

國立中興大學工學院生醫工程研究所教師聘任暨升等評審辦法

National Chung Hsing University Faculty Appointment and Promotion Evaluation Regulations for Graduate Institute of Biomedical Engineering

97.01.17 所務會議通過
Established by the Institute Affairs Meeting on 17 January 2008
98.03.11 所務會議通過
Amended by the Institute Affairs Meeting on 11 March 2009
98.11.05 所務會議通過
Amended by the Institute Affairs Meeting on 5 November 2009
102.11.01 所務會議修訂通過
Amended by the Institute Affairs Meeting on 1 November 2013
109.10.28 所務會議修訂通過
Amended by the Institute Affairs Meeting on 28 October 2020
114.02.21 所務會議修訂通過
Amended by the Institute Affairs Meeting February 2025

第一條 本所依據本校各系(所)教師評審委員會組織章程辦法第七條之規定訂定之。

Article 1 These Regulations have been formulated in accordance with Article 7 of the "Faculty Evaluation Committee Organization Charter" of the university.

第二條 本所教評會設委員 5-7 人，具教授資格之委員應佔全體委員三分之二以上。委員由下列人員組成之：
一、當然委員：所長（兼召集人）；如所長缺席或申請升等，則由與會委員中推選一位擔任召集人。

二、推（遴）選委員：由本所專任助理教授以上人員推舉本所合格教授、副教授委員 4-6 人組成之。如教授、副教授人數不足時，其不足之人數由本所就校內外性質相近系（所）教授或國內研究機構具相當教授資格之研究人員遴選若干人，經所務會議通過，簽請校長核聘。委員任期一年，連選得連任。

前項委員須為未曾因違反學術倫理而受校教評會處分者。

推（遴）選委員資格應有下列條件之一：

(一)最近五年於工學院認可之國際期刊發表論文（含發明專利、新品種育成、技術轉移等成果）三篇（件）（第一作者或通訊作者）以上。

(二)最近五年曾主持三年以上國科會研究型計畫者。

三、所長如未具有前項推（遴）選委員之資格，應由委員會推選委員一人擔任召集人。

四、本教評會開會時，須有應出席人員三分之二（含）以上出席始得開議，參加表決人數仍至少應有 5 人，不足人數由所務會議建議遞補人選（應符合第二條第二項規定）送請校長核定之。

五、審查上一級教師案件時，次一級教師不列入出席人數亦不得參與對上一級教師資格之評審。

Article 2 The Institute's Faculty Evaluation Committee shall consist of 5 to 7 members, of which more than two-thirds shall be professors. The committee consists of the following persons:

1. Ex-officio member: The Director of the Institute shall be an ex-officio member and the Convenor. If the Director is absent or applies for promotion, one of the attending members will be elected as the Convenor.
2. Selected members: It consists of 4 to 6 members who are qualified professors and associate professors recommended by the Institute's full-time assistant professors or above. If there is an insufficient number of professors and associate professors, the Institute will select a number of people from professors of similar departments (institutes) on and off campus or researchers with equivalent professorial qualifications from domestic research institutions to fill the shortfall. The appointment will be approved by the Institute Affairs Meeting and submitted for final approval by the president for confirmation. Members serve for a one-year term and may be re-elected.

The members mentioned in the preceding paragraph must not have been disciplined by the NCHU Faculty Evaluation Committee for violating academic ethics.

Selected members should have one of the following conditions:

- 1) A person who has published three or more papers (including inventions and patents, breeding of new varieties, technology transfer, etc.) in international journals recognized by the College of Engineering in the last five years (as either the first author or corresponding author).
- 2) A person who has led a research project of the National Science and Technology Council (NSTC) for at least three years in the last five years.
3. If the Director does not have the selected qualifications specified in the preceding paragraph, a member of the Committee shall be selected instead as the Convenor.
4. For the Institute's Faculty Evaluation Committee to convene, the attendance of at least two-thirds of its members is required, and there should still be at least five voting members. If the number of participants is insufficient, the Institute Affairs Meeting shall recommend replacement candidates (which shall comply with the provisions of Article 2, Paragraph 2) and submit them to the president for approval.
5. When reviewing cases of promotion of faculty at the upper level, members at the lower level will not be counted toward the quorum in attendance and are not allowed to participate in the evaluation of the qualifications of the faculty

at the upper level.

第三條 本所教評會審議下列事項：

- 一、專（兼）任教師之聘任及聘期事項。
- 二、專（兼）任教師之升等及改聘事項。
- 三、專（兼）任教師之停聘、解聘及不續聘事項。
- 四、其他有關教師評審之重要事項。（如講學、研究、進修、延長服務、資遣原因認定、教師違反義務之處理...等。惟講學、研究期間在一個月以內或寒暑假期間，得逕依行政程序，報請校長核定）。
- 五、校長、院長提議事項。

研究人員之審議除延長服務外比照本章程審議教師之事項由本會辦理。

Article 3 The Institute's Faculty Evaluation Committee will review the following cases:

1. Appointment and term of employment of full-time and part-time faculty.
2. Promotion and re-appointment of full-time and part-time faculty.
3. Suspension, dismissal, and non-renewal of full-time and part-time faculty.
4. Other important cases related to faculty evaluation. (Such as teaching, research, further study, extension of service, determination of reasons for dismissal, handling of faculty violation of obligations, etc. However, if the teaching and research period is less than one month or during winter and summer vacations, it can be reported to the president for approval by administrative procedures)
5. Matters proposed by the president or the dean.

The review of research staff, except for the extension of service, shall be handled by the Committee in accordance with the review of teachers in accordance with this regulation.

第四條 本所新聘專兼任教師之聘任，須依本校及工學院之相關規定辦理。教師聘任人選須經由所務會議推薦至本會。

Article 4 The appointment of new full-time and part-time faculty members of the Institute shall be handled by the relevant regulations of the University and the College of Engineering. Candidates for faculty appointment must be recommended to the Committee through the Institute Affairs Meeting.

第五條 升等之申請

一、本所各級教師須合乎工學院教師聘任暨升等評審辦法第十九條之規定，方可提出升等案。

二、申請資料包含：

（一）送審資料目錄及個人學經歷表。

- (二) 教學績效說明。
- (三) 研究成果及著作目錄一覽表。
- (四) 服務績效說明。
- (五) 其他補充資料。

Article 5 **Application of Promotions**

1. The Institute faculty members of any academic rank must comply with the provisions of Article 19 of the Faculty Appointment and Promotion Evaluation Regulations for the College of Engineering in National Chung Hsing University before submitting promotion proposals.
2. Application materials including:
 - 1) Catalogue of materials to be submitted and personal education and working experience resume.
 - 2) Description of teaching performance
 - 3) A list of research results and publications.
 - 4) Description of service performance.
 - 5) Other supplementary information.

第六條 擬升等教師之學術著作最少應符合以下標準：

- 一、代表著作須達 Q1 等級，且應為第一作者或通訊作者。
- 二、申請人應依照本院「特聘教授 III 暨優聘教師 III 學術研究表現審議標準」之計分方式計算甲類論文與乙類論文之點數，附於著作一覽表後供本所教評會參考。

Article 6 The academic publications of faculty to be promoted by the Institute should meet the following minimum standards:

1. The representative work must reach Q1 level, and the author should be the first or corresponding author.
2. Applicants should calculate the points for A-class and B-class papers by the scoring method of the College's "Review Criteria for Academic Research Performance of Distinguished Professors III and Distinguished Teachers III" and attach them to the list of publications for reference by the Institute's Faculty Evaluation Committee.

第七條 所教評會依「工學院教師聘任暨升等評審辦法」進行年資之基本資格審查，並依本所之評審標準就學術著作、教學、服務與合作進行審查，是否符合升等規定，並投票表決是否同意送院辦理。

審查方式：

- 一、 第一階段由申請升等教師於審查會議前做簡短說明（10 分鐘左右），

本會再審查申請人之著作及教學是否符合升等資格並進行投票，若同意票超過半數，則由本會將申請案送至工學院進行著作外審，同時提出專業外審委員建議名單十至十二名，送交工學院。外審結果將作為第二階段之計分及投票之參考。

二、 外審結束後進入第二階段，申請升等教師於審查會議開始前進行論文宣讀（報告 15 分鐘，問答 10 分鐘左右），本會根據申請人資料、論文宣讀問答及校外評審成績與相關資料，進行審查及評分，各項評分比例如下：

項 目	升等副教授	升等教授
教學績效	30%	30%
服務與合作	30%	20%
研 究	40%	50%

升等同意票數由各教評委員所評之分數決定，七十分以上視為升等同意票。

三、 審查評分標準如下：

- （一）教學績效：總分為三十分，依任教課程、教材教案、及學生反應等三項評分。助理教授升等副教授或副教授升等教授，每項評分範圍均為五至十分。
- （二）服務與合作：依年資、參與服務、輔導學生、合作態度等四項評分。
 - (1)助理教授升等副教授者，總分為三十分，年資評分範圍為零至五分，參與服務評分範圍為五至十分，輔導學生評分範圍為五至十分，合作態度評分範圍為二至五分。
 - (2)副教授升等教授者，總分為二十分，年資評分範圍為零至五分，參與服務評分範圍為二至五分，輔導學生評分範圍為二至五分，合作態度評分範圍為二至五分。
- （三）研究：代表著作及參考著作。
 - (1)助理教授升等副教授者，總分為四十分。代表著作評分範圍為五至十五分，參考著作評分範圍為十至二十五分。
 - (2)副教授升等教授者，總分為五十分。代表著作評分範圍為十至二十分，參考著作評分範圍為十至三十分。

Article 7 The Institute's Faculty Evaluation Committee will conduct a basic qualification review based on years of service in accordance with Article 19 of the " Faculty Appointment and Promotion Evaluation Regulations for the College of Engineering in National Chung Hsing University," and will review academic publications, teaching, service, and cooperation in accordance with the Institute's evaluation standards to determine whether they meet the promotion requirements, and will vote on whether to agree to send the application to the College for processing.

Review Process:

1. In the first stage, the faculty applying for promotion will present a brief presentation (approximately 10 minutes) before the committee. The committee will then review whether the applicant's publications and teaching qualifications meet the promotion qualifications and then vote on the issue. If more than half of the votes are in favor, the committee will send the application and a list of 10 to 12 recommended external experts and scholars to the College of Engineering for external review. The external review results will serve as a reference for scoring and voting in the second stage.
2. After the external review, the second stage begins. The faculty applying for promotion will present his/her research works before the committee (15 minutes for the presentation and 10 minutes for questions and answers). The committee will review and score the applicant based on the applicant's submitted materials, the presentation and Q&A, the external review results and related information. The scoring ratios for each item are as follows:

Review Items	Promoted to Associate Professor	Promoted to Professor
Teaching Performance	30%	30%
Service and Cooperation	30%	20%
Research	40%	50%

The number of votes in favor is determined by the scores given by each committee member, and more than 70 points are considered in favor of promotion.

3. The standards of each review item are as follows:
 - 1) Teaching Performance: The total score is 30 points, based on three factors: courses taught, teaching materials and lesson plans, and student responses. For promotion from assistant professor to associate professor or from associate professor to professor, the score range for each item is 5 to 10.
 - 2) Service and Cooperation: Scoring is based on four factors: years of service, participation in services, student mentoring, and cooperative attitude.
 - a) For assistant professors promoted to associate professors, the total score is 30 points, with seniority ranging from 0 to 5 points, service participation ranging from 5 to 10 points, student counseling ranging from 5 to 10 points, and cooperative attitude ranging from 2 to 5 points.
 - b) For associate professors promoted to professors, the total score is 20 points, with seniority ranging from 0 to 5 points, service

participation ranging from 2 to 5 points, student counseling ranging from 2 to 5 points, and cooperative attitude ranging from 2 to 5 points.

3) Research: Scoring is based on two factors: Representative works and reference works.

a) For assistant professors promoted to associate professors, the total score is 40 points, with representative works ranging from 5 to 15 points, and reference works ranging from 10 to 25 points.

b) For associate professors promoted to professors, the total score is 50 points, with representative works ranging from 10 to 20 points, and reference works ranging from 10 to 30 points.

第八條 推薦至工學院教師評審委員會之升等案，各項成績及總評分以出席委員之評分後平均之，並以總評分排定升等之優先順序。

Article 8 For promotion cases recommended to the College's Faculty Evaluation Committee, the scores of each item and the total score are averaged by the scores of the attending committee members, and the priority of promotion is ranked according to the total score.

第九條 兼任教師升等評審標準，與專任教師相同。

Article 9 The promotion criteria for part-time faculty are the same as those for full-time faculty.

第十條 本所教評會各委員均應親自出席，惟遇有師生關係、三親等內血親、姻親、共同發表學術著作之學術合作關係者或相關利害關係人，應自行迴避。未自行迴避者，主席應經會議決議請該委員迴避。

有前項應迴避之情形而不自行迴避或有具體事實足認委員就審議案件有偏頗有虞者，當事人得向本會申請該委員迴避，並應舉其原因事實。迴避委員應就相關案件全程迴避且不列入應出席人數。

本會議開會時得邀請相關人員列席報告或說明。

Article 10 All committee members should attend in person but should recuse themselves if they have potential conflicts of interest resulting from a teacher-student relationship, blood relatives within the third degree of kinship, in-laws, academic collaboration relationships in which they have jointly published academic works, or other related interests. If a member does not recuse himself/herself, the chairman shall, upon resolution of the meeting, request that member to recuse himself/herself.

If there are circumstances that require recusal as prescribed in the preceding

paragraph but do not voluntarily recuse themselves, or if there are specific facts that prove that a member may be biased in reviewing a case, the concerned parties may apply to the Committee for the recusal of the member and shall cite the reasons and facts. The recusant committee member shall recuse himself from the relevant case throughout the entire process and shall not be included in the number of people who should attend the meeting.

If necessary, the relevant persons may be invited to attend the meeting for reporting or clarification.

第 十 一 條 本辦法如有未盡事宜，悉依本校及工學院之相關規定辦理。

Article 11 Any matters not covered in this regulation shall be handled in accordance with the relevant regulations of the University and the College of Engineering.

第 十 二 條 本辦法經所務會議通過並送工學院教評會召集人核備後實施，修正時亦同。

Article 12 These Regulations shall be implemented upon approval by the Institute Affairs Meeting and submitted to the convener of the College Faculty Evaluation Committee for record-keeping. The same procedure applies to any amendments.