**元智大學教師申請升等應檢送資料檢查表**

 **Checklist for Yuan Ze University Faculty Promotion Application**

**壹、基本資料Personal Information 113年9月修訂Revised in September 2024**

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| 單位Service Unit |  | 姓名Name |  |
| 現職Current Position |  | 送審等級Faculty Rank Sought |  |
| 送審資格Eligibility | □符合[教育人員任用條例](http://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0150017)第 條第 款規定In accordance with the provisions of Article , Paragraph of the Act Governing the Appointment of Educators.□專業（門）職務年資或教師年資（聘書）符合規定Professional (specialized) seniority or teaching experience (appointment letter) meets the requirements.□醫學中心年資符合規定The seniority at the medical center meets the requirements. |
| 專門著作研究領域Specialized Work in Research Field  |  、 (由送審教師提供，必要時得填寫1-2個領域)(Provided by the faculty; one to two fields may be filled in when necessary.) |
| **送審類別 Categories of Submission Material** |
| **領域名稱Field** （請依個人升等送審類別勾選） | **說明 Description**(Please select the category in accordance with the areas of expertise or specialization .) |
| * **學術領域**

**Academic Field** | 研究成果有具體貢獻者，得以**專門著作**送審。Faculties whose research results have made a substantive contribution to their academic field may submit copies of their **specialized publications** for an accreditation review. |
| **□ 技術研發領域****Technological Research and Development Field** | 學理或實作有創新、改進或延伸應用之具體研發成果者，得以**技術報告**送審；審查範圍及基準如「專科以上學校教師資格審定辦法」之附表一。Faculties who have achieved innovation, improvement, or extended application of specific research and development results in the field of technological research and development theory or practice may submit **technical reports** for an accreditation review. The scope and criteria for evaluating such reports are set out in Attachment 1 of “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”. |
| **□ 教學實踐研究領域****Teaching Practice and Research Field** | 透過課程設計、教材、教法、教具、科技媒體運用、評量工具運用等方式，採取適當之研究方法驗證成效之歷程，具有創新、改進或延伸應用之具體研究（發）成果，於校內外推廣具有重要具體貢獻者，得以**專門著作**或**技術報告**送審；其審查範圍及基準如「專科以上學校教師資格審定辦法」之附表二。Faculties who have adopted appropriate research methods to verify the effectiveness of the process through curriculum design, teaching materials, teaching methods, teaching aids, applications of scientific and technological media, and the use of assessment tools, with specific research（development）results of innovation, improvement, or extended application, and who have made significant and concrete contributions to the promotion of teaching on-campus and off-campus, may submit **specialized publications or technical reports** for an accreditation review. The scope and criteria for evaluating such reports are set out in Attachment 2 of “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”. |
| **□ 文藝創作展演領域****Cultural Or Artistic Creation And Exhibition Field** | 有獨特及持續性作品並有重要具體之貢獻者，得以**作品及成就證明**，並附創作或展演報告送審；其範圍包括音樂、戲曲、戲劇、劇場藝術、舞蹈、民俗技藝、音像藝術、視覺藝術、新媒體藝術、設計及其他藝術類科；其審查範圍及基準如「專科以上學校教師資格審定辦法」之附表三。Faculties who have produced unique works on a sustainable basis and made a major and substantive contribution to their field may submit **creative works and evidence of achievement** in their field, and may also submit reports regarding their creative works or performances for an accreditation review. The disciplines in this category include music, opera, theater, theater arts, dance, folk arts, audio-visual arts, visual arts, new media arts, design, and other arts disciplines. The scope and criteria for evaluating such reports are set out in Attachment 3 of “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”. |
| **□ 體育競賽領域****Athletic Competition Field** | 本人或受其指導之運動員參加重要國內外運動賽會，獲有名次者，該教師得以**成就證明**，並附競賽實務報告送審；其審查範圍及基準如「專科以上學校教師資格審定辦法」之附表四。Faculties or any athletes coached by the faculties have participated in a major domestic and/or international sports tournament and won a major place, the faculty may submit evidence of that physical education related achievement, together with a competition-related report, for an accreditation review. The scope and criteria for evaluating such reports are set out in Attachment 4 of “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education”. |
| 備註：請送審人依擇定之送審類別，於**升等研究資料**中說明「取得現職後專門著作、作品、成就證明、技術報告等方式，呈現其專業理論或實務（包括教學）之研究或研發成果**自定權重百分比**」。Note: According to the selected category, the applicant shall provide an explanation in the **materials submitted for promotion in research field** regarding et the self-determined weight percentage of present research or development results in professional theory or practice (including teaching) through specialized publications, creative works, evidence of achievement, technical reports, etc. after obtaining the current position.” |
| **升等申請人Applicant： (簽章Signature)****日期Date： 年Y 月M 日D**  |

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| **元智大學教師申請升等應檢送資料檢查表****Checklist for Yuan Ze University Faculty Promotion Application****貳、申請人應檢送資料 Documents to be submitted by the applicant** |
| **項次****Item** | **檢送資料****(請勾選)****Submission of Documents (Please Check)** | **資料名稱****Document** | **數量****Quantity** | **說明****Description** |
| **1** | **🞏 必****Required** | **教師申請升等審查一覽表****Faculty Promotion Review Checklist** | 1份1 set | * 教師依個人自選升等類別(學術領域、技術研發領域、教學實踐研究領域、文藝創作展演領域或體育競賽領域)，填寫「教師申請升等審查一覽表」。

According to the selected category (Academic Research Field, Technological Research and Development Field, Teaching Practice and Research Field, Cultural Or Artistic Creation And Exhibition Field, Athletic Competition Field), fill out the Faculty Promotion Review Checklist.* 送審教師填寫最近三年教師評鑑結果後，發送表單電子檔案至秘書室 (電子郵箱：josie@saturn.yzu.edu.tw)審核，審核無誤再與其他審查資料送系辦公室。

Faculty applying for promotion shall fill out the teacher evaluation results for the past three years, and the electronic file of the form shall be sent to the Secretary’s Office (email: josie@saturn.yzu.edu.tw) for review. After being confirmed, it shall be sent to the department office along with other review materials. |
| **2** | **🞏 必****Required** | **教師資格審查履歷表(乙式-外審用)****Teacher Accreditation Application and Resume Form (Type B - for External Review)**另附以下附件：Required attachments:* 照片(請參考右側說明)

Photograph (Please refer to the instructions on the right.)* 現職等之教師證書影印本

A copy of the Teacher Certificate of the current position issued by the Ministry of Education.* 現職等之三年內聘書影印本

A copy of the appointment letter within the last three years for the current position issued by the University.* 經歷證明(有現職等之他校經歷者)

Proof of experience (Experience at other schools of the current position)* 舊制講師升等者，另附繼續任教未中斷證明書

For lecturers promoted under the old system, please attach a certificate of continuous teaching service. | 1份1 set | * 請至「大專教師送審通報系統」網址https://www.schprs.edu.tw/填寫個人資料(任職起迄年月，請填寫至申請審查學期結束年月)，檢查後，按「暫存」。教師資格審查履歷表如有登載不實者，依規定，1-5年不受理教師資格審查。

Please go to the ‘Higher Education Teacher Review Notification System’ <https://www.schprs.edu.tw/> to fill in your personal information (start and end dates of employment, please fill in until the end of the semester of the application review). After checking, click ‘Save’. If there are any inaccuracies in Teacher Accreditation Application and Resume Form, according to regulations, no application for a teacher’s accreditation review will be accepted for a period of one to five years.* 教師資格審查履歷表，請列印乙式(外審用)2份，其中1份附於3.研究資料內，以供外審用。

Teacher Accreditation Application and Resume Form: Please print 2 copies ofType B - for External Review, with one copy attached in the Research Materials for external review. * **照片免黏貼，**請以迴紋針附夾1張2吋半身照片(背面書寫姓名)於乙式教師資格審查履歷表。

Don’t paste the photo. Please clip one 2-inch half-body photo (write your name on the back) with Teacher Accreditation Application and Resume Form.* 英文姓名欄位為必填，英文姓與英文名須分開填寫，全部大寫。英文姓名拼音請參護照。

The columns of English name must be filled in, with the English surname and given name entered separately, all in uppercase. Please refer to your passport for the correct spelling of English name. |
| **3** | **🞏 必****Required** | **研究資料(雙面印刷並裝訂)****Research Materials (Double-sided printing and binding.)**\*請依「元智大學教師申請升等研究資料」所列項目，整理**自取得現職等級教師資格後**之研究表現與著作。送審著作須為取得**現職等級教師資格後**所出版或為已接受且出具證明(接受函所載日期起**一年內刊出**或於**升等生效日**前刊出皆可)之著作。Please follow the items listed in the "Yuan Ze University materials submitted for promotion in research field." The submitted publications must be either published or accepted with proof (published within one year from the date stated in the acceptance letter or published before the effective date of promotion) after obtaining the current teaching position. | 7份7 sets | * **「教師資格審查履歷表(乙式-外審用)」**須附於升等研究資料中以供外審之用。

Teacher Accreditation Application and Resume Form (Type B - for External Review) must be attached along with the materials submitted for promotion in research field.* 以技作品、成就證明或技術報告者，如涉及機密、申請專利或依法不得公開，經學校認定者，得不予公開出版或於一定期間內不予公開出版。

An applicant who submits works, evidence of achievement, or technical reports for an accreditation review and has their accreditation qualified shall publish and distribute their academic writing. If, however, submitted writing contains confidential information, information pertaining to a patent application, or information that the law does not permit to be disclosed, and this has been verified by the University, it is permitted to not publish the writing in question or to place it under embargo from being published for a prescribed period.* 研討會論文集須影印論文集封面及出版頁面，如無公開出版發行，不得列為「代表著作」或「參考著作」，只可列入「參考資料」內。

The conference proceedings must include photocopies of the cover and publication pages. If they are not publicly published, they cannot be listed as ‘representative works’ or ‘reference works’ and can only be included as ‘reference materials’.* **參考資料僅須條列於「升等研究資料」中，不須附全文。**

**Reference materials shall be listed in the "materials submitted for promotion in research field" without attaching the full text.*** 送審**代表著作**為「已接受將定期發表」者(請檢附接受函於著作前)，應自該刊物出具接受證明之日起一年內發表，並自發表之日起二個月內，將該專門著作送交學校查核並存檔；其因不可歸責於送審人之事由，而未能於一年內發表者，至多以該刊物出具接受證明之日起三年內為限。因可歸責於送審人未發表，或未於該刊物出具接受證明之日起三年內發表者，學校應駁回其申請，並報教育部；其教師資格已審定合格發給教師證書，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。

If the applicant submits evidence for an accreditation review that their representative works has been accepted for publication within a definite period (please attach and place the acceptance letter before the representative works), the works shall be published within one year from the date that the journal issued its letter of acceptance or similar notification, and the applicant shall submit a copy of the academic work to the University for checking and filing within two months after the work is published. If for some reasons not attributable to the applicant the work is not able to be published within that one year, the maximum possible extension period is three years from the date that the journal issued its original letter of acceptance or similar notification. The University shall reject the application and report the matter to the Ministry of Education for failure to publish, or failure to publish within three years of the date of the publication’s letter of acceptance, for reasons attributable to the failure of the submitter. If the teacher’s accreditation has been approved and the faculty has been issued a Teacher’s Certificate, that accreditation will be nullified by the Ministry of Education and they will be required to return the Certificate for that teaching level and it will be cancelled. |
| **4** | **🞏 選****Optional** | **送審著作之將發表證明****Proof of the upcoming publication of the works submitted for an accreditation review** |  | 請檢附期刊(或出版社) 出具之接受函於該送審著作前。Please attach and place the acceptance letter from the journal (or publisher) before the works submitted for an accreditation review. |
| **5** | **🞏必Required** **(或Or🞏無合著人No Co-authors)** | **教師資格審查代表著作合著人證明****Co-author certificate of** **the representative works submitted for an accreditation review**  | 1份1 set(正本)(Original) | * 若代表著作有合著(作)人則需填寫，無合著人則免。

If the representative works have co-authors, please complete the section. If there are no co-authors, this section is not required.* 正本送交人事室，裝訂在代表著作之前頁者採用影本。

The original copy shall be submitted to the Personnel Office, and a photocopy shall be used for the pages bound before the representative works. |
| **6** | **🞏 選****Optional** | **代表著作中文摘要****Chinese Abstracts of Representative Works** | 7份7 sets | * 撰寫著作語文不限，以外文撰寫者，應附中文摘要。但任教科目為外國語文者，應以所授語文撰寫。

The language used in the representative works is not limited. If written in a foreign language, a Chinese abstract shall be attached. However, if the subject taught is a foreign language, the work shall be written in the language being taught.* 裝訂在代表著作之前。

Bound in front of the representative work(s). |
| **7** | **🞏 必****Required** | [**教學**](http://www.yzu.edu.tw/admin/ho/index.php/content/view/702/345/)**、服務及輔導資料(雙面印刷並裝訂)****Teaching, academic advising, and other services materials.****(Double-sided printing and binding)** | 2份2 sets | 格式依各學系(或同級)、學院規定。The binding format of the materials shall comply with the regulations of each department (or the equivalent level) and college. |
| **8** | **🞏必Required****(或Or🞏無迴避人員No** **Avoidance list )** | [**著作／作品審查迴避參考名單**](http://www.yzu.edu.tw/admin/ho/index.php/content/view/702/345/)**Avoidance List of Publication Review Committee for Faculty Promotion** | 1份1 set | 此份資料由人事室存查做為外審作業之參考，教評會結束後併案歸檔，不歸還各學系(或同級)。This document will be kept on file by the Personnel Office as a reference for external review operations. After the Faculty Evaluation Committee concludes, it will be archived and not returned to the department (or the equivalent level). |
| **9** | **🞏 必****Required** | **學位(文憑)／著作送審教師資格查核表****Degree (diploma) / publications** **submitted for an accreditation review** | 1份1 set | * 申請人填寫，依送審類別擇一表單(學位文憑送審或著作送審)。

The applicant shall fill out one of the forms based on the selected categories of submission material (Degree/Diploma or Publications submitted for an accreditation review)* 經學系(或同級)、學院教評會審查通過後，隨附於升等申請文件，繳交至人事室。

After being approved by the Faculty Evaluation Committee of Department (or the equivalent level) and College, these materials shall be attached with the required documents for an accreditation review and submitted to the Personnel Office. |
| **10** | **🞏 選****Optional** | **其他****Others** |  | 各學系(或同級)、學院規定之文件Documents required by the department (or the equivalent level) or college.  |
| ◎以上規定本人已檢覈完畢，所檢送之升等資料確實符合上列規定。 (符合項目打「V」，不須查核項目請註記「NA」）I have reviewed the above regulations, and the submitted promotion materials indeed comply with the listed regulations. (Mark ‘V’ for items that meet the criteria, and note ‘NA’ for items that do not require verification.)**升等申請人Applicant： (簽章Signature)** **填表日期Date： 年Y 月M 日D** |

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| **元智大學教師申請升等應檢送資料檢查表****Checklist for Yuan Ze University Faculty Promotion Application****參、學系(或同級)應檢送資料** **Documents to be submitted by the department (or the equivalent level)** |
| **項次****Item** | **檢送資料****(請勾選)****Submission of Documents (Please Check)** | **資料名稱****Document** | **數量****Quantity** | **說明****Description** |
| **1** | **🞏 必****Required** | **教師申請升等應檢送資料檢查表****Checklist of Documents Required for Faculty Promotion Application**  | 1份1 set | 為各級教評會點交及簽收各項資料使用。For the use of handing over and signing off various materials by the Faculty Evaluation Committees at all levels. |
| **2** | **🞏 必****Required** | **教師申請升等審查一覽表****Faculty Promotion Review Checklist** | 1份1 set | 依學系(或同級)教師升等審查細則，評定教學成績／輔導與服務成績／研究表現。According to the department (or the equivalent level) regulations for faculty promotion review, evaluate teaching performance, academic advising and service, and research performance. |
| **3** | **🞏 必****Required****(依升等類型提供)****(Provided by the selected promotion category)** | **「學術領域」、「技術研發領域」、「教學實踐研究領域」、「文藝創作展演領域或體育競賽領域」升等外審委員資料庫名單（密）****List of External Reviewers Database for Promotion in Academic Research Field, Technological Research And Development Field, Teaching Practice And Research Field, Cultural Or Artistic Creation And Exhibition Field, Athletic Competition Field. (Confidential)**  | 1份1 set | 1. 由送審教師提供專門著作(學術領域)、作品或成就證明(文藝創作展演領域或體育競賽領域)之研究領域(依科技部學門領域)，學院教師評審委員會據此提供外審委員人才資料庫。

A database of professionals who can evaluate the specialized publications or works are in the academic field may be offered by the faculty applying for promotion. A database of professionals who can evaluate creative works and evidence of achievement in cultural or artistic creation and exhibition field or in athletic competition field may be offered by the faculty applying for promotion. With these recommended lists, Faculty Evaluation Committee of College will come up with a database of professionals who are eligible to be the external reviewers in these fields.1. 由學院教評會提供5名技術研發領域升等外審委員，其餘由研發處提供外審委員人才資料庫補足之。

In the technological research and development field, Faculty Evaluation Committee of College will come up with a database of 5 professionals who are eligible to be the external reviewers; Office of Research And Development will come up with a database of more professionals who are eligible to be the external reviewers.1. 由學院教評會提供5名教學實踐研究領域升等外審委員，其餘由教務處提供外審委員人才資料庫補足之。

In the teaching practice and research field, Faculty Evaluation Committee of College will come up with a database of 5 professionals who are eligible to be the external reviewers; Office of Academic Affairs will come up with a database of more professionals who are eligible to be the external reviewers. |
| **4** | **🞏必Required** **(或Or🞏無迴避人員No** **Avoidance list )** | [**著作／作品審查迴避參考名單**](http://www.yzu.edu.tw/admin/ho/index.php/content/view/702/345/)**Avoidance List of Publication Review Committee for Faculty Promotion** | 1份1 set | 此份資料由人事室存查做為外審作業之參考，教評會結束後併案歸檔，不歸還各學系(或同級)。This document will be kept on file by the Personnel Office as a reference for external review operations. After the Faculty Evaluation Committee concludes, it will be archived and not returned to the department (or the equivalent level). |
| **5** | **🞏 必****Required** | **教師資格審查履歷表（乙）****Teacher Accreditation Application and Resume Form (Type B - for External Review)** | 1份1 set | 1位送審教師／1份。One for each applicant. |
| **6** | **🞏 必****Required** | **學位(文憑)／著作送審教師資格查核表****Degree (diploma) / publications submitted for an accreditation review** | 1份1 set | 1位送審教師／1份。One for each applicant. |
| **7** | **🞏 必Required** | **教師升等研究資料****Materials submitted for promotion in research field** | 7份7sets | 教師升等研究資料份數，得依學系(或同級)、學院規定辦理，惟每位送審教師研究資料不得少於7份。The number of materials submitted for promotion in research field shall be handled according to the regulations of the department (or the equivalent level) and the college. However, each faculty applying for promotion must provide no fewer than 7 copies of their research materials. |
| **8** | **🞏 必Required** | **教師升等教學、輔導與服務資料****Materials submitted for promotion in the field of teaching, academic advising, and other services** | 2份2sets | 教師升等教學、輔導與服務資料份數，得依學系(或同級)、學院規定辦理，惟每位送審教師教學、輔導與服務資料不得少於2份。The number of materials submitted for promotion in the field of teaching, academic advising, and other services shall be handled according to the regulations of the department (or the equivalent level) and the college. However, each faculty applying for promotion must provide no fewer than 2copies of their materials in teaching, academic advising, and other services. |
| **9** | **🞏 選****Optional** | **教師教學成績評核表****Faculty Teaching Performance Evaluation Form** | 1份1 set | 依各學系(或同級)教師升等審查細則規定辦理之。According to the rules for faculty promotion review of the department (or the equivalent level). |
| **10** | **🞏 選****Optional** | **教師輔導與服務成績評核表****Faculty Academic Advising and Other Service Performance Evaluation Form** | 1份1 set | 依各學系(或同級)教師升等審查細則規定辦理之。According to the rules for faculty promotion review of the department (or the equivalent level). |
| **11** | **🞏 選****Optional** | **教師研究成績審議評核表****Faculty Research Performance Evaluation Form** | 1份1 set | 依各學系(或同級)教師升等審查細則規定辦理之。According to the rules for faculty promotion review of the department (or the equivalent level). |
| **12** | **🞏 必****Required** | **學系(或同級)教評會議紀錄****Minutes of Department (or the equivalent level) Faculty Evaluation Committee**  | 1份1 set | 教師教學、輔導與服務成績須達80分且研究表現經學系(或同級)教評會審議通過者，始得向學院教評會推薦。Faculty's performance in teaching, academic advising, and other services must score over 80 points, and their research performance must be approved by the Department (or the equivalent level) Faculty Evaluation Committee before being recommended to the College Faculty Evaluation Committee. |
| **13** | **🞏 選****Optional** | **學系(或同級)自訂審查資料****Department (or the equivalent level) determines its own review materials.** | 1份1 set | 學系(或同級)另訂有助審查之資料或文件。Additional materials or documents that assist in the review, as stipulated by the department (or the equivalent level). |
| **系(或同級)承辦人Person in charge in the Department (or the equivalent level )：**  **(簽章Signature)****主任Chairman (Director) ：**  **(簽章Signature)****填表日期Date： 年Y 月M 日D** |

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| **元智大學教師申請升等應檢送資料檢查表****Checklist for Yuan Ze University Faculty Promotion Application****肆、學院(或同級)應檢送資料Documents to be submitted by the college (or the equivalent level)** |
| **項次****Item** | **檢送資料****(請勾選)****Submission of Documents (Please Check)** | **資料名稱****Document** | **數量****Quantity** | **說明****Description** |
| **1** | **🞏 必****Required** | **教師申請升等應檢送資料檢查表** **Checklist of Documents Required for Faculty Promotion Application** | 1份1 set | 為各級教評會點交及簽收各項資料使用。For the use of handing over and signing off various materials by the Faculty Evaluation Committees at all levels. |
| **2** | **🞏 必****Required** | **教師申請升等審查名冊彙整表****Faculty List Applying for Promotion Review** | 1份1 set | 全學院申請升等審查之教師名單彙整列冊。List of faculty applying for promotion review in the entire college. |
| **3** | **🞏 必****Required** | **教師申請升等審查一覽表****Faculty Promotion Review Checklist** | 1份1 set | 依學院教師升等審查細則，評定教學成績／輔導與服務成績／研究表現。According to the college (or the equivalent level) regulations for faculty promotion review, evaluate teaching performance, academic advising and service, and research performance. |
| **4** | **🞏 必****Required****(依升等送審類型提供)****(Provided by the selected promotion category)** | **「學術領域」、「技術研發領域」、「教學實踐研究領域」、「文藝創作展演領域或體育競賽領域」升等外審委員資料庫名單（密）****List of External Reviewers Database for Promotion in Academic Research Field, Technological Research and Development Field, Teaching Practice and Research Field, Cultural or Artistic Creation and Exhibition Field, Athletic Competition Field. (Confidential** | 1份1 set | 1. 由送審教師提供專門著作(學術領域)、作品或成就證明(文藝創作展演領域或體育競賽領域)之研究領域(依科技部學門領域)，學院教師評審委員會據此提供外審委員人才資料庫。

A database of professionals who can evaluate the specialized publications or works are in the academic field may be offered by the faculty applying for promotion. A database of professionals who can evaluate creative works and evidence of achievement in cultural or artistic creation and exhibition field or in athletic competition field may be offered by the faculty applying for promotion. With these recommended lists, Faculty Evaluation Committee of College will come up with a database of professionals who are eligible to be the external reviewers in these fields.1. 由學院教評會提供5名技術研發領域升等外審委員，其餘由研發處提供外審委員人才資料庫補足之。

In the technological research and development field, Faculty Evaluation Committee of College will come up with a database of 5 professionals who are eligible to be the external reviewers; Office of Research and Development will come up with a database of more professionals who are eligible to be the external reviewers.1. 由學院教評會提供5名教學實踐研究領域升等外審委員，其餘由教務處提供外審委員人才資料庫補足之。

In the teaching practice and research field, Faculty Evaluation Committee of College will come up with a database of 5 professionals who are eligible to be the external reviewers; Office of Academic Affairs will come up with a database of more professionals who are eligible to be the external reviewers. |
| **5** | **🞏必Required****(或Or🞏無迴避人員No** **Avoidance list )** | [**著作／作品審查迴避參考名單**](http://www.yzu.edu.tw/admin/ho/index.php/content/view/702/345/)**Avoidance List of Publication Review Committee for Faculty Promotion** | 1份1 set | 此份資料由人事室存查做為外審作業之參考，教評會結束後併案歸檔，不歸還各系。This document will be kept on file by the Personnel Office as a reference for external review operations. After the Faculty Evaluation Committee concludes, it will be archived and not returned to the department (or the equivalent level). |
| **6** | **🞏 必****Required** | **教師資格審查履歷表（乙式）****Teacher Accreditation Application and Resume Form (Type B - for External Review)** | 1份1 set | 1位送審教師/1份。One for each applicant. |
| **7** | **🞏 必****Required** | **學位(文憑)／著作送審教師資格查核表****Degree (diploma) / publications submitted for an accreditation review** | 1份1 set | 1位送審教師/1份。One for each applicant. |
| **8** | **🞏 必****Required** | **教師升等研究資料****Materials submitted for promotion in research field** | 7份7 sets | 教師升等研究資料份數，得依學系(或同級)、學院規定辦理，惟不得少於7份。The number of materials submitted for promotion in research field shall be handled according to the regulations of the department (or the equivalent level) and the college. However, each faculty applying for promotion must provide no fewer than 7 copies of their research materials. |
| **9** | **🞏 必****Required** | **教師升等教學、輔導與服務資料****Materials submitted for promotion in the field of teaching, academic advising, and other services** | 2份2 sets | 教師升等教學、輔導與服務資料份數，得依學系(或同級)、學院規定辦理，惟不得少於2份。The number of materials submitted for promotion in the field of teaching, academic advising, and other services shall be handled according to the regulations of the department (or the equivalent level) and the college. However, each faculty applying for promotion must provide no fewer than 2 copies of their materials in teaching, academic advising, and other services. |
| **10** | **🞏 選****Optional** | **教師教學成績評核表****Faculty Teaching Performance Evaluation Form** | 1份1 set | 依學院教師升等審查細則規定辦理之。According to the rules for faculty promotion review of the college. |
| **11** | **🞏 選****Optional** | **教師輔導與服務成績評核表****Faculty Academic Advising and Other Service Performance Evaluation Form** | 1份1 set | 依學院教師升等審查細則規定辦理之。According to the rules for faculty promotion review of the college. |
| **12** | **🞏 選****Optional** | **教師研究成績審議評核表****Faculty Research Performance Evaluation Form** | 1份1 set | 依學院教師升等審查細則規定辦理之。According to the rules for faculty promotion review of the college. |
| **13** | **🞏 必****Required** | **學系(或同級)教評會議紀錄****Minutes of Department (or the equivalent level) Faculty Evaluation Committee** | 1份1 set | 教師教學、輔導與服務成績須達80分且研究表現經學系(或同級)教評會審議通過者，始得向學院教評會推薦。The faculty's performance in teaching, academic advising, and other services must score over 80 points, and their research performance must be approved by the department (or the equivalent level) Faculty Evaluation Committee before being submitted to the College's Faculty Evaluation Committee for recommendation. |
| **14** | **🞏 必****Required** | **學院教評會議紀錄****College Faculty Evaluation Committee Meeting Minutes** | 1份1 set | 教師教學、輔導與服務成績須達80分且研究表現經學院教評會審議通過者，始得向校教評會推薦。Faculty's performance in teaching, academic advising, and other services must score over 80 points, and their research performance must be approved by the Department (or the equivalent level) Faculty Evaluation Committee before being recommended to the College Faculty Evaluation Committee. |
| **15** | **🞏 選****Optional** | **學院自訂審查資料****College determines its own review materials.** | 1份1 set | 學院另訂有助審查之資料或文件。Additional materials or documents that assist in the review, as stipulated by the college. |
| **學院承辦人Person in charge in the Department (or the equivalent level )：** **(簽章Signature)****院長College Dean： (簽章Signature)** **填表日期Date： 年Y 月M 日D** |

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**