

國立中興大學醫學院教師新聘審查作業流程圖

111年11月30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

※已具擬聘等級教師證書之傑出學者或校外人士擔任一級主管

新聘申請
向校或院申請員額決定員額屬性

建議作業時間

校教師員額管理小組
校競爭型員額

院教師員額管理小組
同意核給員額後辦理正式徵才
(專案及不佔員額者免)

依教師出缺及系所需求召開

單位遴選會議
公開徵才及篩選作業

8月1日起聘者：前一年12月15日前
2月1日起聘者：前一年6月15日前

校新聘教師甄選委員會
校競爭型員額

系所務會議
經所屬教師二分之一以上(含)同意
或 **院新聘教師甄選委員會**
院聘教師
(專案及不佔員額者免)

8月1日起聘者：2月1日前
2月1日起聘者：前一年8月1日前

※未具擬聘等級教師證書者

院/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日起聘者：2月10日前
2月1日起聘者：前一年8月10日前

※新聘具有二年以上主治醫師經歷之臨床醫學專、兼任教師，得免送著作

學院(著作外審)請依校定流程辦理
1.校長、院長圈選校外審查委員(系級聘)
校長、校教評會召集人圈選校外審查委員(院聘)
2.密送校外審查(由院)並將結果送聘用單位參考

8月1日起聘者：3月1日前
外審結果通知：5月1日前
2月1日起聘者：前一年9月1日前
外審結果通知：11月1日前

系級教評會
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日起聘者：5月5日前
2月1日起聘者：前一年11月5日前

※院聘教師，免經系教評審查

院級教評會
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日起聘者：5月15日前
2月1日起聘者：前一年11月15日前

校級教評會
委員2/3(含)以上出席及參加表決委員過半數通過

8月1日起聘者：6月
2月1日起聘者：前一年12月

發聘及報到

每年2月1日及8月1日

Flowchart for New Faculty Recruitment at the College of Medicine, National Chung Hsing University

Approved by the Department Heads Meeting on Augu 24, 2022 Amended

and Approved by the Department Heads Meeting on January 25, 2024

Suggested Timeline

New Recruitment Application

Submit a request to the university or the college to determine the faculty position quota and its attributes.

University Faculty Quota Management Committee

University Competitive Faculty Quota.

College Faculty Quota Management Committee

Formal recruitment procedures shall commence upon approval and allocation of the faculty quota. (Exemptions apply to project-based or non-quota positions.)

Convened based on faculty vacancies and departmental needs.

Unit Selection Meeting

Public Recruitment and Screening Process

Aug 1 start: by December 15

Feb 1 start: by June 15

University New Faculty Recruitment Committee

University Competitive Faculty Quota

Departmental or Institutional Affairs Meeting

Approval by more than half of the affiliated faculty members or by the College New Faculty Recruitment Committee for college-appointed faculty.

Aug 1 start: by Feb 1

Feb 1 start: by Aug 1 of the previous year

※Teachers without the required appointment qualification.

College/Department Faculty Evaluation Committee

(Decision on External Review of Publications)

1. Review qualifications and publications.
2. Recommend at least 10 external reviewers.

Aug 1 start: by February 10

Feb 1 start: by Aug 10 of the previous year

※Part-time lecturers meeting Article 3 may be exempt from external review (e.g., holders of an equivalent teaching certificate or non-reviewable qualifications).

College (External Review of Publications): Please follow the university's prescribed procedures

1. External reviewers are selected by the President and the Dean for department-level appointments, and by the President and the Chair of the University Faculty Evaluation Committee for college-level appointments.
2. The college confidentially sends materials for external review and forwards the results to the hiring unit for reference.

Aug 1 start: by March 1

External review result: by May 1

Feb 1 start: by Sept 1 of the previous year

External review result: by Nov 1

Department Faculty Evaluation Committee

Approval requires attendance of at least two-thirds of the members, with at least two-thirds of the voting members in favor.

Aug 1 start: by May 5

Feb 1 start: by Nov 5 of the previous year

※Faculty appointed by the College are exempt from department-level review.

College Faculty Evaluation Committee

Approval requires attendance of at least two-thirds of the members, with at least two-thirds of the voting members in favor.

Aug 1 start: by May 15

Feb 1 start: by Nov 15 of the previous year

Distinguished scholars or external experts holding the required teaching certificate for the proposed appointment level may serve as Level 1 supervisors.

