

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

111.09.28 外文系 111 學年度第 1 學期第 1 次系務會議通過
112.01.04 文學院 111 學年度第 1 學期第 2 次院務會議通過
112.03.07 第 3141 次行政會議備查
112.03.17 發布修正第 1、2、3、4、5、6、7 點
(完整修正歷程詳條文末)

修正後條文 (New Articles)	Translation The revisions are <u>underlined</u> .
一、本系依 <u>國立臺灣大學</u> 各系(科、所、學位學程、室、中心)教師評審委員會設置準則 <u>第六條第一項</u> 與第八條第一項及 <u>本系教師評審委員會設置辦法第七條</u> ，訂定 <u>本要點</u> 。	I. <u>The Department establishes the following procedures, which are based on the first clause of Article Six and</u> 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 <u>Article Seven of the Organizational Regulations of the DFLL Teachers' Evaluation Committee</u> .
二、本系教師評審委員會(<u>下稱本教評會</u>)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 <u>本教評會</u> 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 <u>本教評會</u> 通過及 <u>文學院</u> 院長核可後，辦理公開徵聘事宜。	II. When recruiting faculty, the DFLL Teachers' Evaluation Committee (<u>henceforth referred to as</u> 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 TEC should determine the required field of expertise. The Department's New Faculty Recruitment Committee should draft an advertisement for teaching positions, that shall be passed by the TEC and then be approved by the Dean of the College <u>of Liberal Arts</u> 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 Department should only consider applicants with doctoral degrees (except for exceptional circumstances, when 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， <u>並</u> 應檢附經 <u>出版單位</u> 審查通過之相關證明。 2. <u>已發表於</u> 國內外學術或專業刊物，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. Works submitted for review will be eligible if they meet the following requirements: (1) Books or book chapters that have been published or accepted with proof of scheduled publication are eligible if the applicant presents proof <u>from the publisher</u> of the work having been peer-reviewed prior to publication. (2) Journal articles submitted for review must <u>have</u>

<p>3. 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。</p> <p>4. 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。</p> <p>5. <u>前目所稱</u>五年或七年內之起算日，<u>係指以申請聘任之</u>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。</p> <p>6. 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。</p>	<p><u>been published</u> or accepted with proof of scheduled publication by an academic or professional journal. Articles in online journals are acceptable if the online journal has a formal peer-review process and is open-access.</p> <p>(3) The applicant must submit at least two journal articles or one book or PhD dissertation as the major work(s) for publication review. Applicants for the position of lecturer may submit two articles or their master's thesis or dissertation as their major work(s).</p> <p>(4) Works submitted for review must comply with the following regulations: The submitted major work(s) shall be published after the date when the applicant's latest teaching certificate takes effect and within five years before the first review by the TEC. Secondary works submitted for review must be published after the date when the applicant's latest teaching certificate takes effect and within seven years before the first review by the TEC.</p> <p>(5) The 5 or 7 years <u>mentioned above</u> are calculated backward from the day when the applicant's new teaching certificate takes effect <u>for the new appointment application</u> (for candidates who are exempt from the review process, years are measured from the first day of appointment). Applicants who are pregnant or who have recently given birth receive an extension of two years.</p> <p>(6) For applicants who teach English, German, French, Spanish, or Russian, at least one major work must be written in the language of the applicant's teaching expertise.</p>
<p>(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<u>本</u>教評會審議。</p>	<p>4. The applicant must submit the following documents to the DFLL New Faculty Recruitment Committee for review: a photocopy of the diploma of the highest degree attained, curriculum vitae (including a publication list), summary of research interests, description of courses taught (those who have no teaching experience must submit a transcript with grades received for their highest academic degree), and two-to-five-page summary of their major work(s), as well as two letters of recommendation.</p>

	Applications for part-time and project teaching positions may be submitted directly to the 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。 <u>系主任應將申請人之代表作及參考作送請五位校外學者審查，審查人選由文學院院長、系主任及本系推選之文學院教評會委員商定之。</u> 初審通過之人選，連同著作審查意見，提交 <u>本</u> 教評會審查。	5. The DFLL New Faculty Recruitment Committee will perform the first review of applications for full-time teaching positions. <u>The Chair shall send the applicant's major and secondary works to five external scholars for review. The reviewers shall be agreed upon by the Dean of the College of Liberal Arts, the Department Chair, and the Department-elected member in the Collegiate Teachers' Evaluation Committee.</u> Applications that pass the initial review stage will be submitted, along with reviewers' reports, to the TEC for further evaluation.
(六) <u>本</u> 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, then vote on the applicants according to the Department's needs. Applications of the applicants who receive the most votes and are approved by two-thirds or above of the TEC members present will be 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 <u>本</u> 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 must comply with the relevant University regulations.
三、 <u>本</u> 教評會於審議升等案件時，依下列方式辦理： (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 <u>國立臺灣大學文學院教師評鑑辦法及其施行細則</u> 規定通過教師評鑑或奉 <u>本</u> 校核定免辦評鑑，並於 <u>申請升等等級之教師證書審定生效日前一學期有實際在校任教授課之事實者</u> ，或經核准借調，且於借調期間依規定返校義務授課者。 2. <u>須</u> 符合教育人員任用條例第十六 <u>至</u> 第十八條規定。但副教授年資未	III. The TEC will abide by the following procedures for reviewing applications for promotion: A. <i>Application Qualifications</i> : Faculty members who apply for promotion should meet the following conditions: 1. The applicant must be a full-time teacher who has passed the most recent scheduled Evaluation <u>according to the Faculty Evaluation Regulations of the College and the related Implementing Details</u> , unless they are exempt from such evaluation <u>by the University</u> . The applicant must also <u>fulfill the University's teaching load required in the semester before the teaching certificate of the new rank for promotion takes effect</u> . If the applicant is on loan

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：如獲國家科學及技術委員會（下稱國科會，含改制前之科技部）所頒傑出獎或研究獎項、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) 執行經國科會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，得採計建教合作案代替一次國科會專題研究計畫。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國科會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國科會專題研究計畫。

(2) 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，如無相關經歷者，得由文學院院長敘明原因推薦之。

to another institution, they still must serve the University with a voluntary teaching load per university regulations.

2. The applicant **must** meet the Educators Appointment Act 16 to 18:

- For promotion to Full Professor, the applicant is required to have a minimum of 4 years of service as an Associate Professor, or have a minimum of 10 years of research and teaching after the completion of their PhD.
- For promotion to Associate Professor, the 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 conferred by the National Science and Technology Council (hereinafter referred to as “NSTC”), or by MOST before it was reorganized and became NSTC on July 27, 2022, or the Academic Award, or National Chair Professorship awarded 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 NSTC (or the institution’s former name, MOST) (excluding Assisting Project Investigators / Assisting PIs). 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 to replace an NSTC (formerly MOST) research project.
If the full-time assistant professors (and lecturers) have applied for NSTC (formerly MOST) research project funding for five consecutive years before the promotion application deadline

	<p>and have not been approved, in addition to the required promotion works, they may add one A-level and one B-level journal paper, or submit one more peer-reviewed academic book to replace an NSTC (formerly MOST) research project.</p> <p>(2) 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) provide proof of participation in international cooperative programs.</p> <p>If the applicant has no such experience as mentioned above, the Dean must justify the College's endorsement of the applicant's promotion application.</p>
<p>(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。</p>	<p>B. Review standards:</p> <p>The review process for faculty promotion applications 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.</p>
<p>(三) 研究審查：</p> <ol style="list-style-type: none"> 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。 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： <ol style="list-style-type: none"> (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，並應檢附經出版單位審查通過之相關證明。 (2) 已發表於國內外學術或專業刊物，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。 	<p>C. Review of academic research:</p> <ol style="list-style-type: none"> 1. Research achievements should display originality and constitute distinguished contributions to specialized academic fields. Non-academic works, as well as works composed through re-arranging or otherwise adding/deleting, combining, editing, or compiling other authors' works or other non-academic works will not qualify for review. 2. The academic works submitted for review should include major work(s) and secondary works. These works must be published after the award date of the applicant's latest teaching certificate. These works should meet the following requirements: <ol style="list-style-type: none"> (1) Books, essay collections, or book chapters that have been published, or accepted with proof of scheduled publication date, in which case the applicant must present proof from the publisher of the work having been peer-reviewed prior to publication. (2) Journal articles submitted for review must have been published or accepted with proof of scheduled publication by an academic or

	<p>professional journal. Articles in online journals are acceptable if the online journal has a formal peer-review process and is open-access.</p> <p>(3) Conference proceedings are acceptable if they have a formal peer-review process and are published in books, on CD ROMs, or online with an open-access.</p>
<p>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。</p>	<p>3. Degree dissertations, in whole or in part, cannot be submitted as part of an application for promotion, except if the degree dissertation has never been submitted for review to receive a teaching certificate. If a publication is an extension of research from the dissertation, has already been published and can be presented with an explanation, it may be submitted to external experts for review to certify that it has considerable innovations diverging from the dissertation.</p>
<p>4. 由<u>申請升等教師</u>擇定送審著作至多六篇，曾為代表作送審者，不得再作為升等時之代表作。</p>	<p>4. The <u>promotion applicant</u> may submit up to SIX works for promotion review. A work that has been submitted for review as a major work cannot be designated as major work again if the applicant re-applies for promotion.</p>
<p>5. 代表作之形式：</p> <p>(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。</p> <p>(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<u>本</u>教評會核定後，得不予適用。</p> <p><u>本系所列優良期刊學術著作等級名錄應經本系、文學院教評會通過後，送校教評會備查，並由校教評會上網公布，以供查詢；優良期刊等級如有一級降為二級或二級降為三級之情事，依論文被接受或出</u></p>	<p>5. Regulations for the major work(s):</p> <p>(1) If the applicant teaches English, German, French, Spanish, or Russian, at least one of the major works must be written in the language of the applicant's teaching expertise. The language in which secondary works are published is not limited to that of the applicant's teaching expertise.</p> <p>(2) If the applicant selects journal papers as major works, there must be at least two papers published in 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. If a journal has a word limit, the applicant may request that the TEC approve shorter articles.</p> <p><u>The Regulations on DFLL Index of Qualified Journals must be approved by the departmental and collegiate TECs and sent to the university TEC for record and online announcement. If a journal is downgraded, for example, from an</u></p>

<p><u>版時該期刊所屬等級認定。</u></p>	<p><u>A-level journal to a B-level one, or from a B-level journal to a C-level one, the status of the applicant's article would be determined based on the journal's classification at the article's acceptance or publication date, based on the Department TEC's judgement.</u></p>
<p>(3) 以專書論文為代表作者，須由<u>本</u>教評會認定等同一級期刊論文，且最多採計一篇。</p>	<p>(3) If the applicant designates a book chapter as a major work, the Department Teachers' Evaluation Committee shall decide whether that book chapter is the equivalent of an A-level journal paper. Only ONE book chapter is allowed to be designated as a major work.</p>
<p>(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。</p>	<p>(4) If the applicant selects an essay collection or a book as the major work, its contents must be on one theme. The length of the book or collection of essays must be at least one hundred and twenty pages.</p>
<p>6. 參考作：</p> <p>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，<u>但一〇五年八月一日(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。</u></p> <p>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。</p>	<p>6. Regulations for the secondary work(s):</p> <p>Applicants for promotion to Full Professor must submit at least four B-level or above journal papers in addition to their major works, unless the major work is a book, in which case, they may submit two journal articles B-level or above.</p> <p>Applicants for promotion to Associate Professor or Assistant Professor should submit at least two B-level or above journal papers in addition to their major works, unless the major work is a book, in which case, they may submit one journal article B-level or above.</p> <p><u>Assistant professors hired on and after August 1, 2016, should submit one B-level or above journal paper, unless they apply for promotion earlier than the regular schedule, in which case they must submit two B-level or above journal articles in addition to two A-level journal articles as major works.</u></p> <p><u>(The passage underlined above is no longer applicable after 2024/08/01.)</u></p>
<p>(四) 教學審查：</p> <p>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。</p>	<p>D. Review of teaching performance:</p> <p>1. Department faculty should set a good example through their conduct and instruction, be well-prepared for courses they teach, and display</p>

<p>2. 升等教師應提供申請升等<u>當學期</u>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。</p> <p>3. 如有教學重要創新，應提供資料與說明。</p>	<p>enthusiasm for teaching.</p> <p>2. Applicants for promotion must submit for review course materials from the five years prior to <u>the semester</u> in which they are applying for promotion. Materials must include course descriptions and syllabi, designs for assignments and exams, and student course evaluations.</p> <p>3. If the applicant has made significant teaching innovations, related documents should be submitted as proof.</p>
<p>(五) 服務審查：</p> <p>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。</p> <p>2. 升等教師應提供申請升等<u>當學期</u>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。</p> <p>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。</p>	<p>E. Review of service performance:</p> <p>1. Teachers at all ranks should actively participate in Departmental, Collegiate, and University affairs, and show their enthusiasm for service.</p> <p>2. Applicants for promotion must submit for review a list of substantial evidence of their participation in Departmental, Collegiate, and University affairs, as well as their participation in academic activities outside the University from the five years prior to <u>the semester</u> in which they are applying for promotion.</p> <p>3. If the applicant has made important contributions to society, culture, or international affairs, related documents should be submitted as proof.</p>
<p>(六) 評審程序：</p> <p>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<u>六</u>份，提送<u>本</u>教評會進行資格初審。</p>	<p>F. Review procedures:</p> <p>1. Applications for promotion must include all requested materials and <u>six</u> copies of each work intended for review, along with a publication list. These items must be submitted to the TEC for qualification review by the specified application deadline.</p>
<p>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。</p>	<p>2. Applications which pass the qualification review will be submitted to the College of Liberal Arts for work review by the specified deadline.</p>
<p>3. 系主任得接受文學院之委託，<u>辦理著作送審</u>。申請升等之教師得建議希望迴避之著作審查人一名並附理由（包括姓名、現職，名單請自行彌封），送交本系轉送<u>文學院</u>。</p>	<p>3. The College of Liberal Arts may commission the Head of the Department to <u>submit the works for external review</u>. Applicants may propose to exclude ONE potential outside reviewer from publication review and explain the reason why they want to exclude the reviewer. The excluded reviewer's name and current post should be submitted to the College <u>of Liberal Arts</u> in a</p>

<p>4. <u>教師升等著作審查應以校外學者專家為審查人，且不得低階高審。</u>全部審查意見經<u>送審單位</u>重新打字後，交由<u>本教評會</u>依規定<u>審查並</u>推薦升等人選送<u>文學院</u>。</p>	<p>sealed envelope.</p> <p>4. <u>Publications must be submitted to scholars and experts who are not employed by National Taiwan University. Moreover, the reviewer's rank must not be lower than the rank for which the applicant is applying. The Department or the College will render the</u> reviews anonymous and submit the reviews to the TEC for evaluation. The TEC will abide by related regulations to <u>review and</u> recommend candidates for promotion to the College <u>of Liberal Arts.</u></p>
<p>5. <u>本系應將</u>著作審查意見為不推薦及審查意見中負面意見部分，以書面告知<u>申請升等教師</u>，並由<u>申請升等教師</u>提出書面回覆說明，併同著作審查意見表送各級教評會。</p>	<p>5. <u>The Department should notify the promotion applicant,</u> in a written notice, of <u>publication reviews</u> with a “Not Recommended” result as well as negative comments in the reviews of the works submitted for evaluation. <u>The promotion applicant should</u> submit a written defense, which shall be submitted along with the review comments to the Teachers’ Evaluation Committees at all levels.</p>
<p>6. <u>申請升等教師</u>之學術著作及教學、服務資料，應於<u>本教評會</u>開會投票前公開展示一週以上。</p>	<p>6. <u>The promotion applicant's</u> academic works, teaching materials and service report should be exhibited in public for at least one week prior to the final meeting at which the TEC members will vote.</p>
<p>7. <u>本教評會</u>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<u>二</u>階段評審。第一階段以評分方式進行，各項評分方式如下：</p> <p>(1) 研究審查之評分：<u>本教評會</u>依<u>申請升等教師</u>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，<u>但</u>研究審查有二位不推薦等級，則不通過推薦升等。</p> <p>(2) 教學審查之評分：資料評分(<u>百分之七十</u>)及委員評分(<u>百分之三十</u>)<u>二</u>項加總，<u>如</u>未達八十分，則不通過推薦升等。 「資料評分」部分，「教學時數」占<u>百分之六十</u>、「教學評鑑」占</p>	<p>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:</p> <p>(1) Research: The TEC will assign a score for <u>the promotion applicant's</u> publications by 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. <u>However,</u> any candidate with two “Not Recommended” publication review results shall not be recommended for promotion.</p> <p>(2) Teaching: Scores of the applicant’s teaching performance are given by adding the <u>Dossier</u></p>

百分之四十，以申請升等當學期前五年內各學期之平均分數為其評分。「委員評分」部分占教學審查評分百分之三十，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，依副教授九小時，助理教授九小時，講師十小時為標準，獲八十分之基本分，每多一小時加五分；獲本校教學傑出獎者，自獲獎當學年起五年，每學年教學時數之基本分為一百分；獲本校教學優良獎者，該學年教學時數之基本分為九十分；擔任導師加五分；指導研究生每一人加五分，最高計算至十分。以上各項總和，合計至滿分為止。

②「教學評鑑」計分：每學期教學評鑑總平均值四·〇，獲八十分之基本分，每增減〇·一得增減二分，增分計算至滿分為止。

(3) 服務審查之評分：「資料評分」占服務審查百分之七十及「委員評分」占服務審查百分之三十，以無記名方式評分。二項加總，如未達八十分，則不通過推薦升等。

服務「資料評分」為申請升等當學期前五年內參與本系、院、校服務工作至少四項以上，計為基本分七十分，每多一項加十分；校外學術服務列為加分項目，每多一項加十分，計算至滿分為止。

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

Evaluation score (70%) and the score given by the TEC (30%). Any candidate with a total below 80 points shall not be recommended for promotion.

Dossier Evaluation scores: ~~which accounts for 70% of the~~ Teaching Hours account for 60% and Student Evaluations account for 40%. The final score of the “Dossier Evaluation” is reached by averaging all of the average semester scores from the five years (10 semesters in total) before the promotion application. TEC members will anonymously assign the remaining 30% of the teaching performance score.

- 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; recipients of the University’s Distinguished Teaching Award receive 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. Applicants receive an additional 5 points for serving as student advisors, and 5 points for supervising a graduate student up to a maximum of 10 points for supervision. The sum of the above items is added but cannot exceed 100 points.
- For Student Evaluations, a base score of 80 is given to the average evaluation score of 4.0 from the five years prior to promotion application submissions. 2 points are added to the base score for each 0.1 average above 4.0, while 2 points are deducted each 0.1 average below 4.0, and the sum is calculated but cannot exceed 100 points.

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。

3. Service: Dossier Evaluation accounts for 70% of the service review. TEC members will anonymously assign the other 30% of the service contribution score. Any candidate with a total score lower than 80 points will not be recommended for promotion.

Dossier Evaluation shall include at least four items of service in the Department, College, and University within the five years prior to the semester in which the applicant is applying for promotion. 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, up to but not exceeding 100 points.

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 or reviewing papers or projects does not count as service.

The following service items receive credit:

- Administrative positions at NTU
- Membership in University/Collegiate/Departmental committees, or other elected/selected committees
- 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, or governmental organizations
<p>8. 第一階段研究、教學、服務三項審查均須合於上述第7點各級標準，且總得分達八十分以上之<u>申請升等教師</u>，始得<u>進行</u>第二階段<u>投票</u>。第二階段獲得<u>本</u>教評會出席委員三分之二以上同意<u>推薦者</u>，依<u>同意推薦</u>票數高低決定推薦升等人選之優先順序。</p> <p>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：</p> <p>(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<u>當學期</u>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。</p> <p>(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<u>國科會</u>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。</p> <p>(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<u>當學期</u>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。</p> <p>(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。</p>	<p>8. The <u>promotion applicant</u> attaining a total of 80 points in the three categories—research, teaching, and service—in the first stage will <u>enter</u> the second stage <u>of voting</u>. In the second stage, the applicant must receive votes of <u>recommendation</u> from at least two-thirds of the TEC members present. The recommendation priority of applicants will be based on the number of votes of <u>recommendation</u> they receive.</p> <p>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:</p> <p>(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 five years prior to <u>the semester</u> in which the applicant is applying for promotion.</p> <p>(2) Research: Innovation in research is a 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 <u>NSTC (formerly MOST)</u>, 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 at the previous rank.</p> <p>(3) Service: Proof of service that bridges the gap between professional and local communities and that highlights the University's social</p>

	<p>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 five years prior to applying for promotion.</p> <p>(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.</p>
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 results of the TEC’s discussion.
10. <u>本</u> 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 TEC members or substitutes must be present throughout in order to qualify for voting. Any disagreements will be settled by the Chair.
11. <u>本</u> 教評會應予 <u>申請升等教師</u> 到場 <u>陳述意見</u> 之機會。	11. The TEC must allow the <u>promotion applicant</u> the opportunity to explain their case.
12. <u>本</u> 教評會得邀 <u>申請升等教師</u> 發表與升等論文或著作有關之公開演講。	12. The TEC may invite the <u>promotion applicant</u> to give a talk on their major work or on the works that they have submitted for review.
13. 教師升等經 <u>本</u> 教評會審議通過，而文學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 Committees, the applicant must apply to the TEC to re-apply for promotion.
<p>(七) 一〇五年八月一日(含)以後聘任之助理教授，其升等期程如下：</p> <p>1. 為協助一〇五年八月一日(含)以後聘任之助理教授如期完成升等，<u>本</u>系應於助理教授來校服務第三年，<u>應</u>通知其就教學、研究、服務各方面之進展提出書面說明送<u>本</u>教評會，<u>本</u>教評會應就其說明內容進行職涯評量並給</p>	<p>G. Assistant professors hired on or after August 1, 2016 are required to pass their promotion on the following schedule:</p> <p>1. To help assistant professors hired on or after August 1, 2016 pass their promotion before the deadline, the Department should notify these assistant professors in their third year of employment to submit a written overall performance report to the TEC. The TEC shall conduct a career assessment based on the report and offer concrete suggestion and then submit the assessment along with the report to the College <u>of</u></p>

予具體建議，並提文學院教評會報告。

2. 前目之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，升等通過依國立臺灣大學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. 本教評會對前目評鑑不通過之教師，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，且由文學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，升等通過依國立臺灣大學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，由文學院提校教評會決議不予續聘。

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2. The above-mentioned assistant professors should apply for promotion in their 5th year of employment. Those whose promotion applications are approved shall be deemed to have passed their scheduled evaluation as well. Those whose promotion is denied or who are unable to apply for promotion by the scheduled deadline are considered to have failed their scheduled evaluation. If the promotion application of Assistant professors who apply for promotion in or before their 4th year is approved, refer to Provision 4 of Article 3 of the Collegiate Faculty Evaluation Regulations, National Taiwan University for more details; if the promotion is denied, the result will not be documented on their evaluation records.
3. For those who fail their scheduled evaluation as mentioned above, the TEC should state substantial reasons and propose suggestions to improve the faculty member's overall performance on Teaching, Research, and Service. The College of Liberal Arts shall coordinate with the Department to assist the faculty member in the re-evaluation in their 7th year of employment. Application for re-evaluation and promotion must 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. If the promotion application of assistant professors who apply for promotion before their scheduled re-evaluation (their 7th year of employment) deadline is approved, refer to Provision 4 of Article 3 of the Collegiate Faculty Evaluation Regulations, National Taiwan University 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 again. Per Article 19 of the University Act, said cases will be submitted via the College <u>of Liberal Arts</u> to the University Teachers' Evaluation Committee for the resolution of non-renewal of their teaching contracts.
(八) <u>本</u> 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 <u>申請升等教師</u> 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 the TEC in writing, with the reason for the denial explained in clear text. <u>Promotion applicants</u> shall be informed of their rights to appeal the Committee's decision within 30 days after receipt of this written notice. Applicants can appeal to the University's Appeals Committee or directly to the Ministry of Education.
四、 <u>本</u> 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 reach a decision.
五、本要點如有未盡事宜，悉依 <u>教育部及本校所定</u> 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 <u>established by the Ministry of Education or the University</u> .
<u>六、本要點第三點第二項第三款第六目但書規定，自一一三年八月一日起不再適用。</u>	VI. <u>The provisions in Item 6, Subparagraph 3, Paragraph 2, Article 2 are no longer applicable after August 1st, 2024. ("Assistant Professors hired on or after August 1st, 2016, when applying for the promotion to the rank of Associate Professor, should also have at least one B-level article.")</u>
<u>七、本要點經系務會議及院務會議通過，並送行政會議備查後，自發布日施行。</u>	VII. These procedures should be <u>approved</u> by the Departmental Affairs Committee <u>and</u> the Collegiate Affairs Committee, and then sent to the University's Administrative Meeting for record. They will take effect from the day of announcement.

(完整修正歷程)

88.10.27 外文系 88 學年度第 1 學期第 2 次系務/課程委員會修正通過
88.12.08 外文系 88 學年度第 1 學期第 1 次系務大會通過
89.01.19 文學院 88 學年度第 1 學期第 2 次院務會議修正通過
89.03.21 第 2146 次行政會議修正通過
96.03.07 外文系 95 學年度第 2 學期第 1 次系務會議修正通過
96.04.04 外文系 95 學年度第 2 學期第 1 次系務大會報告
96.06.06 文學院 95 學年度第 2 學期第 2 次院務會議修正通過
96.11.13 第 2501 次行政會議報告
97.11.05 外文系 97 學年度第 1 學期第 3 次系務會議通過
98.01.07 文學院 97 學年度第 1 學期第 2 次院務會議修正通過
98.02.03 第 2560 次行政會議報告
98.12.23 外文系 98 學年度第 1 學期第 2 次系務會議通過
99.01.06 文學院 98 學年度第 1 學期第 2 次院務會議通過

- 99.02.02 第 2610 次行政會議修正通過
- 100.12.07 外文系 100 學年度第 1 學期第 2 次系務會議通過
- 101.01.04 文學院 100 學年度第 1 學期第 2 次院務會議通過
- 101.02.14 第 2704 次行政會議修正通過
- 102.12.04 外文系 102 學年度第 1 學期第 2 次系務會議通過
- 103.01.09 文學院 102 學年度第 1 學期第 2 次院務會議通過
- 103.02.11 第 2798 次行政會議通過
- 依 105 年 1 月 9 日 104 學年度第 1 學期第 2 次校務會議決議修正
- 105.12.14 外文系 105 學年度第 1 學期第 2 次系務會議討論修正通過
- 106.01.04 文學院 105 學年度第 1 學期第 3 次院務會議修正通過
- 106.01.24 第 2936 次行政會議報告通過
- 106.09.20 外文系 106 學年度第 1 學期第 1 次系務會議通過
- 106.10.25 文學院 106 學年度第 1 學期第 1 次院務會議修正通過
- 106.11.21 第 2973 次行政會議通過
- 108.12.11 外文系 108 學年度第 1 學期第 2 次系務會議修正通過
- 109.01.08 文學院 108 學年度第 1 學期第 3 次院務會議修正通過
- 109.02.04 第 3061 次行政會議通過
- 依 109 年 3 月 21 日 108 學年度第 2 學期第 1 次校務會議決議修正
- 109.09.30 外文系 109 學年度第 1 學期第 1 次系務會議通過
- 109.10.14 文學院 109 學年度第 1 學期第 1 次院務會議修正通過
- 109.10.27 第 3080 次行政會議通過
- 111.09.28 外文系 111 學年度第 1 學期第 1 次系務會議通過