Checklist of Documents for Professorship Rank Promotion

Amended and approved at the 428th UFEC meeting on November 23, 2023, effectively from the Spring semester 2024

Applicant’s name:

Applicant’s affiliated department/institute/education center/degree program:

Intended rank promotion:

Track for rank promotion:

□General research □Technology application □Teaching research □Performing Arts

Expected date of rank promotion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD)

Date of completing the form: \_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD)

| Required documentation  (Please arrange paper documents in specified order.) | | | Confirm and check | Explanations |
| --- | --- | --- | --- | --- |
| to be completed by the applicant | 1. Please arrange paper documents in specified order (except for the files uploaded to the External Review System of Professorship Rank Promotion, hereafter as the ‘‘ERS’’), confirm with checked boxes, and then submit the documents to the affiliated DFEC for review. | | | |
| (1) | entering information  on the ERS (new edition) | □ Yes.  □ No. | Upon receiving the notification from the Office of Personnel Services, applicants may enter information and upload the following documentation to the ERS (new edition.)   1. the faculty resume for qualification review (external review)    * Enter information without any fields left blank.    * Include only representative and reference works that meet the requirements.    * Attach a photocopy of the Teacher Certification of current rank issued by the Ministry of Education. 2. catalog of the applicant’s publications 3. the representative work, report on composition/performance work, or technical report    * It shall be published after the previous rank promotion.    * Its date of publication or issuance of the letter of acceptance (LOA) shall precede the date of approval by the DFEC.    * Provide the LOA specifying the date of its issuance and the publication if it has only been accepted.    * Its content shall align with the nature of teaching subjects.    * Provide an abstract in Chinese if it is written in a foreign language.    * Make sure it is a series of work if there are two or more.    * There shall be no indication of ‘‘China’’ or “Taiwan, China” as the country of origin when it is published in international or Chinese academic journals.    * If it is a conference paper, it shall undergo a formal review procedure and compilation for publication.    * Its publication in a journal or as a professional book shall undergo a formal review procedure. 4. contribution statement of co-authored representative work 5. explanation of differences and similarities compared with previous representative work for rank promotion    * Provide comparison of differences and similarities if the title or content of the representative work resembles that of the one approved for previous rank promotion.    * There shall be at least one new addition or replacement of reference works if the representative work is from the previous unsuccessful rank promotion, and explanation for differences and similarities shall be provided. 6. contribution of the representative work to the humanity, society, economy, and academic development 7. reference works, reports on composition/performance works, or technical reports    * a maximum of 10, including the representative work    * subject to the same requirements on representative work 8. contributions of reference works to the humanity, society, economy, and academic development 9. list of external research projects granted after the previous rank promotion 10. list of service and counselling records 11. holistic performance in teaching, research, and service & counselling 12. awards (if any) |
| (2)  Required paper documents | Appendix 1 –  Score Sheet of Evaluation on  Professorship Rank Promotion by DFEC and CFEC | □ Yes.  □ No. |  |
| Appendix 2 –  Score Sheet of  Professorship Rank Promotion | □ Yes.  □ No. | 1. Please fill in the self- evaluation section.   2. Please provide copies of supporting documentation, such as certificates of full teaching experiences of the current rank at the University or other universities, proofs of serving as a first/second-level supervisor at the University (e.g., the copy of appointment letter), a list of obtained certifications or competition awards with copies as proof. |
| Appendix 3-  Records of Holistic Performance and Concrete Achievements | □ Yes.  □ No. |  |
| CFEC Score Sheet of Professorship Rank Promotion | □ Yes.  □ No. |  |
| DFEC Score Sheet of Professorship Rank Promotion | □ Yes.  □ No. |  |
| Checklist of Teacher Qualification Accreditation | □ Yes.  □ No. |  |
| A recusal list of external reviewers | □ Yes.  □ No. | Please indicate ‘‘N/A’’ and sign if there is no potential reviewer to recuse. |
| Applicant’s Signature: (YYYY/MM/DD) | | | |
|  |  | | | |
| 系級審查 | 二、系級教評會應於審核後檢附以下文件(除教師升等外審系統外)，請依下列順序排列，並確認勾選，備齊後送院教評會辦理院級審查 | | | |
| (一)外審前 | 審核教師升等外審系統(新版)之資料，如符合相關規定，於系統點選「審核完成」 | □ 是 □ 否 | 請確實審核申請人之資料是否填寫正確，送審著作是否符合相關規定(可參閱教師資格審查資料檢核表)   1. 教師資格審查履歷表  * 各項資料請確實填寫，無空白項目 * 未將不符合代表作及參考作規定者列入  1. 代表作、參考作  * 應為取得前一等級教師資格後出版公開發行 * 出版或接受函日期在系級教評通過日之前 * 如僅被接受應註明接受時間，並註明發表或出版時間(請附接受證明) * 與任教科目性質相符 * 以外文撰寫者，應附中文提要 * 若為二件以上代表著作，確認應為一系列作品 * 發表於國際或大陸地區期刊之論文，無掛名「China」或「Taiwan, China」之情事 * 如為研討會論文，具有正式審查程序且集結成冊出版公開發行 * 所登載之期刊/專書送具正式審查程序及公開發表/出版 * 至多10篇 * 如與曾送審合格之代表作名稱或內容近似，須檢附異同對照說明 * 前經教師資格審定不合格者，重新提出學術研究成果曾作為代表作送審時，其送審之參考作應增加或更換一件以上，並檢附異同對照說明 |
| 申請人檢附之資料，其中教師資格審查資料檢核表，請系(所、教育中心、學位學程)於相關欄位核章 | □ 是 □ 否 |  |
| 教師資格審查履歷表(影本)、迴避參考名單(影本)及教師升等論文外審評審教授推薦表(系級) | □ 是 □ 否 | 1. 迴避參考名單請確實審查是否符合迴避規定 2. 教師升等論文外審評審教授推薦名單應符合「教育部辦理專科以上學校教師著作審查委員遴選原則」之規定 3. 本項3表單，請於學術研究成果及迴避名單審查(初審)後，提供至副校長室辦理著作外審 |
| 系(所、教育中心、學位學程)承辦人簽章： ( 年 月 日)  系(所、教育中心、學位學程)主管簽章： ( 年 月 日) | | | |
| (二)外審後  系級審查 | 申請人檢附之資料，其中表一，請系(所、教育中心、學位學程)於相關欄位核章；表二請系(所、教育中心、學位學程)於「服務成績」核分 | □ 是 □ 否 |  |
| 表四：「擬升等教師其他有損校務推動或足以損害校譽之整體表現具體事蹟表」 | □ 是 □ 否 |  |
| 著作外審審查意見表 | □ 是 □ 否 |  |
| 系級教評會通過之會議紀錄及系級升等計分表(經系級教評會核章) | □ 是 □ 否 |  |
| 系(所、教育中心、學位學程)承辦人簽章： ( 年 月 日)  系(所、教育中心、學位學程)主管簽章： ( 年 月 日) | | | |
| 院級級查 | 三、院級教評會應於審核後檢附以下文件(除教師升等外審系統外)，請依下列順序排列，並確認勾選，備齊後送校教評會辦理校級審查 | | | |
| (一)外審前 | 上傳審核及核章後之教師資格審查履歷表、迴避參考名單至教師升等外審系統(新版)，並審核系統上之資料，如符合相關規定，於系統點選「審核完成」 | □ 是 □ 否 |  |
| 教師資格審查履歷表(影本)、迴避參考名單(影本)及教師升等論文外審評審教授推薦表(院級) | □ 是 □ 否 | 1. 迴避參考名單請確實審查是否符合迴避規定 2. 教師升等論文外審評審教授推薦名單應符合「教育部辦理專科以上學校教師著作審查委員遴選原則」之規定 3. 本項3表單，請於學術研究成果及迴避名單審查(初審)後，提供至副校長室辦理著作外審 |
| 學院承辦人簽章： ( 年 月 日)  學院主管簽章： ( 年 月 日) | | | |
| (二)外審後 | 系級教評會檢附之資料，其中表一，請學院於相關欄位核章；表二請學院於「服務成績」核分 | □ 是 □ 否 |  |
| 擬升等教師其他有損校務推動或足以損害校譽之整體表現具體事蹟表 | □ 是 □ 否 |  |
| 院級教評會通過之會議紀錄及院級升等計分表(經院級教評會核章) | □ 是 □ 否 |  |
| 學院承辦人簽章： ( 年 月 日)  學院主管簽章： ( 年 月 日) | | | |