

# 義守大學國際商務學系教師升等初審辦法

99年7月25日校長准予備查公布全文

102年6月3日校長核定公告修正第5、6、9、11~16、21~25條條文

103年12月31日校長核定公告修正第2~6、9、11~14、16~18、21~24條條文

106年10月12日校長核定公告修正第1~7、9、12、14、16、19、21、23~26條條文

110年8月25日院教評會修正通過(第1、4~24、26條條文)，111年1月17日校長核定公告

第一條 本辦法依據本校「教師升等辦法」第三十一條規定訂定之。

第二條 本系教師升等之申請、推薦及審查，悉依本辦法、院、校與教育部相關辦法及法令規定辦理。

第三條 本系教師申請升等，其資格、服務年資、專門著作及教學服務績效應符合本辦法相關規定，方得提出申請。

第四條 本系專任教師其現職經教育部審定合格後，得依下列各職級升等資格條件之一，申請升等審查：

一、講師升助理教授：

(一) 具有博士學位或其同等學歷證書，成績優良，並有專門著作者。

(二) 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。

(三) 曾任講師三年以上，成績優良，並有專門著作者。

二、講師升副教授：依本辦法第五條規定辦理。

三、助理教授升副教授：

(一) 具有博士學位或其同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務四年以上，並有專門著作者。

(二) 曾任助理教授三年以上，成績優良，並有專

門著作者。

#### 四、副教授升教授：

(一) 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。

(二) 曾任副教授三年以上，成績優良，並有重要專門著作者。

前項各款有關「曾從事與所習學科有關之研究工作、專門職業及職務年資」均應為取得學位後之相關年資始得採計。

第一項第一款第一目以博士學位升等助理教授者，其審查程序比照新聘教師規定，但其教師教學服務成績仍應符合本校教師升等成績之規範始得提出。

由他校專任教職轉任本校教職者，或以第一項有關研究工作、專門職業或職務之年資申請升等者，其服務年資均應予採計，但在本校任教至少滿一年，且其教師教學服務成績仍應符合本校教師升等成績之規範始得提出申請升等。

第 五 條 「教育人員任用條例」修正公布（八十六年三月二十一日）施行生效前已取得助教證書或講師證書之現職人員，繼續任教未中斷，並取得博士學位者，得申請依修正生效前原升等辦法之規定，送審較高等級教師資格。所稱「繼續任教未中斷」，指每學期有實際任教之事實。但經核准帶職帶薪或留職停薪而未實際任教者，不在此限。

前項取得博士學位而申請送審副教授資格教師，如審查未獲通過，得申請送審助理教授資格。其之後如欲申請副教授資格者，不得再以該畢業論文或其論文之一部分提出升等申請，應比照一般升等案件另以取得助理教授資格後所發表之著作或作品辦理升等，惟其年資不受前條第一項第三款之限制。

第 六 條 本辦法第四條各項所定服務年資，悉依本校「管理學院教師升等複審辦法」規定方式計算。

第 七 條 教師申請升等之當學期應有實際在校授課之事實，且其向系教師評審委員會(以下簡稱系教評會)提出申請送審之當學期授課時數未實際在校授課者，不得送審。審查期間因故請假離校或離職，應停止審查該升等案，至其回校任教後再繼續審查。停止審查超過一年者視同結案。

第 八 條 教師升等分為下列五種類型，其送審之研究成果形式臚列如下：

- 一、學術研究類：以專門著作(專書、期刊論文、學位論文)送審。
- 二、創新教學類：以教學實務技術報告書送審。
- 三、產學技術類：以技術報告送審。
- 四、體育類：以專門著作(含專書、期刊論文、學位論文)或體育成就證明送審。
- 五、藝術類：以專門著作(含專書、期刊論文、學位論文)或作品、展演或藝術成就證明送審。

前項各款研究成果之審查內容及審查基準，悉依本校「教師升等辦法」第七條規定辦理。

第 九 條 教師申請升等時，應提出教學、服務及研究表現相關資料提供審查，詳細項目如附件一。

第 十 條 教師升等之教學服務成績採計教師績效評鑑(或教師評鑑)成績。教學服務績效應符合本校「教師升等教學服務成績考核要點」之規定，始得提出升等申請。

第 十一 條 教師升等專門著作之採計及研究成績之評定，依本系「教師升等研究成績評審要點」辦理。

第 十二 條 擬升等教師應提送專門著作資料以備審查。專門著作以期刊論文及專業發表為主，特殊類別教師亦得以作品、成就證明或技術報告代替專門著作申請升等，其條件及認定標準悉依本校「教師升等辦法」相關規定辦理。

第十三條 教師以已被接受將定期發表之證明申請升等者，其代表著作應自該刊物出具接受證明所載日期起一年內發表，並自發表之日起二個月內，將該專門著作送人力資源處查核並存檔。其因不可歸責於申請人之事由，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，向本校校教師評審委員會(以下簡稱校教評會)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，送人力資源處備查。

前項著作經審定後不得作為下次送審著作。

未依規定期限發表並送繳發表之代表著作者，應報教育部廢止其教師資格，並追繳或註銷該等級之教師證書。

第十四條 本系提名升等人數之上限為本系該級(升等以前)教師人數之五分之二(餘數進一)。但助理教授及講師可提出升等之名額，不在此限。

第十五條 教師有下列情事之一者，不得提出升等之申請；其已提出者應予駁回：

一、提出升等當學期，系教評會已進行審查作業而其授課時數未符規定。

二、留職停薪期間。但教師依本校「教師借調處理要點」規定借調，於借調期間義務返校授課且任教滿一學分以上者，得提出升等申請，不受前款及本款規定之限制。

三、不符合本校「教師升等教學服務成績考核要點」相關規定。

第十六條 教師升等之審查以三級三審制為原則，初審由系教評會辦理。

第十七條 升等初審程序：

一、系教評會先審查升等名額、申請人資格後，應就申請人自取得現職職位後之教學、服務及研究等方面進行評審。並依本校「教師升等教學服務成績考核要

點」之規定評定申請人之教學與服務成績；依本系「教師升等研究成績評審要點」評定研究成績。

二、系教評會委員就申請人近三年內教學服務績效相關資料，綜合考評後予以評分，再平均各委員成績。惟系教評會教學、服務及研究成績應均達七十分（小數第一位四捨五入為整數）以上；且教師教學服務績效成績占百分之六十，系教評會成績占百分之四十，合計後應達七十分以上。

三、經系教評會評分後，教學、服務及研究成績均達七十分（小數第一位四捨五入為整數）以上，應同時符合該職等之初審成績計算標準，且經系教評會決議同意推薦者，始通過初審。

（一）申請升等教授、副教授者：研究成績占百分之六十，教學成績占百分之二十五，服務成績占百分之十五，合計後為初審總成績，應達七十分以上始為通過。

（二）申請升等助理教授者：研究成績占百分之五十，教學成績占百分之三十五，服務成績占百分之十五，合計後為初審總成績，應達七十分以上始為通過。

（三）依初審總成績高分次序取決同級教師升等名額，分數相同時，依序比較研究、教學、服務之成績高分定之。

四、經初審通過之升等案，系教評會主席應加註評語，連同評審成績、各項表件及其升等著作送請管理學院教師評審委員會（以下簡稱院教評會）複審。

第 十八 條 系教評會審議前，教評會委員得至指定場所詳閱申請人之資料。

第十九條 系教評會審議時，教評會委員應全程參與，否則不得評分；如對升等案有疑義，經決議暫緩審議，於再審議時，得邀請申請人到會或以書面說明後，再繼續審議。

第二十條 教師升等案，每學期辦理一次，其作業流程由人力資源處公告，逾期或資料不齊全未補正者，不予受理。

第二十一條 未獲通過之升等案，系教評會應將審查結果並敘明理由，由系以校函書面通知當事人，並敘明救濟途徑。

第二十二條 申請人對系教評會審查結果如有疑義並有具體事證者，得於收到決議通知書之日起三十日內，以書面向院教評會提出申復，或向本校教師申訴評議委員會(以下簡稱申評會)提起申訴；如對申復結果不服時，得於收到決議通知書之次日起三十日內，以書面向申評會提出申訴。

第二十三條 經三級教評會審議通過之代表著作、學位論文、教學實務技術報告書、技術報告或體育成就證明，應於本校圖書館公開、保管。但涉及機密、申請專利或依法不得公開，經本校認定者，得於一定期間內不予公開。

升等案件經評定為不及格者之評審意見，得提供予送審人。

第二十四條 兼任教師升等應符合本校「兼任教師聘任辦法」規定始得提出申請，並依本校教師升等相關辦法辦理。

第二十五條 兼任教師在其他學校升等，領有較高職級教師證書擬申請改聘時，於開學前經三級教評會審議通過者，自學期開始改聘；開學後通過者，自下一學期開始改聘。

第二十六條 本辦法由系教評會訂定，經院教評會審議通過，送校教評會核備，陳請校長核定後自公告日實施。

附件一

## 義守大學國際商務學系教師升等初審資料

一、升等申請書：請勿裝訂，一份

1. 教師資格審查履歷表(含電子檔)：請至教育部學審會網站填寫「教師資格審查履歷表」，網址：[www.schprs.edu.tw](http://www.schprs.edu.tw)
2. 本校教師升等申請書乙份
3. 本校教師升等著作審查基本資料表(1頁)
4. 外審教授迴避名單(三人以內並附理由)

二、義守大學國際商務學系教師升等審查資料：請裝訂成一冊，一式三份

1. 教育部頒發之原級教師證書影本
2. 原職級聘書影本
3. 兼任教師之專職服務證明書(無專職免附)及兼任期間授課證明書
4. 3至5年內教學相關資料(3頁以內)
5. 3至5年內服務相關資料(3頁以內)
6. 研究成果目錄
7. 代表著作及參考著作彙總說明(3頁以內，代表著作有合著者方需檢附合著證明書正本一份，影印二份)

論文編號	論文名稱及相關發表資料 (包含：期刊名稱、發表年月、期刊卷期(或編碼))	論文性質	刊登雜誌論文		
			領域類別	領域排名(%)	Impact Factor
代表著作					
參考著作 1					
參考著作 2					
參考著作 3					
參考著作 4					

8.博士論文摘要(1頁)

9.前一等級申請升等代表著作(含中英文題目、中英文摘要及關鍵字、作者、出版處)及參考著作列表

三、送審代表著作及參考著作至多5篇(教師取得前一等級教師資格後所出版或發表專門著作)及其中文摘要(五百至一千字)：一式三份

四、教學、服務及研究具體成果：一式三份

# **Regulations for Department-level Review of Faculty Promotion Applications by Department of International Business at I-Shou University**

Promulgated with the consent from the President dated July 25, 2010

Amendments to Articles 5, 6, 9, 11-16, and 21-25 promulgated with the consent from the President dated June 3, 2013

Amendments to Articles 2-6, 9, 11-14, 16-18, and 21-24 promulgated with the consent from the President dated December 31, 2014

Amendments to Articles 1-7, 9, 12, 14, 16, 19, 21, and 23-26 promulgated with the consent from the President dated October 12, 2017

Amendments to Articles 1, 4-24, and 26 adopted by the college-level Teacher Review Committee on August 25, 2021, and promulgated with the consent from the President dated January 17, 2022

- Article 1      The Regulations for Department-level Review of Faculty Promotion Applications by Department of International Business at I-Shou University (hereinafter referred to as "the Regulations") are made by the Department of International Business (hereinafter referred to as "the Department") pursuant to Article 31 of the Regulations for Faculty Promotion System at I-Shou University.
- Article 2      Any application, recommendation, and review concerning faculty promotion at the Department shall be handled in accordance with the applicable regulations and rules of the University and the College of Management, the Regulations, and the applicable laws of the Ministry of Education.
- Article 3      Before a faculty member applies for promotion, his/her qualifications, years of service, academic works, and performance in teaching and counseling & service shall meet the requirements specified in the Regulations and other applicable rules.



#### Article 4

After the current academic rank of a full-time faculty member has been accredited by the Ministry of Education and he/she meets one of the following requirements, he/she may file a promotion application:

1. Promotion from lecturer to assistant professor:
  - a. holding a doctoral degree or the equivalent, and having outstanding performance and academic works;
  - b. holding a master's degree or the equivalent, having engaged in research work, professions, or functions related to his/her major(s) for a minimum of four years, and having outstanding performance and academic works; or
  - c. having held the position of lecturer for a minimum of three years, and having outstanding performance and academic works.
2. Promotion from lecturer to associate professor: Article 5 of the Regulations shall apply.
3. Promotion from assistant professor to associate professor:
  - a. holding a doctoral degree or the equivalent, having engaged in research work, professions, or functions related to his/her major(s) for a minimum of four years, and having academic works; or
  - b. having held the position of assistant professor for a minimum of three years, and having outstanding performance and academic works.
4. Promotion from associate professor to professor:
  - a. holding a doctoral degree or the equivalent, having engaged in research work, professions, or functions related to his/her major(s) for a minimum of eight years, having productions or inventions, and having great academic contributions or important academic works; or
  - b. having held the position of associate professor for a minimum of three years, and having outstanding performance and important academic works.

Regarding the years of engaging in research work, professions, or functions related to his/her major(s) as referred to in each subparagraph of the preceding paragraph, only the years of work experience obtained after he/she was conferred a master's/doctoral degree will be taken into account.

An applicant for promotion to assistant professor by submitting a doctoral degree in accordance with Item 1 of Subparagraph 1 of Paragraph 1 shall be subject to the same review procedure as that applicable to newly appointed faculty members. In addition, the applicant's performance in teaching and counseling & service shall meet the requirements specified in the Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University.

For full-time faculty members from another academic institution applying for a teaching position at the University, or faculty members who intend to apply for promotion with years of work experience in research work, professions or functions as referred to in Paragraph 1, the years of previous teaching/work experience shall be taken into account by the University. However, such faculty members are eligible to file a promotion application only after one full year of teaching at the University, and their performance in teaching and counseling & service shall meet the requirements specified in the Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University as well.

#### Article 5

If a current faculty member has acquired the Certificate of Teaching Assistantship or the Certificate of Lecturer before the amendments to the Act Governing the Appointment of Educators took effect on March 21, 1997, has continued teaching without suspension, and holds a doctoral degree, he/she can file an application for promotion to a higher academic rank in accordance with the provisions before the amendments to the original regulations for promotion took effect. The teaching continuity mentioned above refers to the situation where a faculty member carries an actual official teaching load for each semester. Notwithstanding the foregoing, exceptions may be permitted if a faculty member has obtained prior consent from the University for leave with or without pay, and he/she is, therefore, not actually teaching.

If an applicant fails to get promoted to the level of associate professor with a doctoral degree as referred to in the preceding paragraph, he/she can file another application for promotion to the level of assistant professor. If he/she intends to apply for promotion to the level of associate professor after having succeeded in getting promoted to the level of assistant professor, he/she is not permitted to apply for promotion by submitting all or part of the doctoral dissertation. Instead, he/she shall submit the academic works or creative works presented or published after reaching the academic rank of assistant professor

for an accreditation review, and there is no restriction on the length of service specified in Subparagraph 3 of Paragraph 1 of the preceding article.

Article 6 The length of service as referred to in each paragraph of Article 4 shall be calculated in accordance with the Regulations for College-level Review of Faculty Promotion Applications by College of Management at I-Shou University.

Article 7 Faculty members shall carry an actual official teaching load at the University in the semester where they file a promotion application. A faculty member is not permitted to file a promotion application if he/she does not carry an actual official teaching load in the semester where he/she applies for promotion to the department-level Teacher Review Committee. If an applicant takes a leave of absence or resigns for some reason during the review process, the review of his/her application for promotion shall be suspended until he/she returns to the University to teach. When the suspension period exceeds one year, the application shall be regarded as abandoned.

Article 8 There are five types of faculty promotion, and research achievements required to be submitted for respective types are as follows:

1. Academic research: academic works, including monographs, journal articles, and degree treatises;
2. Innovative teaching: innovative teaching practices reports;
3. Industry-university collaboration and technology: technical reports;
4. Physical education: academic works (including monographs, journal articles, and degree treatises) or evidence of achievement; and
5. Arts: academic works (including monographs, journal articles, and degree treatises), creative works, exhibitions, performances, or evidence of achievement.

The screening items and criteria for respective research achievements are outlined in Article 7 of the Regulations for Faculty Promotion System at I-Shou University.

Article 9 To apply for faculty promotion, faculty members are required to prepare and submit documents about their performance in teaching, counseling & service, and research as specified in Appendix 1 for an accreditation review.

Article 10 To evaluate an applicant's performance in teaching and counseling & service, his/her faculty evaluation results shall be taken into account. Only after satisfactorily meeting the requirements for the performance in teaching and counseling & service specified in the Guidelines on the Evaluation of Teaching

and Counseling & Service Performance for Faculty Promotion at I-Shou University can a faculty member apply for promotion.

Article 11 The scoring criteria for academic works and research achievements submitted for an accreditation review shall be subject to the Guidelines on the Evaluation of Research Performance for Faculty Promotion by Department of International Business at I-Shou University.

Article 12 Applicants for faculty promotion shall submit academic works for an accreditation review. Academic works refer to journal papers and professional publications, but faculty members in special fields may apply for promotion by submitting creative works, evidence of achievement, or technical reports. The standards for the recognition of academic works are subject to the Regulations for Faculty Promotion System at I-Shou University.

Article 13 When a faculty member applies for promotion by submitting a journal article that is certified to be published on a specific date in a domestic or foreign scholarly journal or professional journal, his/her representative work shall be published within one year of the date the journal issued its acceptance certificate; the academic work shall be delivered to the Office of Human Resources for checking and filing within two months of the date of publication. If the work cannot be published within one year for reasons not attributable to the applicant, the applicant shall apply for an extension to the University-level Teacher Review Committee by submitting a certificate issued by the journal which clearly states the reasons for the delay and the certified date of publication. The extension shall be limited to a maximum of three years starting the date the journal issued its acceptance certificate. After the extension has been granted, the applicant shall deliver his/her representative work to the Office of Human Resources for filing within one year before the expiry of the extension.

The work as referred to in the preceding paragraph, once accredited, shall not be submitted for the next accreditation review.

If an applicant fails to have his/her representative work published within the prescribed period of time or submit the work to the Office of Human Resources, the Office shall request the Ministry of Education to nullify the accreditation and to recover or cancel his/her Teacher Certificate granted for the newly promoted academic rank.

Article 14 The maximum number of candidates for promotion at each academic rank recommended by the Department every year shall be no more than two-fifths

of the full-time faculty at each academic rank (prior to promotion) at the Department (the result shall be rounded up to the nearest whole number). Notwithstanding the foregoing, the aforesaid restriction is not applicable to the number of promotion applications submitted by faculty members at the level of lecturer and assistant professor.

Article 15

In one of the following circumstances, faculty members are not permitted to apply for promotion, or an application shall be rejected if submitted:

1. failing to fulfill basic weekly teaching hours in the semester in which the application for promotion is made, but the department-level Teacher Review Committee has begun the review process;
2. being on unpaid leave with position preservation; notwithstanding the foregoing, if an applicant is on secondment to another academic institution or organization under the Guidelines on the Handling of Faculty Temporary Transfers at I-Shou University and still returns to the University to teach one course of at least one credit during the period of temporary transfer, he/she may file an application for promotion without being subject to the preceding subparagraph and this subparagraph; or
3. failing to meet the requirements specified in the Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University.

Article 16

In principle, a promotion application shall be subject to active review at three different levels. The department-level review is carried out by the department-level Teacher Review Committee.

Article 17

Department-level review procedure:

1. After confirming the maximum number of applications and reviewing applicants' overall qualifications, the department-level Teacher Review Committee reviews the performance in teaching and counseling & service of each applicant after he/she has been promoted to his/her current academic rank. The department-level Teacher Review Committee evaluates an applicant's performance in teaching and counseling & service in accordance with the Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University; the scoring standards of research performance shall be subject to the Guidelines on the Evaluation of Research Performance for Faculty Promotion by

Department of International Business at I-Shou University.

2. Each member of the department-level Teacher Review Committee first evaluates and scores an applicant's performance in teaching and counseling & service, respectively, over the past three years in each and every aspect. An applicant shall receive an average score of 70 or higher (the results shall be rounded off to the nearest whole number) for teaching, counseling & service, and research, respectively. The evaluation result of the performance in teaching and counseling & service accounts for 60%, and the department-level review score accounts for 40%, and the applicant shall get at least 70 points in total.
3. After an applicant receives a score of 70 or higher for the performance in teaching, counseling & service, and research, respectively, from the department-level Teacher Review Committee (the results shall be rounded off to the nearest whole number), his/her final grade meets the standards of respective academic ranks, and he/she has been approved to be recommended by the department-level Teacher Review Committee, he/she is considered passing the department-level review.
  - a. Promotion to the level of professor or associate professor: 60% for research, 25% for teaching, and 15% for counseling & service; the sum of these three scores is the final grade for department-level review. An applicant is considered passing the department-level review only when he/she receives a final grade of 70 or higher.
  - b. Promotion to the level of assistant professor: 50% for research, 35% for teaching, and 15% for counseling & service; the sum of these three scores is the final grade for department-level review. An applicant is considered passing the department-level review only when he/she receives a final grade of 70 or higher.
  - c. The final grades of applicants for promotion to the same academic rank shall be ranked in order. When two applicants or more have the same final grade, their scores on the three items will be compared in the sequence of research, teaching, and counseling & service.
4. The Chairperson of the department-level Teacher Review Committee

shall submit his/her remarks on the applications which have passed the department-level review to the Teacher Review Committee of the College of Management (hereinafter referred to as "the college-level Teacher Review Committee") along with the applicants' scores, documents, and academic works for promotion.

- Article 18 Before a meeting convened by the department-level Teacher Review Committee, committee members may be assigned to a specific location to scrutinize the application packets submitted by applicants for promotion.
- Article 19 During the department-level review process, committee members are required to attend each committee meeting in person, or they are disqualified from scoring promotion applications. If a committee member doubts an application, a deferral of review may be permitted with consent from the department-level Teacher Review Committee. Upon resumption of the review process, the department-level Teacher Review Committee may resume the review after inviting the applicant concerned to attend the meeting or requesting an explanatory statement from the applicant concerned.
- Article 20 Generally, applications for faculty promotion are accepted once every semester. The procedure and schedule for faculty promotion will be announced by the Office of Human Resources. Late applications or applications without all required documents will not be considered.
- Article 21 For unsuccessful applications, the department-level Teacher Review Committee shall request the Department to provide the review result and an explanatory statement to the applicants concerned in an official letter bearing the name of the University. At the same time, those applicants shall be notified of how to seek administrative relief.
- Article 22 If an applicant is dissatisfied with the review result and has concrete evidence, he/she may file an application for reconsideration to the college-level Teacher Review Committee or put forward an appeal to the Faculty Appeal and Arbitration Committee within thirty days of receiving the review result in writing. When an applicant is dissatisfied with the reconsideration result, he/she may put forward an appeal to the Faculty Appeal and Arbitration Committee within thirty days from the next day of receiving the reconsideration result in writing.
- Article 23 Representative works, degree treatises, innovative teaching practice reports, technical reports, and evidence of achievement passing the university-level review shall be accessible and safely kept at the University's library.

Notwithstanding the foregoing, if any content of the academic works involves confidential information, information pertaining to a patent application, or information that shall not be unlawfully disclosed, the academic works may, at the discretion of the University, be placed under embargo from being published for a certain period of time.

The comments and opinions on an unsuccessful application may be provided to the applicant concerned.

Article 24 Part-time faculty members are not permitted to apply for promotion unless they meet the requirements specified in the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University. Qualified part-time faculty members shall apply for promotion in accordance with the applicable regulations and rules concerning faculty promotion.

Article 25 When a part-time faculty member applies for a change in his/her status to the new academic rank after getting promoted at another academic institution and receiving the Teacher Certificate for a higher academic rank, the University may change his/her status to the new academic rank at the beginning of the semester provided that his/her application has been approved by the Teacher Review Committees at all levels before the semester begins. Otherwise, the University may change his/her status to the new academic rank in the following semester provided that the application is approved by the Teacher Review Committees after the semester begins.

Article 26 The Regulations become effective on the third day of promulgation after being made by the department-level Teacher Review Committee, adopted by the college-level Teacher Review Committee, submitted to the University-level Teacher Review Committee for approval, and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*



## Appendix 1

# Documents to Be Submitted for Teacher Qualifications Accreditation at Department of International Business at I-Shou University

- I. One faculty promotion application packet: Please do not bind the following documents.
  1. the Teacher Accreditation Application and Resume Form (including a soft copy): Please visit the website of the Council of Academic Reviewal Evaluation, Ministry of Education, at [www.schprs.edu.tw](http://www.schprs.edu.tw) to fill in the form;
  2. an application form for faculty promotion;
  3. a basic information sheet of works submitted for faculty promotion (one page only); and
  4. a list of persons to be recused from the external review (a maximum of three persons with an explanatory statement).
- II. Documents to be submitted for department-level review at the Department of International Business: Please bind the following documents in triplicate.
  1. a photocopy of the Teacher Certificate for the current academic rank issued by the Ministry of Education;
  2. a photocopy of the Letter(s) of Appointment for the current academic rank;
  3. a certificate of full-time teaching (only for part-time faculty members with a full-time teaching job) and a certificate of course instruction during the term of part-time appointment submitted by part-time faculty members;
  4. data on teaching performance over the past three to five years (a maximum of three pages);
  5. data on counseling & service performance over the past three to five years (a maximum of three pages);
  6. a table of contents of research performance; and

7. a summary of the representative work and works for supporting purposes (a maximum of three pages; if the representative work has been completed by two or more persons, a certificate of co-authorship in triplicate, one original and two photocopies, should be provided);

No.	Work Title and Relevant Information [including the journal name, the date of publication, and the journal volume & issue number (or the ISSN)]	Nature of Work	Published Work		
			Field	Field Ranking (%)	Impact Factor
Representative Work					
Work for Supporting Purposes 1					
Work for Supporting Purposes 2					
Work for Supporting Purposes 3					
Work for Supporting Purposes 4					

8. the abstract of the doctoral dissertation (one page only); and
9. the representative work [including the title, the abstract and keywords in Chinese and English, the name(s) of the author(s), and the publisher] and the list of works for supporting purposes submitted for the previous promotion application.

- III. The representative work and works for supporting purposes (a maximum of five; both the representative work and works for supporting purposes should have been published or presented after the accreditation of the current academic rank), as well as their abstracts in Chinese (500 to 1,000 words): Please submit them in triplicate.
- IV. Concrete achievements in teaching, counseling & service, and research: Please submit the documents in triplicate.