

臺北醫學大學 108 學年度第 2 學期—教師升等時程表

Schedule for Teachers Promotion at Taipei Medical University in the Spring Semester of 2019 Academic Year

| <p>目標：於 109/7/31 前完成教師升等報部發證流程 Objective: To Complete the Reporting and Certification Issuance Procedures for Teachers Promotion Before July 31, 2020</p> | | | |
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| <p>範圍：升等教師資料彙整、各級教評會評審、學術審查(臨床教師免)、報部發證(臨床教師免) Scope: Organizing the Data Related to Teachers Being Promoted, Reviews from Various Teacher Evaluation Committees, Academic Reviews (Clinical Instructors are Exempted), Reporting and Certificate Issuance (Clinical Instructors are Exempted)</p> | | | |
| <p>適用對象：專任教師(含醫療相關科部教師)、兼任教師、臨床教師 Applicable to: Full-Time Faculty (including Teachers of Medical Related Department), Part-Time Teachers, and Clinical Teachers.</p> | | | |
| 工作項目 Items | 完成日期 Date of Completion | 負責單位 Unit in Charge | 備註 Notes |
| <p>公告各系所、學院/通識教育中心升等訊息 Public announcement of promotion information from all schools, colleges/general education center.</p> | <p>108 年 9 月 15 日前 Before Sep. 15, 2019</p> | <p>人力資源處 Office of Human Resource</p> | |
| <p>升等教師提出申請(填寫申請表、準備送審論文) Application submission for teachers applying for promotion (to complete the application form, prepare the thesis to be reviewed)</p> | <p>108 年 10 月 1 日至 108 年 10 月 31 日前 Oct. 1-31, 2019</p> | <p>教師個人 The Applicant</p> | <p>升等教師上網登錄(http://hr2sys.tmu.edu.tw/HRAApply/default.aspx)，並於 10 月 31 日前將相關表件繳送所屬系所/通識教育中心。 Teachers applying for promotion shall register online (http://hr2sys.tmu.edu.tw/HRAApply/default.aspx) and submit the relevant forms to their respective department/school/college/general education center before Oct. 31.</p> |

| <p>工作項目 Items</p> | <p>完成日期 Date of Completion</p> | <p>負責單位 Unit in Charge</p> | <p>備註 Notes</p> |
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| <p>學科、系所/通識教育中心主管填註評估意見 Department, school, college/general education center directors complete evaluation comments</p> | <p>108年11月1日至 108年11月15日前 Nov. 1-15, 2019</p> | <p>(科)系所/通識教育中心主管 Director of Department/School/Institute/ Center of General Education</p> | |
| <p>升等教師上教育部「大專教師送審通報系統」填寫教師資格審查履歷表 Teachers applying for promotion need to complete the teachers qualification review resume form on the MoE's review and notification system for teachers at higher institute of education</p> | <p>108年11月16日至 108年11月30日前 Nov. 16-30, 2019</p> | <p>教師個人 The Applicant</p> | <p>獲主管推薦符合資格之升等教師，由系(院)級教評會彙整名單予人資處，通知教師上教育部「大專教師送審通報系統」填寫「教師資格審查履歷表」。 Teachers who met the criteria for promotion shall be recommended by the respective directors, and the department/school-level teacher evaluation committee shall submit the list to the Office of Human Resource. The teacher will be notified to complete the teachers qualification review resume form on the MoE's review and notification system for teachers at higher institute of education.</p> |
| <p>教學實務/產學應用審查小組實質審查(僅適用於以教學實務型/產學應用型升等教師) Actual review by the teaching practice/academic-industry application review unit (only applicable to teachers applying for promotion through teaching practice/academic-industry application)</p> | <p>108年11月16日至 108年11月30日前 Nov. 16-30, 2019</p> | <p>教學實務/產學應用審查小組 Teaching Practice/Academic-Industry Application Review Unit</p> | <p>以教學實務型/產學應用型升等教師，經審查小組審議通過後再提送各級教評會評審。 Teachers applying for promotion through Teaching practice/academic-industry application shall be reviewed and approved by the unit before being submitted for review at other teacher evaluation committees.</p> |
| <p>系級教評會評審(限醫學系) School-level teacher evaluation committee (School of Medicine only)</p> | <p>108年11月16日至 109年1月15日前</p> | <p>醫學系 School of Medicine</p> | <ul style="list-style-type: none"> ● 由各學院辦理升等公開演講。 ● 審查升等教師之資格與教學、研究/產學、服務資料，審議通過後再提院級教評會評審。 |

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| 各學院辦理升等公開演講 To conduct public speeches by the Colleges | Nov. 16, 2019 – Jan. 15, 2020 | 各學院 Various Colleges | <ul style="list-style-type: none"> ● Each college shall conduct a public speech. ● Qualification, teaching, research/industry-academic, and service information of the teachers applying for promotion shall be reviewed, and upon passing the review, be submitted to the university-level teacher evaluation committee for further review. |
| 院級資格審查 College-level qualification review | | 各學院 Various Colleges | |
| 院級教評會評審 College-level teacher evaluation review | | 各學院 Various Colleges | <p>院級教評會依(1)系所主管填註評估意見；(2)教學、研究/產學、服務審查評分表；(3)學術著作/技術報告/教學實務報告；(4)升等演講等資料作成決議，並將院級教評會會議紀錄及評審結果提校級教評會審議。</p> <p>The decision made by the college-level teacher evaluation committee shall be based on (1) comments from the department/school director; (2) teaching, research/industry-academic, and service review scores; (3) academic publication/technical report/teaching practice reports; (4) public speech. The minutes from the college-level teacher evaluation committee meeting and the review results shall be submitted to the university-level teacher evaluation committee for review.</p> |
| 校級教評會評審(初審) University-level teacher evaluation committee review (preliminary) | 109年2月1日至 109年2月28日前 Feb. 1-28, 2020 | 人力資源處 Office of Human Resource | <ol style="list-style-type: none"> 1. 各學院將教師升等著作等相關資料送至人力資源處審查 2. 校級教評會應就院級教評會審查通過之申請升等教師之教學、研究/產學、服務等成果及院級教評會審查意見進行綜合性審議，經表決通過(出席委員三分之二(含)以上同意)，始得辦理外審作業。 <p>1. All colleges shall submit promotion publication and relevant information from teachers applying for promotion to the Office of Human Resource for review.</p> <p>2. The university-level teacher evaluation committee shall carry out a comprehensive review based on teaching, research/industry-academic and service results as well as comments from the College-level teacher evaluation committee. When approved through voting (requires approval from two-thirds (inclusive) of the committee members</p> |

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| | | | present), external evaluation can then initiate. |
| 校級學術審查 University-level academic review | 109年3月1日至 109年5月15日前 Mar. 1-May 15, 2020 | 人力資源處 Office of Human Resource | <p>校級教評會審議通過後，由人力資源處進行學術審查作業。</p> <p>1. 以著作/技術報告/教學實務報告升等者：送五位校外學者專家審查。</p> <p>2. 以學位升等者：送四位校外學者專家審查。</p> <p>After passing the review of the university-level teacher evaluation committee, the Office of Human Resource shall carry out academic review.</p> <p>1. Promotion based on publication/ technical report/teaching practice reports: reviewed by five external scholars/experts.</p> <p>2. Promotion based on academic qualification: reviewed by four external scholar/experts.</p> |
| 校級教評會評審(複審) University-level teacher evaluation committee review (second review) | 109年5月16日至 109年5月31日前 May 16-31, 2020 | 人力資源處 Office of Human Resource | <p>各職級教師升等通過標準如下：</p> <p>The standard for passing promotion are as follows:</p> <p>1. 以著作/技術報告/教學實務報告升等者：其外審審查結果有四位(含)以上審查委員給予及格者。</p> <p>2. 以學位升等者：其外審審查結果有三位(含)以上審查委員給予及格者。</p> <p>外審成績滿分為100分，送審教授、副教授職等者，以80分為及格，未達80分者為不及格；送審助理教授職等者，以75分為及格，未達75分者為不及格。</p> <p>1. Promotion based on publication/technical report/teaching practice reports: approval from four (inclusive) or more external review committee members.</p> <p>2. Promotion based on academic qualification: approval from three (inclusive) or more external review committee members. External</p> |

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| | | | review score total is 100, and professorship or associate professorship promotion requires a score of 80 or higher; assistant professorship promotion requires a score of 75 or higher. |
| 報部發證 To report to MoE and Issuance of certificate | 109 年 7 月 31 日前 Before July 31, 2020 | 人力資源處 Office of Human Resource | 人資處報部核發證書。 To report to MoE and Issuance of certificate by Office of Human Resource |

【備註】 依 108.01.30_107 學年度第 1 學期校級教師評審委員會第六次會議決議辦理：

Note: This is processed in accordance with the resolution passed at the 6th session of the university faculty evaluation committee for the fall semester of the 2018 academic year on January 30, 2019.

(1) 升等論文，以提出申請之當學期起始日往前推算五年(10 學期)至申請截止日有效(實際可計算區間共計 5 年 3 個月)。

(2) 原申請截止日後補件作業不再執行。

(1) The effective date for thesis provided for promotion is 5 years (10 semesters); starting from 5 years prior to the start date of the semester at the time when the application is submitted to the application deadline (accepted timeframe is 5 years and 3 months).

(2) Additional documents cannot be submitted after the original deadline.

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TMU Teacher Promotion Procedures for Spring Semester of 2019 Academic Year

| 項 目 Category | 實 施 要 點 Implementation Key Points |
|--------------------------------|--|
| 基本條件 Basic Criteria | <p>一、合乎本校教師聘任升等辦法第二條、本校升等計分標準施行要點等相關規定。</p> <p>二、申請升等論文，以提出申請之當學期起始日往前推算五年內(即自 103.08.01 起算)、人文暨社會科學院及通識教育中心以在六年內(即自 102.08.01 起算)且符合取得上一職等教師資格至申請截止日(108.10.31)間，出版之學術雜誌發表及其他學術研究成果者為有效。</p> <p>三、申請升等所提出之代表著作，以個人著作或列為第一著者、通訊著者之共同著作為限。如為二人以上共著者，需附送合著人證明。</p> <p>1. In accordance with Article 2 of the Taipei Medical University Appointments, Reappointments and Promotions in the Professoriate, the implementation key points for promotion scoring standards, and other relevant regulations.</p> <p>2. The effective date for thesis provided for promotion is any publications in academic journals from 5 years before the starting date of the semester in which the application is submitted (from August 1, 2014) or 6 years before (from August 1, 2013) for the College of Humanity and Social Sciences and the General Education Center and meets the teacher qualifications of the next level, to the application deadline (October 31, 2019)</p> <p>3. Representative thesis submitted for promotion is limited to publications where the applicant is the only author, the first author, or the corresponding author. Where there are two or more co-authors, a co-authorship statement shall be provided.</p> |
| 申請手續 Application Procedures | <p>一、升等之專任及兼任教師上網登錄。</p> <p>二、升等教師上網登錄資料後連同學術著作及其它相關表件(參人力資源處網頁→聘任作業→聘任升等檢附表單)，向隸屬之系所、學院提出升等申請。</p> <p>三、升等之專任及兼任教師上教育部大專教師送審通報系統填寫教師資格審查履歷表。</p> <p>1. Full-time or part-time teacher applying for promotion shall register online.</p> <p>2. After online registration, the applicant's publications and other relevant forms and documents (refer to the Office of Human Resource Website → Recruitment → Recruitment and Promotion Document Checklist) shall be submitted to the respective department/school/college for promotion application.</p> <p>3. Full-time or part-time teacher applying for promotion shall complete the teacher qualification review resume form on the MoE review and notification system for teachers at higher institute of education.</p> |

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| <p>項 目 Category</p> | <p>實 施 要 點 Implementation Key Points</p> |
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| <p>教學實務/產學應用審查小組實質審查(僅適用於以教學實務型/產學應用型升等教師)</p> <p>Actual review by the teaching practice/academic-industry application review unit (only applicable to teachers applying for promotion through teaching practice/academic-industry application)</p> | <p>以教學實務型/產學應用型升等教師，經審查小組審議通過後再提送各級教評會評審。</p> <p>Teachers applying for promotion through Teaching practice/academic-industry application shall be reviewed and approved by the unit before being submitted for review at other teacher evaluation committees.</p> |
| <p>系級教評會評審(限醫學系)/升等公開演講/學院資格審查</p> <p>School-level teacher evaluation committee (School of Medicine only)/public promotion lecture/College-level qualification review</p> | <p>一、學科、系所主管填註評估意見。</p> <p>二、系級(限醫學系)、學院審查升等教師之教學、研究/產學、服務資料。</p> <p>三、各學院辦理公開演講。</p> <p>1. Comments from the director of the department/school.</p> <p>2. The School (School of Medicine only) or College shall review the teaching, research/academic-industry collaborations, and service information of the applicant.</p> <p>3. Each college shall handle a promotion lecture.</p> |

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TMU Teacher Promotion Procedures for Spring Semester of 2019 Academic Year

| 項 目 Category | 實 施 要 點 Implementation Key Points |
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| <p>院級教評會評審 College-level teacher evaluation committee review</p> | <p>一、升等教師的送審代表著作及各項著作審查資料，提交院級教師評審委員會評審。</p> <p>二、院級教評會根據升等人代表著作、其他著作及教學、研究/產學、服務審查評分結果，進行評審。</p> <p>三、申請升等教師經院級教師評審委員會評審通過者，院將其<u>申請表、教學、研究/產學、服務審查評分表、提出申請之當學期起始日往前推算五年內(即自 103.08.01 起算)、人文暨社會科學院及通識教育中心以在六年內(即自 102.08.01 起算)且符合取得上一職等教師資格至申請截止日(108.10.31)間</u>，出版之<u>代表著作(合著者另繳合著人證明)、其他著作各三份、迴避名單及身分證學經歷證明文件影本各一份等一併送交人力資源處辦理校級教評會評審。(在上一等級教師資格審查，已用過之主論文或參考論文不得重複提出。)</u></p> <p>四、學院評審未通過審查者，經提送校級校評會報告後，由院級教評會敘明具體理由函知當事人。</p> <p>1. The representative publication and other related review information from the applicant shall be submitted to the College-level teacher evaluation committee for review.</p> <p>2. The college-level teacher evaluation committee shall review the applicant based on the representative publication, other publications, as well as the teaching, research/academic-industry collaborations, and service evaluation form.</p> <p>3. Where the applicants that is approved by the college-level teacher evaluation committee, the College shall submit three copies of the application form, the teaching, research/academic-industry collaborations, and service evaluation form, the representative publication (co-authorship requires co-authorship statement) that was published in academic journals from 5 years before the starting date of the semester in which the application is submitted (from August 1, 2014) or 6 years before (from August 1, 2013) for the College of Humanity and Social Sciences and the Center of General Education which also meets the teacher qualifications of the next level, to the application deadline (October 31, 2019), and any other publication, as well as one copy of the recusal list and the applicant's ID and academic qualifications documents, shall be submitted to the Office of Human Resource for review at the university-level teacher evaluation committee (main thesis or reference thesis used in the applicant's previous level of teacher qualification review shall not be used).</p> <p>4. The University-level teacher evaluation committee will review when the applicant does not pass the college-level review. The applicant shall be notified and the reasons are to be provided.</p> |
| <p>校級教評會評審(初審) University-level teacher evaluation committee</p> | <p>校級教評會應就院級教評會審查通過之申請升等教師之代表著作及其他著作，教學、研究/產學、服務等成果及院級教評會審查意見進行綜合性審議，經表決通過(出席委員三分之二(含)以上同意)，始得辦理外審作業。</p> <p>University-level teacher evaluation committee review shall carry out comprehensive review of applicant passing the College-level</p> |

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| <p>review (first review)</p> | <p>teacher evaluation committee review, based on the applicant's representative publication and other publications, teaching, research/academic-industry collaborations, and service results, as well as the results from the College-level teacher evaluation committee review. External review shall only take place upon approval of the committee (approval from at least two-thirds (inclusive) of the committee member present).</p> |
| <p>校級學術審查 University-level academic review</p> | <p>一、通過校級教評會評審的教師之升等著作等相關資料轉交人力資源處辦理著作外審。 二、人力資源處依據申請升等之著作名冊轉呈校外審圈選小組，自人才庫中圈選外審委員名單。 1.以著作/技術報告/教學實務報告升等者：送五位校外學者專家審查。 2.以學位升等者：送四位校外學者專家審查。 三、審查結果由人力資源處轉交予校級教評會。 1. Publication for promotion from applicants approved by the university-level teacher evaluation committee review is handed over to the Office of Human Resource for external review. 2. The Office of Human Resource shall select a list of external review committee members from the candidate pool, and provide the publication for promotion to the external review panel. a. Promotion based on publication/ technical report/teaching practice reports: reviewed by five external scholars/experts. b. Promotion based on academic qualification: reviewed by four external scholars/experts. 3. The results of the publication review shall be handed over to the university-level teacher evaluation committee review by the Office of Human Resource.</p> |

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| <p>校級教評會評審(複審) University-level teacher evaluation committee review (second review)</p> | <p>一、除有改變外審結果之事實外，依據外審審查結果，予以通過。各職級教師升等通過標準如下： 1.以著作/技術報告/教學實務報告升等者：其外審審查結果有四位(含)以上審查委員給予及格者。 2.以學位升等者：其外審審查結果有三位(含)以上審查委員給予及格者。 3.外審成績滿分為 100 分，擬升等教授、副教授者，以 80 分為及格，未達 80 分者為不及格；擬升等助理教授者，以 75 分為及格，未達 75 分者為不及格；擬升等講師者，以 70 分為及格，未達 70 分者為不及格。 二、校評審決議須通知學院，並請轉知升等教師。 三、通知未通過教師。</p> <p>1. Except for circumstances where the result of the external review is changed, external review of academic publications shall be approved. The passing standard for teachers of various levels are as follows: a. Promotion based on publication/technical report/teaching practice reports: approval from four (inclusive) or more external review committee members. b. Promotion based on academic qualification: approval from three (inclusive) or more external review committee member. c. External review score total is 100, and promotion to professorship or associate professorship requires a score of 80 or higher. Promotion to assistant professorship requires a score of 75 or higher. 2. The College shall be notified of the decision made by the university-level review, and shall then notify the applicant. 3. Notify the applicant who did not pass the review.</p> |
| <p>申復/ 申訴 Appeal</p> | <p>依本校教師升等申請複審辦法或教師申訴評議委員會組織及評議要點辦理。 This shall be processed in accordance with the University's regulations for second review of teacher promotion application or the board of appeal and enquiry for teachers and key points for enquiries.</p> |
| <p>核 定 Approval</p> | <p>校級教評會評審通過之升等教師，由人力資源處簽報校長核定後晉級，並依規定報送教育部核發證書。 Applicants who passed the university-level teacher evaluation committee review shall be employed at the position by the Office of Human Resource upon approval from the President of the University. The result shall also be submitted to the Ministry of Education for issuance of certificate.</p> |