

The Application of Faculty Promotion of National Yunlin University of Science and Technology

I. Basic Information

Name	Personnel No.	Department	Position	Current Rank	Rank Applied For
			Full-time Faculty	<input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Lecturer <input type="checkbox"/> Teaching Assistant	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Lecturer
Date Onboard	Starting Date of Employment for the Current Position		Teacher Certificate No.	Starting Date of Approved Certificate	
(yy/mm/dd)	(yy/mm/dd)		Promulgated No.	(yy/mm)	

Effective Date of Promotion	<input type="checkbox"/> Starting from Feb. (Review should be completed by the College Faculty Evaluation Committee before March 15 of the same year. An overdue will not be accepted.) <input type="checkbox"/> Starting from Aug. (Review should be completed by the College Faculty Evaluation Committee before Sep. 15 of the same year. An overdue will not be accepted.)	
Seniority for Promotion	<input type="checkbox"/> Calculated up to January 31 within the year of effective promotion date. <input type="checkbox"/> Calculated up to July 31 within the year of effective promotion date.	(yy/mm)
Categories of Promotion Review	<input type="checkbox"/> Specialized publications <input type="checkbox"/> Technical reports (Excluding technical reports on research of teaching practice) <input type="checkbox"/> Sports achievements <input type="checkbox"/> Outstanding artworks or artistic achievements	

<input type="checkbox"/> Technical Report on Research of Teaching Practice: Faculty members with one of the following achievements may submit a technical report on research of teaching practice instead of a specialized publications for review.			
<input type="checkbox"/> 1. Average Teaching Evaluation Satisfaction is within 50% in the university after obtaining the previous level of teacher certification.			
<input type="checkbox"/> 2. Received one Outstanding Teaching Award after obtaining the previous level of teacher certification.			
<input type="checkbox"/> 3. Received two Outstanding Teaching Awards after obtaining the previous level of teacher certification.			
<input type="checkbox"/> 4. Passed the faculty evaluation and gained more than 1000 achievement points of teaching performance after obtaining the previous level of teacher certification.			
(Points 1 to 3 are reviewed by Office of Academic Affairs. Is the personnel eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No)			
(Point 4 is reviewed by Personnel Office. Is the personnel eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No)			
Are there any circumstances that are not accepted by the different levels of Evaluation Committees, as stated in Article 19 of the "Regulations for the Review of Appointment and Promotion of Full-time Faculty Members" of the university?			
<input type="checkbox"/> Yes. <input type="checkbox"/> No.			
Approved Position Retained with Pay/ Approved Position Retained without Pay	I t e m s	Starting and ending time (Reviewed by Personnel Office)	Did the personnel fulfill compulsory lessons back to school? (Reviewed by Office of Academic Affairs)
	I. Secondment <input type="checkbox"/> No <input type="checkbox"/> Yes (Position Retained without Pay)	Period: from (yy/mm/dd) to (yy/mm/dd) Total: (years) and (months) Notes: Those who are approved for secondment and return to the university to teach on a compulsory basis during the period of secondment will have their seniority of secondment counted for a maximum of two years when applying for promotion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	II. Conducting research or further studies <input type="checkbox"/> No <input type="checkbox"/> Yes (Position Retained without Pay) <input type="checkbox"/> Yes (Position Retained with Pay)	Period: from (yy/mm/dd) to (yy/mm/dd) Total: (years) and (months) Notes: Those studying full-time are required to return to the university for at least one year of consistent teaching before they can apply for promotion. For full-time faculty members, concerning the approved full-time further study and research, the seniority shall be counted as a maximum of one year when applying for promotion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	III. Unpaid Parental Leave <input type="checkbox"/> No <input type="checkbox"/> Yes	Period: from (yy/mm/dd) to (yy/mm/dd) Total: (years) and (months)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	IV. Extended Sick Leave <input type="checkbox"/> No <input type="checkbox"/> Yes	Period: from (yy/mm/dd) to (yy/mm/dd) Total: (years) and (months)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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II. Tertiary Education or Above

Name of institution	Country	Department or Major	Degree	Title of Degree Thesis (Please fill in the form for Master's degree or above)	Advisor	Start and End Dates
			PhD			
			Master's			
			Bachelor's			

III. Major Experience

Employer	Department	Position	Start and End Dates
National Yunlin University of Science and Technology (Current)			

IV. Lecturing Courses: (Please list the last five years of teaching based on this rank at the school, semester by semester. If the faculty has not given any courses in the semester, the seniority will not be included.)

Academic year/Semester	Subject	Credit	Teaching hours	Department	Remark

V. Representative Work for Review (The original should be attached and cannot be replaced or added to after submission.)
 Science, Technology, Medicine, Agriculture, etc Humanities, Social Sciences, etc.

*Please fill in the following order: author's name (in the order of original publication, with * for corresponding authors), title, journal name, number of issues (volumes), number of pages, month and year of publication, journal classification (SCI, EI, SSCI, A&HCI, or TSSCI, etc.), the latest impact factor of the journal, the field to which the journal belongs, and the ranking of the journal in the field/the total number of journals in the field.

* If the personnel submits a series of literary works for review, please indicate the title of the series and fill in the year and month of publication (List starting from the work with the most recent publication date).

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VI. Reference Work for Review (The original should be attached and cannot be replaced or added to after submission.)

*Please fill in the following order: author's name (in the order of original publication, with * for corresponding authors), title, journal name, number of issues (volumes), number of pages, month and year of publication, journal classification (SCI, EI, SSCI, A&HCI, or TSSCI, etc.), the latest impact factor of the journal, the field to which the journal belongs, and the ranking of the journal in the field/the total number of journals in the field. (List starting from the work with the most recent publication date).

*For those who presented at a seminar with a formal review process and published in a book (including CD) and a monograph, please include the publisher, date of publication, and ISBN or ISSN number.

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Sign and Stamp of the Applicant	Department Head Approval
<p>The promotion application form, along with the evaluation form, that I submitted are true and correct, and are submitted with publications (including technical reports, works, or achievements) as well as relevant supporting documents. (Please also submit the individual information examination checklist for faculty promotion)</p> <p style="text-align: right;">(yy/mm/dd)</p>	<p>The submitted promotion application, works, and related documents had been received and verified by the department. The department forwarded the forms to the Personnel Office for confirming seniority and to the Office of Academic Affairs for course review. The promotion evaluation forms (including A, B, and C forms) were sent to various certification units for completion before submission to the 3 level Faculty Evaluation Committee for review.</p> <p style="text-align: right;">(yy/mm/dd)</p>

VII. Opinions of Promotion Evaluation

<p>Review by the Personnel Office to determine if the application meets the requirements for promotion:</p>	<p>Approval of the Personnel Office</p>
<p>The curriculum is reviewed by the Personnel Office: (Please confirm if the faculty member applying for promotion teaches each semester.)</p>	<p>Approval of the Office of Academic Affairs</p>
<p>Preliminary Review of Department Faculty Evaluation Committee</p> <p>Date: (Year) (Month) (Day) Academic Year: Meeting No. by the Department Faculty Evaluation Committee:</p> <p>Resolution: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended</p>	<p>Approval of the Head of Department</p> <p>The Department Faculty Evaluation Committee reviewed and confirmed that the applicant's submitted publications (technical reports, works, or accomplishments) and all materials for promotion meet the requirements for submission for review.</p> <p>Departmental Service Scores: Points.</p> <p style="text-align: right;">(Signature/Stamp) (yy/mm/dd)</p>
<p>Faculty members who are recommended by the department to be eligible for promotion will be sent to the Academic Affairs Office for external review of publications after the college has collected all the relevant publications and forms.</p> <p><input type="checkbox"/> Completed</p>	<p>Dean of College</p> <p style="text-align: right;">(Signature/Stamp) (yy/mm/dd)</p>
<p>External Review Results for the Office of Academic Affairs Publications Submissions:</p> <p><input type="checkbox"/> Approved (Received a score of 70 or higher from at least four of the six external reviewers and a score of 75 or higher from at least four of the professor-level reviewers.) <input type="checkbox"/> Not Approved</p>	<p>Chief of Academic Affairs</p> <p>For technical reports (including representative and reference works), the reviewers include teachers with practical experience or experts in the field with teaching qualifications.</p> <p style="text-align: right;">(Signature/Stamp)</p> <p>(yy/mm/dd)</p>
<p>The Secondary Review of College Faculty Evaluation Committee</p> <p>Date: (Year) (Month) (Day) Academic Year: Meeting No. by the College Faculty Evaluation Committee:</p> <p><input type="checkbox"/> Approved:</p> <ol style="list-style-type: none"> Teaching and service scores must be at least 70 points. Research and industry-academia cooperation, teaching performance and service performance must score 70 or above by at least 2/3 (inclusive) of the members present. 	<p>Dean of College</p> <p>Applicants for promotion have submitted their publications (technical reports, works, and achievements), reviewed by the College Faculty Evaluation Committee, which has confirmed that they meet the submission requirements for review.</p> <p>For technical reports (including representative and reference works), the reviewers include teachers with practical experience or experts in the field with teaching qualifications.</p> <p>Faculty Service Scores: Points.</p>

<input type="checkbox"/> Not Approved	(Signature/Stamp) (yy/mm/dd)
Final Review of University Faculty Evaluation Committee Date: (Year) (Month) (Day) Academic Year: Meeting No. by the University Faculty Evaluation Committee: <input type="checkbox"/> Approved: 1. Teaching and service scores must score at least 70 points. 2. Research and industry-academia cooperation, teaching performance and service performance must score 70 or above by at least 2/3 (inclusive) of the members present. <input type="checkbox"/> Not Approved	Chairperson of University Faculty Evaluation Committee (Signature/Stamp) (yy/mm/dd)
Approval of the Principal	
Notes	