國立中興大學法政學院教師升等暨改聘審查作業流程圖

預定作業時間及<u>檢附資料</u> ※請掌握時程,及早作業

升等教師提出申請

需符合本校、院及系所辦法相關規定

8月1日升等者:2月15日前

2月1日升等者:前一年8月15日前

申請著作外審:著作一覽表及著作各6份

系所級教評會

- 1.審查著作是否合乎規定
- 2.推荐10位以上校外審查人

8月1日升等者:3月1日前

2月1日升等者:前一年9月1日前

系所教評會紀錄、外審委員推薦名單

學院辦理著作外審

- 1.校長、院長圈選校外審查人
- 2.密送校外審查(由院)

8/1 升等者:3 月 5 日前送院

外審結果通知系所:4月20日前

2/1 升等者:前一年9月5日前送院

外審結果通知系所:前一年 10 月 20 日前

課程送教務處審核、年資送人事室查核

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,推荐至院 8月1日升等者:5月1日前送院

2月1日升等者:11月1日前送院

應繳清單等所列附件

院教評會

委員 2/3(含)以上出席及參加表決委員 2/3(含)以上通過,5/11 月底前推荐至校

8/1 升等者: 5 月 10 日前院教評

2/1 升等者: 前一年 11 月 10 日前院教評

校教評會

委員 2/3(含)以上出席及參加表決委員過 半數通過後,報請校長核聘 18月1日升等者:6月

2月1日升等者:12月

Flowchart of Faculty Promotion and Reappointment Review Process College of Law and Politics, National Chung Hsing University

Expected Timeline and Required Documents *Please manage time effectively and begin preparation early **Faculty Member Submits Promotion Application** For August 1 Promotion: Submit by February 15 Must comply with relevant regulations of the For February 1 Promotion: Submit by August 15 of University, College, and Department/Institute the previous year For External Review: Publication inventory and six copies of each submitted For August 1 Promotion: Submit by March 1 **Department/Institute Faculty Evaluation Committee** For February 1 Promotion: Submit by September 1 1. Review of publications meet requirements of the previous year 2. Recommend 10 or more external reviewers Department/Institute Faculty Evaluation Committee Minutes and External -----For August 1 Promotion: • Submit to College by March 5 External Review Process at College Level • External review results to Department/Institute by 1. Selection of external reviewers by University April 20 President and College Dean For February 1 Promotion: 2. Confidential submission to external reviewers (by • Submit to College by September 5 of the previous College) • External review results to Department/Institute by Submit course information to the Office of Academic Affairs and length of service record to the Personnel Office for respective verification **Department-Level Faculty Evaluation Committee** For August 1 Promotion: Submit to College by May 1 Requires attendance of at least 2/3 of committee For February 1 Promotion: Submit to College by members and approval by at least 2/3 of voting members November 1 for recommendation to College Required attachments as listed in the checklist _____ **College Faculty Evaluation Committee** For August 1 Promotion: College Faculty Evaluation Requires attendance of at least 2/3 of committee Committee review by May 10 members and approval by at least 2/3 of voting members For February 1 Promotion: College Faculty Evaluation for recommendation to the University by the end of Committee review by November 10 of the previous May/November **University Faculty Evaluation Committee** Requires attendance of at least 2/3 of committee For August 1 Promotion: June members and approval by a majority of voting members For February 1 Promotion: December before submitting to the President for appointment annroval

[In case of any dispute, the explanation should be based in the Chinese version.]