

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 Faculty Appointment and Promotion Review Documents**  
 (For Professional Technicians)

Revised in October 2024

Name		Department		Specialization	
------	--	------------	--	----------------	--

◎Appointment and Promotion Procedures: ☐Initial Appointment☐Reappointment☐Promotion

◎Employment Status: ☐Full-time☐Part-time (☐With Quota☐Without Quota)

☐Project-Based ☐Professional Technician

◎Appointment and Promotion Rank: ☐Professor ☐Associate Professor ☐Assistant Professor

☐Lecturer

◎Appointment Start Date: Year      Month      Day

Approval by Department-Level Faculty Evaluation Committee (FEC) Year      Month      Day	Number of Committee Members (A):		
	Number of Attending Members (B):		
	Attendance Rate (B/A):		
	Voting Results:	Total Voting Members:	
		Votes in Favor:	
		Votes Against:	
		Invalid Votes:	

For New Appointments: Approval by more than half of department/program faculty members (not required for promotion or reappointment): Approval Date: Year      Month Day Meeting Number:	Total Faculty Members (A):		
	Abstentions (B):		
	Eligible Voting Members (A-B):		
	Total Voting Members:		
	Votes in Favor (C):		
	Votes Against:		
	Invalid Votes:		

Document Code: T4

	Approval Percentage (C/(A-B) * 100%):	
--	---------------------------------------	--

Attached Documents:

- ☐ Required Documents Checklist (Download from the Personnel Office website), and all items have been reviewed and confirmed.
- ☐ National Chung Hsing University Proposed Appointment/Promotion of Professional and Technical Personnel – Summary of Accomplishments, Special Achievements, and Awards (1 copy).
- ☐ List of Exhibited Materials and Supporting Documents (including papers, evidence of specific achievements, etc.; all items listed must be accompanied by proof).

Convener of the Department-Level Faculty Evaluation Committee (Signature):

Date:

## I Basic Information (To Be Completed and Signed by Applicant)

Name		Department		Specialization	
------	--	------------	--	----------------	--

◎Employment Status: ☐ Full-time ☐ Part-time (☐ With Quota ☐ Without Quota) ☐

Project-Based

◎Appointment Start Date: Year      Month      Day

◎Qualification Criteria

1. Academic Background (If no bachelor's degree, list the highest degree obtained)

Institution Name	Department	Degree	Period of Study
		Doctorate	
		Master's	
		Bachelor's	

2. Professional Experience Related to the Subject Being Applied For \_\_year(s) \_\_month(s)

Institution Name	Position	Period of Employment

3. Notable Achievements, Special Contributions, or Accomplishments

Achievement	Date	Description

4. Awards or Patents

Award	Date	Issuing Institution	Certificate Number

I confirm that I have read and understood all relevant regulations and that all information provided is accurate. I take full responsibility for any discrepancies.

Applicant's Signature:

Date:

## II Department-Level Faculty Evaluation Committee Review

1. Professional Experience: \_\_\_\_ Years

☐ Applicant has provided supporting documents (Doctoral and Master's degree holders have submitted dissertations)

☐ Applicant meets the required qualification standards set by the university and college

☐ Applicant's specialization matches the subject being applied for

2. Notable Achievements, Special Contributions, or Accomplishments:

☐ Yes, with supporting documents meeting university and college requirements

☐ No

3. International Awards:

☐ Yes, with supporting documents meeting university and college requirements

☐ No

4. Recommendation for External Review:

☐ The Department-Level Faculty Evaluation Committee has approved and recommends external review.

5. External Review Results

☐ Three external reviewers were invited, and the case received \_\_\_\_ recommendations, meeting the university's requirement of at least two recommendations.

6. Departmental Faculty Evaluation Committee Opinions

☐ A substantive review was conducted based on the applicant's seniority, specific achievements, special expertise, international recognition, and major awards. The evaluation determined that the applicant is fully qualified for teaching responsibilities and is recommended for further review by the College Faculty Evaluation Committee.

7. Comprehensive Opinion (Including Specific Reasons for Recommendation):

Convener of the Department-Level Faculty Evaluation Committee (Signature):

Date: