

# 文藻外語大學德國語文系教師升等審查要點

Wenzao Ursuline University of Languages

## Guidelines of Faculty Promotion for the Department of German

民國96年03月08日系務會議通過  
民國99年01月07日系務會議修正通過  
民國99年03月16日校教評會議核備實施  
民國100年03月04日系教評會議修正通過  
民國100年03月31日系務會議通過  
民國100年12月13日校教評會議核備實施  
民國102年09月05日系務會議修正通過  
民國102年11月27日院教評會議通過  
民國102年12月10日校教評會議核備實施  
民國104年05月27日系務會議通過  
民國104年05月29日院教評會議修正通過  
民國104年06月16日校教評會議核備實施  
民國104年09月10日系務會議修正通過  
民國104年09月25日院教評會議通過  
民國104年10月15日校教評會議核備實施  
民國105年04月13日系務會議修正通過  
民國105年06月03日院教評會議通過  
民國105年06月21日校教評會議核備實施

一、本系為辦理教師升等評審事宜，依「文藻外語大學專任教師升等辦法」訂定本要點。

The evaluation of faculty promotion is established in accordance with the “Full-time Faculty Promotion Regulations of Wenzao Ursuline University of Languages.”

二、本系專任教師申請升等之資格、條件、類型及注意事項等悉依照本校「專任教師升等辦法」相關規定辦理。

The qualification of promotion for the full-time faculty in the department has to be evaluated in accordance with the “Full-time Faculty Promotion Regulations”.

三、本系專任教師升等之審查程序：

The procedure of evaluating the full-time faculty’s promotion:

(一) 擬升等教師填妥各項申請表件，連同相關學經歷證明文件及代表著作、參考著作等，向本系提出申請。資料備齊且符合規定者，提送系教師評審委員會審議；未備齊或有不符規定者，得予退件。

1. For those who want to apply for their promotion, they can submit their application form to

the department with their related academic certificates, the represented work, and reference work prepared. After confirming that the dossier meets the requirements, the chair submits the dossier to the Department Faculty Evaluation Committee for evaluation. If the dossier is incomplete or does not meet the requirements, it will be returned to the applicant.

(二) 申請人須具備專書、專書篇章或期刊論文二篇（含）以上始得提出申請。

2. An applicant who wants to apply for the promotion has to publish at least two monographs, monograph articles or journal articles.

(三) 本系教師評審委員開會前應詳閱升等申請人之資料，出席升等會議時，必須全程參與，否則不得參與審議。

3. The Department Faculty Evaluation Committee members have to read the dossier carefully before the meeting and attend the meeting from beginning to the end to have the right to deliberate.

(四) 本系教師評審委員會應依本要點之規定予以評審，並以最近三次教師評鑑平均成績為教學與服務成績，70分以上為通過。

4. The Department Faculty Evaluation Committee evaluates the application in accordance with these guidelines. The score of faculty performance reviews within the last three years shall be above 70 points.

(五) 本系教師評審委員會應本低階不得高審之原則審議，通過者，備齊有關資料及會議紀錄報請院長提送院教師評審委員會進行複審作業；不通過者，得予退件。

5. The Department Faculty Evaluation Committee has to follow the rule that the junior faculty cannot evaluate the senior faculty. A successful application shall be submitted to the dean and then to the College Faculty Evaluation Committee enclosed with related information and the minutes for the second review. If the dossier is incomplete or does not meet the requirements, it will be returned to the applicant.

(六) 初審未通過之案件，應敘明具體理由，並以系教師評審委員會名義書面告知當事人。申請人如對審查結果有疑義時，得依本校專任教師升等辦法規定之程序提出申復。

For unsuccessful promotion applications, the Department Faculty Evaluation Committee shall provide specific reasons and inform the applicants in writing of the names of the members of the Department Faculty Evaluation Committee.

Applicants having doubts about the review results may request a second review following the procedures of the “Full-time Faculty Promotion Regulations”.

(七) 教師以「教學實務研究或成果報告」升等，另依本校「教師實務研究或成果報告升等辦法」相關規定辦理。

An applicant who wants to apply for the promotion in terms of teaching, research practices or achievement reports has to be evaluated in accordance with the “Teachers’ Promotion in Terms of Teaching, Research or Achievement Report Regulations”.

四、 本系教師評審委員會委員遇有關於其本人（含合著人）、配偶及三親等內之親屬提出升等案時，應行迴避。

If a member of the Department Faculty Evaluation Committee happens to evaluate his or her own, or co-authors’ spouse’s, or third-degree relatives’ dossier, he or she should not be involved in the evaluation.

五、 本要點經系務會議及院教師評審委員會通過，送校教師評審委員會核備後實施，修正時亦同。

After approval by the Department Affairs Meeting and the Collegiate Affairs Meeting, the articles shall be ratified by the University's Faculty Evaluation Committee, as well as in the case of amendments.