

# 115-1 Faculty Promotion Administrative Checklist

College / Department: ○○○/○○○○○○○ Name: ○○○○ Proposed Rank for Promotion: ○○○○

Checklist Item	Key Points for Review	Remarks/Instructions for Review	Department Faculty Evaluation Committee Review (✓ for Yes or No)	College Faculty Evaluation Committee Review (✓ for Yes or No)	Non-compliance / Required Documents / Other Remarks
<b>Promotion Eligibility (Seniority)</b>	<p><b>1. Does the faculty member meet the required seniority?</b> (Based on the effective date indicated on the teacher certificate of current rank; only actual periods of appointment in that rank are counted. Even a one-day shortfall is not allowed. For part-time faculty, valid appointments require teaching at least one credit per semester. Seniority is counted as half for part-time faculty.)</p>	<p>(1) <b>Effective date of current rank: ( ___ / ___ )</b>  Actual appointment period from _____ to <b>July. 31<sup>st</sup>, 2026</b>, totaling ___ years ___ months ___ days (excluding unpaid leave period of ___ years ___ months ___ days). <b>Must be at least 3 years.</b></p> <p>(2) Unpaid leave (parental/research sabbatical) from ___ to ___, totaling ___ years ___ months ___ days – this period must be excluded.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Promotion Criteria</b>	<p><b>1. Calculation Period:</b> Submitted works and projects must be published or executed after attaining the current rank and within the five years prior to the submission date. For the College of Humanities &amp; Social Sciences, General Education Center, and Medical Humanities, the period is 5 years for representative works and 6 years for supporting works.</p>	Submitted works are within (MM/YYYY) to <b>April 30, 2026</b> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO																												
	<p><b>2. Minimum Number of Papers and Projects:</b> (1) The number of papers published as <b>first or corresponding author</b> and the number of research projects for each faculty rank must meet the standards listed in the table below (interchangeable for credit) :</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Rank</th> <th>No. of Papers</th> <th>No. of Project</th> </tr> </thead> <tbody> <tr> <td>Professor</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Associate Professor</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Assistant Professor</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Rank	No. of Papers	No. of Project	Professor	5	3	Associate Professor	3	2	Assistant Professor	2	0	<p>( Please check and fill out )</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Rank</th> <th>No. of Papers</th> <th>No. of Project</th> </tr> </thead> <tbody> <tr> <td></td> <td>Professor</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Associate Professor</td> <td></td> <td style="font-size: small; color: blue;">Medical-related faculty are not subject to this restriction.</td> </tr> <tr> <td></td> <td>Assistant Professor</td> <td></td> <td></td> </tr> </tbody> </table> <p>★ Professors must have at least one project hosted by a government agency or NHRI.</p> <p>(2-1) Proof of Off -Campus project PI status required. (<b>Approved List</b>)</p> <p>(2-2) New foreign faculty and medical faculty are exempt.</p>	<input checked="" type="checkbox"/>	Rank	No. of Papers	No. of Project		Professor				Associate Professor		Medical-related faculty are not subject to this restriction.		Assistant Professor			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>Promotion Criteria</b>	<p>(2) PI of Research Projects Projects must be hosted by domestic/foreign government agencies, alliance universities/hospitals, or NHRI. Industry-academic cooperation projects with total funding of NT\$500,000 or more may be counted as one government project (only one such substitution allowed).</p>																											
	<p><b>3. Representative Work Requirements:</b></p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Author Order</th> <th>Field Ranking</th> </tr> </thead> <tbody> <tr> <td>Professor</td> <td>Single Corresponding Author</td> <td>20% or JIF<math>\geq</math>7</td> </tr> <tr> <td>Associate Professor</td> <td>Single First or Single Corresponding Author</td> <td>40% or JIF<math>\geq</math>5</td> </tr> <tr> <td>Assistant Professor</td> <td>Single First or Single Corresponding Author</td> <td></td> </tr> </tbody> </table> <p>※C category fields are exempt.</p>	Rank	Author Order	Field Ranking	Professor	Single Corresponding Author	20% or JIF $\geq$ 7	Associate Professor	Single First or Single Corresponding Author	40% or JIF $\geq$ 5	Assistant Professor	Single First or Single Corresponding Author		<p>(Please check and fill out)</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Author Order</th> <th>Field Ranking</th> </tr> </thead> <tbody> <tr> <td>Professor</td> <td>Single Corresponding Author</td> <td></td> </tr> <tr> <td>Associate Professor</td> <td>Single First or Single Corresponding Author</td> <td></td> </tr> <tr> <td>Assistant Professor</td> <td>Single First or Single Corresponding Author</td> <td></td> </tr> </tbody> </table>	Rank	Author Order	Field Ranking	Professor	Single Corresponding Author		Associate Professor	Single First or Single Corresponding Author		Assistant Professor	Single First or Single Corresponding Author		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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<p><b>Promotion Criteria</b></p>	<p><b>4-2. Bonus Point Deductions for Outstanding Achievements:</b> (Proof of the credits that can be counted must be attached and verified by the responsible unit. For conducting human subject research projects – Human Research Ethics Office. For conducting industry-academia collaboration projects – Office of Business Development. )</p>	<p>※ <b>Maximum allowable credit for offsetting = _____ points</b> (i.e., 30% of the minimum required points for promotion to the target rank)</p> <p>※ <b>Award-based credit offset notes:</b>  <input type="checkbox"/> None  1. <input type="checkbox"/> <u>Teacher Excellence Award: 60 pts</u>  2. <u>Teaching Excellence:</u>  <input type="checkbox"/> University-level: 60 pts;  <input type="checkbox"/> College-level: 30 pts  3. <u>Excellent Mentor:</u>  <input type="checkbox"/> University-level: 60 pts;  <input type="checkbox"/> College-level: 30 pts  4. <u>Human Clinical Trial:</u>  <input type="checkbox"/> PI-Initiated Trial: 60 pts  <input type="checkbox"/> New Medical Device (PI): 45 pts  <input type="checkbox"/> Tier 3 Device Trial: 45 pts  <input type="checkbox"/> Phase I: 45 pts  <input type="checkbox"/> Phase II: 30 pts  5. <u>Editor-in-Chief of Intl Academic Book:</u>  <input type="checkbox"/> Type A: 180 pts  <input type="checkbox"/> Type B: 90 pts  6. <u>Industry-Academic Funding: pts</u></p>	<p><input type="checkbox"/> Hardcopy  <input type="checkbox"/> System Data</p>	<p><input type="checkbox"/> Hardcopy  <input type="checkbox"/> System Data</p>	
<p><b>Promotion Criteria</b></p>	<p><b>5. International Co-authorship Requirement:</b>  <b>Professors: 3 papers</b>  <b>Associate Professors: 2 papers</b>  (C category disciplines are exempt)  International co-authorship = collaboration with scholars from countries/regions outside Taiwan.</p>	<p>Selected Co-authored Papers (Please select the following):  #1, #2, #3, #4, #5, #6, #7, #8, #9,  #10, #11, #12, #13, #14, #15</p>	<p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p>	

<b>Work Portfolio  System &amp; Hardcopy</b>	<b>1. Faculty Promotion Scoring Table</b>	1-1.Valid scoring period 1-2.Follows TMU authorship and affiliation guidelines 1-3.Uploaded correctly with field ranking proof <b>1-4.For patents/tech transfer/startups, submit supporting documents verified by the Office of Business Development</b>	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>2. Personal Research Focus &amp; Achievements</b>		<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>3-1. Representative / Main Papers</b>	3-1-1. One paper must be marked as "representative work"; also identify series papers as "main papers" ※ Professors: at least 3 serial papers ※ Associate Professors: at least 2 serial papers  3-1-2. Representative work must list TMU as affiliation	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>3-2. Co-author Confirmation</b>	3-2. Signatures, contribution statements, and percentages required	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>3-3. Chinese Abstracts</b>		<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>1. Promotion Application Form</b>	1. Print from TMU system	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>2. Diploma/Certificate Copy</b>	2. Foreign degrees must be verified by Taiwan's overseas representative office	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>3. Copy of Certificate of Current Rank</b>	Effective Date: ____ (Y) ____ (M)	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	

<b>Work Portfolio System &amp; Hardcopy</b>	<p><b>4. Proof of Service Experience</b> (If there are any situations such as leave without pay or other circumstances where service years cannot be counted, relevant supporting documents must be provided by the individual.)</p>	<p>4-1. Proof of eligible teaching seniority (at least three years of appointment letters or service certificates prior to promotion) Note: Part-time faculty must provide: (1) Proof of service from their primary employing institution (if applicable); (2) Copies of appointment letters for the six years prior to promotion.</p> <p>4-2. For applicants submitting under Article 2, Paragraph 2, Subparagraph (4), proof of professional occupation or position must be provided.</p> <p>4-3. For applicants submitting under Article 2, Paragraph 2, Subparagraph (5), proof of compliance with medical center requirements must be attached.</p> <p>4-4. For teachers under the old system, proof of uninterrupted teaching service must be submitted.</p>	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data												
	<p><b>5. Faculty Qualification Declaration Form</b></p>	<p>Applicable Version: TMU Faculty Appointment and Promotion Form 1.1 – Faculty Qualification Review Affidavit (for those who do not yet meet the official qualifications for the intended rank)</p>	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data												
	<p><b>6. PI Proof of Research Projects</b> (Research projects include external research projects or industry-academia collaboration projects funded by domestic and foreign</p>	<p>(Please check and fill in.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Rank</td> <td style="text-align: center;">No. of Papers</td> <td style="text-align: center;">No. of Project</td> </tr> <tr> <td></td> <td style="text-align: center;">Professor</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Associate Professor</td> <td></td> <td style="font-size: small; color: blue;">Medical-related faculty are not subject to this restriction.</td> </tr> </table>	<input checked="" type="checkbox"/>	Rank	No. of Papers	No. of Project		Professor				Associate Professor		Medical-related faculty are not subject to this restriction.	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data
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<b>Portfolio System &amp; Hardcopy</b>	government agencies, partner universities, partner hospitals, or the National Health Research Institutes. Industry-academia collaboration projects with cumulative funding of NT\$500,000 or more may be considered as one government agency project, but this is limited to one project only)	Assistant Professor	(2-1) Attach proof of serving as the principal investigator for external research projects (approved list) (2-2) Teachers from medical-related departments are not subject to this restriction. <b>(2-3) Professors (including those from medical-related departments) must have at least one research project from a domestic or foreign government agency or the National Health Research Institutes with a review mechanism as the PI.</b>			
	<b>7. Bonus Point Proof Documents (as applicable)</b> (A certificate of credit eligibility, reviewed and approved by the responsible unit, must be attached. For human subject research projects – Office of Human Research For industry-academia collaboration projects – Office of Business Development.)	<p>※ <b>Maximum allowable credit for offsetting = _____ points</b> (i.e., 30% of the minimum required points for promotion to the target rank)</p> <p>※ <b>Award-based credit offset notes:</b></p> <p><input type="checkbox"/> None</p> <p>1. <input type="checkbox"/> <u>Teacher Excellence Award:</u> 60 pts</p> <p>2. <u>Teaching Excellence:</u> <input type="checkbox"/> University-level: 60 pts; <input type="checkbox"/> College-level: 30 pts</p> <p>3. <u>Excellent Mentor:</u> <input type="checkbox"/> University-level: 60 pts; <input type="checkbox"/> College-level: 30 pts</p> <p>4. <u>Human Clinical Trial:</u> <input type="checkbox"/> PI-Initiated Trial: 60 pts <input type="checkbox"/> New Medical Device (PI): 45 pts <input type="checkbox"/> Tier 3 Device Trial: 45 pts <input type="checkbox"/> Phase I: 45 pts <input type="checkbox"/> Phase II: 30 pts</p> <p>5. <u>Editor-in-Chief of Intl.</u></p>		<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	

		<u>Academic Book:</u> <input type="checkbox"/> Type A: 180 pts <input type="checkbox"/> Type B: 90 pts <u>Industry-Academic Funding:</u> <u>pts</u>			
<b>Work Portfolio  System &amp; Hardcopy</b>	<b>8. Full-time faculty members must be officially appointed by the university and actively teaching. Part-time faculty members must have an official appointment letter, be scheduled to teach at least one credit during the appointed semester, and have taught the course. (Supporting documents such as credit hour calculations from the Office of Academic Affairs or teaching schedules must be provided.)</b>				
	<b>8-1. Courses and teaching hours for the current position during the application semester Spring 2026 (114-2)</b>	Actual courses taught: _____ (credit) Actual courses taught: _____ (credit)	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	
	<b>8-2. Courses and teaching hours planned for the promotion application semester Fall 2026 (115-1)</b>	Actual courses taught: _____ (credit) Actual courses taught: _____ (credit)	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	<input type="checkbox"/> Hardcopy <input type="checkbox"/> System Data	

Applicant (Signatures)	Department Reviewer (Signatures)	College Reviewer (Signatures)	College Manager (Signatures)	HR Staff in Charge (Signatures)