

# 國立中興大學醫學院教師升等(改聘)審查作業流程圖

112年8月24日 本院系所主管會議通過

113年1月25日 本院系所主管會議修正通過

## 預定作業時間

※著作免外審—具教育部頒高—等級教師證擬改聘者

**擬升等(改聘)教師**  
資格及著作均須符合規定

8月1日升等(改聘)者：**1月10日前**  
2月1日升等(改聘)者：**前一年7月10日前**

**系級教評會(決定是否著作外審)**  
1. 審查資格及著作  
2. 推薦**12-15位**校外審查委員

8月1日升等(改聘)者：**2月10日前**  
2月1日升等(改聘)者：**前一年8月10日前**

↓ ※院聘教師改由院教評審查及推薦名單

**學院(著作外審)**  
1. 校長、院長圈選校外審查委員  
2. 密送校外審查(由院)  
3. 送審結果回復申請單位

8月1日升等(改聘)者：**3月1日前**  
外審結果通知：**5月1日前**  
2月1日升等(改聘)者：**前一年9月1日前**  
外審結果通知：**前一年11月1日前**

↓ ※符合本校、院規定者

**系級教評會**  
升等副教授、教授者，宣讀代表著作論文  
委員 2/3(含)以上出席及參加，表決委員  
2/3(含)以上通過

8月1日升等(改聘)者：**5月5日前**  
2月1日升等(改聘)者：**前一年11月5日前**

↓ ※院聘教師，免經系教評審查

**院教評會**  
升等副教授、教授者，宣讀代表著作論文  
委員 2/3(含)以上出席及參加，表決委員  
2/3(含)以上通過

8月1日升等(改聘)者：**5月15日前**  
2月1日升等(改聘)者：**前一年11月15日前**

**校教評會**  
委員 2/3(含)以上出席及參加  
表決委員過半數通過

8月1日升等(改聘)者：**6月**  
2月1日升等(改聘)者：**前一年12月**

**報部發證**

# Faculty Promotion (Reappointment) Review Procedure

## College of Medicine, National Chung Hsing University

Approved by the Department Heads Meeting on August 24, 2023  
Amended and Approved by the Department Heads Meeting on January 25, 2024

### Suggested Timeline

※Those who hold a teacher qualification certificate of the same level issued by the Ministry of Education or have not submitted for teacher qualification review are exempt from external review.

**Applicant for Promotion (Reappointment)**  
Both qualifications and publications must meet the relevant regulations.

Starts from August 1 : by January 10  
Starts from February 1 : by July 10 of the previous year

**Department-level Faculty Evaluation Committee**  
1. Review qualifications and publications  
2. Recommend 12–15 external reviewers

Starts from August 1: by February 10  
Starts from February 1: by August 10 of the previous year

※College-appointed faculty members are exempt from review by the Department Faculty Evaluation Committee.

**College-level (External Review of Publications)**  
1. President and Dean select external reviewers  
2. College sends out for review confidentially  
3. Results returned to department

Starts from August 1 : by March 1  
External review result : by May 1  
Starts from February 1 : by September 1 of the previous year  
External review result : by November 1 of the previous year

※Candidates must meet the requirements stipulated by both the University and the College.

**Department-level Faculty Evaluation Committee**  
For Associate/Full Professor: presentation of representative work 2/3 attendance and approval required

Starts from August 1: by May 5  
Starts from February 1: by November 5 of the previous year

College-appointed faculty members shall be reviewed and nominated by the College Faculty Evaluation Committee.

**College Faculty Evaluation Committee**  
Same as above: Presentation of representative work, 2/3 attendance and approval required

Starts from August 1 : by May 15  
Starts from February 1 : by November 15 of the previous year

**University Faculty Evaluation Committee**  
At least two-thirds attendance and participation in voting

Starts from August 1 : June  
Starts from February 1 : by December of the previous year

**Submission to the Ministry of Education for Certificate Issuance**