

國立中興大學國家政策與公共事務研究所教師聘任暨升等評審辦法

**National Chung Hsing University**  
**Graduate Institute of National Policy and Public Affairs**  
**Regulations for Faculty Appointments and Promotions**

民國 96 年 4 月 12 日所務會議討論通過  
民國 96 年 5 月 16 日所務會議修訂通過  
民國 96 年 10 月 30 日所務會議修訂通過  
民國 97 年 2 月 20 日所務會議修訂通過  
民國 97 年 10 月 30 日臨時所務會議修訂通過  
民國 99 年 3 月 3 日所務會議修訂通過  
民國 99 年 11 月 18 日所務會議修訂通過  
民國 100 年 1 月 18 日所務會議修訂通過  
民國 101 年 6 月 13 日所務會議修訂通過  
民國 101 年 9 月 14 日所務會議修訂通過  
民國 102 年 6 月 25 日所務會議修訂通過

民國 104 年 3 月 12 日所務會議修訂通過（第十條）  
民國 104 年 4 月 9 日所務會議修訂通過（條文序格式及  
第三、四、五、六、七、十、十六、十七、廿三條）  
民國 106 年 3 月 23 日所務會議修訂通過（第四、五條）  
民國 107 年 5 月 1 日所務會議修訂通過  
民國 107 年 9 月 18 日所務會議修訂通過（第十一條）  
民國 109 年 2 月 19 日所務會議修訂（第三、五、六條）  
民國 109 年 3 月 6 日所務會議修訂（第三、二十四條）  
民國 111 年 10 月 28 日期初所務會議修訂（第三條）  
民國 114 年 5 月 8 日所務會議修訂（第十一條）

**Approved:** April 12, 2007, Administrative Meeting

**Amended:** May 16, 2007; October 30, 2007;  
February 20, 2008; October 30, 2008; March 3, 2010;  
November 18, 2010; January 18, 2011; June 13, 2012;  
September 14, 2012; June 25, 2013; March 12, 2015; April 9, 2015;  
March 23, 2017; May 1, 2018; September 18, 2018; February 19,  
2020; March 6, 2020; October 28, 2022; May 8 2025.

第一條 依據本校「各系（所）教師評審委員會組織章程」、本校「教師聘任暨升等辦法」、「教師升等評審標準暨聘任升等著作送審準則」，本院「教師聘任暨升等評審辦法及評審標準」，本所「組織章程」以及其他相關規定，訂定本辦法。

**Article 1**

These regulations are established in accordance with the university's "Regulations for Department and Institute Faculty Evaluation Committees", "Regulations for Faculty Appointments and Promotions", "Faculty Promotion Review Standards and Publication Review Guidelines", the college's "Faculty Appointment and Promotion Evaluation Regulations and Standards," the Institute's "Organizational Charter", and other relevant regulations.

第二條 本所教師之新聘、升等、改聘、專任及兼任教師之續聘、停聘、不續聘、解聘、進修、休假研究、延長服務、教師違反義務、以及教師評鑑準則等法規所規定之教師評審有關事項，均由本所教師評審委員會（以下簡稱「教評會」）依據本辦法、並參照相關法規評審議決之。

專案教師、研究人員之聘任與升等相關事項，除另有規定及延長服務案件外，亦比照本辦法辦理之。

## Article 2

Matters related to faculty evaluation, including appointment, promotion, reappointment, full-time and part-time faculty renewal, termination, non-renewal, dismissal, professional development, sabbatical research, service extension, violations of faculty obligations, and faculty evaluation criteria, are to be reviewed and decided by the Institute's Faculty Evaluation Committee (hereafter referred to as "Faculty Evaluation Committee") in accordance with these regulations and relevant laws.

Unless otherwise specified, matters related to the appointment and promotion of project faculty and researchers are to follow these regulations.

第三條 本所教師聘任升等案，其學術研究成果指標（RPI）應達最低標準始得受理。

學術研究成果指標評核方式如下：

- （一）期刊論文：列入 SSCI、A&HCI 目錄者，每篇核計 60 分；列入 TSSCI、TA & HCI Core 目錄者，每篇核計 40 分；若所刊登中外文期刊未列入前述目錄、但具有雙向匿名審查制度者（須附證明），以外文發表者每篇核計 30 分，以中文發表者每篇核計 20 分。
- （二）專書與專書論文：經審查制度出版者（須附證明與匿名審查結果），以外文撰寫者每冊核計 80 分，中文每冊 60 分；其餘專書，外文每冊核計 50 分、中文每冊 40 分。若為編輯專書篇章作者，每篇章之核計，外文 20 分，中文 10 分。
- （三）研究計畫報告書：屬主持國科會研究計畫者，每篇核計 30 分；屬主持政府部門委託研究計畫者（須附委託證明文件）、主持國內外學術研究機構委託或合作研究計畫（須附證明文件）者，每篇核計 20 分。
- （四）學術研討會論文：經申請審查並具評論制度者，每篇之核計，外文 20 分，中文 10 分。
- （五）合著著作若為第一作者，則以「 $2/N+1$ 」（N 為作者人數）換算得分；若非第一作者，則以「 $1/N$ 」換算得分；但與學生合著之著作篇數不得超過兩篇。

提請所教評會評核之代表著作應為送審人取得前一等級教師資格後及送審前五年內，參考著作應為送審人取得前一等級教師資格後之著作。

教評會委員，得就申請人學術著作之質量、成就與貢獻評鑑，於百分之廿五的限度內酌予加分。

本所教評會就聘任、升等案所提列之代表與參考學術著作，依據前述計分方式評核其得分，符合下列最低學術標準始得受理申請：

- （一）新聘或升等助理教授：取得博士學位不及一年者（依申請時間為準），總分須達 40 分（不含博士論文）；取得博士學位達一年以上者，總分須達 80 分。
- （二）新聘或升等副教授者：總分須達 90 分。
- （三）新聘或升等教授者：總分須達 100 分。
- （四）改聘各職級者：總分均須達 60 分。

任職現等級最近五年曾主持國科會研究計畫三年以上者（教師如係自校外其他單

位轉入者，其校外國科會研究計畫可併入計算)，無論前揭之總評分是否達最低標準，均視同符合學術研究成果指標之規定。

### Article 3

Academic research achievement indicators (RPI) must meet the minimum standards for faculty appointment and promotion cases before applications are accepted.

The RPI evaluation criteria are as follows:

- **Journal Articles:** Articles indexed in SSCI or A&HCI receive 60 points per article; those in TSSCI or TA&HCI Core receive 40 points per article. Articles in peer-reviewed journals not included in the aforementioned indexes earn 30 points for English-language publications and 20 points for Chinese publications.
- **Books and Book Chapters:** Books published through a review process earn 80 points for English-language books and 60 points for Chinese-language books. Other books earn 50 points for English and 40 points for Chinese. Chapters in edited books earn 20 points for English and 10 points for Chinese.
- **Research Project Reports:** Reports for National Science Council projects led by the applicant earn 30 points per report. Reports for government-commissioned projects or research collaborations with academic institutions earn 20 points per report.
- **Conference Papers:** Papers reviewed through a formal review process earn 20 points for English and 10 for Chinese.
- **Co-authored Works:** Scores are calculated as “ $2/N+1$ ” for the first author and “ $1/N$ ” for non-first authors, where N is the total number of authors. Co-authored works with students are limited to two submissions.

Representative works for evaluation must have been completed within five years of the application date and after attaining the previous faculty rank. The Faculty Evaluation Committee may award up to an additional 25% of the score based on the quality, achievements, and contributions of the academic works.

Applications are accepted only if the following RPI thresholds are met:

- **Assistant Professor:** 40 points (within one year of earning a doctorate, excluding the doctoral dissertation) or 80 points (more than one year after earning a doctorate).
- **Associate Professor:** 90 points.
- **Professor:** 100 points.
- **Reappointment:** 60 points for any rank.

Faculty with over three years of experience leading National Science Council projects are deemed to meet the academic research standards regardless of their total RPI score.

第 四 條 本所各級教師升等須符合下列之規定：

一、助理教授擬升副教授者，須曾任助理教授三年以上，成績優良，並有專門著作。

二、副教授擬升教授者，須曾任副教授三年以上，成績優良，並有相當於學術獎勵標準之專門著作。

專任教師升等年資符合規定，得以技術報告為代表作提出升等：

一、近五年內有發明專利且該專利技轉金實收入總額，助理教授擬升等副教授達七十萬元以上、副教授擬升等教授達一百一十萬元以上者。

二、近五年內建教合作計畫管理費(扣除對外服務收入及教育部計畫之管理費)，助理教授擬升等副教授，累計達一百二十五萬元以上、副教授擬升等教授，累計達二百一十萬元以上者。

專任教師具有優秀之教學實務或創新成果、或在課程、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，亦得以教學著作或技術報告為代表作提出升等。

**Article 4**

Faculty promotion requirements are as follows:

- Assistant professors applying for associate professors must have served for at least three years, have outstanding performance, and have specialized publications.
- Associate Professors applying for Professor must have served for at least three years with outstanding performance and have publications meeting academic award standards.
- Faculty with patented inventions or significant industry-academic collaboration revenue may substitute technical reports for representative works if the following conditions are met:
  - Patent revenue: NT\$700,000 for promotion to Associate Professor and NT\$1,100,000 for promotion to Professor.
  - Industry-academic collaboration revenue: NT\$1,250,000 for promotion to Associate Professor and NT\$2,100,000 for promotion to Professor.

Innovative teaching achievements, such as curriculum development, teaching materials, methods, or tools that enhance learning effectiveness, may qualify as representative promotion work.

第五條 所教評會按擬升等教師之教學、研究、服務與合作等三項予以評分，總分為 100 分。

本所教師升等之評審項目與標準如次：

- (一) 教學：以學術著作送審者教授、副教授、助理教授均 30 分；以教學著作送審者教授、副教授均為 50 分；以技術報告送審者教授、副教授均為 20 分，項目包括：
1. 任教課程，評審細目包括三年內每學期平均科目數與授課時數、論文指導、參與院校核心課程或通識課程之教學等；
  2. 教學績效（貢獻度），評審細目包括教學計劃與實施情況及教學目標達成度

- 之評鑑、教學績優獎勵、教法創意、本所及院校教學（含院校核心課程教學）貢獻度等。
3. 教材教案，評審細目包括教材教案編撰或多媒體、數位學習教材製作與否，其質量及更新情況等。
  4. 教學評量與改進措施（教學歷程與反思），評審細目包括教學設計與實施情形、學生即時反饋回應與改善情形、教學歷程評鑑與改進計畫及其實施情形等。
  5. 參與院校核心課程或通識課程之講授。
- （二）研究：以學術著作送審者教授 50 分，副教授、助理教授均為 40 分；以教學著作送審者教授、副教授均為 30 分；以技術報告送審者教授、副教授均為 30 分。評審依據為合乎本校著作送審準則規定之與任教科目性質相同之學術著作，項目包括：
1. 原等級任職最近五年發表及送審前五年內之代表學術著作（如為合著者須為第一作者）之內容與水準、創見與貢獻。
  2. 原等級任職後發表出版的參考學術著作之質與量及學術嚴謹度。
- （三）服務與合作：以學術著作送審者教授為 20 分；以教學著作送審者副教授、助理教授均為 30 分；以技術報告送審者教授及副教授均為 50 分，項目包括：
1. 年資；
  2. 共同事務，評審細目包括對本所、本院與本校共同事務及教學研究設備維護與充實之貢獻；
  3. 學生輔導，評審細目包括對學生課外、科技活動之指導，學生生活與生涯規畫輔導等；
  4. 合作與其他服務，評審細目包括個人參與校、內外學術演講等學術活動之成效、推廣教育、建教合作或研究計畫執行成效或具社會責任實踐成果及其他具有特殊成效之校外服務事項等。

## Article 5

Faculty promotion evaluations consider teaching, research, service, and collaboration, with a total score of 100 points. The evaluation criteria are as follows:

- **Teaching:** Up to 30 points for academic works, 50 for teaching works, and 20 for technical reports. Evaluation includes course load, teaching performance, material preparation, and feedback implementation.
- **Research:** Up to 50 points for Professors, 40 points for Associate and Assistant Professors for academic works, 30 points for teaching works and technical reports. Criteria include the quality and impact of representative and supplementary academic works published within the evaluation period.
- **Service and Collaboration:** Up to 20 points for Professors and 30–50 points for other submission types, evaluated based on contributions to administrative duties, student guidance, academic activities, and community service.

第 六 條 本所教師升等評審之評分，總分為 100 分，各項目評分方式如次：

(一) 教學之評分，總分均為 30 分；由委員依據本校及本所教學評鑑、經課務組簽證之三年內開班授課情況等評審細目有關資料，就各分項綜合評分。各分項配分為

1. 任教課程，最高 6 分；
2. 教學績效（貢獻度），最高 8 分；
3. 教材教案，最高 8 分；
4. 教學評量與改進措施（教學歷程與反思），最高 8 分。
5. 參與院校核心課程或通識課程之講授。本項目之細目分布於前揭各評審項目中，不另配分。

(二) 研究之評分，教授為 50 分，副教授、助理教授為 40 分，評分方式依據著作外審成績(包含代表著作及參考著作)計分。

(三) 服務與合作之評分，教授最高為 20 分，副教授、助理教授為 30 分。第四條第（三）項所列各款之分項評分方式如次：

1. 年資之評分，原等級任職年資滿三年者，自第四年起每增加一年得一分，最高可得 5 分，依人事室簽證認定之。
2. 升教授者，第四條第（三）項所列之共同事務、學生輔導、合作與服務等分項，上限均為 5 分。
3. 升副教授及助理教授者，第四條第（三）項所列之共同事務、學生輔導等分項上限為 10 分，合作與其他服務為 5 分。

除年資以外之各分項，均由委員就評審分項之細目，依申請者所提或由委員主動提出之事實陳述，在總分限度（分別為 15、25 分）內綜合評分。

本所另行制訂評審表列計之。

## Article 6

The evaluation score for faculty promotion is capped at 100 points, with specific scoring methods as follows:

### 1. Teaching Evaluation (30 points):

Committee members determine the score based on the institute's and university's teaching evaluations and teaching records certified by the curriculum office over the past three years. Scores are distributed as follows:

- Courses taught: up to 6 points.
- Teaching performance (contributions): up to 8 points.
- Teaching materials and lesson plans: up to 8 points.
- Teaching evaluation and improvement measures (teaching process and reflection): up to 8 points.
- Participation in core or general education courses: included within the aforementioned categories without separate scoring.

### 2. Research Evaluation:

Professors may earn up to 50 points, while associate professors and assistant professors

may earn up to 40 points. Scores are based on external review results, including representative and reference works.

### 3. Service and Collaboration Evaluation:

Professors may earn up to 20 points, while associate professors and assistant professors may earn up to 30 points. Specific scoring details are:

- **Seniority:** After three years in the current rank, 1 point is awarded per additional year, up to a maximum of 5 points, as verified by the personnel office.
- **Service Contributions:**
  - Professors: Joint affairs, student guidance, and other services are capped at 5 points each.
  - Associate and assistant professors: Joint affairs and student guidance are capped at 10 points each, and cooperation and other services are capped at 5 points.

For non-seniority categories, committee members evaluate submitted or noted contributions within the limits of 15 points for professors and 25 points for associate and assistant professors. The institute creates a specific evaluation form to document scores.

第七條 本所專、兼任教師申請改聘，須有其於本所任職期間所發表之專門著作，專任教師並應辦理著作實質外審。外審通過後，由本所教評會依據本辦法之規定評審之。取得高一等級教師證書之專、兼任教師及一般兼任教師申請改聘，其著作均可免外審。惟自民國 103 年 2 月 1 日起新聘之專任教師申請改聘高一等級者，仍應辦理著作外審。

## Article 7

Full-time and part-time faculty applying for reappointment must present scholarly works published during their tenure at the institute. Full-time faculty works are subject to external review. After passing the external review, applications are evaluated by the Faculty Evaluation Committee according to these regulations. Faculty holding advanced-level teaching certificates or certain part-time faculty may be exempt from external review. However, full-time faculty hired after February 1, 2014, must undergo external review for promotion to a higher rank.

第八條 本所各級專任教師之升等、改聘，除須符合本校、本院及本所相關規定外，並須於原等級任職達三年以上、且於本所任職滿一年以上（兼任教師為六年以上且於本所任職滿二年以上、每學期至少任教二學分，申請時並須仍在本所授課），始得提出申請。

該學年度內留職留薪或留職停薪超過半年以上，或即將離校達半年以上者，不得提出升等、改聘之申請。

升等、改聘年資，以其在本校任教者為原則，在他校任教年資，經教評會通過者，得酌予採計。專任教師曾任與改聘後同等級之教師年資，不得合併計為日後升等之年資。

留職留薪或留職停薪或經核准借調仍繼續在本校授課者，於申請升等、改聘時，

其留職留薪或留職停薪期間年資折半計算，最多採計一年，其借調期間年資最多採計二年。未授課者不予計算。

留職停薪至雙聯學位姊妹校實質授課，經教務處會同國際事務處認定後，視同繼續在校授課，折半採計年資，最多採計一年。

年資之計算至升等、改聘生效時為準。

#### **Article 8**

Faculty at all levels applying for promotion or reappointment must meet university, college, and institute regulations, have served at least three years in their current rank, and have completed at least one year at the institute (or two years for part-time faculty teaching at least two credits per semester). Faculty on leave for over six months or planning to leave within six months are ineligible.

Teaching experience outside the university may be considered upon approval by the Faculty Evaluation Committee. However, service years in equivalent ranks cannot be combined for future promotions.

Service years are calculated at half value for leave or secondment, up to one year for leave, and two years for secondment. Faculty teaching during leave or secondment may have their service years counted. Teaching at partner institutions for dual-degree programs is counted at half value for up to one year upon confirmation by the Academic Affairs and International Affairs Offices.

Service years are calculated up to the effective date of the promotion or reappointment.

第 九 條 本所兼任教師升等、改聘，除其於本校連續任教之年資折半計算外，應依據本辦法之規定，以同意票議決之，亦得由教評會另行制定評分表評審之。

#### **Article 9**

Part-time faculty promotions and reappointments must have continuous service years calculated at half value. Applications are approved by a majority vote in the Faculty Evaluation Committee, which may establish additional evaluation forms for assessment.

第 十 條 本所教師申請升等、改聘，至遲應於起聘或生效日前一學期學期開始第一個月之內提出，除須備妥評審項目所列各種證明文件及著作外，亦得就有關事項自行陳述，提供評審委員參考。各項文書均須於教評會召開會議前七日備齊，送交教評會轉送各委員審閱。

#### **Article 10**

Applications for faculty promotion or reappointment must be submitted within the first month of the semester preceding the effective date. Applicants must provide required documents, including scholarly works, at least seven days before the Faculty Evaluation Committee meeting for review by the committee members.

第十一條 本所新聘專任教師須在編制員額內，並應經所務會議議決聘期、職級、專長領域及應聘資格等有關事項後，於傳播媒體或學術刊物刊載徵聘資訊，所定之應徵期間至少兩週以上，義務授課或經公開徵求程序遴選核聘至本校擔任主管職務者，或



新聘以外語授課之具碩士學位之本校博士生為兼任教師且不送審教師證者，得免公開徵求程序。

本所將應徵者有關資料提交本所新聘教師遴選會議（以下簡稱「遴選會」）討論。

以專案教師方式新聘者，須經所務會議討論通過後，依本條文規定為之。

遴選會由本所與新聘教師同等級以上專任教師組成之，以所長為召集人，開會時並擔任主席。開會時委員均應親自出席，有三分之二以上委員出席始得開會，有出席委員半數以上同意始得決議。

本所應依本院新聘案辦理程序之規定，由本所遴選會甄選出聘任名額一倍以上新聘教師人選，經遴選會出席人員二分之一以上同意，檢具遴選經過書面報告、應聘人之著作及各項證明文件，送交本所所務會議審議，經出席人員二分之一以上同意後，依其員額屬性為院屬編制員額或本校所屬競爭型員額，提請本院新聘教師甄選委員會或校級新聘教師甄選委員會審議，審議通過後始得送請本所教評會評審，專案教師新聘案則經所務會議出席人員二分之一同意後提請本所教評會評審，並均應於起聘學期開始日（不含）前依規定時限辦理完成。

新聘教師如為具備本校聘任升等辦法第三條所列傑出學者條件者，得逕送本所教評會審議。已獲有教育部核發之擬聘等級教師證書之前述傑出學者、以及新聘至本校任一級主管且經所務會議過半數同意者，得依行政程序逕送校教師評審委員會審議。現任中央研究院特聘研究員、研究員、副研究員擬聘為兼任教師，或聘任語言課程之兼任講師、助理教授，或擬聘以外語授課且具碩士學位之本校博士生為兼任教師，以上且均不送審教師證書者，以及新聘具擬聘等級教師證書之兼任教師或未具擬聘等級教師證書而合於著作免外審規定之兼任教師，得經本所教評會審議通過後，送請院教評會審議。

新聘教師人選由所務會議或所教評會審議書面資料（含研究與教學能力、服務與合作之評估）及面試（如有特殊原因者可採視訊方式行之），並得以同意票議決之，或由教評會另行制訂評分表評審之。評審通過者，備妥本院規定之必要文件及遴薦過程與評審結果，提請院教評會審議。

經本所遴選會評審通過之向本所教評會推薦之人選中，如有具國外學位者，應即辦理學歷查證事宜。

教評會得評定其向院教評會推薦之候補人選，商請本院協助辦理著作外審。

新聘兼任教師案，除因臨時出缺即予補充者外，應比照新聘專任教師案辦理，其員額亦應在編制內為之。

義務授課或專案報准之不佔編制員額者，得免經本院新聘教師甄選委員會同意。其為獲有教育部核發之教師證書者，經本所教評會評審通過後，仍應依本院規定送請院教評會審議。

## Article 11

The appointment of newly hired full-time faculty members at the Institute must fall within the approved staffing quota. Decisions regarding the appointment duration, rank, area of expertise, and qualifications must be approved at a faculty meeting and announced through mass media or academic publications. The application period must last for at least two weeks. Exceptions to public recruitment are allowed for positions involving voluntary teaching, appointments to

administrative roles within the university, or part-time appointments for PhD students teaching in a foreign language who are not subject to faculty certification.

The Institute must submit all application materials to the Faculty Recruitment Committee (hereinafter referred to as "Recruitment Committee").

For positions involving special project faculty, the appointment must be approved at a faculty meeting in accordance with this article.

The Recruitment Committee shall comprise full-time faculty members of the same or higher rank as the position being filled, with the Director acting as convener and chair. A meeting is valid only if at least two-thirds of committee members are present, and decisions require the approval of more than half of those present.

The Institute shall follow the procedures for new appointments established by the college, selecting candidates at a ratio exceeding the number of available positions. Candidates must be approved by at least half of the Recruitment Committee members present. A written report on the selection process, the candidate's publications, and supporting documents shall be submitted for review at the Institute's faculty meeting. Approval requires a majority vote from those present. The appointment shall then be submitted to either the College Faculty Recruitment Committee or the University Faculty Recruitment Committee, depending on whether it pertains to a college-staffed or competitive university-staffed position. Approval is required before the case proceeds to the Institute's Faculty Evaluation Committee for final review. Special project appointments follow a similar process but require approval from at least half of those present at the faculty meeting. All appointments must be finalized before the start of the intended semester.

Candidates classified as distinguished scholars under Article 3 of the university's Faculty Appointment and Promotion Regulations may be directly submitted for review by the Faculty Evaluation Committee. Similarly, candidates holding Ministry of Education-certified teacher qualifications or those appointed to senior university administrative roles (with a majority vote at the faculty meeting) may be submitted directly to the University Faculty Evaluation Committee.

Faculty candidates who are senior research fellows, research fellows, or associate research fellows at Academia Sinica, or those proposed to teach language courses as adjunct lecturers or assistant professors, may be exempt from faculty certification if the position involves foreign-language instruction or special circumstances apply. These cases and appointments exempt from publication external review may be approved by the Institute's Faculty Evaluation Committee before submission to the College Faculty Evaluation Committee.

Candidates for new teaching positions, reviewed through written materials (including assessments of research, teaching, service, and collaboration) or interviews (in-person or via video due to

special circumstances), require approval by vote or evaluation via a scoring system devised by the Faculty Evaluation Committee. Once approved, the necessary documents, selection process details, and evaluation results shall be submitted for review by the College Faculty Evaluation Committee.

For candidates with international degrees, the Institute shall verify their credentials upon selection by the Recruitment Committee.

The Faculty Evaluation Committee may recommend alternate candidates for submission to the College Faculty Evaluation Committee and assist in arranging external review of publications as necessary.

Appointments for adjunct faculty positions, except those filling urgent vacancies, must follow procedures similar to those for full-time faculty. Such positions must also be within the approved staffing quota. Faculty hired for voluntary teaching or special project-based positions not counted within the staffing quota may bypass the College Faculty Recruitment Committee's approval. The College Faculty Evaluation Committee must still review certified candidates approved by the Institute's Faculty Evaluation Committee.

第十二條 本所擬新聘編制內專任教師最高學歷如為本校授予者，應於學位取得後曾任其他公私立機構與所習學科有關之專任教學、研究工作、專門職業或職務兩年以上之經歷。惟本所得參酌本所及本院與本校發展方向、特色、現行課程規畫等教學研究與推廣服務需求，以及國內相關領域專長人才狀況等之評估，遴選具有本所、本院或本校亟需之特殊專長者，或亦得評估其具備相當於國家科學委員會傑出研究獎勵評審標準以上之傑出學術研究成果，或最近三年內於 SSCI 期刊發表論文壹篇以上，或 TSSCI 期刊論文參篇以上者，並詳細具體陳明理由與事證，向教評會推薦。

## **Article 12**

For newly appointed full-time faculty members within the staffing quota whose highest degree is conferred by the university, they must have at least two years of professional experience in full-time teaching, research, specialized professions, or roles related to their field of study at other public or private institutions after obtaining their degree. However, the Institute may consider the development goals, unique characteristics, current curriculum plans, and teaching, research, and service needs of the Institute, College, and University. Evaluations may focus on candidates with specialized expertise urgently needed by the Institute, College, or University or those with exceptional academic research achievements equivalent to or exceeding the National Science Council's Outstanding Research Award standards. Alternatively, the candidate must have published at least one SSCI-indexed journal paper or three TSSCI-indexed journal papers in the past three years. Detailed justification and supporting evidence must be provided for recommendation to the Faculty Evaluation Committee.

第十三條 本所各級專任教師申請升等，每學期同級教師三人以下時得提送一人；三人以上時，每增加三人得增加一個名額。  
助理教授之升等，及教育人員任用條例修正公布（68年3月19日）前取得教師資格擬改聘為副教授或講師者，不受名額限制。

### **Article 13**

Applications for promotion among full-time faculty members at the Institute are limited to one individual per semester for every three faculty members at the same rank. One additional application quota may be granted for every three additional faculty members. Promotions from assistant professors or cases involving qualifications for promotion to associate professor or lecturer under the revised Teacher Employment Act (effective March 19, 1979) are not subject to these quota restrictions.

第十四條 本所專任教師申請在職進修，須於本校連續任教三年、且於本所任職滿一年以上，經教評會依據本校教職員進修辦法審議通過後，循行政程序送請院長、轉陳校長核定。

### **Article 14**

Full-time faculty members applying for in-service further education must have taught continuously at the University for three years and served at the Institute for at least one year. Applications must be reviewed and approved by the Faculty Evaluation Committee in accordance with the University's Staff Development Regulations and then submitted for approval by the Dean and University President through the appropriate administrative process.

第十五條 本所專任教授申請休假研究，應檢具休假研究履歷表、申請書、研究計畫表，由教評會依據本校教授休假研究辦法，視本所學術需要評審，並以同意票議決之。

### **Article 15**

Full-time professors applying for research leave must submit a leave application form, research plan, and resume. The Faculty Evaluation Committee will review the application based on the University's Research Leave for Professors Regulations, considering the academic needs of the Institute, and decisions are made through a majority vote.

第十六條 本所專任教授或副教授即將屆齡退休之前一學期，應由本所於該學期開始第一個月內，依據本校「辦理教授、副教授延長服務案件處理作業要點」主動檢討後辦理之，當事人不得自行提出。經本所教評會審議通過者，當月應即送院教評會審議。

### **Article 16**

For full-time or associate professors approaching mandatory retirement, the Institute must conduct a review during the first month of the semester preceding their retirement. This process must follow the University's "Guidelines for Processing Professor and Associate Professor Service Extensions" and may not be initiated by the individual. Applications approved by the Institute's

Faculty Evaluation Committee must be forwarded to the College Faculty Evaluation Committee for review within the same month.

第十七條 擬新聘、升等與改聘教師送審之專門著作，應有個人之原創性，除不得以整理、增刪、組合或編排他人著作而成之編著送審外，並應符合本校「升等評審標準暨聘任升等著作送審準則」之規定。

新聘教師如為本校聘任暨升等辦法第三條所規定之傑出學者，以及核聘至本校擔任主管職務、兼任教師之已具有擬聘等級大學教師證書者或未具擬聘等級教師證書而具本校聘任暨升等辦法第三條免外審規定之兼任教師，其著作可免外審，惟仍須符合本校聘任升等著作送審準則之規定。其代表著作如係數人合著，免繳合著者簽章證明。

以學位證書及學位論文送審應聘或改聘任現等級教師，擬再升等或改聘者應另行提報原學位論文以外的學術著作送請審查。

教育人員任用條例修正公布前取得講師證書之教師，於取得博士學位後申請改聘為副教授而未獲通過者，得以原著作申請改聘為助理教授，擬再申請升等或改聘者應另行提報其他學術代表著作。

取得教育部頒高一等級教師證書之教師申請改聘，其代表著作應為於本所任職期間所發表出版者。改聘前之著作不得再為日後升等之用。

## Article 17

The specialized works submitted for review in applications for new appointments, promotions, or reappointments must demonstrate personal originality. Works that are compilations, revisions, combinations, or rearrangements of others' works are not permissible for submission. Submissions must comply with the University's "Evaluation Standards and Submission Guidelines for Academic Works for Promotion and Appointment."

For newly hired faculty members classified as exceptional scholars under Article 3 of the University's "Faculty Appointment and Promotion Regulations," or for appointees to administrative positions or part-time teaching roles already holding a university teaching certificate for the intended rank, or those exempt from external review under Article 3 of the same regulations, works may be exempted from external review. However, they must still adhere to the University's submission guidelines for academic works. If the primary work is co-authored, submission of co-authors' signatures and verification is not required.

If applying for appointment or reappointment using degree certificates and dissertations, applicants seeking further promotion or reappointment must submit academic works other than the original dissertation for review.

Teachers who obtained a lecturer certificate prior to the promulgation of the amended Teacher Employment Act (March 19, 1979) and later acquired a doctoral degree but failed to be promoted to associate professor may use their original works to apply for reappointment as assistant

professors. Subsequent applications for promotion or reappointment require new academic representative works.

For faculty applying for reappointment after obtaining a higher-level teaching certificate issued by the Ministry of Education, representative works must be published during their tenure at the Institute. Works from before the reappointment cannot be reused for future promotions.

第十八條 本所教評會評審教師新聘、升等、改聘前，應於審查其學術成就指標達最低標準、其著作合於本辦法第十六條規定後，由委員分別以書面推薦合格外審學者、專家五至七人，再由會議主席彙整評審委員密送之建議外審名單，每案至少十人（不足十人時得由主席補足之），連同送審著作及各教評委員推薦之外審學者、專家名單全部祕密轉送院教評會，由院教評會密封妥存。院教評會召集人、校長亦得增列外審專家、學者參考名單，並由校長及院教評會召集人就名單中圈選五人（校長圈二人、院教評會召集人圈三人），由本院辦理著作外審。

惟校長或院教評會召集人有本校聘任暨升等辦法規定應行迴避情況時，應由校或院教評會另行推選圈選人（院級圈選人並得以通訊方式圈選）。

教師新聘、升等或改聘案外審總評結果須符合下列標準，該新聘、升等或改聘案始得提請本所教評會評審：

一、教授、副教授等級：總評至少須 4 位評定為 B 級（80 分）以上。

二、助理教授及講師等級：總評須達 4 位以上評定為 C 級（75 分）以上，且其中至少 3 位評定為 B 級（80 分）以上。

提請評審前，應將每份送外審結果提供教評會委員供評審之參考。

如因著作審查委員未予評分、且經本院請其評分而未果，致評定及格人數不足四人時，本所得陳請院長轉陳校長另行遴選著作審查委員審查後評定之。

本所教評會召開評審會議之前，主席應請本院教評會召集人將每份送外審結果提供本所教評會作為評審之參考，並據以核計學術著作成績。

著作外審成績，以著作外審及格者成績相加後平均分數核計之。

教評會審議升等及改聘案前，應邀請申請人宣讀其代表著作，並與評審委員進行詢答，據以為研究績效中表達及應對項目之評分。

宣讀論文時評審委員均應親自出席，並應詳實紀錄評審過程、委員對申請人所提問題與申請人之說明。論文宣讀紀錄應陳送院教評會參考。

教評會辦理論文宣讀，應至遲於五日前通知申請人時間地點，申請人應準時到場宣讀。未到場宣讀者不予評審，其因故事先報請教評會准假者得另行安排宣讀。

## Article 18

Before the Faculty Evaluation Committee reviews cases of new appointments, promotions, or reappointments, it must verify that the applicant meets the minimum academic achievement standards and that the submitted works comply with the provisions of Article 16. Committee members must independently recommend 5 to 7 external reviewers via written submissions. The chair consolidates these suggestions into a list of at least 10 external reviewers (supplemented by the chair if needed). This list and the submitted works and recommendations are sent confidentially to the College Faculty Evaluation Committee for safekeeping.

The chair of the College Faculty Evaluation Committee and the University President may add additional names to the list for reference. They will select five reviewers from the list (two by the President and three by the College Chair) to conduct the external review. The College will oversee the review process. If the President or College Chair is required to recuse themselves under the University's Faculty Appointment and Promotion Regulations, an alternative selector will be appointed.

The results of external evaluations must meet the following standards before being submitted to the Institute Faculty Evaluation Committee:

1. For Professor and Associate Professor ranks: At least four reviewers must assign a grade of B (80 points) or above.
2. For Assistant Professor and Lecturer ranks: At least four reviewers must assign a grade of C (75 points) or above, including at least three grades of B (80 points) or above.

All external review results must be provided to the Faculty Evaluation Committee for reference before the review. If the number of passing evaluations falls below four due to reviewers not providing grades despite reminders from the College, the University President may appoint additional reviewers upon recommendation by the College Dean.

Before convening the evaluation meeting, the chair of the Faculty Evaluation Committee must obtain the external review results from the College Faculty Evaluation Committee for reference during the evaluation process. These results will be used to calculate the academic work scores.

External review scores will be calculated as the average of the scores from all passing reviewers.

Applicants for promotion or reappointment must present and defend their representative works before the Faculty Evaluation Committee, which will evaluate their research performance based on their presentation and responses to questions.

Committee members must attend the presentation in person. The presentation and subsequent interactions must be documented in detail, including questions raised by committee members and responses by the applicant. These records will be forwarded to the College Faculty Evaluation Committee for reference.

The Faculty Evaluation Committee must notify applicants of the time and place for their presentations at least five days in advance. Applicants must attend the scheduled presentation. Failure to attend without prior approval from the committee will result in the cancellation of the review. Approved absences may allow for rescheduling.

第十九條 本所教評會之評審，每位委員評定總分 70 分以上者為同意新聘、升等、改聘。教評會有應出席委員（評審教授資格案時為教授級委員）三分之二以上出席，參加

表決委員（評審教授資格案時為教授級委員）至少五人，表決結果同意人數達三分之二以上時，應由教評會向院教評會推薦。其以同意票議決者亦同。評審表及同意票等原始評審文件，均應予密封保存。

各項評審表由教評會依據本辦法訂定之。

評審成績之計算，獲教評會評審通過者，以各委員評定總分 70 分以上之成績核計其各大項及總成績之平均分數，評分未達 70 分之成績不予採計。未獲通過者不予核計平均分數。

## Article 19

In evaluations conducted by the Faculty Evaluation Committee, a total score of 70 points or higher from each participating committee member constitutes agreement for new appointments, promotions, or reappointments. The Faculty Evaluation Committee must have at least two-thirds of eligible members (professorial-level members for professor-rank evaluations) in attendance and at least five members participating in the vote. Approval requires a two-thirds majority of votes in favor. Decisions made by majority vote are treated similarly. All evaluation forms and original voting records must be securely sealed and stored.

The Faculty Evaluation Committee determines the format of evaluation forms in accordance with these regulations.

For cases approved by the Faculty Evaluation Committee, 70 points or higher scores are used to calculate average scores for each major evaluation category and the total score. Scores below 70 points are excluded from the calculation. For disapproved cases, no average score is calculated.

第廿條 本所專任教師之續聘應經教評會委員(審查教授案時為教授級委員)三分之二以上出席，出席委員（審查教授案時為教授級委員）過半數之審議通過後，再依本校相關規定及行政程序辦理。

兼任教師之續聘應經所務會議討論通過、再經本所教評會委員(審查教授案時為教授級委員)三分之二以上出席，且參加表決委員（審查教授案時為教授級委員）（至少五人）三分之二以上同意通過後，依行政程序辦理。

原專任教師擬轉為兼任教師者，須經委員(審查教授案時為教授級委員)三分之二以上出席，且參加表決委員（審查教授案時為教授級委員）（至少五人）二分之一以上同意通過後再依行政程序辦理，其續聘時亦同。連續二年未於本校授課者，再聘時依新聘程序辦理。

## Article 20

The reappointment of full-time faculty members must be approved by at least two-thirds of the Faculty Evaluation Committee members (professorial-level members for professor-rank evaluations) present, and a majority of those present must vote in favor. The process proceeds according to the University's relevant regulations and administrative procedures.

Reappointment of part-time faculty members requires approval by the Institute Affairs Meeting, followed by a two-thirds attendance of Faculty Evaluation Committee members (professorial-level



members for professor-rank evaluations), with at least five members participating in the vote. A two-thirds majority of votes in favor is required to proceed with administrative procedures.

If a full-time faculty member seeks to transition to a part-time role, this must be approved by at least two-thirds of the Faculty Evaluation Committee members (professorial-level members for professor-rank evaluations) present, with at least five members participating in the vote and a simple majority in favor. The same procedure applies to subsequent reappointments. Faculty members who do not teach at the University for two consecutive years must follow new appointment procedures for reappointment.

第廿一條 本所教師申請轉調，應經本所所務會議通過後始得送請擬轉入系、所（中心、室）務會議討論。擬轉入本所者，應經其原任單位系、所（中心、室）務會議討論通過後，提交本所所務會議審議，經所務會議通過後，始得送請本所教評會審議，經教評會委員（審查教授案時為教授級委員）三分之二以上出席，且參加表決委員（審查教授案時為教授級委員）（至少五人）三分之二以上同意通過後，再依行政程序辦理。

## Article 21

Faculty members applying for transfers must obtain approval from the Institute Affairs Meeting before their case can be submitted to the target department, institute (center, or office) for discussion. For transfers into the Institute, approval must first be obtained from the department or institute (center or office) where the faculty member currently serves. The case is then submitted to the Institute Affairs Meeting for deliberation and, upon approval, referred to the Faculty Evaluation Committee. Approval by the Faculty Evaluation Committee requires at least two-thirds attendance of its members (professorial-level members for professor-rank evaluations), with at least five members participating in the vote and a two-thirds majority in favor. The administrative process follows.

第廿二條 本所專兼任教師如發生不續聘、停聘、解聘情事，以及屬本校教師及研究人員著作抄襲處理辦法或本校、本院教師評鑑辦法等規定中所列之應審議事項，除法令另有規定外，應經本所教評會委員（審查教授案時為教授級委員）三分之二以上出席及參加表決委員（審查教授案時為教授級委員）（至少五人）過半數審議通過後，提請院教評會審議或依相關規定辦理。

## Article 22

If situations arise involving the non-renewal, suspension, or dismissal of full-time or part-time faculty members, or if matters require evaluation under the University's "Regulations on Handling Cases of Academic Misconduct by Faculty and Researchers," "Faculty Performance Evaluation Guidelines," or related rules, the Faculty Evaluation Committee must have at least two-thirds of its members (professorial-level members for professor-rank evaluations) present, and at least five members participating in the vote. Approval requires a simple majority of those present. The case

is then submitted to the College Faculty Evaluation Committee or processed according to relevant regulations.

第廿三條 本辦法未盡事宜，悉依照相關法令規章及本校、本院、本所相關規定辦理。

### **Article 23**

Matters not explicitly covered in these regulations shall be handled in accordance with applicable laws and the regulations and guidelines of the University, College, and Institute.

第廿四條 本辦法經本所所務會議通過，報請院長核定後實施，修正時亦同。

### **Article 24**

These regulations shall take effect upon approval by the Institute Affairs Meeting and endorsement by the Dean. Amendments follow the same procedure.

※ In case of any dispute, the Chinese version of the guidelines shall prevail. ※