

東海大學文學院英語中心教師教學實踐研究升等評審表 (研究)

ELC Faculty Teaching-Oriented promotion scoring sheet (Research)

(申請人試算-供中心教評會委員審查用) (Applicant Calculation for ELC FAC Review)

姓名 Name : \_\_\_\_\_ 提請升等學年度 AY : \_\_\_\_學年度第\_\_學期 (Fall/Spring YYYY)

現職 Current Rank : 副教授 Associate Professor / 助理教授 Assistant Professor / 講師 Lecturer

提請升等職級 Proposed Rank : 教授 Professor / 副教授 Associate Professor / 助理教授 Assistant Professor

一、研究評審準則 Research Category			計分標準 Scoring Standard	申請人試算 Applicant Calculation	佐證資料 Proof
A	6.1	通過本辦法第四條第三項或第四項門檻者 Passed the Article 4, Item 3 or Item 4 of this regulation	70 pt/Achieved (Provide Checklist)		
B	6.2.1	刊登於 THCI、TSSCI、A&HCI、SSCI 或其他同等級學術論文索引收錄之期刊論文 Articles in THCI, TSSCI, A&HCI or SSCI - or other journals of the same level	5 pt/Article		
	6.2.2	其他具匿名審查制度之期刊論文、專書章節 Anonymous censorship paper or book chapter	3 pt/Paper		
	6.2.3	成果報告 Report	3 pt/Report		
	6.2.4	專書 Published book	10 pt/Book		
	6.3.1	執行校外其他與教學實踐相關之研究計畫、學術研究獎等 Teaching-oriented project or academic award/honor by other institutions.	5 pt/Project		
	6.3.2	執行校內其他與教學實踐相關之研究計畫、學術研究獎等 Teaching-oriented project or academic award/honor by Tunghai research award/honor。	3 pt/Project		
	6.4	其他與教學實踐相關之研究績效，經中心教評會確認，最高採計 10 分。 Other forms of teaching-oriented work, as described and documented by the applicant, may earn up to 10 points once they are approved by the ELC Faculty Affairs Committee.	up to 10 pt		
<b>研究項目分數(上限 100 分) A+B</b> <b>The maximum point total for the research category (A+B) is 100 points.</b>					

東海大學文學院英語中心教師教學實踐研究升等評審表（教學）

ELC Faculty Teaching-Oriented promotion scoring sheet (Teaching)

（申請人試算-供中心教評會委員審查用）（Applicant Calculation for ELC FAC Review）

姓名 Name：\_\_\_\_\_ 提請升等學年度 AY：\_\_學年度第\_\_學期 (Fall/Spring YYYY)

現職 Current Rank：副教授 Associate Professor / 助理教授 Assistant Professor / 講師 Lecturer

提請升等職級 Proposed Rank：教授 Professor / 副教授 Associate Professor / 助理教授 Assistant Professor

二、教學評審準則 Teaching Category		計分標準 Scoring Standard	申請人試算 Applicant Calculation	佐證資料 Proof
<b>7.1. 基本項目（以最近 6 學期計算）</b> Basic items (The most recent 6 semesters' records will be reviewed.)				
A	7.1.1 每週授課時數符合規定。 Teaching a minimum of 9 hours per semester for research-track teachers; 12 hours per semester for teaching-track teachers.	1 pt/semester		
	7.1.2 授課計畫表按時送出總完成率 100%。 Submitting on-line course descriptions on time.	1 pt/semester		
	7.1.3 教學評量滿意度達 75 分以上。 Teaching Evaluation: achieving an average score of 75 for each semester.	1 pt/semester		
	7.1.4 學生預警制度執行情形達 100%。 Completing early warning list of every class.	1 pt/semester		
	7.1.5 準時送繳學生成績達 100%。 Submitting students' grades on time.	1 pt/semester		
	7.1.6 接見學生時間每週至少 2 小時。 Scheduling at least 2 regular office hours for students per week.	1 pt/semester		
	以上 6 項(A)最高採計 36 分。 The maximum point total for the above 6 base items is 36 points.			
<b>7.2 其他項目 Other itmes</b>				
B	7.2.1 超授鐘點 Over-time teaching hours	1 pt/hr/semester		
	7.2.2 參加專業成長活動 Attending teaching workshops	2 pt/event		
	7.2.3 擔任碩士生論文主要指導教授 Serving as an advisor for MA thesis	5 pt/finished 3 pt/in-process 1 pt/co-advisor		
	7.2.4 擔任「國家科學及技術委員會補助大專生研究計畫」指導教授。 Serving as an advisor for NSTC undergraduate research projects	5 pt/finished 3 pt/in-process		

7.2.5	教學評量滿意度每學期平均分數 85 分以上加 1 分，90 分以上加 2 分，95 分以上加 3 分。 Teaching Evaluation (extra points will be awarded for achieving an average score above 85 for each semester)	1 pt/score 85+ 2 pt/score 90+ 3 pt/score 95+		
7.2.6	教授暑修課程 Teaching summer courses	2 pt/course		
7.2.7	獲教學傑出獎每件 10 分，教學優良獎每件 5 分。 Outstanding Teaching Awards (10); Excellent Teaching Award (5)	10 pt/Outstanding 5 pt/Excellent		
7.2.8	特殊教學表現：開發創新課程、開設跨學科課程、編譯課程教材、參加及策劃教學活動或教學革新計畫等 Special teaching performance: such as developing innovative courses, designing inter-disciplinary courses, creating course materials.	5 pt/case		
7.2.9	其他教學績效，經中心教評會確認，最高採計 10 分。 Other forms of teaching performances described and documented by the applicant may earn up to 10 points if confirmed by the ELC Faculty Affairs Committee.	up to 10 pt		
以上 9 項(B)最高採計 64 分。 The maximum point total for the above 9 Other Items is 64 points.				
<b>教學項目分數(上限 100 分) A+B</b> <b>The maximum point total for the teaching category (A+B) is 100 points.</b>				

東海大學文學院英語中心教師教學實踐研究升等評審表（服務及輔導）

ELC Faculty Teaching-Oriented promotion scoring sheet (Service & Counseling)

（申請人試算-供中心教評會委員審查用）（Applicant Calculation for ELC FAC Review）

姓名 Name：\_\_\_\_\_ 提請升等學年度 AY：\_\_學年度第\_\_學期 (Fall/Spring YYYY)

現職 Current Rank：副教授 Associate Professor / 助理教授 Assistant Professor / 講師 Lecturer

提請升等職級 Proposed Rank：教授 Professor / 副教授 Associate Professor / 助理教授 Assistant Professor

三、服務及輔導評審準則 Service & Counseling Category			計分標準 Scoring Standard	申請人試算 Applicant Calculation	佐證資料 Proof
8.1. 基本項目（以最近6學期計算） Basic items (The most recent 6 semesters' records will be reviewed.)					
A	8.1	校務資訊提供與建檔：按時填報系所院校之各項行政資訊與評鑑工作所需之個人教學、研究、服務及輔導等資料，如教師檔案系統、學術研究成果資訊系統等，達成每學期以5分計，最高採計30分。 Submitting and Filing Required Information: During the evaluation period, applications are required to complete and submit personal teaching, research, service and advising information requested by the university for administrative and evaluation services, such as filling out the online Tunghai Teacher's file system, the online Tunghai academic research accomplishment system and etc. The maximum point total for this base item is 30 points, 5 points for each semester. For those applicants whose service years are below 5 years, a makeup percentage calculation will be taken to ensure they will have equal chance to get 30 base points.	5 pt/semester up to 30 pt		
		以上(A)最高採計30分。 The maximum point total for the above item is 30 points.			
<b>8.2 校內服務，最高採計40分。 Contribution to University: The maximum point total for this item is 40 points.</b>					
B	8.2.1	擔任經教學發展中心認定之校內外教師教學專業成長相關研習活動講師 Served as a lecturer for the Teachers' Professional Development Related Event within or outside the school as recognized by the Center for Teaching and Learning Development.	5 pt/event		

	8.2.2	擔任校、院、系委員會委員。 Serving as a university, college or department committee member.	3 pt/semester		
	8.2.3	擔任導師或社團指導老師。 Serving as a class advisor or a student club advisor.	5 pt/semester		
	8.2.4	學生學習社群指導紀錄。 Advising students' learning group.	5 pt/group		
	8.2.5	指導學生參加競賽獲獎。 Advising students who win contests.	5 pt/prize		
	8.2.6	擔任一級單位主管。 Serving as a 1st level administrator.	10 pt/semester		
	8.2.7	擔任二級單位主管。 Serving as a 2nd level administrator.	5 pt/semester		
以上 6 項(B)最高採計 40 分。 The maximum point total for the above 6 base items (B) is 40 points.					
<b>8.3 其他形式服務及輔導，最高採計 30 分。 Other forms of Service &amp; Counseling: The maximum point total for this item is 30 points.</b>					
C	8.3.1	辦理學術會議、研討會、工作坊等活動。 Serving as a committee member of conferences, symposiums, seminars or workshops.	5 pt/coordinator 3 pt/co-coordinator		
	8.3.2	擔任碩士生論文口試委員 Serving as an examiner for MA thesis	3 pt/thesis		
	8.3.3	擔任學術機構委員。 Serving as a committee member in an academic organization.	5 pt/each		
	8.3.4	其他服務，經中心教評會確認。 Other forms of Service (including counseling), described and documented by the applicant, and if approved by the ELC Faculty Affairs Committee.	2 pt/each up to 10 pt		
	以上 3 項(C)最高採計 30 分。 The maximum point total for the above 3 base items (C) is 30 points.				
<b>服務與輔導項目分數(上限 100 分) A+B+C</b> <b>The maximum point total for the Service &amp; Counseling category (A+B+C) is 100 points.</b>					

**東海大學文學院英語中心教師教學實踐研究升等評審表（總合評審）**  
**ELC Faculty Teaching-Oriented promotion scoring sheet (Overall)**  
**（供中心教評會委員使用）(Applicant Calculation for ELC FAC Review)**

姓名 Name：\_\_\_\_\_ 提請升等學年度 AY：\_\_學年度第\_\_學期 (Fall/Spring YYYY)

現職 Current Rank：副教授 Associate Professor / 助理教授 Assistant Professor / 講師 Lecturer

提請升等職級 Proposed Rank：教授 Professor / 副教授 Associate Professor / 助理教授 Assistant Professor

擬升等 職稱 Proposed Rank	教學 Teaching			研究 Research			服務及輔導 Service & Counselling			總分 Total Score
	原始 Original	配分 Weight ing	得分 Score	原始 Original	配分 Weight ing	得分 Score	原始 Original	配分 Weighti ng	得分 Score	
教授 Professor	(A)	30%	(D1)	(B)	50%	(E1)	(C)	20%	(F1)	(D1)+(E1)+(F1)
副教授 Associate Professor	(A)	30%	(D2)	(B)	40%	(E2)	(C)	30%	(F2)	(D2)+(E2)+(F2)
助理教授 Assistant Professor	(A)	30%	(D3)	(B)	40%	(E3)	(C)	30%	(F3)	(D3)+(E3)+(F3)

教授 85 分(含)以上 副教授者須達 80 分(含)以上 助理教授者須達 75 分(含)以上，出席委員三分之二以上同意升等者，即通過升等。

The total scores are 100 points, calculating to the first decimal place. It is 85 points required for promoting to the rank of full professor, 80 points for promoting to the rank of associate professor, and 75 points for promoting to the rank of assistant professor. An applicant must meet the above condition and obtain the consent of more than two thirds of the committee members present for a promotion to be granted; otherwise, the promotion is denied.

**東海大學文學院英語中心教師教學實踐研究升等研究項目檢核表（申請人使用）**  
**ELC Faculty Teaching-Oriented Promotion Research Checklist (For Applicant)**

姓名 Name：\_\_\_\_\_ 提請升等學年度 AY：\_\_學年度第\_\_學期 (Fall/Spring YYYY)

現職 Current Rank：副教授 Associate Professor / 助理教授 Assistant Professor / 講師 Lecturer

提請升等職級 Proposed Rank：教授 Professor / 副教授 Associate Professor / 助理教授 Assistant Professor

**一、檢核表 Checklist**

No.	檢核項目
1. <input type="checkbox"/>	自取得前一職級教師資格後，曾獲本校兩次教學優良獎或一次教學傑出獎。
2. <input type="checkbox"/>	自取得前一職級教師資格後，須至少擔任三次經教學發展中心認定之校內外教師教學專業成長相關研習活動講師，並檢具證明文件影本。
<b>以教學實踐「研究著作」送審者：</b>	
3. <input type="checkbox"/>	須有教學相關領域具審查機制期刊著作四篇以上，至少兩篇為第一或通訊作者。
<b>以教學實踐「研究成果技術報告」送審者：</b>	
4. <input type="checkbox"/>	須符合下列條件： (一) 送審技術報告至少兩件為主持人或共同主持人。 (二) 自取得前一職級教師資格後獲得教育部教學實踐研究計畫補助並結案完成，升等教授三次、升等副教授二次、升等助理教授一次。 (三) 自取得前一職級教師資格後，已出版教學實踐研究成果技術報告，升等教授四篇以上、升等副教授三篇以上、升等助理教授二篇以上。
5. <input type="checkbox"/>	須提交至少三門不同科目之教學成果發表，每科須包含下列二種檔案： 一、教學成果發表影像檔：學期間教師實際課堂授課教學影片或教學成果發表會之影像。以一堂課五十分鐘為原則且不得剪接。 二、教學歷程檔案：拍攝教學影片課程科目之教學設計(含目標、教學方法與策略、評量方式等)、教學成果發表會之相關成果與回饋或教師教學之省思，以 A4 紙張規格大小之資料冊或印刷裝訂成冊繳交。

東海大學文學院英語中心教師教學實踐研究升等研究項目檢核表（申請人使用）  
ELC Faculty Teaching-Oriented Promotion Research Checklist (For Applicant)

No.	檢核項目 Checklist Item
1.	<input type="checkbox"/> Received two awards for Teaching Excellence or one award for Teaching Outstanding from the University since qualifying as a teacher at the previous rank.
2.	<input type="checkbox"/> Served as a lecturer for the Teachers' Professional Development Related Event at least three times within or outside the school as recognized by the Center for Teaching and Learning Development since qualifying as a teacher at the previous rank.
<b>以教學實踐「研究著作」送審 Submit teaching practice research publications for review</b>	
3.	<input type="checkbox"/> Must have at least four publications in journals with a peer review mechanism in teaching-related fields, and at least two of them must be the first or corresponding authors.
<b>以教學實踐「研究成果技術報告」送審 Submit technical reports for review</b>	
4.	<input type="checkbox"/> Must be met: (1) At least two of the technical reports submitted for review are Project PI or co-PI. (2) Received the MOE's Teaching Practice Research Program grant and completing the project. An applicant must received at least 3 projects for promoting to the rank of full professor, 2 projects for promoting to the rank of associate professor, and 1 project for promoting to the rank of assistant professor since qualifying as a teacher at the previous rank. (3) Published teaching practice research related technical reports more than four for promotion to professor, more than three for promotion to associate professor, and more than two for promotion to assistant professor since qualifying as a teacher at the previous rank.
5.	<input type="checkbox"/> At least three different subjects should be submitted for teaching result presentation, each subject should contain the following two types of files: (1) Teaching Result Presentation Videos: Video of actual classroom teaching or teaching result presentations during the semester. A class video should last for 50 minutes and should not be edited. (2) Teaching History Files: Teaching design (including objectives, teaching methods and strategies, assessment methods, etc.) of the videoed course subjects, the results and feedback of the teaching result presentation, or teachers' reflections on teaching, to be submitted in an A4 size booklet or printed and bound.

東海大學文學院英語中心教師教學實踐研究升等研究項目檢核表（申請人使用）  
ELC Faculty Teaching-Oriented Promotion Research Checklist (For Applicant)

二、教學實踐研究升等類型選擇 Choose category of research works

教學實踐研究升等二擇一（請勾選 Please Mark）		
送審類型 Type		送審著作或報告之內容 Content
<input type="checkbox"/>	教學實踐研究著作 Category A (Publications)	一、研究主題 Research Theme 二、研究方法 Research Method 三、研究發現或教學應用價值 Research Findings or Teaching Applications
<input type="checkbox"/>	教學實踐成果技術報告 Category B (Reports)	一、教學實踐研究動機與主題 Teaching Practice Research Motivation and Theme 二、相關文獻探討 Related References Review 三、教學設計與研究方法 Instructional Design and Research Methods 四、研究成果及學生學習成效 Research Outcomes and Student Learning Outcomes 五、方法或應用之創新及貢獻 Innovation and Contribution to Methodology or Application

東海大學文學院英語中心教師教學實踐研究升等研究項目檢核表（申請人使用）  
ELC Faculty Teaching-Oriented Promotion Research Checklist (For Applicant)

三、教學實務研究著作或成果報告除代表著作（報告） List of Publications or reports related to teaching practice.

1. 代表著作（報告） Representative works (report)

著作名稱 Title of Publication	發表日期 Published date	類別 JA 期刊論文 BC 專書章節 B 專書	收錄類別 (THCI、 TSSCI、 A&HCI、SSCI 或其他同等級)	1 <sup>st</sup> author 第一作者 或通訊作 者(Y/N)	Tunghai 本校 名義 發表 (Y/N)	Chinese Abstract 中文撰 寫或中 文摘要 (Y/N)	佐證資料 (Y/N)		
							Refer- -eed 匿名 審查	Publi- -shed 已出 版	Accep- -ted 接受 證明

以教學實踐研究著作送審，著作形式至少應包括下列項目之一：(請勾選 Please Mark)

- 經審查且已公開出版發行之教育或教學相關之專書、專章
- 於國內外學術或專業刊物發表(含具正式審查程序，並得公開及利用之電子期刊)之教學實踐研究論文
- 於國內外具正式審查程序研討會發表且集結成冊出版發行(含以光碟發行)之教學實踐研究論文

以教學實踐成果技術報告送審，報告形式至少應包括下列項目之一：(請勾選 Please Mark)

- 具有教材創新、教具製作、教學設計、教學方法多元化、學生評量之個案研究成果報告
- 具有研究或產學成果導入教學課程、教學具體表現之成果報告
- 具有規畫及執行整體性課程革新方案之成果報告
- 具有指導學生參與展演、實作、競賽或特殊人才培育相關教學成果報告

**東海大學文學院英語中心教師教學實踐研究升等研究項目檢核表 (申請人使用)**  
**ELC Faculty Teaching-Oriented Promotion Research Checklist (For Applicant)**

**2. 參考著作 (報告) Reference works (report)**

著作名稱 Title of Publication	發表日期 Published date	類別 JA 期刊論文 BC 專書章節 B 專書	收錄類別 (THCI、 TSSCI、 A&HCI、SSCI 或其他同等級)	Number of Co-author 共同作者 人數	本校 名義 發表 (Y/N)	中文撰 寫或中 文摘要 (Y/N)	佐證資料 (Y/N)		
							Refer- -eed 匿名 審查	Publi- -shed 已出 版	Accep- -ted 接受 證明

下列二項在「以教學實踐研究著作送審」與「以教學實踐成果技術報告送審」中得相互採用：(請勾選 Please Mark)

<p>一、教學實踐研究著作</p> <p><input type="checkbox"/> 經審查且已公開出版發行之教育或教學相關之專書、專章</p> <p><input type="checkbox"/> 於國內外學術或專業刊物發表(含具正式審查程序，並得公開及利用之電子期刊)之教學實踐研究論文</p> <p><input type="checkbox"/> 於國內外具正式審查程序研討會發表且集結成冊出版發行(含以光碟發行)之教學實踐研究論文</p> <p><input type="checkbox"/> 經審查並出版之教學相關領域教科書或符合國科會補助人文及社會科學經典譯注研究</p>	<p>二、教學實踐成果技術報告</p> <p><input type="checkbox"/> 具有教材創新、教具製作、教學設計、教學方法多元化、學生評量之個案研究成果報告</p> <p><input type="checkbox"/> 具有研究或產學成果導入教學課程、教學具體表現之成果報告</p> <p><input type="checkbox"/> 具有規畫及執行整體性課程革新方案之成果報告</p> <p><input type="checkbox"/> 具有指導學生參與展演、實作、競賽或特殊人才培育相關教學成果報告</p> <p>除教學實踐研究著作與教學實踐成果技術報告之外，其他公開發表並具審查機制之學術著作或教學相關成果得做為參考著作。</p>
--	---

以上已檢覈完畢，所附之升等外審著作確實符合上列規定。Checked and compliance with the above requirements.

升等申請人 Applicant：

(簽章 Signature)

填表日期 Date：

年 YYY

月 MM

日 DD