

臺北基督學院教師聘任辦法

Guidelines for Hiring and Appointment of Faculty of Christ's College Taipei

民國 106 年 5 月 4 日 105 學年度第二次臨時校務會議通過

第一條 本辦法依據本校教師評審委員會設置辦法第十條規定訂定之。
Article 1 The Guidelines have been established according to Article 10 of Regulations for the Establishment of Faculty Evaluation Committees Christ's College Taipei.

第二條 本校教師之聘任應本公開、公平、公正之原則。
Article 2 The hiring and appointment of the College's faculty shall be administered on the basis of open, fair, and just principles

第三條 本校之學系應視教師缺額、校系發展方向、師資需求及課務需要提聘教師，所授課程應與其學術專長相關。
Article 3 Each department at Christ's College Taipei shall recruit and appoint additional faculty on the basis of shortfall of department faculty, the direction of department development, a need for additional faculty and the curriculum requirements. The courses, which the prospective faculty shall teach, must be within the fields of his or her academic expertise and discipline.

新聘教師應經校教師評審委員會(以下簡稱校教評會)審議。

The prospective faculty must be approved by the College Faculty Evaluation Committee in this sequence.

第四條 本校新聘教師分為教授、副教授、助理教授、講師四級，應依教育人員任用條例有關規定審查其教師資格。
Article 4 The prospective faculty shall be appointed at one of the four ranks, i.e., Full Professor, Associate Professor, Assistant Professor and Instructor, according to his or her teaching qualification as measured by relevant rules for the appointment of educators.

本校新聘助理教授以上教師以獲有博士學位，並有教學或研究相關工作經驗者為原則。專業技能達同等級者亦具同等應聘資格。

In principle, a prospective Assistant Professor or a higher ranking faculty shall have a Ph.D. degree and relevant teaching or research experience. However, commensurate professional experience may be considered as qualifying applicants for assistant professor positions.

新聘教師已獲有教育部審定頒給之教師證書者，得按教師證書之等級聘任。

A prospective faculty, who has a valid educator's Certificate issued by MOE, shall be appointed according to the ranking as specified in such certificate.

第五條 本校教師之聘任，其資格須品德操守優良，富有敬業精神，並合於下列之規定：
Article 5 In addition to meeting following requirements, the prospective faculty must be of excellent moral and integrity as well as high-caliber professionalism.

一、講師須具備下列資格之一：

1. An Instructor must have one of following qualifications:
 - (一) 具有碩士學位或其同等學歷證書，成績優良者。
 - i) In addition to possessing a master's degree or a valid certificate of equivalency for a master's degree, he or she has excellent grades or achievements.
 - (二) 大學校院畢業，曾任助教擔任協助教學或研究工作四年以上，成績優良並有專門著作者。
 - ii) In addition to having a bachelor's degree and four years (or more) of research or teaching experience as a Teaching Assistant, he or she shall have excellent career achievements and professional publications.
 - (三) 大學校院畢業，曾從事與所習學科有關之研究工作、專門職業或職務六年以上，成績優良並有專門著作者。
 - iii) He or she has a bachelor's degree, six years of research experience within the specialized discipline(s), excellent research achievements, and professional publications.
 - (四) 持有教育部所頒講師證書者。
 - iv) He or she has a valid Instructor Certificate issued by MOE.

二、助理教授須具備下列資格之一：

2. An Assistant Professor must have one of following qualifications:
 - (一) 具有博士學位或其同等學歷證書，成績優良並有專門著作者。
 - i) In addition to possessing a Ph.D. degree or a valid certificate of equivalency for Ph.D. degree, he or she has excellent teaching achievements, and professional publications.
 - (二) 持有教育部所頒講師證書後，專任講師三年以上，成績優良並有專門著作者。
 - ii) He or she has a valid Instructor Certificate issued by MOE, three years of teaching experience as a full-time Instructor, excellent achievements and professional publications.
 - (三) 具有碩士學位或其同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務四年以上，成績優良並有專門著作者。
 - iii) In addition to possessing a master's degree or a valid certificate of equivalency for a master's degree; he or she has four years of research experience within his or her specialized discipline(s), excellent research achievements, and professional publications.
 - (四) 持有教育部所頒助理教授證書者。
 - iv) He or she has a valid Assistant Professor Certificate issued by MOE.
 - (五) 曾任教育部認可之國外大學專任講師三年以上，並有專門著作者。
 - v) He or she has three years of teaching experience as a full-time Instructor in a foreign university/college recognized by MOE, and professional publications.

三、副教授須具備下列資格之一：

3. An Associate Professor must have one of following qualifications:

- (一) 持有教育部所頒助理教授證書後，專任助理教授三年以上，成績優良並有專門著作者。
 - i) He or she has a valid Assistant Professor Certificate issued by MOE, three years of teaching experience as a full-time Assistant Professor, excellent teaching achievement, and professional publications.
- (二) 具有博士學位或其同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務四年以上，並有專門著作者。
 - ii) In addition to possessing a Ph.D. degree or a valid certificate of equivalency for Ph.D. degree, he or she has four years of research experience within his or her specialized discipline(s), and professional publications.
- (三) 持有教育部所頒副教授證書者。
 - iii) He or she has a valid Associate Professor Certificate issued by MOE.
- (四) 曾任教育部認可之國外大學專任助理教授三年以上，並有專門著作者。
 - iv) He or she has three years of teaching experience as a full-time Assistant Professor in a foreign university/college recognized by MOE, and professional publications.

四、教授須具有下列資格之一：

4. A Professor must have one of following qualifications:

- (一) 持有教育部所頒副教授證書後，專任副教授三年以上，成績優良並有重要著作者。
 - i) He or she has a valid Associate Professor Certificate issued by MOE, three years of teaching experience as a full-time Associate Professor, excellent teaching achievements, and professional publications.
- (二) 具有博士學位或其同等學歷證書者，曾從事與所習學科有關之研究工作、專門職業或職務八年以上，有創作或發明，在學術上有重要貢獻或重要專門著作者。
 - ii) In addition to possessing a Ph.D. degree or a valid certificate of equivalency for Ph.D. degree, he or she has eight years of research experience within his or her specialized discipline(s), patented inventions, significant academic achievements, or significant professional publications.
- (三) 持有教育部所頒教授證書者。
 - iii) He or she has a valid Professor Certificate issued by MOE.
- (四) 曾任教育部認可之國外大學專任副教授三年以上，並有重要專門著作者。所稱著作指已出版之著作或在學術性刊物上發表之論文或曾公開發表之創作作品。
 - iv) He or she has three years of experience as a full-time Associate Professor in a foreign university/college recognized by MOE, and significant professional publications, which may be published books, papers or thesis in professional journal(s), or presentations of innovative papers in professional conference(s).

第六條 新聘教師持有教育部資格證書者，專門著作不須外審。

Article 6 A prospective faculty, who has an educator's Certificate issued by MOE and professional publications, shall not be evaluated by external panels.

新聘教師未領有擬聘同等級教師證書者，應依教育部「專科以上學校教師資格審定辦法」之規定辦理資格審查。

A prospective faculty, who does not have an educator's Certificate issued by MOE, shall be evaluated according to "Guidelines for the Qualification Assessment of Higher-Education Faculty".

以學位新聘之專任教師(講師以上)，應將專門著作(學位論文、技術報告、藝術作品、體育成就)或博士論文由教評會送請校外學者專家評審。

Should the appointment of a prospective faculty be based solely on academic degree, the publications, such as Thesis, technical reports, art works and physical-education achievements, or the Ph.D. dissertation of the applicant shall be submitted by College Faculty Evaluation Committee to an external expert in the discipline for assessment.

第七條 本校新聘教師之徵聘及評審程序如下：

Article 7 The recruitment and assessment procedures for a prospective faculty are described below:

一、應於傳播媒體或學術刊物刊載徵聘資訊。

1. The recruitment information must be published in the media or academic journals.

二、由系務會議就應徵教師之學經歷、專長、教學、研究、品德及擔任課程方面進行討論通過後推薦。

2. The resume, specialized discipline, teaching ability, research, integrity and responsible curriculum of an applicant must be deliberated and recommended by Department Affairs Committee for further reviews.

三、校教評會就其學、經歷、專長、研究及品德予以總評，通過後陳報校長核發聘書並報教育部。

3. Thereafter, the College Faculty Evaluation Committee shall deliberate the summary of the applicant's curriculum vitae, specialized discipline, research and integrity. Should the Committee approve the applicant for appointment recommendation, it shall submit such recommendation to the Present for appointment approval and, subsequently, to MOE for future reference.

新聘教師如擔任本校系主任則不受前項第二款之限制，其教師評審程序由校長逕送校教師評審委員會審議。

Should the prospective faculty be recruited as a Department Chairman of the College, the above two evaluation processes shall be waived. The President shall submit the application and qualifications directly to College Faculty Evaluation Committee for deliberation.

提聘教師須敘明擬請其任教之科目及授課時數。任教科目不適當或授課時數不足，均不予聘任。

The prospective faculty must clearly describe the subjects/courses and teaching hours for each subject. Should the subjects of his or her teaching be deemed incompatible with the College's curriculum or the hours of teaching be insufficient, the applicant shall not be appointed.

第八條 提聘教師應檢具下列表件：

Article 8 The nominated faculty shall submit following documents:

一、教師提聘單。

1. Nomination form of the prospective faculty

二、最高學位證書。(提校教評會審議前系須先行查證，國外學歷須經駐外單位驗證)。

2. Diploma of the prospective faculty's highest degree. (Faculty Evaluation Committee, which makes the nomination, must have fully investigated it first. A foreign diploma must be validated by the Foreign-Ministry's office located in the respective country.)
- 三、成績單（已有教師證書者得免附）。
3. Transcript (The prospective faculty who has an educator's Certificate issued by MOE is exempted from submitting it.)
- 四、教師證書（尚未取得教師證書者免附）。
4. Educator's Certificate (The prospective faculty who has not been issued a certificate is exempted from submitting it.)
- 五、專門著作（學位論文、技術報告、藝術作品、體育成就）。
5. Specialized work or publication (Thesis or dissertation, technical report, art works, physical-education achievements)
- 六、個人學經歷。
6. Curriculum vitae
- 七、甄選紀錄。
7. Record of selection
- 八、校教評會紀錄。
8. Minutes of College Faculty Evaluation Committee

第九條 Article 9 送審教師有下列情形之一，經校教評會確定者，不得聘任，已聘任者應即解聘：

Should the prospective faculty committed one of the following frauds, which are verified by College Faculty Evaluation Committee, he or she shall not be appointed or his/her appointment shall be immediately terminated.

- 一、教師資格審查履歷表、合著人證明故意登載不實。
1. The applicant's resume or qualifications of being an educator have been proven false.
- 二、嚴重違反學術倫理。
2. The applicant is in serious violation of academic ethics.
- 三、著作、作品、展演及技術報告有抄襲、剽竊或其他舞弊情事。
3. The applicant's publications, works, exhibits and technical reports have been proven fraudulent, e.g., copying, privacy...etc,
- 四、學、經歷證件、成就證明、專門著作已為刊物接受將定期發表之證明、合著人證明為偽造、變造。
4. The applicant's certificates of education, experience, achievements, journal publication and collaboration have been false or altered.
- 五、本人或經由他人有請託、關說、利誘、威脅或其他干擾審查人或審查程序情節嚴重。
5. The applicant interferes with the review processes by subjecting committee member(s) to bribery, threats, inducement...etc personally or through a third party.

第十條 Article 10 教師聘任以每學期辦理一次為原則，並以每學期之開始（八月一日及二月一日）為起聘日期。

The appointment shall be administered once every semester starting at the beginning of each semester, i.e., August 1st or February 1st.

但學期中途因特殊情形必須聘任者，得專案簽報校長核准交校教評會審議通過後，於學期中起聘。

Due to special situation, should the appointment be needed during a semester, the special case must be submitted to the President for approval. Thereafter, the College

Faculty Evaluation Committee shall deliberate the special case sequentially. If approved, the appointment of the prospective faculty shall start during that semester.

- 第十一條 Article 11 本校校教評會審理新聘教師上下學期作業時程如下：
The operating schedules of College Faculty Evaluation Committee (at department and college levels) for the review of prospective faculties are described below for both 1st and 2nd semesters:
一、系務會議應分別於四月底、十月底前，完成公開甄選及審議後提報，如係以非學位（含專門著作、作品、成就證明或技術報告等）送審者，應提前一個月（三月底及九月底前），完成公開甄選及審議後提報。
1. Department Committee must complete public recruitments, reviews and nominations prior to the end of April and the end of October. Should the applicant submit non-degree qualifications, including specialized books, work, certified achievements or technical reports, for review, the Department Faculty Evaluation Committee must complete public recruitments, reviews and nominations one (1) month prior to the regular deadlines, i.e., by the end of March or the end of September.
二、校教評會應於六月底、十二月底前審議完竣，簽報校長核聘。
2. College Faculty Evaluation Committee must complete its reviews by the end of June and the end of December and, then, submit the recommendations to the President for appointment approvals.
- 第十二條 Article 12 教師聘任、聘期等重要問題由校長交付校教評會評審後，將結果報請校長核定之。
The important decisions on the prospective faculty appointment and the term of his or her appointment shall be delegated by the President to College Faculty Evaluation Committee for deliberations. The final outcome of the deliberations shall be reported to the President for approval.
- 第十三條 Article 13 教師因重大事故應予解聘、停聘或不續聘時，經校教評會評審後，將結果報請校長核定之。
Due to serious delinquency committed by a faculty member, College Faculty Evaluation Committee will review the case. The final outcome of the deliberations shall be reported to the President for approval.
- 第十四條 Article 14 教師不服停聘、解聘或不續聘處置者，得向教師申訴評議委員會提出申訴。
Should a faculty member disagree with the College's decision of dismissal, termination of appointment or nonrenewal of employment, he or she shall have the rights to appeal to Faculty Appeals Council.
- 第十五條 Article 15 本辦法未盡事宜依有關規定辦理。
For the matters that are not addressed by the Guideline, they will be administered according to other pertinent regulations.
- 第十六條 Article 16 本辦法經校務會議通過，報請校長核可後施行。
The Guidelines shall be passed by College Council and submitted to President for approval and implementation.

臺北基督學院教師資格審查意見表（學位文憑格式）

送審單位		送審等級		送審人姓名	
<p>1.依您個人的評估，申請人之表現與同領域同等級教師比較，佔前 10%者，請評定為 A 級；佔前 11-20%者，請評定為 B 級；佔前 21-25%者，請評定為 C 級；低於前 25%者，請評定為 D 級。</p> <p>2.本校教師以學位送審教師資格審查，一次送 3 位外審委員評分，通過標準：總評等級需達 3 位評定 C 級以上且其中 2 位評定 B 級以上。</p>					
審查項目及標準		請評分	評述(請敘明理由)		
1. 送審人代表著作之品質、原創性及貢獻度。(30%)			請就送審人代表著作之品質、原創性及貢獻度表示您的意見：		
2. 送審人研究成果品質與同領域同等級教師比較，其專業表現。(30%)			請就送審人研究成果品質表示您的意見：		
3. 送審人研究成果數量與同領域同等級教師比較，其專業表現。(30%)			請就送審人研究成果數量表示您的意見：		
4. 送審人在其專業領域中之未來發展潛力及相關學術表現。(10%)			請就送審人在其專業領域之未來發展潛力及相關學術表現表示意見：		

Table of Review Comments of Christ's College Taipei in Taipei (Degree/Diploma Format)

Department		Rank of Applicant		Submitted by: Last Name First Name	
<p>1. According to your assessment, if the performance of the applicant comparing with teachers within the same discipline and at the same ranking is within the top 10%, please assign Grade A; If within the range of top 11 to 20%, please assign Grade B; If within the range of top 21 to 25%, please assign Grade C; If below top 25%, please assign Grade D.</p> <p>2. Should the appointment of a prospective faculty be based solely on academic degree, his or her application shall be submitted to three (3) external evaluators for qualification assessment. Passing Standard: Two Bs and one C would be the minimum passing standard.</p>					
Item and Standard of Review	Grade	Comments (Please explain.)			
1. Quality, creativity and contribution of the applicant's representing work. (30%)		Please express your opinion regarding the quality, creativity and contribution of the applicant's representing work:			
2. Quality of the applicant's research accomplishments in comparison with other faculties within the same discipline(s) at the same ranking. (30%)		Please express your opinion regarding the quality of the applicant's research accomplishments:			
3. Quantity of the applicant's research accomplishments in comparison with other faculties within the same discipline(s) at the same ranking. (30%)		Please express your opinion regarding the quantity of the applicant's research accomplishments:			
4. The development potential and future achievement of the applicant within his or her professional discipline. (10 %)		Please express your opinion regarding the applicant's development potential and future achievement within his or her professional discipline.			

審查意見總評(100%)

<p>總評等級：請將上列四項評分加總後，勾選適當等級。</p> <p><input type="checkbox"/> A 級：90 分以上(前 10%)</p> <p><input type="checkbox"/> B 級：80-89 分(前 11-20%)</p> <p><input type="checkbox"/> C 級：75-79 分(前 21-25%)</p> <p><input type="checkbox"/> D 級：低於 75 分(低於前 25%)</p>	<p>總分 (請將上列四項評分加總後，填上總分)</p>	<p align="center">【審查意見總評至少三百字始得採用】</p>	
<p>審查人簽名：</p>		<p>審查日期：</p>	<p>年 月 日</p>

Review Summary and Comment (100%)

<p>Summary Grade: Please add scores from above four items and check the appropriate box listed below ◦</p> <p><input type="checkbox"/> Grade A: 90 points or more (Top 10%)</p> <p><input type="checkbox"/> Grade B: 80 to 89 points (Top 11 to 20%)</p> <p><input type="checkbox"/> Grade C: 75 to 79 points (Top 21 to 25%)</p> <p><input type="checkbox"/> Grade D: Below 75 points (Below top 25%)</p>	<p>Total Score: (Please add scores from above four items.)</p>	<p align="center">【Review Comments with a minimum of three hundred words.】</p>	
<p>Signature of Reviewer :</p>		<p>Review Date :</p>	<p>Year Month Day</p>