

本校新聘、改聘申請書及升等推薦表填表說明

Instructions for Filling out the New Faculty Member/Change of Appointment/Promotion Application and Review Forms

- 一、 教師等級、專兼任、姓名、身分證字號（外籍教師請填護照號碼或居留證編號）、性別、出生日期、住址等各欄請務必詳填。
Please fill in all required fields including your rank, appointment (full/part-time), name, ID number (passport or ARC number for foreigners), gender, date of birth, and address.
- 二、 表中有關日期、時間處請均以民國填列。
Please input all dates and time based on the Republic of China calendar.
- 三、 升等及改聘老師之到校日期：為最初擔任本校編制內職務日期；任現職日期：為擔任目前職務日期。
The starting date of your promotion or change of appointment should be the date on which you plan to assume the position; the starting date of your current term of employment is the date on which you assumed your current position.
- 四、 學歷：請填學士級以上之學歷，以最高學歷依序填寫。
Academic credentials: Please list all of your degrees (baccalaureate and above), starting with your highest level of education.
- 五、 經歷：請填主要經歷，依任職時間先後順序由最近者往前追溯，尤以現任職機關職務請勿漏列，經歷以填寫最近3職為原則。
Work history: Please list at least 3 of your most important professional positions in reverse order starting with your current position (in principle, you should fill in your three most recent positions).
- 六、 具教師資格、教師證書字號、送審學校、起資年月等欄請具實填寫。
Please fill in the correct information for your credentials, teacher's certificate number, school of accreditation, and starting date (year and month).
- 七、 改聘教師任本校職務情形欄中，現職職稱：為目前擔任本校職務名稱。現職聘任之學歷：為現職應聘時之學歷。
Faculty members applying for a change of appointment should fill

in their current position at NCHU under “Current job title” and their academic qualifications for the position currently held under “Current academic credentials.”

- 八、 每週擬授課科目及時數：擬於學年第一學期起聘者（含升等及改聘），請填該學年度第一學期及第二學期擬授課科目及時數；擬於第二學期起聘者（含升等及改聘），請填該學年度第二學期及下學年度第一學期擬授課科目及時數。並請於系級教評會評審前，先送課務單位簽註。

Title of courses and class hours per week: Applicants for employment/promotion/change of appointment in the fall semester must fill in the title of courses they will be teaching and their teaching hours for both semesters of the current academic year; those applying for employment/promotion/change of appointment in the Spring semester must fill in the title of courses they will be teaching and their teaching hours for the current spring semester and the next fall semester. This information must be submitted to the Curriculum Division for signature and comments ahead of the Department Faculty Evaluation Committee review.

- 九、 新聘案請於系級教評會評審前，先送人事室簽註員額。
Applications for new appointments must be sent to the Personnel Office for endorsement with signature and comments ahead of the Department Faculty Evaluation Committee review.

- 十、 系級教評會評審經過：

Department Faculty Evaluation Committee review proceedings:

1. 新聘教師：公開徵求方式、應徵人數、評審結果、開會日期、委員人數、出席人數、參加表決人數、通過票數等各欄請依會議紀錄具實詳填，新聘教師如係持外國學歷應聘者，務請於介聘理由欄註記學歷查證情形。

New faculty appointments: Please fill in the fields for recruitment announcements, number of applicants, review results, meeting dates, total number of committee members, number of committee members in attendance, number of committee members who voted, and number of votes in favor according to the information recorded in the meeting minutes. If the newly hired applicants have foreign academic credentials, please note their verification status in the “Reasons for hiring” field.

2. 升等及改聘教師：教師升等評審項目分數、委員人數、出席

人數、參加表決人數、通過票數等各欄請依會議紀錄具實詳填。

Promotions and changes of appointment: Please fill in the review scores, total number of committee members, number of committee members in attendance, number of committee members who voted, and number of votes in favor according to the information recorded in the meeting minutes. :

十一、院級教評會評審經過

College Faculty Evaluation Committee review proceedings:

1. 新聘教師：開會日期、委員人數、出席人數、通過票數等各欄請依會議紀錄具實詳填。

New faculty appointments: Please fill in the meeting date, number of committee members, number of attendees, number of votes in favor, etc. according to the information recorded in the meeting minutes

2. 升等及改聘教師：教師升等評審項目分數、開會日期、委員人數、出席人數、參加表決人數、通過票數等各欄請依會議紀錄具實詳填。

Promotions and changes of appointment: Please fill in the review scores, meeting date, number of committee members, number of attendees, number of votes in favor, etc. according to the information recorded in the meeting minutes.