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| NCHU College of Department/Institute of  Semester **New** Faculty **Appointment** Application Date Filed:2022.1.19 Revised during the 39-3 Faculty Review Committee Meeting |
| **Position** | □Full-time **(□approved** **□waitlisted)** □Adjunct (□not/ □in personnel quota) □Contract |
| □Special Project Faculty and Research Fellow □Professional Technician |
| Rank | □Professor □Associate Professor □Assistant Professor □Instructor |
| Name | Chinese |  | Birth Year & Month | / | Gender |  |
| English |  |
| Foreign Nationality |  | Appointment Date | / / |
| Bachelor’s / Master’s / (Advanced) Doctoral Degree List | (Past Until Current) Employment Record |
| School Name (add foreign nationality) | Department / Institute | Degree | StartingYear &Month | Ending Year &Month | Workplace | Full / Part-time | Title | StartingYear &Month | EndingYear &Month |
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| Thesis Title | Master’s |  | Advisor |  |
| Doctoral |  | Advisor |  |
| Specialization |  |
| Accreditation Level |  | Year / Month | / | Certificate No. |  | Submitted School |  |
| Subjects and Credits (syllabus required for part-time faculty) to Teach |
| Subjects in the Semester  | Credits | Subjects In the Semester | Credits |
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| Notes | 1. Basic teaching hours per week may be deducted as per the NCHU *Regulations Governing Verification of Teaching Hours and Overtime Hourly Pay*.2.Advising graduate students, cooperative educational programs; other: |
| Course Review with Comments |
| Curriculum Affairs Unit(s) of all department courses, with comments on a separate countersignature form | Comments from Department | Comments from College |
|  |  |  |
| Personnel Quota Status & New Faculty Selection Committee Meeting Proceedings | Current Faculty | Full-time **(Special Project)** Faculty | Part-time Faculty |
| Profs | Assoc Profs | Asst Profs | Instru-ctors | TAs | Total | Profs | Assoc Profs | Asst Profs | Instru-ctors | Total |
|  |  |  |  |  |  |  |  |  |  |  |
| **Meet faculty quality benchmarks?****□Y □N, student-to-teacher ratio:****Gender ratio (M to F):****Foreign faculty (in numbers): Full-time Special Project Part-time** | **Signature & Seal of Department Officer** |  |
| Department Office Comments | □ Faculty post (with proof of approval attached)□ **Department** New Faculty Selection Committee Meeting on \_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) with minutes attached□ Over half of total faculty members approved on: \_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) with minutes attached□ Not a faculty post | Signature & Seal of Dean |  |
| Personnel Office Comments | □ NCHU competitive faculty post□ **NCHU** New Faculty Selection Committee Meeting on \_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) | Signature & Seal of Director |  |
| Department Faculty Review Committee Meeting Proceedings | Foreign academic credentials verified: □Y □N □N/AReason for exchange: □To meet course requirements□Expertise in line with future unit development□Other:The \_\_\_\_\_ \_\_\_\_\_ semester \_\_th Faculty Review Committee Meetingof this department on \_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) for the appointment of faculty member \_\_\_\_\_\_\_\_\_\_, **Resolution**: **□Y □N (Reason:** **)**Signature & Seal of Convenor: | Publicly Solicited Applicants |  | Number of Members |  |
| Number of Attendees |  |
| Number of Applicants |  | Number of Absentees |  |
| Number of Proxies |  |
| Review Results |  | Turnout |  |
|  Votes in Favor |  |
| College Faculty Review Committee Meeting Proceedings | The \_\_\_\_\_ \_\_\_\_\_ semester \_\_th Faculty Review Committee Meeting of this college on \_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) for the appointment of faculty member \_\_\_\_\_\_\_\_\_\_, **Resolution**: **□Y □N (Reason:** **)**Signature & Seal of Convenor: | Number of Members |  |
| Number of Attendees |  |
| Number of Absentees |  |
| Number of Proxies |  |
| Turnout |  |
| Votes in Favor |  |
| Received by Personnel Office |  |
| NCHU Faculty Review Committee Resolution | The \_\_\_\_\_ \_\_\_\_\_ semester \_\_th NCHU Faculty Review Committee Meeting on \_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD), Resolution:Signature & Seal of Convenor: |
| President Instructions | Preliminary Comments (under special circumstances): |
| Post-Meeting Comments: |

Notes:

I. Please attach photocopies of your highest academic certificate, employment records, teaching accreditation certificate, National ID Card, publications, a list of academic works, and other documents.

II. This form should be submitted to the curriculum unit(s), department office(s), and the Personnel Office for comments on relevant courses (with subjects indicated as under a department or graduate institute) and faculty posts in accordance with administrative procedures before the Department Faculty Review Committee Meeting.

III. Foreign academic credentials must be verified as per the *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education* before the NCHU Faculty Review Committee Meeting.

IV. Please type the information in this form and refer to the attached for a list of publications and academic papers.

V. Please adjust the empty table columns adequately to fit all a content into the proper fields.