

元智大學資訊學院
教師升等審查細則
College of Informatics
Rules for Evaluation of Faculty Promotion

87.05.06 第 862-04 次校教評會議核備通過
87.05.05 第 86-09 次院務會議修正通過
教育部 87.08.29 台(87)審字第八七 0 九三九一二號函核備通過
89.05.31 第 88-06 次院務會議修正通過
89.06.28 第 882-03 次校教評會議核備通過
90.12.12 第 901-04 次校教評會議核備通過
99.05.10 第 98-09 次院教評會議修訂通過
99.06.10 第 98-04 次院務會議修訂通過
99.07.01 第 98-08 次校教評會議核備通過
106.05.31 第 105-07 次院教評會議修訂通過
106.06.06 第 105-05 次院務會議修訂通過
106.06.21 第 105-09 次校教評會議核備通過
108.12.31 第 108-04 次院教評會議修訂通過
109.01.02 第 108-03 次院務會議修訂通過
109.01.15 第 108-03 次校教評會議核備通過
114.04.22 第 113-06 次院教評會議修訂通過
114.05.01 第 113-01 次院務會議修訂通過
114.06.18 第 113-08 次校教評會議核備通過

May 6, 1998 Approved by the 4th Teacher Evaluation Committee Meeting of the University, Academic Year 1997-98
May 5, 1998 Amended by the 9th College Affairs Meeting, Academic Year 1997-98
August 29, 1998 Approved by Letter Tai-(87)-Shen-Tzu No.87093912 of the Ministry of Education
May 31, 2000 Amended by the 6th College Affairs Meeting, Academic Year 1999-2000
June 28, 2000 Approved by the 3rd Teacher Evaluation Committee Meeting of the University, Academic Year 1999-2000
December 12, 2001 Approved by the 4th Teacher Evaluation Committee Meeting of the University, Academic Year 2000-2001
May 10, 2010 Amended by the 9th Teacher Evaluation Committee Meeting of the College, Academic Year 2009-2010
June 10, 2020 Amended by the 4th College Affairs Meeting, Academic Year 2009-2010
July 1, 2010 Approved by the 8th Teacher Evaluation Committee Meeting of the University, Academic Year 2009-2010
May 31, 2017 Amended by the 7th Teacher Evaluation Committee Meeting of the College, Academic Year 2016-17
June 6, 2017 Amended by the 5th College Affairs Meeting, Academic Year 2016-17
June 21, 2017 Approved by the 9th Teacher Evaluation Committee Meeting of the University, Academic Year 2016-17
December 31, 2019 Amended by the 4th Teacher Evaluation Committee Meeting of the College, Academic Year 2019-20
January 2, 2020 Amended by the 3rd College Affairs Meeting, Academic Year 2019-20
January 15, 2020 Approved by the 3rd Teacher Evaluation Committee Meeting of the University, Academic Year 2019-20
April 22, 2025, Amended by the 6th Teacher Evaluation Committee Meeting of the College, Academic Year 2024-25
May 1, 2025 Amended by the 1st College Affairs Meeting, Academic Year 2024-25
June 18, 2025 Approved by the 8th Teacher Evaluation Committee Meeting of the University, Academic Year 2024-25

第一條 本細則依本校「教師升等審查辦法」訂定之。本細則如有未盡事宜，悉依教育部及本校相關規定辦理。

Article 1 These rules are established in accordance with the YZU regulations for Evaluation of Faculty Promotion. Any matters not covered herein shall be conducted in accordance with the relevant regulations made by the Ministry of Education and the university.

第二條 本院專任教師(含合聘教師)必須符合下列條件，始得提出升等之申請：

- 一、申請教師之升等年資及資格條件符合本校規定者。
- 二、申請教師須依本校「教師申請升等外審作業要點」規定檢具相關表件及送審著作等資料，向所屬系所(或同級)提出升等申請。
- 三、為鼓勵教師多元發展，送審類別領域分為：學術領域、技術研發領域、教學實踐

研究領域、文藝創作展演領域，由教師自選之。

(一)申請學術領域升等者：教師在該學術領域之研究成果有具體貢獻者，得以專門著作送審。

1. 副教授升等教授：需於副教授年資內至少四篇論文在國內外知名期刊上發表，發表或被接受論文中至少有二篇為第一作者或通訊作者。
2. 助理教授升等副教授：需於助理教授年資內至少二篇論文在國內外知名期刊上發表，發表或被接受論文中至少有一篇為第一作者或通訊作者。
3. 講師升等助理教授：需於講師年資內至少二篇論文在國內外知名期刊上發表，發表或被接受論文中至少有一篇為第一作者或通訊作者。

(二)申請技術研發領域升等者：教師在技術研發領域之學理或實作有創新、改進或延伸應用之具體研發成果者，得以技術報告送審；其審查範圍及基準依教育部「專科以上學校教師資格審定辦法」第十五條附表一規定辦理。

(三)申請教學實踐研究領域升等者：教師在教學實踐研究領域，透過課程設計、教材、教法、教具、科技媒體運用、評量工具運用等方式，採取適當之研究方法驗證成效之歷程，具有創新、改進或延伸應用之具體研究（發）成果，於校內外推廣具有重要具體貢獻者，得以專門著作或技術報告送審；其審查範圍及基準依教育部「專科以上學校教師資格審定辦法」第十六條附表二規定辦理。

(四)申請文藝創作展演領域升等者：教師在文藝創作展演領域，有獨特及持續性作品並有重要具體之貢獻者，得以作品及成就證明，並附創作或展演報告送審；其範圍包括音樂、戲曲、戲劇、劇場藝術、舞蹈、民俗技藝、音像藝術、視覺藝術、新媒體藝術、設計及其他藝術類科；其審查範圍及基準依教育部「專科以上學校教師資格審定辦法」第十七條附表三規定辦理。

前述各送審類別領域，由送審人自行擇一為代表作，代表作應為第一作者或通訊作者，需以元智大學列名發表，其餘列為參考作；其屬系列之相關研究者，得合併為代表作，至多四件，送審參考著作件數不限；前經教師資格審定不合格者，重新提出申請時，其送審著作應增加或更換一件以上。未符合代表作及參考作規定之送審人在專業或學術上之成果，均得自行列表作為送審參考資料。

四、須經所屬各系(所)或同級教評會審查通過。

五、各系(所)或同級申請升等教師，須備妥相關表件及送審著作等資料，於規定時程內送學院辦公室。

Article 2 A full-time teacher (including jointly appointed one) shall meet the following requirements before they may apply for promotion:

1. The applicant's qualifications regarding years of service for promotion and years of service at the university must meet the university's requirements.
2. Applicants for faculty promotion must comply with the *YZU Guidelines for External Review of Faculty Promotion*. Applications prepare the required forms and submit works, and the promotion application to their respective department (or equivalent unit).
3. To encourage diversified development among faculty members, the categories for review are

divided into: Academic Research, Technical Research and Development, Teaching Practice Research, and Artistic Creation and Performance. Faculty members may choose one from the categories by themselves.

(1) For promotion under the Academic Research category:

Faculty members who have made significant contributions to research in their academic field may submit monographs for review.

① Associate Professor to Professor:

The candidate must have published at least four papers in reputable domestic or international journals during their tenure as an Associate Professor. Among the accepted or published papers, at least two must list the candidate as the first author or corresponding author.

② Assistant Professor to Associate Professor:

The candidate must have published at least two papers in reputable domestic or international journals during their tenure as an Assistant Professor. At least one of these must list the candidate as the first author or corresponding author.

③ Lecturer to Assistant Professor:

The candidate must have published at least two papers in reputable domestic or international journals during their tenure as a Lecturer. At least one of these must list the candidate as the first author or corresponding author.

(2) For promotion under the Technical Research and Development category:

Faculty members who have achieved innovative, improved, or extended applications of theoretical or empirical outcomes in technical R&D may submit technical reports for review. The review scope and criteria shall follow the regulations in Appendix Table 1 of Article 15 of the Ministry of Education's "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education."

(3) For promotion under the Teaching Practice Research category:

Faculty members who, through course design, teaching materials, methods, tools, application of media technologies, or assessment tools, use appropriate research methods to verify effectiveness, and produce innovative, improved, or extended applications in teaching practice—making significant contributions that are promoted on-campus or off-campus—may submit specialized publications or technical reports for review. The review scope and criteria shall follow Appendix Table 2 of Article 16 of the Ministry of Education's "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education."

(4) For promotion under the Artistic Creation and Performance category:

Faculty members in this category must have sustained and distinctive works with significant contributions. They may submit their works and achievements along with a creation or performance report for review. This category includes music, traditional opera, drama, performing arts, dance, folk arts, audiovisual arts, visual arts, new media arts, design, and other art disciplines. The review scope and criteria shall follow Appendix Table 3 of Article 17 of the Ministry of Education's "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education."

For all the above categories, the candidate must select one representative work for review. This representative work must list the candidate as the first author or corresponding author and be published under Yuan Ze University. Other works are considered supporting references. Related studies forming a series may be submitted together as a combined representative work, with a maximum of four items. There is no limit to the number of supporting reference works submitted for review. If a candidate's previous qualification review was unsuccessful, the new application must include at least one additional or replaced submission. Any professional or academic achievements not meeting the criteria for representative or reference works may still be listed by the candidate as supporting materials for the review.

4. Application should be reviewed and approved by the Teacher Evaluation Committee of a department (graduate school) or academic unit at the same level that the applicant serves.
5. All faculty members applying for promotion in each department (or institute) or equivalent level must prepare all required application materials, including relevant forms and submitted works for review, and submit them to the college office within the specified deadline.

第三條 審查標準：

- 一、審查項目包括教學、研究及輔導與服務三項。
- 二、教學、輔導與服務之審查，以本校「教學暨輔導與服務成績考核辦法」之項目為原則。
- 三、研究之審查，包含以下各項：
 - (一)專門著作（期刊或會議論文）、專書、技術報告、作品、教學實務成果等。
 - (二)產學合作、研究計劃等。
 - (三)成就與表現，如專利、得獎、擔任期刊編輯、參與研討會活動等。

Article 3 Review Criteria:

1. The evaluation criteria include three components: teaching, research, and student advising and service.
2. The evaluation of teaching, student advising, and service shall be based on the items outlined in the *YZU Regulations for the Evaluation of Teaching, Student Advising, and Service Performance*.
3. The evaluation of research includes the following aspects:
 - (1) Monographs such as journal or conference papers/proceedings, specialized books, technical reports, creative works, and teaching-related outcomes.
 - (2) Industry-academia collaboration and research projects.
 - (3) Achievements and contributions, including patents, awards, journal editorial roles, and participation in academic conferences and activities.

第四條 關於副教授升等教授案，各系(所)或同級之院教評會委員至少應有一位教授參與，申請人所屬系(所)或同級至少應有二位教授參與。各系(所)或同級之院教評會委員若不能滿足前述規定人數時，得增聘請校內外相關領域之教授為該次教評會委員參加評審。該外聘委員由相關系(所)或同級推薦但須經本院教評會同意。

Article 4 Evaluation of an associate professor's application for promotion to professor shall involve at

least one professor from the members of the Teacher Evaluation Committee of the College of each respective department (graduate school) or academic unit at the same level as well as at least two professors from the applicant's own department (graduate school) or academic unit at the same level. If the quorum cannot be met, the Teacher Evaluation Committee may invite professors in related fields either within or outside the campus to serve as external members to evaluate that application. These external members shall be nominated by the relevant department (graduate school) or academic unit at the same level and approved by the teacher evaluation committee of the College.

第五條 審議程序：

- 一、院教師評審委員會依系(所)或同級教師評審委員會評定之教學、輔導與服務成績及審查意見，綜合申請人教學、研究、輔導與服務表現，進行審查、評分，並視需要邀請申請人列席報告及說明。
- 二、由院教評會委員對申請人之教學、輔導與服務分別獨立予以綜合評分。研究表現採不記名投票，投票結果須有出席且具有投票資格之委員三分之二以上同意始為通過。
- 三、教學、輔導與服務成績，須各達八十分，且研究表現經學院教師評審委員會審議通過，始得送校教師評審委員會辦理外審。
前項教學、研究、輔導與服務應分別獨立審查及評定，任一項未達推薦者，即為不推薦升等。
- 四、升等教授之審議，由具教授資格之委員投票；升等副教授之審議，由具副教授資格以上之委員投票；升等助理教授之審議，由具助理教授資格以上之委員投票。
若決議不向校教評會提出升等推薦，應將理由以書面通知當事人。

Article 5 Review Procedures:

1. Based on the applicant's grades in teaching, and counseling and services as well as the review opinions made by the Teacher Evaluation Committee of a department (graduate school) or academic unit at the same level and taking into comprehensive consideration of the overall applicant's performance in teaching, research, and counseling and services, the Teacher Evaluation Committee of the College shall further review and grade the application. If necessary, the applicant may be asked to attend the evaluation meeting to present and explain the case.
2. The applicant's performance in teaching, and counseling and services shall be assigned independently and comprehensively graded by the members of the Teacher Evaluation Committee of the College. Evaluation of the applicant's research performance shall adopt an anonymous ballot. A positive voting result should require the support of no less than two-thirds of the members who are present and eligible to vote.
3. The application shall be submitted to the Teacher Evaluation Committee of the University only when each grade in teaching, and counseling and services reaches 80 points, and the research performance is positively evaluated by the Teaching Evaluation Committee of the College. Teaching, research, and counseling and services, as mentioned in the preceding paragraph, shall

be independently reviewed and evaluated. If any of those components fails to meet the criteria for recommendation, the application will be considered not recommended for promotion.

第六條 推薦作業

本院教師評審委員會於完成審查作業之後，即應將推薦人選及院教評會議紀錄，提送校教師評審委員會審查。

Article 6 Recommendation Procedure

Upon completion of the evaluation process, the College Faculty Evaluation Committee shall submit the recommended candidates along with the meeting minutes to the University Faculty Evaluation Committee for review.

第七條 申訴辦法

為確保教師權益，申請人若對本院教師評審委員會評審結果有疑義時，得依本校「教師申訴評議委員會組織及評議辦法」提出申訴。

Article 7 Appeal Procedure

To protect the rights of faculty members, Any applicants have objections to the evaluation results of the College Faculty Evaluation Committee, they may file an appeal in accordance with the *YZU Regulations for the Organization and Arbitration of the Faculty Plea and Arbitration Committee*.

第八條 本細則經院教師評審委員會議及院務會議通過，提送校教師評審委員會核定後公布實施，修正時亦同。

Article 8 These rules shall be implemented after approval by the College Faculty Evaluation Committee and the College Affairs Meeting, and subsequent ratification by the Faculty Evaluation Committee of the University. The same procedure shall apply to any amendments.