**送審人辦理教師升等應檢附文件、資料及注意事項**

**Documents and Materials to be Attached and Notes for Teachers' Promotions**

**一、專任教師升等申請表**

**Application Form for Full-time Teachers' Promotions**

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| 注意事項 Notes |
| * + 1. 研究績效比重，由送審人自行選定並簽名，一經選定，不得更改。

Research performance information should be selected and signed by the applicant. Once selected, it cannot be changed.* + 1. 申請表由送審人填至「開授課程」為止。所授課程並應包含於教師資格審查履歷表所填列之課程，不敷使用時並請自行增列。

The application form should be filled out by the applicant up to the "Courses Taught" section. Courses taught should be included in the curriculum vitae submitted for teachers' qualification review. If there is insufficient space, please add additional rows as needed. |

**二、教學、輔導與服務績效：列印「專任教師定期成效評估標準資料庫－總表」**

**Teaching, Counseling, and Service Performance: Please print the Full-time Teachers' Regular Performance Evaluation Standards Table**

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| 注意事項 Notes |
| 1. 申請人列印送審前一年度辦理教師定期成效評估自評作業時之總表並簽名。

The applicant should print and sign the table comprising the teacher's regular performance evaluation self-assessment conducted the year prior to submitting the application.1. 若前一年度無成績則往前遞移，已申請同意免評之教師，如提出升等，且經往前遞移後仍無自評成績者，仍須依規定辦理自評作業。

If there are no results from the previous year, include the assessment the year before that. If teachers who have been approved for an exemption from evaluation apply for a promotion and have no self-assessment results from the past two years, they must complete the self-assessment according to the regulations. |

**三、研究績效：**

**Research Performance:**

1. **整體研發成果：**填具**「研究績效之整體研發成果評審表」**

**Overall Research and Development Achievements: Please fill out the Evaluation Form for Overall Research and Development Achievements**

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| 注意事項 Notes |
| * + - 1. 整體研發成果之評審期間，係採計送審人取得前一等級教師資格後及送審前五年內研發成果之成績計算。

The evaluation period for overall research and development achievements is based on the research performance achieved by the applicant within five years before submitting the application, starting from the date of obtaining their previous teachers' qualification.* + - 1. 所擬具之整體研發成果績效可包含實際送審成果。

Proposed overall research and development achievements may include actual submitted achievements.* + - 1. 整體研發成果評核項目所舉具體事實，以在本校服務期間為限。各項評核內容均須提具體事實之佐證資料，無佐證資料者不予採計。

The specific facts mentioned in the evaluation items for overall research and development achievements are limited to the period of service at this university. Evidence supporting each evaluation item must be provided. If there is no supporting evidence, the item will not be considered.* + - 1. 本表於線上系統尚未完成建置前，由申請人填具並附佐證，連同其他送審資料一併向系(所、中心、室)提出。

Before completing in the online system, the applicant should fill in the form, provide supporting documents, and submit them with other application materials to the department, center, or office. |

1. **實際送審成果：**

**Actual Submission Results:**

**實際送審成果之實體內容：**一式**5**份。

The physical content of actual submission results: FIVE copies.

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| 注意事項 Notes |
| * + - * 1. 請確依本校教師聘任及升等審查辦法第10條與第10條之1規定整理實體送審內容。

Please organize the physical submission content in accordance with Article 10 and Article 10-1 of the Regulations for the Appointment and Promotion Review of Teachers at this university.* + - * 1. 以專門著作送審教師資格，或以作品、成就證明或技術報告代替專門著作送審者，皆須符合本校各學院教師著作升等送外審查標準之規定。

Teachers who submit work, achievements, or technical reports instead of specialized work for teachers' qualification review must comply with the standards for review of teachers' work for promotions of the relevant college of this university.* + - * 1. 以技術報告、作品或成就證明取代專門著作之審查基準，悉依「專科以上學校教師資格審定辦法」附表一、二、三之規定，並請確依其格式撰擬書面報告內容。

The review criteria for technical reports, work, or achievements substituted for specialized work shall be in accordance with the provisions of Annexes 1, 2, and 3 of the Regulations for the Review of Teachers' Qualifications in Colleges and Universities above Junior College Level, and a written report shall be prepared following the designated format.* + - * 1. 國內研討會論文請務必附具該研討會集結成冊公開出版發行之出版版權頁。如本文內容之頁首或頁尾未標註其出版年月、出處者，並請附具該研討會之封面、目錄以茲佐證。

If submitting domestic conference papers, please attach the copyright page of the published proceedings of the conference. If the content of the paper does not indicate the publication year, month, or source, please attach the cover and table of contents of the conference proceedings as evidence.* + - * 1. 專門著作已投稿尚未被接受或刊登者，得另行裝訂成冊載明所投稿之專業出版機構名稱並標示為「已投稿作品」，併同實際送審成果由學院**移請教務處**辦理外審。於**學院**教評會開議前，若經該專業出版機構所接受或刊登，得將其移列至實際送審成果之參考作。

If submitting specialized work that has been submitted but not yet accepted or published, please bind in a separate volume with the name of the professional publishing organization to which it has been submitted and label as "submitted work," and submit as part of the actual submission results of the college **to the Office of Academic Affairs** for external review. If the paper is accepted or published by the professional publishing organization before the **college's** teaching evaluation committee meeting, it may be moved to reference works for review.* + - * 1. 實體內容呈現編排建議方式：①著作目錄一覽表。②代表作(成果)中、英文摘要。③代表作合著人證明(影本，非合著者免附)。④代表作(成果)本文。⑤參考作(成果)本文(逐一臚列)。

Recommended order of physical content: ① Table of contents of work submitted. ② Abstracts of representative work (achievements) in both Chinese and English. ③ Copy of the co-authorship certification for representative work (non-co-authors do not need to be provided). ④ Full text of representative work (achievements). ⑤ Full text of reference work (achievements) (listed individually).* + - * 1. **前經教師資格審定不合格者，重新提出申請時，其送審著作應至少增加或更換一件以上。**

**If teachers are reapplying after previously being deemed unqualified for the teachers' qualification review, they must submit at least one additional or different work for review.** |

**本校教師著作基本篇數審查意見表：**

**National Chin-Yi University of Technology Form for Review of** the **Minimum Number of Publications by Faculty Members**

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| 注意事項 Notes |
| 1. 本表係依本校各學院教師著作升等送外審查標準所定，供送審申請人及系所檢核「實際送審成果」是否符合校訂基本門檻所用。

This form has been established according to the standards for the promotion and external review of faculty publications in each college of our school, and is used for applicants and departments to check whether the actual submission results meet the school's prescribed minimum threshold.(2)送審人所填篇數，應與向系提出申請時之「實際送審成果」數量一致，「已投稿作品」不予計入。The number of publications filled in by the applicant should be consistent with the number of actual submission results provided when applying to the department. Work that has been submitted for publication should not be counted. |

**教師資格審查履歷表**：甲式1份(含履歷表內法令依據所繳驗之證件影本，乙式**5**份

Resume Form for Teachers' Qualification Review: One copy of Form A (**including** copies of legal documents submitted for verification with the resume) and **five** copies of Form B

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| 注意事項 Notes |
| 1. 本表請送審人逕至教育部「大專教師送審通報系統」填列，網址為：[www.schprs.edu.tw](http://www.schprs.edu.tw/) 。

Please fill in this form directly on the College Teachers' Promotion and Review Notification System of the Ministry of Education at www.schprs.edu.tw.1. 現職與經歷欄，「現職」請依現職聘書所載之末月為截止年月。

In the "Current Position" and "Experience" columns, please use the end month specified in the current employment contract as the deadline.1. 請依[教育人員任用條例](http://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0150017)第16條至第18條、第30條之1等規定選定提出升等之法令依據，並依其所定繳驗相關證件影本。

Please select the legal basis for the promotion and submit the relevant documents for verification in accordance with the provisions of Articles 16 to 18 and Article 30-1 of the Act Governing the Appointment of Educators.1. 一系列或二篇以上之代表作或成果，請分別在代表作及參考作第1筆(依序類推)欄位內填列，並載明代表作1、2、..。

For a series of representative work or achievements consisting of two or more articles, please list them separately in the first column of "Representative Work" and "Reference Work" (in sequential order). Specify them as representative work 1, 2, etc.1. 代表作及參考作所填之論文名稱、出版年月、卷期刊號、合著人等應與「實際送審成果」之實體內容一致。如係研討會論文，卷期刊號欄請填列該研討會出版之ISBN碼。

The title of the paper, publication year and month, volume, issue number, co-authors, and other information filled in for representative work and reference work should be consistent with the content of actual submission results. If submitting a conference paper, please fill in the ISBN of the conference publication in the volume and issue number column.(6)教師資格審查履歷表甲表首頁請送審人親自簽名，相片請一張實貼，一張浮貼。The first page of Form A for the resume for teachers' qualification review should be personally signed by the applicant. One photo should be firmly affixed to the resume, and a second photo included loosely. |

**合著人證明(正本)：**代表作非合著者免附。

Co-authorship certificate (original): Representative work without co-authors are not required to provide this document.

**著作、作品審查迴避參考名單：無迴避建議者，免附。**Reference list for avoiding conflicts of interest in reviewing work: Not required if there are no reviewers with a conflict of interest.

**國外學歷送審教師資格修業情形一覽表及入出境證明：非文憑**送審且非國外學歷者免附。

List of foreign academic qualifications and entry-exit certificates for teachers' qualification review: Not required for those who did not obtain a foreign diploma and have no foreign academic qualifications.