

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 Professional Technical Personnel)**

Revised October 2024

Name		Department		Field of Expertise	
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◎Appointment/Promotion Process: ☐Initial Appointment ☐Change of Appointment ☐

Promotion

◎Employment Type: ☐Full-time ☐Part-time (☐Quota-based☐Supernumerary)  
☐Project-based ☐Professional Technical Personnel

※Newly appointed part-time faculty members who do not occupy a quota and already hold an equivalent university faculty certificate issued by the Ministry of Education may be exempt from 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):		
	Voting Results:	Number of Voting Members:	
		Votes in Favor:	
		Votes Against:	
Invalid Votes:			

For new appointments, approval by more than half of the faculty members of the respective department, institute, or program is required. (Not applicable	Total Number of Faculty Members (A):		
	Number of Members Who Abstained (B):		

for promotion or change of appointment.) Passed by the ____ Department Faculty Evaluation Committee on ____ / ____ / ____ (yyyy/mm/dd)	Number of Eligible Voting Faculty (A-B):	
	Number of Voting Faculty:	
	Votes in Favor (C):	
	Votes Against:	
	Invalid Votes:	
	Approval Rate (C/A-B) * 100%:	

Required Documents:

- ☐ Four hard copies of the list of NCHU concrete achievements, special expertise, accomplishments, and awards of the professional technical personnel applying for appointment/promotion, along with supporting documents.
- ☐ Digital copies (PDF) of the list of NCHU concrete achievements, special expertise, accomplishments, awards, supporting documents, and course syllabi.
- ☐ One copy of the meeting minutes of the Department Faculty Evaluation Committee.
- ☐ One sealed copy of the list of recommended external reviewers (indicating the application type on the envelope).
- ☐ Conflict of Interest Recusal Form.

Convener of the Department Faculty Evaluation Committee: (Signature/Seal)

Date:

**I Basic Information (To be completed and signed by the applicant)**

Name		Department		Field of Expertise	
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◎Employment Type: ☐ Full-time      ☐ Part-time (☐ Quota-based   ☐ Supernumerary)   ☐ Project-based

◎Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (yyyy/mm/dd)

## ◎Eligibility Criteria

1. Educational Background (If no bachelor's degree, please list the highest level of education obtained)

Institution	Department	Degree	Enrollment & Graduation Dates (yyyy/mm)
		Ph.D.	
		Master's	
		Bachelor's	

2. Professional Experience Related to the Appointed Field (Years & Months)

Organization	Position	Start & End Dates (yyyy/mm)

3. Notable Achievements, Special Expertise, or Accomplishments:

Achievement / Special Expertise	Date	Description

4. Awards and Patents:

Award	Date	Awarding Organization	Certificate No.

I hereby acknowledge that I have read and understood the above requirements. I certify that all submitted information complies with the regulations of the College and that I assume full responsibility for its accuracy.

Applicant's Signature:

Date:

## II Department Faculty Evaluation Committee Review Comments

1. Relevant Professional Work Experience: \_\_\_\_ years

☐ The applicant has provided supporting documents (Ph.D. and Master's degree holders must submit their thesis/dissertation).

☐ The proposed appointment level meets the University and College's relevant regulations.

☐ The applicant's area of expertise matches the teaching subject.

2. Concrete Achievements, Special Expertise, or Accomplishments:

☐ Yes, supporting documents have been provided and meet the University and College's regulations.

☐ No.

3. International Awards:

☐ Yes, supporting documents have been provided and meet the University and College's regulations.

☐ No.

4. Recommendation for External Review:

☐ Approved for external review upon substantive review by the Faculty Evaluation Committee.