

Check List for Promotion Application by Faculty/Researcher National Taiwan University

College (Center)	Department (Section, Institute, Degree Program, Office, Center)	Full Name	Title	Faculty Rank Sought

No.	Item		Sample Response	Applicant	Dept./Institute official	College official	Personnel Dept. official
1	Quota	No. of promotions allocated to the College by University administration	10	-(N/A)-	-(N/A)-		
2		Does this application fall within the quota?	V (yes)	-(N/A)-	-(N/A)-		
3		Is special quota applicable?	V (yes)	-(N/A)-	-(N/A)-		
4	No. and priorities of recommended promotions proposed to the College by the Department	Refer to Sec. 6 "Feedback from College (Center)," NTU Teacher Promotion Recommendation Form	3-1	-(N/A)-			
5	No. of applicants eligible for promotion			-(N/A)-	Supply data relevant to the department	Aggregate data across all departments	
6	No. and priorities of recommended promotions proposed to the University by the College		10-1	-(N/A)-	-(N/A)-		
7	Completeness of the College's Comprehensive Opinions		V (yes)	-(N/A)-	-(N/A)-	-(N/A)-	
8	Date of highest academic degree attained		Ph.D. 1996.7				
9	Starting date and reference number of teacher certificate of previous rank		Associate Professor 2000.8 12201				
10	Is the certificate of appointment or letter of salary increase for the academic year to which the promotion is applicable attached?		V (Yes)	-(N/A)-	-(N/A)-	-(N/A)-	
11	Are the proofs of professional experience complete?		V (Yes)				
12	Have the quorum and majority requirements of both departmental and collegiate faculty evaluation committees been met?	Refer to page 1 of NTU Teacher Promotion Recommendation Form and departmental and collegiate regulations on faculty promotion	V (Yes) X (No)	-(N/A)-			

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13	Has the applicant passed the latest academic evaluation or been exempted by the University from undergoing such evaluation (or remained in the evaluation period while being promoted)?	Yes (passed on ___(mo)___(yr)) Yes (exempt ___(mo)___(yr)) Yes (promoted to associate professor ___(mo)___(yr) and remained in evaluation period)				
14	Did the applicant teach at least one course at NTU <u>the semester before the proposed promotion takes effect?</u> (Supply relevant date/duration if response is negative.)	Yes				
15	Do the years in the length-of-service conform to seniority requirements, include time off for continuing education or periods of temporary transfer (indicate date(s)/duration(s))?	V (Yes) 2001.8-2002.7 undertook full-time advanced studies X (No)				
16	Does length-of-service (years) conform to seniority requirements (maximum 1 year for continuing education and 2 years for temporary transfer)	5 years for associate professor; 4 years for post-doctoral				
17	Applicable regulations and provisions (Articles 16 – 18, Act of Governing the Appointment of Educators)	18-2	-(N/A)-			
18	For an associate or assistant professor whose length of service is less than 4 years, or a post-doctoral researcher with less than 10 (5) years, is a statement attesting to the applicant's excellent performance and/or substantial contribution attached?	V (Yes) X (No)	-(N/A)-	-(N/A)-		
19	Have the Teacher Qualification CV, NTU Teacher Promotion Recommendation Form, and various proofs of education and professional experience been thoroughly verified?	V (Yes)			Please attach list of proposed promotions	
20	Are the numbers of representative works and reference works correctly reflected in the list of publications in the Teacher Qualification CV and the NTU Teacher Promotion Recommendation Form?	Representative works: 1; Reference works: 3				

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21	Representative Works	Publication dates (must have occurred after attaining present faculty rank and within 5 years prior to the proposed promotion taking effect). For publications that have been accepted but not yet published, dates of acceptance must be supplied. Where the College (Center) or Department (Section, Institute, Degree Program, Office, Center) specifies its own criteria in this regard, such criteria shall apply, in which case the application of such criteria shall be noted here.	1.99.11 (published) 2.99.12 (accepted)			
22		Is a monograph included?	V (Yes) X (No)			
23		If the applicant is not the first author, a corresponding author, or an equal contribution author, please provide written explanations or documentation.	V (Yes) X (No)			
24		Are the signatures on the Certificate of Co-Authorship complete? Refer to "NTU Regulations on Faculty Promotions" for those not required to provide signatures.	V (Yes) X (No) No co-authors			
25	Were the reference works published or issued after the applicant attained the present faculty rank and within 7 years prior to the proposed promotion taking effect? Where the College (Center) or Department (Section, Institute, Degree Program, Office, Center) specifies its own criteria in this regard, such criteria shall apply, in which case the application of such criteria shall be noted here.	V (Yes) X (No)				
26	Faculty Publications Evaluation Form (Promotion)	Are the total number of representative works and their titles correct?	V (Yes)	-(N/A)-		
27		Does the evaluation date fall prior to the submission to the year's Faculty Evaluation Committee?	V (Yes) X (No)	-(N/A)-		
28		Do the scores of the separate items in the score-based evaluation form meet the respective criteria? Are the separate scores and the total score correct? Has the recommended grade	V (Yes) (Use score-based evaluation form; make a note if itemized scores are not	-(N/A)-		

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	been checked in the grade-based evaluation form?	available)				
29	No. of copies submitted (College and Department maintain separate counts: 6 copies when submitted to both, and at least 4 copies when submitted to only one). Evaluators shall be experts and scholars external to NTU, who shall be required to comply with relevant regulations concerning conflicts of interest.	College: 3 (outside of NTU) Dept.: 3 (outside of NTU)	-(N/A)-			
30	Any demerits (or less satisfactory scores)? If affirmative, is the applicant's written statement or the College's impartial comments attached?	Yes, documentation attached X (No)	-(N/A)-			
31	Any problems or irregularities with the evaluation?	V (yes; provide details) X (No)	-(N/A)-			
32	Photograph and CV attached?	V (Yes)				
Signatures of Applicant and Officials		○ ○ ○ YYYY.MM.DD				
Telephone		33660000				

Remark: Attach 1 copy of this form with relevant supporting documentation and submit them to the Personnel Office for each faculty promotion application.