

# 臺北基督學院教師升等評審辦法

## Review and Evaluation Procedure for Faculty Promotion of Christ's College Taipei

民國105年4月28日本校104學年度第二次校務會議通過

第一條 本辦法依據本校教師評審委員會(以下簡稱教評會)設置辦法第十條規定訂定之。  
Article 1 This Procedure is established in accordance to Article 10 of College Faculty Evaluation Committee (hereafter abbreviated as “CFEC”) at Christ's College of Taipei.

第二條 教師之升等須符合下列之規定：

Article 2 Faculty members who fulfill one of following requirements are eligible for promotions:

一、助教升講師者，須於「教育人員任用條例」修正生效日(八十六年三月二十一日)前持有教育部所頒助教證書後，任助教四年以上，協助教學及服務成績優良，並有專門之著作者。

1. A teaching assistant who has 1) the Teaching Assistant Certificate issued by MOE before the revision of “Ordinance of Educators’ Employment” with an effective date of March 21, 1997, 2) four (or more) years of teaching-assistant experience after receiving such Certificate, 3) excellent achievements in teaching and service, and 4) professional publications is eligible for promotion from Teaching Assistant to Instructor.

二、講師升助理教授者，須持有教育部所頒講師證書後，任講師三年以上，教學及服務成績優良，並有專門之著作，其水準相當於博士論文者。

2. An instructor who has 1) the Instructor Certificate issued by MOE, 2) three years (or more) of teaching experience after receiving such Certificate, 3) excellent achievements in teaching and service, and 4) professional publications.

The quality of each publication is equivalent to that of the Ph.D. Dissertation.

講師直接升副教授者，須於「教育人員任用條例」修正生效日(八十六年三月二十一日)前持有教育部所頒講師證書後，任講師四年以上，教學及服務成績優良，並有專門之著作者。

An instructor who has 1) the Instructor Certificate issued by MOE before the revision of “Ordinance of Educators’ Employment” with an effective date of March 21, 1997, 2) four (or more) years of instructor experience after receiving such Certificate, 3) excellent achievements in teaching and service, and 4) professional publications.

三、助理教授升副教授者須持有教育部所頒助理教授證書後，任助理教授三年以上，教學及服務成績優良，並有專門之著作者。

3. An assistant professor who has 1) the Assistant Professor Certificate, 2) three

(or more) years of Assistant Professor experience after receiving such Certificate, 3) excellent achievements in teaching and service, and 4) professional publications.

四、副教授升教授者，須持有教育部所頒副教授證書後，任副教授三年以上，教學及服務成績優良，並有重要專門著作者。

4. An associate professor who has 1) the Associate Professor Certificate, 2) three (or more) years of Associate Professor experience after receiving such Certificate, 3) excellent achievements in teaching and service, and 4) significant professional publications.

教師升等之年資以在本校任教者為原則，在他校任教，經校教評會通過者，得酌予採計。

In principle, the teaching experience mentioned above is strictly referred to as “teaching experience at Christ’s College”. However, after a faculty member’s teaching experience at another college/university has been qualified and accepted by College Faculty Evaluation Committee; such experience will, then, be included in the calculation toward his or her years-of-teaching qualification.

兼任教師之年資需求依第一項各款之年資規定加倍計算。

When a part-time faculty member applies for promotion, the requirement for the length of teaching experience must be doubled.

所稱專門著作指已出版公開發行之專書，或於國內外學術或專業刊物發表(含正式審查程序，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，或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(含以光碟發行)之著作。

Qualified professional publications mentioned above are 1) published professional books, 2) articles published by domestic or international academic societies or technical journals, including electronic publications via strict review process, 3) “to-be-published” article or report which has been accepted and certified by the publisher for future publication with a definitive date, or 4) domestic or international conference presentation reports, which has been reviewed through peer-review process, and incorporated in a hard copy publication or a CD.

專門著作區分為代表著作及參考著作。代表著作應為申請升等教師自取得前一等級教師資格後及送審前五年內之著作；參考著作應為申請升等教師自取得前一等級教師資格後及送審前七年內之著作。但申請升等教師曾於前述期限內懷孕或生產者，得申請延長前述年限二年。

Professional publications (or works) are classified as representing publications or reference publications. The representing publications of a faculty member are the ones, which have been published after his or her second last promotion and during the past five (5) years. The reference publications of a faculty member are the ones, which must have been published after his or her second last promotion and during the past seven (7) years. For an applicant who has been pregnant or given

childbirth(s) during the time frames mentioned above, she may apply for an extension of time limits up to two (2) years.

以作品、成就證明或技術報告代替專門著作送審者，其條件依教育部所訂定之審查基準辦理。

An applicant may substitute professional publications with works, certificates of achievements or technical report for review and evaluation according to the rules established by MOE.

第 三 條 申請升等教師持第二條第四項所定國內外學術或專業刊物接受將定期發表之證明送審者，其代表著作應自該刊物出具接受證明之日起一年內發表或於升等生效日前發表，並自發表之日起二個月內，將該專門著作送交人事組查核並存檔；其因不可歸責於申請升等教師之事由，而未能於一年內發表者，應檢附該刊物出具未能發表原因及確定發表時間之證明，向校教評會申請展延，並以該刊物出具接受證明之日起三年內為限。經評審通過展延者，應於一年期限屆滿前，報教育部備查。

Article 3 As described in Clause 4 of Article 2 above, the faculty member who has submitted a “to-be-published” professional publication or technical article, which has been accepted by the domestic or international publisher for scheduled publishing in the future, his or her representing publication must be certified that the accepted publication or technical article shall be published within one (1) year from the certification date or prior to the effective date of his or her promotion. In addition, the faculty member must submit a copy of the publication to Department of Human Resources for filing within two (2) months from the publishing date. Due to uncontrollable events, which are not caused by the faculty member, should the publication or report fail to be published, the documents stating the cause(s) of delay and the confirmed new publishing date shall be submitted to College FEC for extension. The extension shall be limited to three (3) years from the new certification date issued by the publisher. Within one (1) year after the extension is granted by College FEC, the concerned faculty member must submit reports to MOE for future reference.

未依前項規定期限發表並送繳發表之代表著作者，應駁回其申請，並報教育部；其教師資格尚在教育部審查者，應駁回其申請；其教師資格已審定合格發給教師證書者，由教育部廢止其教師資格，並追繳或註銷該等級之教師證書。

The faculty member who fails to publish the to-be-published publication or report or to submit a copy of the publication within two (2) months from publication date, College FEC shall reject his or her application and report the event to MOE. Should his or her promotion remain pending at MOE, the application shall be withdrew and rejected. Should the new certificate have been issued, MOE shall abolish his or her new qualification and repossess and destroy the new certificate.

第 四 條 教師升等之評審內容包括教學、研究(或創作及產學合作)、服務與輔導。其評審標準為：

Article 4 For promotions, the committees (DFEC and CFEC) shall deliberate each applicant's teaching, research (or achievement and college-industry cooperation), service and counseling records. The review and grading standards are as follows:

一、教學方面(占升等總成績之40%)：

1. Teaching Aspect (40% of total grade):

(一) 授課效果、課程及學生反應。

i.) Students' assessment on faculty's effectiveness in organizing and teaching the course.

(二) 配合學校規定繳交成績。

ii) Grading students and submitting grades timely according to College's rules.

(三) 編寫教材、教具及教學改進之成效。

iii) Effective improvements in the preparation of teaching material, teaching tools, and teaching skills.

(四) 專業教育或一般教學之論述表現。

iv) Performance for professional education and general teaching.

(五) 教學之榮譽或優勝表現。

v) Demonstrating honors and integrity of teaching profession or excellent performance.

(六) 指導大學部學生專題研究或實作。

vi) Mentoring college students involved in special-topic research or its implementation.

(七) 前級評審委員之意見。

vii) The opinions of DFEC committee members.

(八) 相關單位提供個人配合教學行政之資料。

viii) Individual's administration data submitted by pertinent department or government agency.

(九) 其他有關教學之表現。

ix) Performance of other teaching-related matters.

二、研究(或創作及產學合作)方面(占升等總成績之40%)，包括：代表著作及參考著作之外審成績(占研究成績之80%)；其他研究表現(占研究成績之20%)。

2. Aspect of Research (or creativity and college-industry cooperation) (40% of total score), including: assessment scores of representing publications and reference publications by external expert panel (80% of research score), other research performance (20% of research score).

上開其他研究表現，教評會委員應審酌近七年內下列事項評定其成績：

Achievements in other researches, College FEC shall deliberate and grade

Following items that have been accrued during the past seven (7) years.

- (一) 發表學術論文著作或作品展演等之表現。
  - i) Performance in presentation of professional dissertation or exhibition display of works.
- (二) 主持國科會研究或產官學導向研究之表現。
  - ii) Performance in presiding National Science Council research(es) or industry-government guided research(es).
- (三) 國科會之研究獎助情形。
  - iii) Quantity of grants and sizes of budgets obtained from National Science Council.
- (四) 研究榮譽或優勝表現。
  - iv) Research awards or superior achievements in research.
- (五) 升等評審現場發表及討論之表現（系、校級）。
  - v). Presentation and discussion performances during the committee meeting sessions (both Department FEC and College FEC).
- (六) 校外審查委員之審查意見及給分參考。
  - vi) The assessment opinions and grades provided by external committed members.
- (七) 前級評審委員之意見。
  - vii) The opinions of DFEC committee members.
- (八) 相關單位提供有關個人研究成果之統計報告。
  - viii) Statistical report on applicant's research accomplishments provided by pertinent department or government agency.
- (九) 其他有關研究之表現。
  - ix) Other research-related performance.

三、服務與輔導方面(占升等總成績之20%)：

3. Aspects of Counseling and Service (20% of total score)

- (一) 擔任導師之表現。
  - i) Performance as a mentoring faculty.
- (二) 輔導班級學生及社團工作之表現。
  - ii) Performance in counseling students in classes and student bodies.
- (三) 參加系、校各級委員會或其他任務之具體貢獻。
  - iii) Attendance and contribution to department and college committees or other college duties.
- (四) 建教推廣服務之表現。
  - iv) Performance in constructive teaching and service.
- (五) 實驗室或研究室等之建立、規劃與管理。
  - v) Establishment, planning and management of a laboratory or research facility.
- (六) 在校服務年資及留校服務時間。
  - vi) Years of service experience and on-campus office hours.

- (七) 參加校外學術與公益服務提昇學校形象之表現。
  - vii) Promoting the College's reputation by attending professional conferences and serving the communities.
- (八) 前級評審委員之意見。
  - viii) The opinions of DFEC committee members.
- (九) 相關單位提供個人相關服務、配合行政狀況之統計報告。
  - ix) The statistic report on the applicant's services and cooperative administration duty submitted by pertinent department or government agency.
- (十) 其他有關服務與輔導之表現。
  - x) Other counseling-related or service-related performances.

第五條 申請升等教師應檢送下列文件：

Article 5 The applicant shall submit following documents for review:

- 一、教師資格審查履歷表。
  - 1. Resume and/or qualifications of being an educator
- 二、服務證件及教育部審查合格之證書、學位證書或其他足以證明資格之文件。
  - 2. Certificate of Teaching Service, Certificate of Eligibility issued by MOE, Certificate of Degree or Certificate of Qualification
- 三、專門著作三份。以二種以上著作送審者，應自行擇定代表著作及參考著作。其屬一系列之相關研究者，得合併為代表著作。代表著作如係數人合著者，應以書面說明本人參與之部分，並由合著人證明一式三份。
  - 3. Three copies of professional publications. Submitting two types of publications for review, i.e., representing publications and reference publications. A series of related publications can be combined as representing publications. When a representing publication is co-authored by several authors, the applicant shall submit an explanation letter citing his or her specific contribution to the publication, and three (3) copies of the certificate signed by co-authors.
- 四、教師自取得前一等級教師資格後至本次申請升等期間，其在專業或學術上之所有成果，得一併作為送審之參考資料。
  - 4. All professional publications, which have been published since his or her second last promotion, shall be combined for review by committees as reference data.
- 五、最近五年內之教學、服務與輔導及進修等資料。
  - 5. All data, such as, teaching achievement, service record, counseling and advanced studies, accrued during the past five (5) years.

第六條 教師升等評審程序如下：

Article 6 Review process for faculty promotion is described below.

一、由學系檢送升等教師之有關文件，就其教學、服務與輔導及研究（含代表作及七年內發表之論著）等方面進行評審，通過後報請院長提交校教評會複審。

1. The Department shall inspect all documents of each faculty member who applies for promotion, submit all completed applications for the reviews of those faculties' teaching experience, service, counseling records, and researches, including representing publications published within past seven (7) years. All applications shall be submitted by the President to College FEC for further deliberation and approval.

二、校教評會應再將其研究論著或成果送請校外教授或專家三人審查，須二人評定達七十分以上，再就其研究審查之結果，連同教學、研究及服務與輔導方面予以總評，通過後陳報校長核定。

2. College FEC shall send research reports or achievements of each applicant to three external Professor(s) and/or expert(s) ("external reviewers") in the same discipline. When two of three external reviewers give an assessment of seventy (70) points or more to an applicant's research reports or achievements, the external assessment summary and his or her teaching experience, research, service and counseling will be deliberated by College FEC. CFEC shall submit all approved applications to the President for approval.

第七條 教師升等每學年舉辦一次，接受升等申請截止日期固定為每年十一月一日。

Article 7 The review of faculty promotions shall be conducted once every academic year with a November-1st deadline for all applications.

第八條 校教評會辦理教師升等評審通過並經校長核定後，由人事暨行政室檢附升等教師名冊暨教師資格履歷表，報請教育部審查通過後，頒給相當等級之教師證書後改聘，聘期以教師證書年資起算日期為準。

Article 8 The promotion applications, which have been passed by College FEC and approved by the President, shall be compiled into a faculty-promotion roster with faculties' names and corresponding resumes by the Human Resources and Administration Office. After MOE approves the faculty-promotion roster, those faculty members will be awarded new certificates of respective new ranks and re-appointed at the new ranks. The term of new appointment for each faculty member shall start from the date of his or her new certificate.

第九條 申請升等教師或經由他人有請託、關說、利誘、威脅或其他干擾審查人或審查程序情節嚴重者，應即停止其升等審查程序，並通知申請升等教師，自通知日起二年內不受理其教師升等之申請。

Article 9 If an applicant interferes with the promotion review processes by subjecting committee member(s) to bribery, threats, or inducement personally or through a third party, the committee shall stop the review process and notify such faculty member

the suspension of his or her application. Such faculty member shall not be eligible for promotion within two (2) years from the notification date.

申請升等教師之送審資料、著作、作品、展演、技術報告或成就證明有下列情事之一，經校教評會審議確定者，應不通過其升等，並依各款所訂期間不受理其升等申請：

When an applicant's promotion application data, publications, works, exhibits, technical reports or certificate of achievements have been proven to be in violation of one of the following rules by College FEC, his or her application shall be rejected. In addition, such applicant shall lose his or her eligibility for promotion for a period of time as specified by following clauses.

一、送審資料、合著人證明故意登載不實、代表著作未確實填載為合著及繳交合著人證明：一年至三年。

1. False application data, false co-authorship certificates, or the co-authored representing publications, which have been falsely claimed as sole-author publications: One (1) to three (3) years.

二、抄襲、剽竊或其他舞弊情事：五年至七年。

2. Copying others' works, piracy or other fraudulent matters: Five (5) to seven (7) years.

三、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：七年至十年。

3. False or altered certificates of education, experience, achievements, "to-be-published" journal publications and/or collaborators: Seven (7) to ten (10) years.

四、其他違反學術倫理情事者：一年至五年。

4. Applicant in serious violation of academic ethics: One (1) to five (5) years.

申請升等教師有前項情事之一，不得申請撤回升等案，仍應依程序處理，校教評會得移請系教評會審議該教師之解聘、停聘或不續聘。

After one of the above events has been detected, the applicant for promotion cannot withdraw his or her application, which shall be managed according to the Procedure. College FEC can request Department FEC to proceed with a hearing deliberating the applicant's appointment status toward dismissal, termination or non-renewal.

第十條 申請人未獲通過時，各級教評會應於評審後一週內以書面將結果及理由通知申請人。

Article 10 When an application for promotion is declined by either Department FEC or College FEC, an official notification letter containing the evaluation results and the reasons for rejection shall be sent to the applicant by the responsible FEC within one (1) week following the committee meeting date.

申請人對評審結果有疑義時，得依本校教師升等申請複審辦法申請複審。

When an applicant disagrees with the rejection and questions the decision, he or she shall



shall have the rights to appeal the rejection decision for further deliberation according to the rules of the Procedure.

第十一條 於「教育人員任用條例」修正生效日(八十六年三月二十一日)前已取得講師、助教證書之現職人員，如繼續任教而未中斷，得逕依原升等辦法送審。若以學位升等者，除該學位須符合認可規定外，應依照修正分級後之副教授要求水準將博士論文及其他專門著作送審。

Article 11 The promotions of those faculty members who have the certificates issued by MOE prior to the revision of “Ordinance of Educators’ Employment” effective on March 21, 1997 and have been teaching continuously since then shall be regulated according to the rules of the old version of such Ordinance. If an application for promotion is reviewed on the basis of his or her Ph.D. degree, the applicant’s degree must be validated and accepted by committees. In addition, his or her Ph.D. Dissertation must be reviewed and its quality must meet or exceed the required standards for Associate Professor position.

第十二條 本辦法未盡事宜依有關規定辦理。

Article 12 For the matters that are not addressed by the Procedure, they will be addressed according to other pertinent rules and regulations.

第十三條 本辦法經校務會議通過，報請校長核准後公布施行。

Article 13 The Procedure shall be passed by College Affairs Assembly and, then, submitted to the President for approval, announcement and implementation.