrative Meeting for the record. They will take effect. They will take effect from the day of announcement..