

東海大學文學院英語中心教師升等審查要點

民國 97 年 10 月 7 日英語中心中心會議通過
民國 97 年 10 月 29 日文學院教師評審委員會通過
民國 98 年 1 月 15 日校教評會核備
民國 101 年 4 月 10 日英語中心教評會修正通過
民國 101 年 4 月 17 日英語中心中心會議通過
民國 101 年 4 月 27 日文學院教師評審委員會通過
民國 101 年 5 月 18 日校教評會通過
民國 105 年 1 月 11 日校教評會修正通過
民國 106 年 12 月 19 日英語中心教評會修正通過
民國 107 年 1 月 13 日英語中心中心會議通過
民國 107 年 10 月 16 日英語中心教評會修正通過
民國 107 年 11 月 13 日英語中心中心會議通過
民國 107 年 12 月 26 日文學院教師評審委員會通過
民國 108 年 1 月 8 日校教評會通過
民國 112 年 3 月 7 日英語中心教評會修正通過
民國 112 年 4 月 11 日英語中心中心會議通過
民國 112 年 4 月 19 日文學院教師評審委員會通過
民國 112 年 5 月 4 日校教評會通過
民國 113 年 3 月 12 日英語中心教評會修正通過
民國 113 年 4 月 13 日英語中心中心會議通過
民國 113 年 4 月 25 日文學院教師評審委員會通過
民國 113 年 6 月 18 日校教評會通過

- 一、東海大學文學院英語中心（以下簡稱本中心）依據「東海大學教師升等實施辦法」、「東海大學文學院教師升等審查要點」，及本中心教師評審委員會組織章程第七條規定，訂定「東海大學文學院英語中心教師升等審查要點」（以下簡稱本要點）。
- 二、本中心教師申請升等所應具備條件依本校相關規定辦理。
- 三、本中心教師升等審查項目分為研究、教學、服務(含輔導)及輔導三項，各項成績以一百分為滿分，三項成績均須達七十分方得提會進行綜合評量，不通過者須附具體理由。
- 四、本中心教師申請升等，應檢具下列資料向中心教評會提請升等。
 - (一) 教師資格審查履歷表一式五份。
 - (二) 外審著作一式五份。
 - (三) 升等資料表(教學、研究、服務(含輔導)及輔導)及相關佐證資料。
 - (四) 其他相關資料。
- 五、升等案綜合評審配分比例如下：擬升教授者：教學 30%、研究 50%、服務(含輔導)及輔導 20%；擬升副教授、助理教授者：教學 30%、研究 40%、服務(含輔導)及輔導 30%。每位教評會委員依前項分配比例進行綜合評審，其滿分為一百分，計算至小數第一位；升等教授者須達八十五分以上、副教授者須達八十分以上、助理教授者須達七十五分以上。同意升等達出席委員 2/3 三分之二以上同意升等者，即通過升等案，不通過者須附具體理由及依據並告知救濟途徑。
- 六、本中心教師升等研究項目評審準則如下：
 - (一) 升等著作應為自取得前一級等教師資格後所出版或發表之著作。
 - (二) 須通過本校文學院教師升等審查要點第三條之研究發表門檻始得提出申請，符合門檻即獲得基本分數 70 分。
 - (三) 若為刊登於 THCI、TSSCI、A&HCI、SSCI 或其他同等級學術論文索引收錄之期刊論文，每篇加 4 分；其他具匿名審查制度之期刊論文、專書章節，每篇加 2 分；若為專書，每本加 10 分。
 - (四) 執行研究計畫，校外每件 5 分，校內每件 3 分。

(五) 獲學術研究獎或榮譽紀錄及其他研究績效，經中心教評會確認，最高採計 10 分。

(六) 以上各項績點累加，以 100 分為上限。

七、 本中心教師升等教學項目評審準則如下(以最近 6 學期計算)：

(一) 基本項目，最高採計 36 分。

1. 每週授課時數符合規定，每學期 1 分。
2. 授課計畫表按時送出總完成率 100%，每學期 1 分。
3. 教學評量滿意度達 75 分以上，每學期 1 分。
4. 學生預警制度執行情形達 100%，每學期 1 分。
5. 準時送繳學生成績達 100%，每學期 1 分。
6. 接見學生時間每週至少 2 小時，每學期 1 分。

(二) 其他項目，最高採計 64 分。

1. 超授鐘點，每學期每小時 1 分。
2. 參加專業成長活動，每次 2 分。
3. 擔任碩士生論文主要指導教授，每件 5 分，指導中每件 3 分，共同指導教授每件 1 分；擔任碩士生論文口試委員，每件 3 分。
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，每件 5 分，執行中每件 3 分。
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。
6. 教授暑修課程，每門 2 分。
7. 獲教學傑出獎每件 10 分，教學優良獎每件 5 分。
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，每件 5 分。
9. 其他教學績效，經中心教評會確認，最高採計 10 分。

(三) 以上各項績點累加，以 100 分為上限。

八、 本中心教師升等之服務(含輔導)及輔導項目評審準則如下(以最近 6 學期計算)：

(一) 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(含輔導)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。

(二) 校內服務，最高採計 30 分。

1. 擔任校、院、系委員會委員，每學期每項 3 分。
2. 擔任導師或社團指導老師，每學期 5 分。
3. 學生學習社群指導紀錄，每件 5 分。
4. 指導學生參加競賽獲獎，每件 5 分。
5. 擔任一級單位主管，每學期 10 分。
6. 擔任二級單位主管，每學期 5 分。

(三) 其他形式服務(含輔導)及輔導，最高採計 40 分。

1. 辦理學術會議、研討會、工作坊等活動，主辦人每次 5 分，協辦人每次 3 分。
2. 擔任碩士生論文口試委員，每件 3 分。
3. 擔任學術機構委員，每次 5 分。
4. 其他服務，經系教評會確認，每件 2 分。

(四) 以上各項績點累加，以 100 分為上限。

九、 本中心教師升等審查程序如下：

(一) 中心教評會至少應由五人組成。人數不足時，由院長擔任召集人，陳請校長聘請校內外相關系所教師，組成小組，由該小組成員推舉一人繼任召集人，審查升等事項並推薦外審名單。

(二) 本中心教評會應就申請人之品德操守及自取得現職職位後之教學、研究、服務(含輔導)及輔導等之實際情形審慎考評，並就其資格、著作是否合於規定，各項表件是否齊備，依本要點進行審查。通過者檢附教

學、研究、服務~~(含輔導)~~及輔導三項成績之評審表、研究成果暨推薦之外審名單等件，報請院長提交院教評會審議。

(三) 升等案經中心教評會審查未通過者，應述明審查未通過之具體理由及依據，於會議結束後十日內，以~~書面通知~~學校名義函知當事人，並告知救濟途徑；中心教評會另副知高一、二級教評會。

(四) 申請升等教師如對審查結果有異議，得於收到審議結果十五日內向上一級教評會提起申復或逕向本校教師申訴評議委員會提起申訴。申復以一次為限，如對申復結果仍有不服時，得另向本校教師申訴評議委員會提起申訴。

十、 其他未盡事宜，依本校相關規定辦理。

十一、 本要點經中心會議通過，提交院、校教評會審議後實施。

ELC Faculty Promotion Review Guidelines

Note: This English version is for reference purposes only; the Chinese text rules.

Article 1

The ELC Faculty Promotion Review Guidelines (hereafter referred to as “the Review Guidelines”) are established according to the Tunghai University Faculty Promotion Regulations, the College of Arts Faculty Promotion Review Guidelines and Article 7 of the ELC Faculty Affairs Committee Regulations.

Article 2

All application requirements, processing procedures, and reviews used for faculty promotion in this Center shall be according to the Review Guidelines, except where governed by the relevant University regulations.

Article 3

Promotion-review categories include teaching, research, and service & counseling and the full score for each category is 100 points. An application must have at least 70 points in each of the three categories before it can be submitted to the ELC Faculty Affairs Committee meeting for overall review.

Article 4

Faculty members applying for promotion (hereafter referred to as applicants) must submit the following documents to the ELC Faculty Affairs Committee for evaluation according to the relevant regulations and the official announcement.

1. Promotion application form: Quintuplicate
2. Research works: Quintuplicate
3. Teaching data, research data, service & counseling records
4. Other materials

Article 5

The weighting and scoring method for each rank application is as the following table.

	Teaching	Research	Service <u>& Counseling</u>
Full professor	30%	50%	20%
Associate professor / Assistant professor	30%	40%	30%

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. For those who fail to pass the promotion, specific reasons and justifications for the failure should be stated and inform the applicant of the remedial measures.

Article 6

Criteria for the Research Category :

1. Research publications must have been published or presented by the applicant while at the current rank.
2. All applications for promotion must have passed the college research criteria, Article 3 before launching; applicants will receive base 70 points once the criteria are reached.
3. Applicants will receive 4 points for THCI, TSSCI, A&HCI or SSCI - or other journals of the same level; 2 points for each anonymous censorship paper or book chapter; 10 points for each published book.

4. Applicants would receive 5 points for each research project sponsored by other institutions, and 3 points for each project sponsored by Tunghai.
5. Other forms of research work, research award or honor as described and documented by the applicant, may earn up to 10 points once they are confirmed by the ELC Faculty Affairs Committee.
6. The maximum point total for the research category is 100 points.

Article 7

Criteria for the Teaching Category (The most recent 6 semesters' records will be reviewed.)

1. Basic teaching items: The maximum point total for the following 6 base items is 36 points; 1 point for each item/each semester.
 - (1) Teaching a minimum of 9 hours per semester for research-track teachers; 12 hours per semester for teaching-track teachers.
 - (2) Submitting on-line course descriptions on time.
 - (3) Teaching Evaluation: achieving an average score of 75 for each semester.
 - (4) Completing early warning list of every class.
 - (5) Submitting students' grades on time.
 - (6) Scheduling at least 2 regular office hours for students per week.
2. Other extra teaching items (the maximum points total for this item is 64 points):
 - (1) Over-time teaching hours: 1 point per hour per semester.
 - (2) Attending teaching workshops: 2 points each time.
 - (3) Serving as an advisor for MA thesis: 5 points for each finished thesis, 3 points for each in-process thesis, and 1 point for serving as a co-advisor.
 - (4) Serving as an advisor for NSTC undergraduate research projects: 5 points for each finished project, and 3 points for each in-process project.
 - (5) Teaching Evaluation (extra points will be awarded for achieving an average score above 85 for each semester): 1 point for the score above 85; 2 points for the score above 90; 3 points for the score above 95.
 - (6) Teaching summer courses: 2 points each course
 - (7) Awards: 10 points for receiving an outstanding teaching award; 5 points for receiving an excellent teaching award.
 - (8) Special teaching performance: 5 points each for cases such as developing innovative courses, designing inter-disciplinary courses, creating course materials.
 - (9) 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.
3. The maximum point total for teaching category is 100 points.

Article 8

Service & Counseling Category (The most recent 6 semesters' records will be reviewed.)

1. 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.
2. Contribution to University : The maximum point total for this item is 30 points.
 - (1) Serving as a university, college or department committee member: 3 points per semester.
 - (2) Serving as a class advisor or a student club advisor: 5 points per semester.
 - (3) Advising students' learning group: 5 points each group
 - (4) Advising students who win contests: 5 points each prize.
 - (5) Serving as a 1st level administrator: 10 points per semester.
 - (6) Serving as a 2nd level administrator: 5 points per semester.
3. Other forms of Service & Counseling: The maximum point total for this item is 20 points.
 - (1) Serving as a committee member of conferences, symposiums, seminars or workshops: for serving as a coordinator can earn 5 points for each and as a co-coordinator 3 point for each.
 - (2) Serving as an examiner for MA thesis: 3 points for each thesis.
 - (3) Serving as a committee member in an academic organization: 5 points for each.

- (4) Other forms of Service & Counseling, described and documented by the applicant, and if approved by the ELC Faculty Affairs Committee: 2 points for each, may earn up to 10 points.
4. The maximum point total for the Service & Counseling Category is 100 points.

Article 9

The procedure for faculty promotion review is as follows:

1. In the event of not having five relative rank members serving on the ELC FAC, the Dean of Arts College serves as the coordinator, and asks the University President to ask teachers from related departments in the school or outside to form a committee. The committee elects one of its members to serve as the coordinator and this committee will be in charge of reviewing the application for promotion and recommending the outside reviewers.
2. The ELC FAC is responsible for determining whether an applicant meets the minimum qualifications, whether the research works meet the guidelines, and whether the applicant's work in the areas of teaching, research, and service & counseling meet the minimum requirements established by the Center. Applications that are approved should be submitted with the scoring forms for the respective review of teaching, research, and service & counseling, together with research works and the list of the outside reviewers to the College Dean for the review by the College FAC.
3. For those who fail to pass the promotion by the ELC FAC, specific reasons and justifications for the failure should be stated, and within ten days after the meeting, the parties concerned should be notified in writing by the school and informed of the remedial measures. The ELC FAC shall inform the College FAC and University FAC.
4. If an applicant is not satisfied with the result of the meeting, he/she may appeal to the higher level FAC or to the Teachers' Grievance Committee of the University within fifteen (15) days of the receipt of the result of the meeting. An applicant may appeal only one time to the higher level FAC. If he/she is still dissatisfied with the outcome of the appeal, he/she may appeal to the Teachers' Grievance Committee.

Article 10

All other matters not covered here shall be handled according to the relevant University regulations.

Article 11

The Review Guidelines shall be implemented after they have been approved by the Center Council and the College and University Faculty Affairs Committees.

Passed; Center Council; October 7, 2008

Passed; College of Arts Faculty Affairs Committee; October 29, 2008

Passed; University Faculty Affairs Committee; January 15, 2009

Amended; Center FAC; April 10, 2012

Passed; Center Council; April 17, 2012

Passed; College of Arts Faculty Affairs Committee; April 27, 2012

Passed; University Faculty Affairs Committee; May 18, 2012

Amended; University Faculty Affairs Committee; January 11, 2016

Amended; Center FAC; December 19, 2017

Passed; Center Council; January 13, 2018

Amended; Center FAC; May 8, 2018

Passed; Center Council; June 23, 2018

Passed; College of Arts Faculty Affairs Committee; December 26, 2018

Passed; University Faculty Affairs Committee; January 8, 2019

Amended; Center FAC; March 7, 2023

Passed; Center Council; April 11, 2023

Passed; College of Arts Faculty Affairs Committee; April 19, 2023

Passed; University Faculty Affairs Committee; May 4, 2023

Amended; Center FAC; March 12, 2024

Passed; Center Council; April 13, 2024

Passed; College of Arts Faculty Affairs Committee; April 25, 2024

Passed; University Faculty Affairs Committee; June 18, 2024