

國立中央大學工學院教師升等審查辦法

National Central University College of Engineering Faculty Promotion Review Regulations

87年6月23日(86)學年度第3次院務會議通過
Approved at the 3rd College Affairs Meeting on June 23, 1998
87年7月28日(86)學年度第11次校教評會核備
Ratified at the 11th University Faculty Evaluation Meeting on July 28, 1998
90年11月20日(90)學年度第1次院務會議修訂通過
Revised and approved at the 1st College Affairs Meeting on November 20, 2001
90年12月18日(90)學年度第2次校教評會核備
Ratified at the 2nd University Faculty Evaluation Meeting on December 18, 2001
91年11月6日(91)學年度第1次院務會議修訂
Revised at the 1st College Affairs Meeting on November 6, 2002
97年3月5日(96)學年度第2次院務會議修訂通過
Revised and approved at the 2nd College Affairs Meeting on March 5, 2008
97年3月11日(96)學年度校教評會核備
Ratified at the University Faculty Evaluation Meeting on March 11, 2008
97年4月30日(96)學年度第4次院教評會修訂
Revised at the 4th College Faculty Evaluation Meeting on April 30, 2008
97年10月7日(97)學年度第1次院務會議修訂通過
Revised and approved at the 1st College Affairs Meeting on October 7, 2008
97年10月28日(97)學年度校教評會核備
Ratified at the University Faculty Evaluation Meeting on October 28, 2008
99年2月24日(98)學年度第2次院務會議修訂
Revised at the 2nd College Affairs Meeting on February 24, 2010
99年4月27日(98)學年度校教評會核備
Ratified at the University Faculty Evaluation Meeting on April 27, 2010
105年03月17日(104)學年度第5次院教評會修訂
Revised at the 5th College Faculty Evaluation Meeting on March 17, 2016
105年03月23日(104)學年度第2次院務會議修訂通過
Revised and approved at the 2nd College Affairs Meeting on March 23, 2016
105年05月19日(104)學年度第3次臨時院教評會修訂通過
Revised and approved at the 3rd Ad Hoc College Faculty Evaluation Meeting on May 19, 2016
105年05月23日(104)學年度第2次臨時院務會議修訂通過
Revised and approved at the 2nd Ad Hoc College Affairs Meeting on May 23, 2016
105年06月21日(104)學年度校教評會修正後核備
Ratified with revisions at the University Faculty Evaluation Meeting on June 21, 2016
105年10月04日(105)學年度第1次院教評會修正通過
Revised and approved at the 1st College Faculty Evaluation Meeting on October 4, 2016
105年10月06日(105)學年度第1次院務會議修正通過
Revised and approved at the 1st College Affairs Meeting of the 105 Academic Year on October 6, 2016
105年11月08日(105)學年度校教評會核備
Ratified at the University Faculty Evaluation Meeting on November 8, 2016
106年01月05日(105)學年度校教評會第十一案決議
Approved as Agenda Item 11 at the University Faculty Evaluation Meeting on January 5, 2017
106年02月21日(105)學年度第4次院教評會修正通過
Revised and approved at the 4th College Faculty Evaluation Meeting on February 21, 2017
106年03月02日臨時院務暨行政聯席會議修正通過
Revised and approved at the Ad Hoc College Affairs and Administrative Joint Meeting on March 2, 2017
106年03月06日發送核備逕予修正申覆制度之救濟時效
Approved on March 6, 2017, to revise the appeal system and its time limits
109年12月24日院教評暨行政會議修正通過
Revised and approved at the College Faculty Evaluation and Administrative Meeting on December 24, 2020
110年03月03日院務暨行政會議修正通過
Revised and approved at the College Affairs and Administrative Meeting on March 3, 2021
110年04月20日校教評會議修正通過
Revised and approved at the University Faculty Evaluation Meeting on April 20, 2021
111年05月31日院教評會議通過
Approved at the College Faculty Evaluation Meeting on May 31, 2022
111年09月20日院務會議暨院行政會議修正通過
Revised and approved at the College Affairs and Administrative Meeting on September 20, 2022
111年10月25日(111)學年度第1次校教評會議核備
Ratified at the 1st University Faculty Evaluation Meeting on October 25, 2022

第一條 為辦理工學院（以下簡稱本院）教師升等審查，依本校「專任教師升等審查辦法」(以下簡稱校升等辦法)規定，訂定本院教師升等審查辦法(以下簡稱本辦法)。

Article 1. To conduct the review of faculty promotions within the College of Engineering (hereafter referred to as "the College"), these regulations for faculty promotion review (hereafter referred to as "these Regulations") are established in accordance with the University's "Regulations for the Review of Full-Time Faculty Promotions" (hereafter referred to as "University Promotion Regulations").

第二條 本院申請升等教師，其研究、教學、輔導與服務應為取得前一等級教師資格後及送審前(升等生效日往前逆算，以下同)五年之三項成果，且除應符合校升等辦法之相關規定與基本門檻外，尚需達下列標準：

Article 2. Faculty members applying for promotion within the College must meet the following criteria in research, teaching, guidance, and service, for achievements obtained within the five years following the acquisition of their current rank and before the promotion review date (calculated retroactively from the effective date of the

promotion, hereafter the same). In addition to meeting the relevant provisions and basic thresholds of the University Promotion Regulations, the following standards must be met:

一、研究成果：分為專門著作與其他研究成果。

I. Research Achievements: Divided into specialized publications and other research achievements.

(一)專門著作：分為代表著作、參考著作，應符合校升等辦法中有關專門著作送審之相關規定。

(I) Specialized Publications: Divided into representative works and reference works, and must comply with the relevant provisions of the University Promotion Regulations regarding the submission of specialized publications.

1. 申請人列第一作者或通訊作者之文章至少需二篇。

1. The applicant must be the first author or corresponding author of at least two articles.

2. 代表著作屬合著者，申請人應為第一作者或通訊作者。

2. If the representative work is co-authored, the applicant must be the first author or corresponding author.

3. 代表著作應為取得前一等級教師資格後及送審前五年內之著作，且應發表於各學術領域排名在 Web of Science Q1(前百分之 25)，並自論文投稿年份起算至申請升等當年曾達 Q1 之 SCI(E)、SSCI、A&HCI 期刊。如提列之代表著作非發表於 Q1 等級期刊，須經系級教評會審定通過。

3. The representative works must be published within five years after obtaining the current rank and before the promotion review date. They must be published in journals ranked in the top 25% (Q1) of their respective academic fields according to the Web of Science and must have been Q1-ranked SCI(E), SSCI, or A&HCI journals from the year of submission to the year of the promotion application. If the representative works are not published in Q1-ranked journals, they must be approved by the departmental faculty evaluation committee.

4. 參考著作應為取得前一等級教師資格後及送審前七年內之著作，並應發表於 SCI(E)、SSCI、A&HCI、EI 期刊，且升等為教授者應提出五篇、升等為副教授者應提出四篇。

4. Reference works must be published within seven years after obtaining the current rank and before the promotion review date. They must be published in SCI(E), SSCI, A&HCI, or EI journals. Professors applying for promotion shall submit five articles, while associate professors shall submit four articles.

5. 教師自取得前一等級教師資格至提出申請升等期間之研究成果得列為參考資料。

5. Research achievements obtained during the period from acquiring the current rank to the promotion application period can be listed as reference materials.

(二)其他研究成果：主持科技部、政府機構或工業界之研究計畫（教育、訓練之計畫不屬此類）。

(II) Other Research Achievements: Leading research projects funded by the Ministry of Science and Technology, government agencies, or industry (educational or training projects are not included).

1. 申請升等教授者，需達三件（含）以上，其中應至少獲二件科技部補助執行專題研究計畫，並擔任計畫主持人。

1. Applicants for promotion to professor must have at least three projects, including at least two projects funded by the Ministry of Science and Technology, with the applicant as the principal investigator.

2. 申請升等副教授者，需達二件（含）以上，其中應至少獲一件科技部補助執行專題研究計畫並擔任計畫主持人。

2. Applicants for promotion to associate professor must have at least two projects, including at least one project funded by the Ministry of Science and Technology, with the applicant as the principal investigator.

3. 如獲等同科技部之國外學術研究單位補助執行專題研究計畫並擔任計畫主持人者，經校教評會主席組成專業審查小組審議通過，亦得併為研究成果。

3. If the applicant has led research projects funded by equivalent foreign academic research institutions and served as the principal investigator, these can also be counted as research achievements after being reviewed and approved by a professional review committee formed by the chairperson of the University Faculty Evaluation Committee.

4. 如獲多年期計畫，每一計畫每年以一件計。

4. For multi-year projects, each project counts as one per year.

二、教學成果

II. Teaching Achievements

(一)授課時數：需達三十小時（含）以上，負責學校行政職務者，在任期內，每學期以加添二小時計算，且教學符合基本授課時數，惟專簽核准減授課程者例外。

(I) Teaching Hours: Must reach 30 hours or more. Faculty members with school administrative duties can count an additional two hours per semester during their term, provided the basic teaching hours are met, except for those officially approved for reduced teaching loads.

(二)論文指導：升等為教授需至少指導四位研究生畢業，升等為副教授需至少指導三位研究生畢業（含申請時當年可畢業之學生）。

(II) Thesis Supervision: For promotion to professor, the applicant must have supervised at least four graduate students to graduation; for promotion to associate professor, the applicant must have supervised at least three graduate students to graduation (including students expected to graduate in the year of application).

(三)教學年資：教學年資須符合教育部規定。

(III) Teaching Experience: Applicant's teaching experience must meet the Ministry of Education's regulations.

(四)學生成績：依規定按時繳交。

(IV) Student Grades: Must be submitted on time as per regulations.

(五)教學評量：不得連續兩學期有課程之教學評量分數低於 3.5 分。但修課人數 75 人以上大班課程及全英語課程之教學評量分數為 3.3 分。

(V) Teaching Evaluations: Teaching evaluation scores for courses must not fall below 3.5 for two consecutive semesters. However, for large classes with more than 75 students and all English courses, the threshold is 3.3.

(六)提出申請升等之當學期應在校實際授課。

(VI) The applicant must actively teach at the university during the semester in which the promotion application is submitted.

三、輔導與服務成果：需滿足下列三項。

III. Counseling and Service Achievements: Applicants must meet the following three criteria.

(一)擔任校或院各委員會委員，系所委員會召集人或大學部導師，至少兩年。

(I) Serve as a member of university or college committees, a convener of departmental committees, or as an undergraduate advisor for at least two years.

(二)負擔系所服務性課程(如：工程倫理、專題討論、畢業專題、服務學習等)，至少兩學期。

(II) Conduct service-oriented courses (such as Engineering Ethics, Seminar, Graduation Project, Service Learning, etc.) for at least two semesters.

(三)其他服務事蹟，如參與校院系所國際化活動(國際交流、赴海外招生、邀請與接待國際學者等)、擔任無給職之各種服務、校內優良導師、指導學生專題獲獎等，由系所主管提案，經系所教評會認定，至少兩次。

(III) Other service contributions include participation in activities such as internationalization efforts (international exchanges, overseas recruitment, inviting and hosting international scholars), unpaid service roles, being an excellent instructor within the university, guiding students to win awards, etc. These activities must be proposed by the department head and approved by the departmental faculty evaluation committee, with at least two instances of such service.

第三條 符合前條申請升等門檻之教師，應檢具升等申請表、升等著作目錄一覽表、專門著作等相關資料，依校升等作業時程規定，經系(所)教師評審委員會(以下簡稱系(所)教評會)審議及院教師評審委員會(以下簡稱院教評會)審議通過後，依行政程序送人事室確認申請升等之資格。

Article 3. Instructors who meet the promotion criteria must submit a promotion application form, a comprehensive list of their works, specialized publications, and other relevant materials. These should be reviewed and approved by the Departmental Faculty Evaluation Committee and the College Faculty Evaluation Committee according to the university's promotion schedule. The application will then be sent to the Personnel Office for confirmation of eligibility through administrative procedures.

第四條 專門著作由外審委員評分，人數至少六人。審查意見分「極優」、「優」、「良」、「普通」及「不良」，其分數範圍對照表依校升等辦法之相關規定評分。審查結果應符合下列標準，始得提系、院及校教評會審議：

Article 4. Specialized publications are evaluated by external reviewers, with a minimum of six reviewers. The evaluation opinions are categorized as "Excellent," "Outstanding," "Good," "Fair," and "Poor," with corresponding scores as specified in the university's promotion regulations

The review results must meet the following standards to be considered by the Departmental, College, and University Faculty Evaluation Committees:

一、升等教授者：著作外審總評等級需至少有六分之五(小數部分無條件進位)之外審委員評定「優」以上，或至少有三分之二(小數部分無條件進位)之外審委員評定「優」以上且至少 1 位評定「極優」，又外審平均分數均應達 80 分以上。

I. Promotion to professor: For the external review of publications, at least five-sixths (rounded up) of all external reviewers must have given a rating of "Excellent" or higher, or at least two-thirds (rounded up) of all external reviewers gave a rating of "Excellent" or higher with at least 1 giving a rating "Exceptional." The average external review score should all be higher than 80 as well.

二、升等副教授、助理教授者：著作外審總評等級需至少有三分之二(小數部分無條件進位)之外審委員評定「優」以上，且外審平均分數應達 80 分以上。

II. Promotion to associate/assistant professor: At least two-thirds (rounded up) of all external reviewers gave a rating of "Excellent" or higher. The average external review score should all be higher than 80 as well.

第五條 本院教師升等著作審查意見表如附件，專門著作成績之計算，係以全部外審委員審查結果之評分相加除以外審份數所得之平均數。其他研究成果績效之計算，係以院教評會出席委員之評分平均求得。

Article 5. The evaluation form for the review of faculty promotion works is attached. The score for specialized publications is calculated by averaging the scores given by all external reviewers. The performance of other research achievements is calculated by averaging the scores given by the attending members of the College Faculty Evaluation Committee.

第六條 院教評會就系(所)推薦升等之教師，依本辦法及本院「教師評審委員會升等審查程序」，進行個案評審討論及評分。經本院教評會評審通過後，將推薦名單及資料送本校教師評審委員會(以下簡稱校教評會)進行其他後續作業。

Article 6. The College Faculty Evaluation Committee reviews and scores individual promotion cases recommended by the department according to these regulations and the college's "Faculty Evaluation Committee Promotion Review Procedures. "Once the

college committee approves, the list of recommended candidates and their materials are sent to the University Faculty Evaluation Committee for further processing.

第七條 本院教師升等之評審內容分研究、教學、輔導與服務三項具體成果之績效，包含本辦法第二條所列各項成果，所佔權數比重及評核項目如下：

Article 7. The evaluation content for faculty promotion includes the performance of research, teaching, counseling, and service, as detailed in Article 2 of these regulations. The weight and evaluation items are as follows:

一、研究績效(50%)：區分為專門著作成績及其他研究成果。專門著作成績及其他研究成果之權重，由送審人自行選擇：(1)專門著作成績 30%及其他研究成果 20%，或(2)專門著作成績 40%及其他研究成果 10%，並於本院「申請升等個人資料表」中勾選及簽名，通過系(所)教評會初審後不得再提修改權重之申請。

I. Research Performance (50%): This is divided into specialized publications and other research achievements. The weight between specialized publications and other research achievements is chosen by the applicant: either (1) 30% for specialized publications and 20% for other research achievements, or (2) 40% for specialized publications and 10% for other research achievements. The choice is marked and signed in the college's "Personal Information Form for Promotion Application" and cannot be changed after initial approval by the Departmental Faculty Evaluation Committee.

(一)專門著作成績：依本辦法第五條之評分。

(I) Specialized Publications: Scored according to Article 5.

(二)其他研究成果：含研究計畫獎助、產學合作、專利、技術移轉、對社會之影響度、獲得國內外獎項、促成整合型或跨領域計畫、帶領學生參加各項研究競賽等其他學術榮譽或成就之綜合表現。

(II) Other Research Achievements: Includes research project grants, industry-academia collaboration, patents, technology transfer, societal impact, national and international awards, integrated or interdisciplinary projects, leading students in research competitions, and other academic honors or achievements.

二、教學績效(30%)：含教學評量、授課、指導研究生、教學榮譽及其他促進教學效果之表現等。申請人得附教學有關之具體資料，供院教評會參考。

II. Teaching Performance (30%): Includes teaching evaluations, course delivery, graduate student supervision, teaching honors, and other activities that enhance teaching effectiveness. Applicants may provide specific teaching-related information for the college committee's reference.

三、輔導與服務績效(20%)：含輔導學生、擔任導師、兼任行政職務、參與校內及校外服務之具體貢獻等，並得包含下列輔導與服務成果：

III. Counseling and Service Performance (20%): includes counseling students, serving as an advisor, holding administrative positions, and contributing to internal and external services. Specific contributions in counseling and service may include:

(一)獲全國性及國外之學術獎。

(I) Receiving national or international academic awards.

(二)主辦或承辦國內外之學術會議、研討會、講習班。

(II) Organizing or hosting national or international academic conferences, seminars, and workshops.

(三)曾出席國際性會議，並發表論文者。

- (III) Attending international conferences and presenting papers.
- (四)在專業性學術團體，擔任職務者。
- (IV) Holding positions in professional academic organizations.
- (五)擔任校、院、系所之各級委員會委員。
- (V) Serving on university, college, and department committees.
- (六)輔導學生課外、科技活動及學術演講情形。
- (VI) Guiding students in extracurricular, technological activities, and academic lectures.
- (七)擔任社團、刊物、代表隊等指導教師。
- (VII) Advising clubs, publications, and representative teams.

第八條 院教評會各委員依申請升等教師之教學、輔導與服務、其他研究成果績效予以評分。各單項成績皆應達 75 分，另加計研究績效之專門著作成績後，績效權數總分達 80 分以上，即視為該委員同意推薦該升等教師。應有出席教評會委員三分之二（含）以上評分達上述標準，始得通過升等。

Article 8. Members of the College Faculty Evaluation Committee shall score the applicants for promotion based on their teaching, counseling and service, and other research achievements. Each individual score must reach at least 75 points. After adding the score for specialized publications in research performance, the total weighted score must be 80 points or above for the member to recommend the applicant for promotion. Promotion is granted if two-thirds or more of the attending committee members' scores meet the above standards.

第九條 院教評會委員如認為外審意見明顯有歧異、審查意見過於簡略無法判斷或審查程序有重大瑕疵等疑義時，得經出席委員二分之一以上同意，再加送審查委員三人，並將第二次外審結果與第一次外審結果合併計算，該審查結果仍應符合本校專任教師升等審查辦法外審結果標準，符合者再送院教評會複評。

Article 9. If committee members believe there are significant discrepancies in the external review opinions, if the review comments are too brief to make a judgment, or if there are significant procedural flaws, they may, with the agreement of more than half of the attending members, submit the materials to three additional reviewers. The results of this second external review are combined with the first, and the combined results must meet the university's standards for external review of faculty promotion. If they do, the case is sent back to the College Faculty Evaluation Committee for reconsideration.

第十條 經本院審議未通過之升等案，應於院教評會會議紀錄確定後一週內，以書面附未通過理由通知當事人。

Article 10. For promotion cases not approved by the college, the reasons for the disapproval must be provided in writing to the applicant within one week after the meeting minutes of the College Faculty Evaluation Committee are finalized.

- 第十一條 申請升等之教師對於院教評會之決議不服，得於收到決議書後三十日內，向本校教師申訴評議委員會提出申訴，或依訴願程序提起救濟。
- Article 11. Faculty members who are dissatisfied with the decision of the College Faculty Evaluation Committee may, within thirty days of receiving the decision, appeal to the university's Faculty Appeal Committee or seek relief through the administrative appeal process.
- 第十二條 本院各系(所)應訂定教師升等審查辦法送院教評會核備。
- Article 12. Each department within the college must establish its own faculty promotion review regulations and submit them to the College Faculty Evaluation Committee for approval.
- 第十三條 申請升等之教師不服系(所)教評會之審查決議，得於收到書面通知後十個工作日內，向法院教評會提出申覆。申覆時應自備申覆說明書及相關資料(必須與原送評審資料不同)。院教評會應於接獲申覆案後十個工作日內召開臨時教評會處理之。升等案之申覆以一次為限。
- Article 13. If a faculty member disagrees with the decision of the Department Faculty Evaluation Committee, they may appeal to the College Faculty Evaluation Committee within ten working days of receiving the written notice. The appeal must include an appeal statement and relevant materials (which must differ from the original evaluation materials). The College Faculty Evaluation Committee must convene a special evaluation meeting within ten working days of receiving the appeal. Only one appeal is allowed per promotion case.
- 第十四條 本辦法未盡事宜，悉依校升等辦法及相關規定辦理。
- Article 14. Matters not covered in these regulations shall be handled in accordance with the university's faculty promotion regulations and relevant provisions.
- 第十五條 本辦法經院教評會暨院務會議通過後，送校教評會核備後實施，修正時亦同。本辦法第二條第一項第一款及第八條於 109 學年度修正通過後，自申請 113 學年度(含)以後升等教師開始適用。
- Article 15. These regulations shall be implemented after being approved by the College Faculty Evaluation Committee and the College Affairs Meeting, and subsequently ratified by the University Faculty Evaluation Committee. Amendments shall follow the same procedure. Articles 2, Paragraph 1, Clause 1, and Article 8, revised in the academic year of 2020, shall apply to faculty members applying for promotion in the academic year of 2024 and beyond.