

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**  
**Summary of Documents Submitted for Faculty Publication Review**  
**(for faculty members)**

Revised October 2024

Applicable to appointments and promotions made on or after August 1, 2025

(Please mark dates and times with the Common Era notation)

Name		Dept./Inst.		Area 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 Contract Teaching and Research Personnel* meet the selection and appointment criteria set forth therein.)

※ Newly appointed temporary part-time faculty members whose academic teaching accreditation certificate awarded by the Ministry of Education is appropriate for the proposed academic rank may be granted an exemption from the external review.

- ◎ Proposed rank of appointment/promotion:  
☐ Full Professor   ☐ Associate professor   ☐ Assistant professor   ☐ Lecturer
- ◎ Effective 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	Number of teachers in	
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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)	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:

- ☐ Six copies and digital copies of the applicant's publication list (of research outcomes or teaching materials), representative works, and reference publications that have been submitted for appointment, promotion, or change of appointment by National Chung Hsing University.
- ☐ One copy of the relevant meeting minutes of the Department-Level Faculty Evaluation Committee
- ☐ One copy of the list of recommended external reviewers (in sealed envelope marked with the application type)
- ☐ Reviewer Conflict of Interest Form
- ☐ Digital PDF copy of the applicant's representative work (searchable file)

Convener of the department-level 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 appointed in accordance with the *Regulations Governing the Appointment of Contract Teaching and Research Personnel* 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 period (month and year)

**※☐ Photocopy of the applicant's teaching certificate (optional)**

**※☐ 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 No.

☐ 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) and \_\_\_\_ month(s):

Institution	Job title	Employment period (month and year)

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

Purpose	Paid or unpaid leave	Enrollment and completion dates	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 newly appointed personnel):

☐ 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 an 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 is co-authored (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.
- ☐ 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 (publisher's circulation 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 publications in SCI-/SSCI-indexed journals: \_\_\_\_\_

Title	Journal	Rank and tier of journal (attach the applicable index)	Authorship rank (must be 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 the department faculty evaluation committee and approved by the college faculty evaluation committee)	Authorship rank (must be the first or corresponding author)	Date of publication or proof of acceptance	Notes

The publications listed above must meet the following criteria (please check the criteria that

apply):

- ☐ The works were issued after promotion to the previous academic rank, and were not used to apply for the accreditation at that rank.
- ☐ 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 have been partially accepted but are yet to be officially published. 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 received 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.

Work experience (verification of teaching or research experience):

☐ Yes, in compliance with the applicable rules of the University and the College

☐ No

### 2. Academic publications (research):

#### ◎ Representative work

(1) ☐ The work was formally issued or published within the past five years (between [August 1<sup>st</sup>, 2020](#) and [February 15<sup>th</sup>, 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.

(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 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).
- (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 of 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 index	Tier	First author/ inventor, or corresponding author × 100%	Multiple first authors or corresponding authors × 80%	Second author/ inventor × 50%	Third author or/inventor or smaller role × 20%	Total score (number of works)
SCI or SSCI (attach copy of the index)	IF > 5: Same number of points as the IF value.					
	Top 20%: 5 points					
	Top 20%–50% (inclusive): 4 points					
	3 points for all other journals					
Non-SCI or SSCI	EI, Scopus, TSSCI, Econlit, Journal of Agriculture and Forestry, NSTC Outstanding Journals: 2 points					
	Other journals recommended by the department faculty evaluation committee and approved by the college faculty evaluation committee: 1 point					
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: 5 points					
	International invention patents or technology transfers with a contract amount between NT\$300K (inclusive) and 500K: 4 points					
	Domestic invention patents; technology transfers with a contract amount between NT\$200K					

	(inclusive) and 300K: <b>3</b> points					
	Technology transfers with a contract amount between NT\$100K (inclusive) and 200K: <b>2</b> points					
	Technology transfers with a contract amount < NT\$100K: <b>1</b> point					
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

#### **(not required for newly appointed personnel)**

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