

- 第一條 本校為辦理教師升等，依有關教育法令制定本辦法。
- 第二條 本校採多元升等制度，研究類型分為：學術研究型、應用研究型及教學研究型。其內涵如下：
- 一、學術研究型：以學術著作、期刊論文為主體。
 - 二、應用研究型：以研發應用所獲之成果，包含專利、技術、個案研究、產學合作專案為主體。
 - 三、教學研究型：以教學實踐與學生學習成效為研究內涵所獲之成果為主體。
- 各學院得依其屬性，除學術研究型外至少擇一類型實施之。
- 第三條 本校各級專任教師升等，應具備下列條件：
- 一、於本校連續任教滿一年以上，品德操守均佳，擔任現職期間，其教學、服務與研究等成績優良，並有專門著作者。
 - 二、教師申請升等時應具有下列資格之一：
 - (一)升等助理教授：
 - 1.具有博士學位或其同等學歷證書，成績優良，並有專門著作。
 - 2.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。
 - 3.大學或獨立學院醫學系、中醫學系、牙醫學系畢業，擔任臨床工作九年以上，其中至少曾任醫學中心主治醫師四年，成績優良，並有專門著作者。
 - 4.曾任講師三年以上，成績優良，並有專門著作者。
 - (二)升等副教授：
 - 1.具備博士學位或同等學歷證書，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。
 - 2.曾任助理教授三年以上，成績優良，並有專門著作者。
 - (三)升等教授：
 - 1.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。
 - 2.曾任副教授三年以上，成績優良，並有重要專門著作者。
- 第四條 教師申請升等各研究類型及職級須具備要件：
- 一、申請升等助理教授者應有與博士學位論文價值相當之專門著作；申請升等副教授者應有學術價值且能表現獨立研究能力之專門著作；申請升等教授應有獨特及持續性並有重要具體貢獻之專門著作。
 - 二、教師升等依研究類型分為：
 - (一)以學術研究型升等者：
 - 1.應有學術性著作或專業刊物之專門著作。
 - 2.所稱專門著作，係指已出版公開發行之專書或在國內外知名學術或專業刊物發表(含具正式審查程序，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；前述之著作應有獨特見解具體貢獻。
 - (二)以應用研究型升等者：
 - 1.應持續從事學術、技術或實務研發，提出應用研究相關技術報告作為專門著作。
 - 2.所稱專門著作，係指有關專利或創新之成果經結構式整理之報告，或有關專業技術、或個案研究，經整理分析具整體性及獨特見解貢獻之報告，或有關產學合作實務改善專案具有特殊貢獻之研發成果報告。
 - (三)以教學研究型升等者：
 - 1.應提出具教學專業之具體研究，或教學創新實踐，或教學教材經教師教學使用後比較分析及實踐成果評估等教學研究相關著作作為專門著作。

2.所稱專門著作，係指已出版公開發行之專書或在國內外知名專業刊物發表(含具正式審查程序，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，或已在有正式審查程序且公開辦理之學術研討會上發表且集結成冊出版公開發行；並將前述公開發表之文章經整理分析具整體性及獨特見解貢獻之報告。

以博士學位升等助理教授者，其專門著作(含學位論文、創作或書面報告、技術報告)審查程序比照新聘教師規定辦理。

兼任教師申請時應於本校連續任教滿四學期以上，並符合前項專任教師升等條件，如在他校擔任專任教師，應由其專任學校送審；其升等所需年資依本辦法第三條規定採計，惟審查費用由送審人自行負擔。

凡最近一次綜合評鑑未通過教師，不得提請升等；經再評鑑通過者，自次學年恢復權利。

第五條 前條各級教師，以作品、成就證明或技術報告代替專門著作送審者，其審查要點及基準依教育部「專科以上學校教師資格審定辦法」之規定辦理。

第六條 本辦法第三條所定服務年資，依下列方式計算：

一、研究工作、專門職業或職務之年資，依服務機關(構)正式核發之服務證明所載起迄年月計算。

二、曾任教師之年資，依教育部所頒現職證書內記載之起資年月計算，並配合歷年實際接受之聘書，以推算至提出升等所屬學期結束止(七月三十一日或一月三十一日)。兼任教師年資折半計算。

三、任教年資之計算，不包括留職停薪期間之年資，但留職前後之年資得視為連續，並以歷年接受之聘書，配合教師證書生效日期推算之。

四、教師經核准且於借調期間每學期有返校義務授課二學分以上者，於申請升等時，其借調期間年資，最多採計二年；惟教師借調他校滿三年以上者，經本校教師評審委員會(以下簡稱校教評會)同意，得由借調學校送審教師資格。

五、教師經核准全時進修、研究者或學術交流者，於申請升等時，其全時進修、研究或學術交流期間年資，最多採計一年。

六、本校教師在職期間因各種理由，該學期未實際在校授課者，不得申請升等送審教師資格。

第七條 教育人員任用條例修正施行前(八十六年三月二十一日)已取得講師、助教證書之現職人員且繼續任教未中斷，得以專門著作或取得博士學位之論文，逕送審副教授資格，如審查未獲通過，得申請送審助理教授資格。

前項先以博士學位獲升等為助理教授之人員，如欲申請副教授者，不得再以該畢業論文或其論文之一部分提出申請，須另以取得助理教授資格後所發表之著作或作品，依教育人員任用條例第三十條之一規定送審，其年資不受限制，其餘比照一般升等案件辦理升等。

第八條 申請升等教師所提專門著作、作品、成就證明或技術報告應符合教育部「專科以上學校教師資格審定辦法」及下列規定：

一、與任教科目性質相關。

二、申請升等教師應自研究類型及職級規定之專門著作，擇一為代表作，其餘列為參考作；其屬系列之相關研究者，得合併為代表作。曾為代表作送審者，不得再作升等時之代表作。

三、代表作及參考作應為送審人取得前一等級教師資格後所出版或發表。惟應符合本校規定之升等門檻標準，其升等門檻標準另定之。各學院亦得依本校規定之升等門檻標準及其學術特性，訂定各學院升等審核要點，經提報本校校教師評審委員會通過後公布實施。

四、代表作應非為學位論文之一部分。但未曾以該學位論文送審或屬學位論文延續性研究者，申請人應主動提出說明，經專業審查認定代表作具相當程度創新者，不在此限。送審時並應同時檢附學位論文，以供查核。

五、如送審代表作與曾送審之代表作名稱或內容近似者，送審時應檢附曾送審之代表作及本次代表作異同對照表。

六、代表作係數人合著者，僅得由其中一人送審；送審時，申請升等教師以外之合著者，應放棄以該專門著作、作品、成就證明或技術報告作為代表作送審之權利。申請升等教師應以書面具體說明其參與部分，並由合著人簽章證明之。但有下列情形之一者，不在此限：

(一)送審人為中央研究院院士，免繳交合著人簽章證明。

(二)送審人為第一作者或送審人為通信(訊)作者，免繳交其國外非第一作者或通信(訊)作者之合著人簽章證明。

(三)前目合著人因故無法簽章證明時，送審人應以書面具體說明其參與部分，及無法取得合著人簽章證明之原因，經教評會審議同意者，得予免附。

第九條 以國內外學術或專業刊物接受將定期發表之證明送審者，其代表作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，將該專門著作送交人力資源處查核並存檔；其因不可歸責於送審人之事由，而未能於一年內發表者，應於一年期限屆滿前，檢附該刊物出具未能發表原因及確定發表時間之證明，向教師評審委員會申請展延，展延時間至多以該刊物出具接受證明之日起三年內為限。

前項專門著作經審定後不得作為下次送審著作。

未依第一項規定期限發表並送繳發表之代表作者，應駁回其申請；其教師資格已審定合格發給教師證書者，應撤銷其教師資格，並追繳或註銷該等級之教師證書。

第十條 依本辦法規定之升等時程辦理升等者，其升等職起資時間依教育部相關規定辦理。

第十一條 本校每年辦理二次教師升等作業。

一、作業時程及辦理事項如下：

次序	教師申請	各系(所)初審	院級複審	校級決審	
時程	上學期	九月十五日前	十月十五日前	十二月底前	翌年五月底前
	下學期	三月十五日前	四月十五日前	六月底前	十一月底前
辦理項目	教師升等申請案於備齊相關資料後，向所屬系(所)提出申請，逾期不予受理。	各系(所)召開教評會辦理初審(就教學、服務及研究等成果進行綜合審查，並評定成績)，審議後於期限內將審議結果送各學院，逾期不予受理。	各學院完成著作外審(院級審查)並召開教評會辦理複審(就教學、服務、初審有關資料及外審成績進行綜合審查，並評定成績)，審議後於期限內將審議結果送人資處，逾期不予受理。	學審會完成著作外審(校級審查)，並將審議結果送人資處彙整提送教評會辦理決審(就教學、服務、複審有關資料及外審成績進行綜合審查，並評定成績)。若遇寒暑假或有窒礙難行之情事者，審查期間得予延長。	

二、外審作業程序：

(一)院級審查：校外學者專家審查之人選，由系(所)、院教評會各提供該專業領域，具有充分專業能力之學者專家三人以上參考名單，及送審人提供著作審查迴避名單(至多三人並述明理由)，送請學術副校長自建議參考名單及相關機構提供之專家人才資料庫中選任各專業領域之學者專家為審查委員，並由人力資源處將升等教師著作(含作品、成就證明及技術報告)送請校外專家學者審查。

(二)校級審查：校外學者專家審查之人選，由學術審議委員會提供該專業領域，具有充分專業能力學者專家六人以上參考名單，及送審人提供著作審查迴避名單(至多三人並述明理由)，送請校長自建議參考名單及相關機構提供之專家人才資料庫中選任各專業領域之學者專家為審查委員，並由學術審議委員會將升等教師著作(含作品、成就證明及技術報告)送請校外專家學者審查。

三、人力資源處將決審合格者送請校長核定後，報教育部核發教師證書。

各級教評會審查人均不得低階高審。在送審程序完成前離職者，將中止送審程序。

第十二條 本校教師升等評審標準如下：

一、專任教師：就其教學績效、服務輔導及研究成果依其所申請之升等類型進行評核，惟其各分項成績均應達八十分以上。

二、兼任教師：就其教學績效及研究成果進行評核，惟其各分項成績均應達八十分以上。

本校教師升等教學服務成績考核辦法另訂之。

- 第十三條 校外著作(含作品、成就證明及技術報告)審查分數以八十分為及格，未達八十分者為不及格。辦理複審及決審時，以專門著作、作品、成就證明、技術報告送審者，一次送三位學者專家審查，其審查結果，二位審查人給予及格者得提各該級教師評審委員會審議；以作品、藝術成就證明送審者，一次送四位學者專家審查，其審查結果，三位審查人給予及格者得提各該級教師評審委員會審議。
- 第十四條 學校評審過程、審查人及評審意見等相關資料，應予保密，以維持評審之公正性。但有下列情形之一者，不在此限：
- 一、將評審過程及評審意見，提供教師申訴受理機關及其他救濟機關。
- 二、將評定為不及格之評審意見，提供予送審人。
- 送審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者，應即停止其資格審查定程序，並通知送審人，自通知日起二年內不受理其教師資格審定之申請。學校於受理教師資格審查案件期間，如有抄襲情事或違反送審教師資格審查相關規定者，悉依本校「教師著作抄襲及違反送審教師資格規定處理要點」之規定處理。
- 第十五條 教師申請升等未通過者，得於一年後(以前次申請時間起算)依本辦法之規定重行申請辦理，但不得以同一著作為代表著作。
- 第十六條 各級教師評審委員會應將審查結果通知申請人，對不通過之申請升等案，應敘明理由。申請人對審查結果有疑義時，得在審查結果送達後七日內，以書面向該級教師評審委員會申請覆議，覆議以一次為限，但對於著作外審結果之異議不予受理。對本校教師評審委員會之決議仍有疑義時，得於審查結果通知書送達後三十日內，以書面向本校教師申訴評議委員會提出申訴，申訴以一次為限。
- 第十七條 通識教育中心、體育室、師資培育中心、英語教學中心及學位學程等單位教師之升等比照系(所)辦理。
- 第十八條 教師升等案經本校教師評審委員會審核通過後，陳報教育部審定或核備，俟其升等資格經教育部審定通過，發給教師證書後，再依教師證書起資日期換發聘書並補發其薪資及鐘點費差額。兼任教師在其他學校升等，並領有較高等級之教師證書者，得申請改聘。於開學前提出證書者自學期開始改聘；於開學後提出證書者始得自次學期改聘。
- 第十九條 本辦法未規定事項，悉依教育部「專科以上學校教師資格審定辦法」及其他相關法令辦理。
- 第二十條 本辦法經校務會議通過，校長核定後實施，修正時亦同。

Ming Chuan University Procedures for Faculty Promotion

Passed at the Regulation Review Committee on April 13, 2017
Revised and passed at the University Affairs Committee Meeting on April 24, 2017

- Article 1. The Ming Chuan University Procedures for Faculty Promotion were established to manage faculty promotion in accordance with the relevant regulations.
- Article 2. The university has a diversified faculty promotion system which comprises Academic Research Track, Applied Research Track and Teaching Research Track. The related details are as follows:
1. Academic Research Track: Focuses mainly on academic papers and journal articles
 2. Applied Research Track: Focuses mainly on research achievements from applied research including: patents, technology transfers, case studies, academia-industry collaboration projects
 3. Teaching Research Track: Focuses mainly on research achievements related to student learning effectiveness and teaching practices
- In addition to Academic Research Track, based on its academic disciplines, each School must choose to implement at least one of the other two tracks.
- Article 3. Full-time faculty members of each rank must meet the following conditions before they may be promoted:
1. Have demonstrated superior teaching, service, and research performance with at least one year of continuous teaching service at Ming Chuan University (MCU); have published specialized book(s) or paper(s) for academic or professional purposes.
 2. Faculty members must meet one of the following conditions before they may be promoted:
 - (1) Promotion to Assistant Professor rank:
 - a. Possess a doctoral degree or comparable education certification with excellent grades, and publications in a specialized area of academic pursuit.
 - b. Possess a master's degree or comparable education certification, have more than four years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
 - c. Possess a bachelor's degree in Medicine, Chinese Medicine or Dentistry, and have more than nine years clinical experience with at least four years as physician-in-charge in a medical center with excellent performance, and publications in a specialized area of academic pursuit.
 - d. Have at least three years experience as Instructor with excellent performance, and publications in a specialized area of academic pursuit.
 - (2) Promotion to Associate Professor rank:
 - a. Possess a doctoral degree or comparable education certification, have more than four years of relevant research, specialty with excellent performance, and publications in a specialized area of academic pursuit.
 - b. Have at least three years experience as Assistant Professor with excellent performance, and publications in a specialized area of academic pursuit.
 - (3) Promotion to Professor rank:
 - a. Possess a doctoral degree or comparable education certification, have more than eight years of relevant research, specialization with excellent performance, creative writing or innovation, and important academic contributions or publications in a specialized area of academic pursuit.
 - b. Have at least three years experience as Associate Professor with excellent performance, and publications in a specialized area of academic pursuit.
- Article 4. Full-time faculty members of each rank must meet the following conditions before they may be promoted:
1. For promotion to Assistant Professor rank, applicants should have specialized publications such as academic papers, specialized books or a doctoral dissertation; for promotion to Associate Professor rank, applicants should have specialized papers or books possessing notable academic merit and independent research capability; for promotion to Professor rank, applicants should have unique academic contributions in a specialized area of academic pursuit and continuously publish papers in their field of study.
 2. Faculty promotion research categories are as follows:
 - (1) Those who apply for academic research promotion track:

- a. Applicants should have specialized publications such as academic papers or specialized publications.
 - b. Specialized Publications are those which have been published as a publicly released book in Taiwan or abroad or a paper published in a regular issue of a well-known academic or professional journal (which conducts a formal review process and is posted on the site of a publicly viewable electronic journal), or in a journal which can prove that issues are being published periodically, at presented a formal academic conference with a formal review process and included in the subsequently publicly published proceedings (may include CD-ROM), or in an publicly published academic book. The aforementioned publications must be unique and offer substantive contributions.
- (2) Those who apply for applied research promotion track:
- a. Continuously conduct academic, technology or practical research and publish applied research-related reports or journals in their area of specialization.
 - b. Specialized publications refer to structured reports on all achievements of patents or innovations, or related specialized technology transfer reports or case studies. The aforementioned reports must be comprehensive, unique and offer substantial contributions after complete analysis and structuring. Industry-academia collaboration practice improvement project reports that offer special contributions are also included.
- (3) Those who apply for teaching research promotion track:
- a. Applicants should have proposed concrete and specialized research or conducted innovative teaching practices, or provided achievement evaluation analysis regarding the use of teaching materials as specialized publications in their field of study.
 - b. Specialized publications are those which have been published in Taiwan or abroad in a regular issue of a well-known academic or professional journal (which conducts a formal review process and is posted on the site of an publicly viewable electronic journal), or in a journal that can prove that issues are being published periodically, at a formal academic conference with a formal review process and included in the subsequently publicly published proceedings, or in an publicly published academic book. The aforementioned publications must be comprehensive, unique and offer substantive contributions.

When applying for promotion to Assistant Professor rank on the basis of a doctoral degree, applicants' publications in their specialized areas of academic pursuit (including doctoral dissertations, works or written reports, technical reports) will be reviewed in accordance with the regulations for newly employed faculty members.

For promotions as part-time faculty members, applicants should have four semesters of continuous teaching service at Ming Chuan University and meet the abovementioned criteria for full-time faculty members' promotion. If the faculty members are the full-time faculty members at another university, their applications should be processed by the other university and the years of service required for promotion are adopted in accordance with Article 4. The review fee should be paid by the applicants.

Any faculty members who failed the most recent evaluation cannot apply for promotion. Once they pass the re-evaluation, they can apply for promotion from the next semester.

Article 5. Faculty members mentioned in the previous Article may submit a selected sample of their works, exhibitions or performances along with a certificate of achievement or technical reports for review. Standards for review are in accordance with the Ministry of Education Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

Article 6. As mentioned in Article 3, the years of service are calculated as follows:

1. The years of service in research or professional field is based on the dates (month/year) of the official employment proof issued by the institution served.
2. The years of service for those who have previously served as a teacher is calculated from the date recorded on the Certificate of Current Rank issued by the Ministry of Education, as validated by cumulative letters of employment to the end of the semester in which the application is submitted for promotion (either July 31 or January 31). The years of service for part-time faculty members is reduced by half.

3. The years of teaching are calculated in accordance with the annual letter of employment corresponding to the effective date on the teacher's certificate. This does not include any years of unpaid leave but the years prior to and after the leave may be summed up.
4. During the period of application for promotion, faculty members who are granted for temporarily transfer to other schools and voluntary lecture more than two credit hours every semester at Ming Chuan University are eligible for up to two years of service during the temporary transfer period. Approved by the MCU Faculty Hiring and Promotion Committee, faculty members who are temporarily transferred to other schools for more than three years may have their teacher qualifications submitted by school to which they are temporarily transferred.
5. During the period of application for promotion, a maximum of one year of service may be counted for faculty members who are granted **permission** for full-time further study, research leave or **academic exchange**.
6. Faculty members employed by the university who are permitted not to teach for any reason cannot apply for promotion during the semester they are not teaching.

Article 7. Faculty or staff members who received their Instructor Certificate or Teaching Assistant Certificate before the implementation of revised Instructor Hiring Ordinances (March 31, 1997) and have taught classes continuously may apply for Associate Professor Qualification with publications in a specialized area of academic pursuit or doctoral dissertation with obtained degree. If the application is refused, they may submit for Assistant Professor Qualification.

Abovementioned faculty or staff members promoted as assistant professors with a doctoral degree who wish to apply for Associate Professor Qualification should submit a representative publication or accomplished works after receiving the Assistant Professor rank. Neither the doctoral dissertation nor part of the dissertation will be accepted. These applications will be sent for review in accordance with Article 30 of the Instructor Hiring Ordinances, with no limit regarding the years of service. All other requirements for promotion are identical to general promotion cases.

Article 8. Faculty members who apply for promotion should submit a selected sample of their publications, **works, exhibitions or performances along with a certificate of achievement or technical reports** which meet the following requirements in accordance with the Ministry of Education Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education.

1. Relevant to subjects the faculty member is teaching.
2. Faculty members who apply for promotion should have professional works that meet the requirements of their research field and rank, among which they **should choose one representative paper based on their research track and rank-level regulations, and others serve for reference. A series of relevant research may be combined as a single representative submission; no part can have been reviewed for any earlier promotion.**
3. **The representative paper and reference works must be the product or publication of work completed after the applicant attained the previous level of faculty qualification,** which should meet the requirements of the university's promotion regulations. The procedures for promotion are established separately. Each School can establish its procedures for promotion in accordance with the institutional promotion regulations and academic features, which are approved by the University Faculty Hiring and Promotion Committee and announced for implementation.
4. **The representative work** must not be part of one's academic degree thesis or dissertation. However, if the academic degree paper or its extended research was not earlier reviewed for promotion purposes, applicants should state this fact in advance to apply for special review. After conducting a special review process, **such representative works** that are deemed as highly creative may be exempt from this restriction. Moreover, when such papers are submitted, a copy of the applicant's degree thesis or dissertation must be attached for the review process.
5. **If the representative work is similar in name or content to a representative work that has been previously submitted for qualification screening, the applicant should provide a comparison table showing differences and similarities between the two representative works.**
6. **If a representative work** is a co-authored work by multiple persons, only one person may submit the work for qualification screening. The other persons should abandon the right to submit the **academic works, creative works, proofs of merit, or technical reports as representative works** for qualification screening. The applicant should specify in writing in what part of the work he/she has participated in

and should obtain the other co-authors' signature certificates. However, the above does not apply in the following circumstances:

- (1) The applicant is an academican of Academia Sinica, who is exempt from submitting co-author's signature certificate.
- (2) If the applicant is the first author or the corresponding author, he/she is exempt from submitting **co-author's signature certificate** for foreign non-first authorship or non-corresponding authorship.
- (3) **If a co-author specified in the provisions of the preceding Paragraph for some reason cannot provide his/her co-author's signature certificate, the applicant should specify in writing his/her part of participation and the reason(s) for being not able to obtain the signature certificate. Upon approval by the Faculty Hiring and Promotion Committee, the applicant is exempt from providing the signature attachment.**

Article 9. If the applicant submits a journal article that is certified to be published on a set date in a domestic or foreign scholarly journal or a trade journal for qualifications screening, the applicant's **representative work** should be published within one year starting from the date the journal issued its acceptant certificate, and the applicant should submit the academic work to the Human Resources Division for checking and filing within two months after the work is published. If the work fails to be published within one year for reasons not attributable to the applicant, the applicant should provide explanation along with the certified date of publication and apply to the Faculty Hiring and Promotion Committee for an extension **before the expiration date**. Upon approval by the Faculty Hiring and Promotion Committee, the extension takes effect. **The extended time is subject to a limit of three years starting from the date that the journal issued its acceptant certificate.**

The works specified in the provisions of the preceding Paragraph should not be submitted for the next qualification screening.

If a faculty member fails to publish his/her **representative work** within the prescribed period, the application for promotion should be withdrawn. If the faculty member's new rank of Teacher's Certificate has already been issued by the Ministry of Education, that qualification is invalidated and the Teacher's Certificate should be returned or voided.

Article 10. Faculty members who are granted promotion in accordance with these procedures schedule will have their new level of rank and salary in compliance with the relevant MOE regulations.

Article 11. MCU conducts the faculty promotion process twice in a year.

1. Review procedures of faculty applications for promotion are as follows:

Order	Faculty Application Deadline	Initial Review (each department and graduate program)	Second Review (School Level)	Final Review (University Level)
Time Period: First Semester	Before September 15	Before October 15	Before the end of December	Before the end of May of the following year
Second Semester	Before March 15	Before April 15	Before the end of June	Before the end of November
Task Items	Applicants must send all relevant documents to their department (grad program) for the initial review. Late applications are not accepted.	The application will be examined and scored with respect to the applicant's teaching, service, and research achievements by the Department Faculty Hiring and Promotion Committee convened by each department (grad program). Review results will be submitted to Schools. Late applications are not accepted.	The applicants' publications will be examined and scored with respect to the applicant's teaching, service, and first review evaluation-related documents and external reviewers' scores (School level) by the School Faculty Hiring and Promotion Committee. Review results will be submitted to Human Resources Division.	After the Faculty Review and Evaluation Committee completes the second review process (university level), the applications will be sent to Human Resources Division for organizing, then submitted to University Faculty Hiring and Promotion Committee for final review with respect to the applicant's

			Late applications are not accepted.	teaching, service, second review-related documents and external review scores). The review period can be extended if events occur that could impede the review process or the review period overlaps summer or winter vacation.
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2. External Review Procedure:

- (1) School-level Review: The School Faculty Hiring and Promotion Committee should have the publications of promotion applicants reviewed by external scholars and experts. Those nominated as external scholars and experts should consist of more than three professionals with noted experience in the relevant specialized discipline as submitted by the Department (Graduate Program) Faculty Hiring and Promotion Committee, and anyone to be excluded from the review (up to three persons, with reasons stated) as listed by the applicant, sent to the Vice President for Academic Affairs for reference. The Vice President for Academic Affairs selects specialized scholars and experts for the review from the reference list and from the professionals' database provided by relevant institutions. Then, the Human Resources Division will send the documents (including works, **proofs of achievement and technical reports**) to the external scholars and experts for review.
- (2) University-level Review: Those nominated as external specialists and experts should consist of more than six scholars provided by the Faculty Review and Evaluation Committee and anyone to be excluded from the review (up to three persons, with reasons stated) as listed by the applicant, and sent to the president for reference. The president selects specialized scholars and experts from the reference list and from the professionals' database provided by relevant institutions for the review. The Faculty Review and Evaluation Committee then sends the publications (including works, **proofs of achievement and technical reports**) to the external scholars and experts for review.

3. Upon approval, the applications will be reported for ratification to the president by the Human Resources Division and then to the Ministry of Education for issuance of the Teaching License.

Article 12. The criteria for promotion are as follows:

1. For full-time faculty members: will be evaluated in teaching and guidance service, and research achievements according to the type of promotion application. Each individual score must be over 80.
2. For part-time faculty members: will be evaluated in teaching and research achievements. Each individual score must be greater than 80.

The Ming Chuan University Procedures for Credential Evaluations Related to Faculty Promotion are dealt with separately.

Article 13. **The passing score of off-campus evaluation for books or papers (including works, proofs of merit and technical reports) is 80 points; anything below 80 points will be regarded as failure to pass. For re-evaluation and final review, specialized publications, works, proofs of merit and technical reports will be sent to three scholars and professionals for review. If two approve the works, the case can be reported to the next level of Faculty Hiring and Promotion Committee for further review. For re-evaluation and final review, works or proof of artistic achievement for re-evaluation and final review, they will be sent to four scholars and professionals for review. If three approve the works, the case can be reported to the next level of Faculty Hiring and Promotion Committee for further review.**

Article 14. **The review procedures, reviewers, comments of reviewers and other relevant materials should be kept confidential to maintain fairness. However, in the following circumstances, this limitation does not apply:**

1. **The screening process, and reviewers' assessment comments may be provided to an entity that is processing an applicant's appeal and other agencies dealing with remedies.**

2. The assessment and reviewers' comments may be provided to the applicant in the case of an unsatisfactory review.

- Article 15. If the application for promotion is not approved, faculty members may make another application after one year (calculated from the date of the former application) in accordance with rules outlined in these procedures.
- Article 16. Each level of the Faculty Hiring and Promotion Committee must inform applicants of their review results as well as the reasons given for the assessment to those whose applications are turned down. If any doubt remains about the process, applicants may apply in writing within seven days to the level of the Faculty Hiring and Promotion Committee that issued the notice to have their case reexamined. Only one such application is possible. An objection to the publications review results will not be accepted. If applicants are still not satisfied with the resolution, appeal may be made in writing to the Ming Chuan University Faculty Appeal and Review Committee within 30 days after receipt of the official notice of assessment results. Only one such application is possible.
- Article 17. Promotion procedures for faculty members serving in the General Education Center, Physical Education Office, Teacher Education Center, English Language Center, and Specialized Degree Program are dealt with in accordance with the criteria used in each of these units.
- Article 18. During the period after the University Faculty Hiring and Promotion Committee has approved applications but before the applications are ratified by the Ministry of Education, the applicant will be given a letter of appointment at the position rank of the promotion. After the application is approved and the Teaching License is issued, a new letter of appointment will be issued with the date when the new level of teaching service commences. After the new letter is issued, the successful applicant's salary or hourly pay differential will be paid retroactively at the new salary rank to cover the period from when the promotion was approved and the new letter of appointment was issued.
A part-time faculty member who has been promoted at another university and earns a higher ranking Teaching License can change the contract from the proceeding semester if the certificate is submitted prior to class beginning, or from the next semester if it is submitted after classes begin.
- Article 19. Matters not covered in these procedures will be dealt with in accordance with the Ministry of Education Procedures Governing the Accreditation of Teacher Qualification at Institutions of Higher Education.
- Article 20. Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****