

# 國立政治大學外國語文學院東南亞語文學系 教師聘任升等評審作業要點

113年8月23日東南亞語文學系籌備委員會通過  
113年9月4日院教評會修訂  
113年9月6日東南亞語文學系籌備委員會修訂  
113年9月17日院教評會修訂

- 一 國立政治大學（以下簡稱本校）外國語文學院（以下簡稱本院）東南亞語文學系（以下簡稱本系）為辦理教師聘任升等評審作業，特依據本校教師聘任升等評審辦法第二十七條規定，訂定本要點。
- 二 本系新聘教師以助理教授以上職級之專任教師為限；兼任教師之聘任，以因應教學特殊需要為限，得聘講師以上職級之教師。  
新聘教師未領有擬聘同等級教師證書者，應依教育部「專科以上學校教師資格審定辦法」之規定辦理資格審查。以學位文憑送審之聘任案得由本院授權本系教評會（以下簡稱本會）將其專門著作（包含學位論文）送請校外學者、專家3位以上審查，審查人3位時，總評等級需達3位評定C級以上且其中2位評定B級以上為通過。外審人數超過3位時，得提會審議之標準不得低於前述送3位審查之計算標準。  
其他非以學位文憑送審者，悉依本院升等外審規定辦理。
- 三 教師申請升等研究項目之代表著作和參考著作（專門著作、作品、成就證明、技術報告），應先依本院「教師聘任升等評審作業要點」第四點及本系訂定之評分標準，由本會核計其各項得分後，提送院教評會審議。
  - （一）申請升等教師所提代表著作及參考著作，應具送審人之原創性，且非僅以整理、增刪、組合或編排他人著作而成之編著或其他非研究成果之著作，並應與任教科目性質相關。各項著作之學術性及其主題與本系專業之相關性，需經本會核定通過後，該項著作方可送院教評會審議。
  - （二）專門著作定義：
    1. 專書：經嚴格審查通過，體例完備、具系統性且正式出版之學術專書，其內容必須為同一主題或環繞同一主題立論之著作。本項應檢附送審及公開出版發行證明。
    2. 期刊論文：發表於本系認可之國內外具嚴格審查制度之學術性期刊。本項應檢附審查證明。
    3. 專書篇章：經嚴格審查通過，且經本會認定等同於前款期刊論文等級。本項應檢附審查證明。  
專門著作應檢附之相關證明應由送審人舉證，並由本會認定。
  - （三）技術報告規範：  
在教學上有具體研發成果，並能有效提升學習成效或於校內外推廣有重要具體貢獻者得以技術報告送審，其審查範圍及基準依「專科以上學校教師資格審定辦法」附表二辦理。  
送審之技術報告，其內容應包括下列之主要項目：
    1. 教學、課程或設計理念。
    2. 學理基礎。
    3. 主題內容及方法技巧。
    4. 研發成果或學習成效。

#### 5. 創新及貢獻。

所提技術報告送審通過，且無「專科以上學校教師資格審定辦法」第二十一條第三項但書規定得不予公開出版或於一定期間內不予公開出版者，應於學校網站、圖書館公開或於國內外相關出版品發行。

以技術報告作為代表著作送審，所提參考著作應符合本院「教師聘任升等評審作業要點」第四點第一款及本要點第三點第二款之專門著作定義。

#### (四) 作品、成就證明規範：

在該教師學術領域內，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，其審查範圍及基準依「專科以上學校教師資格審定辦法」附表三辦理。

送審作品應附整體作品之創作或展演報告，其內容應包括下列主要項目：

1. 創作或展演理念。
2. 學理基礎。
3. 內容形式。
4. 方法技巧（得包括創作過程）。

所提作品或成就證明送審通過，且無「專科以上學校教師資格審定辦法」第二十一條第三項但書規定得不予公開出版者或於一定期間內不予公開出版者，應於學校網站、圖書館公開或於國內外相關出版品發行。

以作品、成就證明作為代表著作送審，所提參考著作應符合本院「教師聘任升等評審作業要點」第四點第一款及本要點第三點第二款之專門著作定義。

#### (五) 升等著作計分方式如下：

1. 專書、技術報告、作品、成就證明：每部五十分。若第2項學術論文著作中之任一論文，其內容與此項專書、技術報告之部分章節雷同，則前項不得計分。
2. 期刊論文或專書篇章：每篇二十分。
3. 合著著作之計分應依各合著者在該著作之貢獻所占百分比為計算標準。由申請升等教師出具貢獻比例證明，並由合著者簽名確認之。

#### 四 各職級教師申請升等之五年內代表著作及七年內參考著作，依前點第五款核計得分之升等標準如下：

##### (一) 以專書、技術報告、作品、成就證明為代表著作者

1. 升等副教授者：應另有期刊或專書篇章二篇（含）以上之參考著作。
2. 升等教授者：應另有期刊或專書篇章三篇（含）以上之參考著作。

##### (二) 以期刊論文為代表著作者

1. 升等副教授者：應包含至少二篇具相關性之期刊論文，且應有專門著作合計四篇（含）以上。
2. 升等教授者：應包含至少二篇具系列相關之期刊論文，且應有專門著作合計五篇（含）以上。

##### (三) 以專書篇章為代表著作者至多採計一篇，其餘規範應比照前款期刊論文之規定。

##### (四) 代表著作應至少有一件以外文撰寫，參考著作不受此限。

##### (五) 以專書或技術報告為代表著作者，其篇幅以至少一百二十頁為原則。

##### (六) 升等副教授者：總分需達八十分；升等教授者：總分需達一百分。

#### 五 教師升等評審項目及標準如下：

##### (一) 評審項目：

1. 研究項目：計分標準參照本作業要點第三條第五款及前條各款之規定，給分標準如下表：

◎ 擬升等教授		◎ 擬升等副教授	
核計分數達	可得	核計分數達	可得
100~110 分	90~92 分	80~90 分	90~92 分
110~130 分	92~94 分	90~110 分	92~94 分
130~150 分	94~96 分	110~130 分	94~96 分
150~170 分	96~98 分	130~150 分	96~98 分
170 分以上	98~100 分	150 分以上	98~100 分

2. 教學項目：依本院「教師升等教學計分標準」核計得分需達八十分以上。  
 3. 服務項目：依本院「教師升等專業服務計分標準」核計得分需達八十分以上。  
 (二) 評審標準：評審滿一百分，各項比例如下：研究項目至少佔百分之四十，教學項目得佔百分之三十至五十，服務項目得佔百分之十至三十，教師得自行選擇各項比例配置。

六 教師申請升等案應由本會依下列程序審查：

- (一) 就申請人之年資、著作等升等條件，進行形式審查。  
 (二) 形式審查合於規定者，就其送審五年內代表著作及七年內參考著作，依第 4 點升等標準審查。  
 (三) 依本系升等標準審查通過者，就其研究、教學、服務資料評分。  
 (四) 本會委員得於審議前，至系辦公室詳閱升等教師之資料。  
 (五) 教師之升等應經本會符合資格之委員過半數出席，出席投票委員三分之二以上同意，始得決議。

本會委員審議時應全程參與，否則不得參與評分；如對升等案有疑義，經決議暫緩審議，於再審議時，得邀請申請升等教師到會或以書面說明後，再繼續審議。

七 講師取得較高等級之正式學位，申請升等時，應依本校相關規定辦理。

八 依本校教師聘任升等評審辦法以及本系作業需要，教師申請升等案應於每年三月十五日（擬於當年八月一日升等者）及九月十五日前（擬於次年二月一日升等者）向本會提出升等之申請，逾期不予受理。

本會依本要點審議教師升等案，並於每年三月、九月底前，將申請升等通過之申請案送院教評會審核。

九 本要點經系務會議通過，並提請院教評會核定後實施，修正時亦同。

**The Directives Governing the Review of Appointments and Promotions for Teachers**  
**Department of Southeast Asian Languages and Cultures, College of Foreign Languages, National Chengchi University**

Approved by the Preparatory Committee for the Department on the 23 of August, 2024  
Amended by the Teacher Evaluation Committee of the College on the 4 of September, 2024  
Approved by the Preparatory Committee for the Department on the 6 of September, 2024  
Amended by the Teacher Evaluation Committee of the College on the 17 of September, 2024

(In the event that there are interpretation discrepancies between two versions, the Chinese version shall prevail.)

Article 1 National Chengchi University (hereinafter the University) College of Foreign Languages and Literatures (hereinafter the College) Department of Southeast Asian Languages and Cultures (hereinafter the Department) formulates the directives in accordance with Article 27 of the University's Regulations Governing the Review of Appointments and Promotions for Teachers, for the purpose of regulating relevant affairs of the review of appointments and promotions for teachers.

Article 2 The appointment of full-time faculty members for the Department is limited to the rank of assistant professors or above. The appointment of adjunct faculty members should be limited to addressing special teaching needs, and the rank could be lecturer or above.

For new appointments of those who have not obtained the same certificate level they are appointed by, their qualification should be reviewed in accordance with the "Regulations Regarding Teacher Qualifications at Institutions of Higher Education". For the case of reviewing dissertation as a representative work, the Teacher Evaluation Committee of the Department (hereinafter the Committee) could entrust three or more unaffiliated scholars and experts to review the academic works (including the dissertations) of the candidates for new appointment, with the authorization by the College to the Department. Under the circumstances of three reviewers, the total rating must be 3 C grades, of which the 2 of them are B grades or above to pass. Under the circumstances of the number of unaffiliated reviewers exceeds more than three, the standard of the review shall not be lower than the aforementioned calculation standard of three reviewers.

Others that are not submitted with the dissertation as a representative work shall be regulated in accordance with the provisions of the External Review of Promotion of the college.

Article 3 The representative and reference publications (academic works, creative works, evidence of achievements, technical reports) of the research items for the promotion application of the faculty members shall be assessed by the Committee for the scores, and shall be submitted to the College Teacher Evaluation Committee for deliberation, in accordance with the Article 4 of the "Teacher Appointment and Promotion Review Directives" of the College and the scoring criteria stipulated in the Department.

1. The representative and reference publications submitted by the applicants for promotion, should present academic originality. Non-academic works, as well as works composed in collation, additions/deletions, combination, editing or compilation of other authors' works, are not qualified for review. Representative publications must relate to the scope teaching of the applicant. The correlation of academic nature and the topics of the works with the Department's academic scope shall be verified and confirmed by the Committee before the works being submitted to the College Teacher Evaluation Committee for review.

2. Definition of academic works

- 1) Monographs: Academic monographs that have passed strict examination and are well-styled, systematic, and officially published. The content must be composed of one topic or built around a same topic. Certifications of submission for review and publication should be enclosed.
- 2) Journal papers: Published in domestic or international academic journals recognized by the Department with strict review system. Certification of examination should be enclosed.
- 3) Chapters from monographs: Passed through strict review, and determined by the Committee to be equivalent to the level of journal papers in the preceding paragraph. Certification of examination should be enclosed.  
The relevant certificates enclosed to the academic works should be provided by the applicants and confirmed by the Committee.

3. Regulations for Technical Reports

Those who have specific achievements in research and development in teaching, and can effectively promote learning effects, or have important and specific contributions to intramural and external promotion are allowed to submit technical reports for review. The scope and benchmarks of the review are regulated in accordance with Attachment 2 of the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and

Institutions of Higher Education ".

The technical report submitted for review shall include the following main points:

- 1) Concept and idea of the teaching or design for the curriculum.
- 2) Academic basis.
- 3) Subject content and method skills.
- 4) R&D results or learning outcomes.
- 5) Innovation and contribution.

Those who have their technical report approved and not regulated by the proviso in Article 21, Paragraph 3 of the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" that publication shall not be published or shall not be published within a certain period, should have their report published on the University website, library, or in relevant publications at home and abroad

Technical reports submitted as representative publication for review, should have their mentioned reference publications meet the definition of academic works in the Article 4, Subparagraph 1 of the "Teacher Appointment and Promotion Review Directives" of the college and the Article 3, Subparagraph 2 of this Directive.

#### 4. Creative works and evidence of achievements:

Those who have distinctive and continuous creative works, and have specific significant contributions, which can be proved by their works and evidence of achievements, in their academic field, with their creation or performed report appended for review, of which the scope and benchmarks are regulated in accordance with Attachment 3 of the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education".

The items submitted for review should contain the creative work itself or performed report of the overall work and should contain the following main contents:

- 1) Idea of creation or exhibition
- 2) Academic basis
- 3) Form of content
- 4) Methodological skills (including the process of creating)

Those who have their submissions approved and not regulated by the proviso in Article 21, Paragraph 3 of the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" that publication shall not be published or shall not be published within a certain period, should have their creative work or performed report published on the University website, library, or in relevant publications at home and abroad

Creative works and evidence of achievement submitted as representative publication for review, should have their mentioned reference publications meet the definition of academic works in the Article 4, Subparagraph 1 of the "Teacher Appointment and Promotion Review Directives" of the college and the Article 3, Subparagraph 2 of this Directive.

#### 5. The grading methods for works applying for promotion are as follows:

- 1) Monographs, technical reports, creative works, evidences of achievement: Fifty points for each. If any of the academic papers, as a second item, holds the same content as some chapters of the monograph or technical report, the previous academic papers will not be scored.
- 2) Journal articles or chapters of monographs: Twenty points for each.
- 3) The grading for co-authored works should be allocated in accordance with the percentage of contributions of each co-author. A certificate of contribution ratio shall be issued by the applicant for promotion, and shall be confirmed with the signature of the co-author(s).

Article 4 For the representative publications within five years and reference publications within seven years for the application for promotion of all ranks, the criteria of the total scoring for promotion, in accordance with Subparagraph 5 of the preceding article, is as follows:

1. Monographs, technical reports, creative works and evidence of achievements as representative publications:
  - 1) If applying for promotion to Associate Professor rank, besides the mentioned main items, at least two or more reference publications in journals or chapters in monographs should be included.
  - 2) If applying for promotion to Professor rank, besides the mentioned main items, at least three or more reference publications in journals or chapters in monographs should be included.
2. Journal articles as representative publications:
  - 1) If applying for promotion to Associate Professor rank, besides the mentioned main items, at least two or

- more relevant works in journals and at least four or more academic works should be included.
- 2) If applying for promotion to Professor rank, besides the mentioned main items, at least two or more relevant works in journals and at least five or more academic works should be included.
  3. Chapters of monographs as representative publications: one item as the representative publications at most, and the remaining specifications shall be in accordance with the provisions of the journal articles in the preceding subparagraph.
  4. At least one representative publication should be written in a foreign language, and reference works are not subject to this limitation.
  5. For monographs or technical reports as the representative publications, the length of which should be at least 120 pages.
  6. **The score should reach a total point of 80 for application for promotion to Associate Professor rank; the score should reach a total point of 100 for application for promotion to Professor rank.**

Article 5 The items for evaluation and criteria for rank promotion are as follows:

1. Items for evaluations:
  - 1) Research Items:  
The scoring criteria referring to Article 3, Subparagraph and the preceding Article of the Guidelines, and the conversion criteria are as follows:

⊙ Promotion to Professor		⊙ Promotion to Associate Professor	
For an audit score of	One can get	For an audit score of	One can get
100~110	90~92	80~ 90	90~92
110~130	92~94	90~110	92~94
130~150	94~96	110~130	94~96
150~170	96~98	130~150	96~98
170 or above	98~100	150 or above	98~100

- 2) Teaching Items:  
In accordance with “The Grading Criteria for the Teaching of the Teachers Applying for Promotion” the audit score should reach eighty points or above.
- 3) Service Items:  
In accordance with “The Grading Criteria for the Professional Services of the Teachers Applying for Promotion” the audit score should reach eighty points or above.
2. Evaluation Criteria: 100% for the evaluation of each group of items combined: at least 40% for research items, 30% to 50% for teaching items, and 10% to 30% for service items. The applicants for promotion may choose their own proportional allocation.

Article 6 The application for promotion should be reviewed by the Committee in accordance with the following procedures:

1. To conduct a formal evaluation on the applicant’s seniority, publications for his promotion.
2. If the formality examination meets the requirements, the representative publications of the applicants within five years and the reference publications within seven years shall be evaluated according to the standards of article 4.

3. Those who pass the review according to the promotion criteria of the Department (Article 4) will be scored on their research, teaching and service materials.
4. Members of the Committee may, prior to deliberation, refer to the information of the applicants for promotion in detail in the Department Office.
5. The application for promotion shall be resolved only with the presence of at least half of members of the Committee, agreement of at least two-thirds of the attending members.
6. Members of the Committee shall participate in the whole process of deliberation; otherwise, they shall not participate in the scoring; If there is any doubt about the promotion case, with the deliberation being suspended by resolution, when it is reconsidered, the applicant for promotion may be invited to attend the meeting or present a written explanation before continuing the deliberation.

Article 7 Lecturers who have obtained a higher level of formal degree and apply for promotion should follow the relevant regulations of the University.

Article 8 According to the University's Regulations Governing the Review of Appointments and Promotions for Teachers and the administration of the Department, applications for promotion should be submitted to the Committee by March 15th (for promotions intended to take effect on August 1st of the same year) and by September 15th (for promotions intended to take effect on February 1st of the following year). Late applications will not be accepted.

The Committee will review the application for promotion in accordance with the directives and, by the end of March and September each year, forward the approved applications to the College's Teacher Evaluation Committee for further review.

Article 9 These directives become effective after they are approved by the Department Affairs Meeting and has been implemented after reported to the College Teaching Evaluation Meeting for reference. Amendments must follow the same procedure.