

英文譯本僅供參考，文義如與中文版有歧異，概以中文版為準。The English version is provided for reference only. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.

**NATIONAL CHUNG HSING UNIVERSITY**  
**College of Agriculture and Natural Resources**  
**Faculty Appointment and Promotion Information Sheet**  
**(for faculty members)**

Amended January 2025

Applicable to appointments, promotions, and changes of appointment on or after August 1, 2025  
(Please mark dates and times with the Common Era notation)

Name		Department		Field of expertise	
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◎ Appointment/promotion type: ☐ Initial appointment   ☐ Change of appointment   ☐ Promotion

◎ Employment type: ☐ Full time   ☐ Part time (☐ Quota-based ☐ Supernumerary)

☐ Full-time project or contract faculty member (☐ general ☐ instructor ☐ researcher)

(Faculty members hired under the *Regulations Governing the Appointment of Project Teachers and Researchers* shall meet the selection and appointment criteria set forth therein.)

◎ Proposed rank of appointment/promotion ☐ Full professor   ☐ Associate professor   ☐ Assistant professor   ☐ Lecturer

◎ Initial appointment date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)

Passed by the ____ Department Faculty Evaluation Committee on ____/____/____ (yyyy/mm/dd)	Total number of committee members (A)		
	Number of members in attendance (B)		
	Attendance rate (B/A)		
	Vote count	Number of voting members	
		Votes in favor	
		Votes against	
		Invalid votes	

Situations where the new appointment is approved by the teachers of the department, institute and academic program to which it belongs. (No need to fill in for promotion or change of appointment)  Passed by the ____ Department Faculty Evaluation Committee on ____/____/____ (yyyy/mm/dd)	Number of teachers in departments, institutes and academic programs(A)		
	Number of people to avoid(B)		
	Number of teachers who should participate in voting(A-B)		
	Number of teachers participating in voting.		
	Votes in favor(C)		
	Votes against		

	Invalid votes	
	Agree rate $(C/A-B)*100\%$	

Please attach the following documents:

- ☐ List of required documents (downloadable from the Personnel Department website) with all boxes checked and documents attached
- ☐ 20 copies of the representative work (one of which shall be bound in accordance with the format guide set forth by the Personnel Department)
- ☐ List of documents for exhibit (including doctoral dissertation; course syllabi are required from part-time faculty members)
- ☐ For change of appointment applications with exemption from external review, a conflict of interest recusal form and PDF files of the representative and reference works

Convener of the Department Faculty Evaluation Committee:

\_\_\_\_\_ (signature and seal)

Date: \_\_\_\_\_

## I. Basic Information (to be filled out and signed by the applicant)

Name		Dept./Inst.		Field of expertise	
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© Appointment/promotion type: ☐ Initial appointment ☐ Change of appointment ☐ Promotion

© Employment type: ☐ Full time ☐ Part time (☐ Quota-based ☐ Supernumerary)

☐ Full-time project or contract faculty member (☐ general ☐ instructor ☐ researcher)

(Faculty members hired under the *Regulations Governing the Appointment of Project Teachers and Researchers* shall meet the selection rules and criteria set forth therein.)

© Proposed rank of appointment/promotion: ☐ Full professor ☐ Associate professor ☐ Assistant professor ☐ Lecturer

© Effective date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)

© Eligibility requirements

## 1. Education

☐ Ph.D.: Degree certificate received on \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)

☐ Doctoral candidate: **Dissertation defense completed on \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd); degree certificate to be issued on \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)**

**※I hereby certify that I have received a provisional degree certificate, and I understand that failure to provide the provisional certificate or graduate as scheduled will result in the revocation of this application.**

Institution	Department	Degree	Enrollment and graduation dates (month and year)
		Ph.D.	
		Master's	
		Bachelor's	

**※☐ My doctoral degree was conferred by National Chung Hsing University, and I have since accumulated at least two years of experience in teaching, research, or professional work in a field related to my degree at the following public or private organization(s):**

2. Teaching experience: \_\_\_\_ year(s) and \_\_\_\_ month(s)

Institution	Title	Employment start and end dates (month and year)

※☐ My doctoral degree was conferred by National Chung Hsing University, and I have special expertise or have made the following extraordinary contributions as approved by the competent department faculty evaluation committee:

3. Special achievements (please provide the details below):

Special expertise, contributions, or awards	Date	Conferred by	Certificate number

☐ I have never requested paid/unpaid leave or secondment.

☐ I requested paid/unpaid leave or secondment from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

※ According to Article 9 of the University's Regulations for Faculty Appointments and Promotions: "In principle, only the number of years of service at NCHU shall count toward the required seniority for faculty promotion; however, years of service at other institutions may be counted with the approval of the faculty evaluation committee. During periods of paid/unpaid leave, seniority will be accrued at half the rate for up to one year. If a faculty member continues to offer courses at NCHU during their approved secondment period, up to two years of seniority will be recognized; if no courses are taught by the faculty member during this period, no seniority will be accrued."

4. Research experience: \_\_\_\_ year(s) \_\_\_\_ month(s)

Institution	Title	Employment period (month and year)

5. Further studies: \_\_\_\_ year(s) \_\_\_\_ month(s)

Purpose	Paid or unpaid leave	Enrollment and completion dates (month and year)	Seniority accrued

※ Postdoctoral research may only be counted towards seniority if a certificate of service issued by the institution can be produced.

© Result of the most recent evaluation in the \_\_\_\_\_ Semester, Academic Year \_\_\_\_\_

**(Not required for initial appointments)**

(☐ Pass ☐ Fail ☐ Not accepted for evaluation ☐ Pending ☐ Exempt)

© Publications (Please ensure that the documents and publications submitted are consistent with the provided list of publications/research outcomes/teaching materials)

1. Title of the representative work: \_\_\_\_\_

Please check the boxes that apply:

☐ The work was formally issued or published within the past five years (between August 1, 2020 and February 15, 2025).

☐ The work was accepted on \_\_\_\_/\_\_\_\_/\_\_\_\_ (with proof of acceptance attached to the first page of the paper) but has yet to be formally published, and the work complies with

Articles 4 and 4-1 of the NCHU *Publication Review Guidelines*.

- ☐ The work was published in a scholarly publication (1. non-news publications; 2. peer-reviewed publications; 3. periodicals)  
Is the journal an SCI- or SSCI-indexed journal? ☐ Yes ☐ No (If yes, please provide the applicable index.)
- ☐ The work is related to the courses I am or will be teaching.
- ☐ I am the sole author of the work.
- ☐ The work was completed by multiple authors (an affidavit signed by all co-authors is required) and has never been submitted by any other co-author for promotion or award consideration, and I am the first or corresponding author of the work (proof required). (In the event that an affidavit cannot be obtained from a co-author, please prepare a written statement detailing their contributions to the work and the reasons for their inability to sign the co-author's affidavit and submit the statement to the NCHU Faculty Evaluation Committee for review and approval.)
- ☐ The work is an original work and not an anthology, excerpt, compilation, or rearrangement of others' work.
  - ☐ I have included a copy of the originality report for the representative work.
- ☐ The work is a doctoral dissertation.
- ☐ The work was not taken from my master's thesis or doctoral dissertation (whether in part or in full).
- ☐ The work is written in a foreign language, and a Chinese abstract has been included. (For works written in a foreign language other than English, an English abstract may be submitted in lieu of the Chinese abstract.)
- ☐ The work is not a literature review (literature reviews may not be submitted as representative works).
- ☐ There are no co-first authors or corresponding authors.  
(The department faculty evaluation committee may allow a faculty member to submit works with multiple first or corresponding authors depending on the quality of the journals in which the works are published.)
- ☐ The work is an original paper and is not a descriptive paper.
- ☐ The work has never been submitted to the College for a previously rejected new faculty member appointment application (does not apply to faculty promotions or changes of

appointment).

- ☐ The work submitted for consideration of promotion is a teaching practice-based monograph authored by a single author that has been published by a publishing house with peer review (proof of review issued by the publisher or editor-in-chief required).
- ☐ The work submitted for consideration of promotion is a teaching practice-based monograph, with proof of extraordinary teaching outcomes and the relevant teaching materials attached (including lesson topics, teaching methodology, references, students' learning outcomes, and educational contributions such as applicability to core subjects and how widely circulated the monograph is).

2. Reference works published after promotion to the previous faculty rank (**excluding the representative work**):

(For new appointments, only reference publications issued after the applicant was accredited at their current academic rank and in the seven-year period preceding the external review will be considered.)

Number of reference works published in SCI-/SSCI-indexed journals: \_\_\_\_\_

Title	Journal	Rank and tier of journal (attach the applicable index)	Authorship rank (must be the first or corresponding author)	Date of publication or proof of acceptance

Number of patents and technology transfers: \_\_\_\_\_

Title of invention/technology	Inventor	Patent number/recipient of technology transfer and contract amount	Country of jurisdiction	Patent term and year of patent grant

Note: Patents must be invention patents, and the patent certificates and grant documents must be attached. For technology transfers, please submit the contract. For patents and technology transfers, a written research outcomes report detailing the background, motivation, contents, theoretical basis, research methodology, and contributions of the invention is required.

Number of publications in journals not indexed in SCI or SSCI: \_\_\_\_\_

Title	Journal	Journal tier (EI, Scopus, TSSCI, Econlit, <i>Journal of Agriculture and Forestry</i> , NSTC Outstanding Journals, or other journals recommended by	Authorship rank (must be the first or corresponding author)	Date of publication or proof of acceptance	Notes

		the department faculty evaluation committee and approved by the college faculty evaluation committee)			

The reference works listed above must meet the following criteria (please check the criteria that apply):

- ☐ The works were published after promotion to the previous faculty rank and have never before been submitted for consideration of promotion.
- ☐ The works were not submitted for consideration for appointment to the current rank or for a degree.
- ☐ The works are related to the subjects I am teaching or expect to teach.
- ☐ The works were published or released in a scholarly publication (1. Non-news publications; 2. Peer-reviewed publications; 3. Periodicals) by a publishing house (with the names of the author and issuer, date and location of publication, and publisher's registration number).
- ☐ The works were partially accepted by a publisher but have yet to be published officially.  
  
Proof of acceptance is attached to the first page of the paper in accordance with Article 4 of the University's Submission Guidelines for Publication Review.
- ☐ The works are original works and not an anthology, excerpt, compilation, or rearrangement of others' work.

☐ I hereby certify that none of the works submitted plagiarizes the work of others.

☐ Other criteria: \_\_\_\_\_

**I hereby certify that I have thoroughly read and understood the instructions herein and that all documents submitted are in compliance with the regulations set forth by the College and the University. I agree to bear full liability for any misrepresentation made herein.**

Applicant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

## II. Review Opinions by the Department (Institute) Faculty Evaluation

### Committee

1. Academic and employment background check: ☐ Completed in accordance with regulations ☐ In progress ☐ Pending

Education:

- ☐ Ph.D. (Degree certificate received on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ [yyyy/mm/dd])
- ☐ Doctoral candidate (Dissertation defense completed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ [yyyy/mm/dd]); degree certificate to be issued on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (yyyy/mm/dd). Provisional certificate received from the institution in question. The applicant understands that failure to provide the provisional certificate or graduate as scheduled will result in the revocation of this application.
- ☐ Academic qualifications meet the requirements set forth in the NCHU *Regulations*

*Governing the Appointment of Professional Technicians to Teaching Positions.*

Work experience (verification of teaching or research experience):

- ☐ Yes, teaching or research experience in compliance with College/University regulations (Professional technicians are required to provide a record of tangible contributions, extraordinary achievements, or accolades in accordance with the applicable regulations.)
- ☐ No.

2. Academic publications (research):

◎ Representative work

- (1) ☐ The work was officially published or issued within the past five years (between [August 1, 2020](#) and [February 15, 2025](#)).
  - ☐ The work was accepted on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (yyyy/mm/dd) but has yet to be formally issued. Proof of acceptance is attached to the first page of the paper, and the work complies with Articles 4 and 4-1 of the NCHU *Publication Review Guidelines*.
- (2) Was the work published in a scholarly publication (1. Non-news publications; 2. Peer-reviewed publications; 3. Periodicals)?
  - ☐ Yes, an SCI- or SSCI-indexed journal that ranks \_\_\_\_
  - ☐ No, not an SCI- or SSCI-indexed journal
- (3) ☐ The work is related to the courses the applicant is or will be teaching.
- (4) ☐ The applicant is the sole author.
- (5) ☐ The work is co-authored (declaration of co-authorship signed with other co-authors required) and has never been submitted by any other co-author for promotion or award consideration, or for any other purpose. The applicant is the first or corresponding author of the work (proof required). If an affidavit could not be obtained from a co-author, the applicant shall prepare a written statement detailing their contributions to the work and the reasons for their inability to obtain the co-author's affidavit and submit the statement to the NCHU Faculty Evaluation Committee for review and approval.
  - ☐ Affidavits from co-authors included
  - ☐ Affidavits from co-authors not included

- (6) ☐ The work is an original work and is not an anthology, excerpt, collection, or rearrangement of others' work.
  - ☐ A copy of the originality report for the representative work is included.
- (7) ☐ The work is a doctoral dissertation.
  - ☐ The work is not the applicant's graduate thesis/dissertation or any part thereof.
- (8) ☐ The work was written in a foreign language, and a Chinese abstract has been included. (For works written in a foreign language other than English, an English abstract may be submitted in lieu of the Chinese abstract.)
- (9) ☐ The work is not a literature review. (Literature reviews may not be submitted as representative works.)
- (10) ☐ The work does not have multiple first authors or corresponding authors. (Department faculty evaluation committees may allow faculty members to submit works with multiple first or corresponding authors depending on the quality of the journals in which the works are published.)
- (11) ☐ The work is an original paper that is not a descriptive paper.
- (12) ☐ The work was never submitted to the College for a previously rejected new faculty member appointment application (does not apply to faculty promotions or changes of appointment).
- (13) ☐ The work submitted for consideration of promotion is a teaching practice-based monograph authored by a single author and published by a publisher with a peer-review system (proof of review issued by the publisher or editor-in-chief required).
- (14) ☐ The work submitted for consideration of promotion is a teaching practice-based monograph, with proof of extraordinary teaching outcomes and the relevant teaching materials attached (including lesson topics, teaching methodology, references, students' learning outcomes, and educational contributions such as applicability to core subjects and how widely circulated the monograph is).

© Number reference works published after promotion to the current faculty rank (as listed by the applicant, **excluding the representative work**) that meet the following requirements:

- (1) ☐ The works were published after promotion to the previous faculty rank and have never before been submitted for consideration of promotion.
- (2) ☐ The works were not submitted for consideration for appointment to the current rank or for a degree.
- (3) ☐ The works are related to the subjects the applicant is teaching or expected to teach.
- (4) ☐ The works were published or released in a scholarly publication (1. Non-news publications; 2. Peer-reviewed publications; 3. Periodicals) by a publishing company (the names of the author and publisher, time and place of publication, and the publisher's registration number).
- (5) ☐ (Some of) the works were partially accepted by a publisher but have yet to be published officially. Proof of acceptance is attached to the first page of the paper(s) in accordance with Article 4 of the University's Submission Guidelines for Publication Review.
- (6) ☐ The applicant has certified that the works are original work and not anthologies, excerpts, collections, or rearrangements of others' work.
- (7) ☐ The applicant has certified that they did not plagiarize the work of others.
- (8) ☐ Other:

(9) Scoring for applicant's reference works, with details provided:

**(For new appointments, only reference publications issued after the applicant was accredited at their current academic rank and within seven years of the application's submission may be considered.)**

Journal type	Rank	First author/ inventor, or corresponding author <b>x 100%</b>	Multiple first authors or corresponding authors <b>x 80%</b>	Second author/ inventor <b>x 50%</b>	Third author/ inventor or smaller role <b>x 20%</b>	Total score (number of works)
SCI or SSCI (attach copy of the index)	<b>IF &gt; 5:</b> Same number of points as the IF value.					
	Top 20%: <b>5 points</b>					
	Top 20%–50% (inclusive): <b>4 points</b>					
	<b>3 points</b> for all other journals					
Non-SCI or SSCI	EI, Scopus, TSSCI, Econlit, <i>Journal of Agriculture and Forestry</i> , and NSTC outstanding journals: <b>2 points</b>					
	Other journals recommended by the department faculty evaluation committee and approved by the college faculty evaluation committee: <b>1 point</b>					
Domestic/ international invention patents and technology transfers (each requires a written report detailing the background, motivation, contents, theoretical basis, research methodology, and contributions of the invention)	Technology transfer revenue of NT\$500K or more: <b>5 points</b>					
	International invention patents or technology transfers with a contract amount between NT\$300K (inclusive) and 500K: <b>4 points</b>					
	Domestic invention patents; technology transfers with a contract amount between NT\$200K (inclusive) and 300K: <b>3 points</b>					
	Technology transfers with a contract amount between NT\$100K (inclusive) and 200K: <b>2 points</b>					

	Technology transfers with a contract amount < NT\$100K: <b>1 point</b>					
Total score (number of works)						

Note: If the applicant has two more or roles in a work (such as being the first and corresponding author at the same time), the role with the highest available points will apply.

**3. Applicant's core college course offerings (to be filled out for the applicant; not required for new appointments)**

Core college courses, IBPA/IMPA English-taught courses, and general education courses

offered in the past three academic years (see the College website for a list of recognized

courses):

Academic year/semester	Course title	Credits	Notes

**4. Opinions of the Faculty Evaluation Committee**

Please follow the instructions under the “review by department-level faculty evaluation

committees” section in the College’s faculty appointment/promotion scoring sheet. Attach

additional rows if needed:

Item	Max. possible score	Department/Institute Faculty Evaluation Committee	
		Review opinions	Score

**5. Overall review (including reasons for recommendation):**

Score	Teaching: points ( %)	Research: points ( %)	Service and collaboration: points ( %)	Total: points

Reasons for recommendation:

Convener of the Department/Institute Faculty Evaluation Committee:

Signature and seal: \_\_\_\_\_ Date: \_\_\_\_\_