

# National Yang Ming Chiao Tung University

## Regulations on the Appointment and Promotion Assessment of Teachers

Approved at the second extraordinary university assembly meeting during the second semester of the 2021–2022 academic year on June 15, 2022

### Chapter 1 General Principles

- Article 1 To effectively utilize the university personnel, recruit outstanding talent, increase the university's competitiveness, and improve teachers' standards of research, teaching, and service, the National Yang Ming Chiao Tung University Regulations on the Appointment and Promotion Assessment of Teachers (hereinafter referred to as "the regulations") were developed by National Yang Ming Chiao Tung University (hereinafter referred to as "NYCU" or "the university") in accordance with Articles 44 and 45 of NYCU's charter. Assessments for the appointment and promotion of NYCU teachers will be handled in accordance with these regulations unless otherwise prescribed by law.
- Article 2 NYCU teachers can be either instructors, assistant professors, associate professors, or professors. Teachers at each level must satisfy the following requirements for employment, which employers can adjust as necessary:
1. Instructors must possess at least one of the following:
    - a. Research experience at a graduate school or other institute, a master's degree or equivalent credentials, and outstanding academic performance.
    - b. A degree from a university or independent college, at least 4 years of experience as a teaching or research assistant, outstanding academic performance, and published work in their field.
    - c. A degree from a university or independent college, at least 6 years of experience as a researcher or specialist in the field of their degree, outstanding academic performance, and several published works in their field.
  2. Assistant professors must possess at least one of the following:
    - a. A doctoral degree or equivalent, outstanding academic performance, and published work in their field.
    - b. A master's degree or equivalent, at least 4 years of experience as a researcher or specialist in the field of their degree, outstanding academic performance, and several published works in their field.
    - c. At least 3 years of experience as an instructor, outstanding academic performance, and several published works in their field.
  3. Associate professors must possess at least one of the following:
    - a. A doctoral degree or equivalent, at least 4 years of experience as a researcher or specialist in the field of their degree, outstanding academic performance, and several published works in their field.
    - b. At least 3 years of experience as an assistant professor, outstanding academic performance, and several published works in their field.

4. Professors must possess at least one of the following:
  - a. A doctoral degree or equivalent, at least 8 years of experience as a researcher and specialist in their field, and substantial academic contributions such as inventions or published works in their field.
  - b. At least 3 years of experience as an associate professor, outstanding academic performance, and published seminal works in their field.
5. Requirements for the employment of teachers of clinical courses at all levels are governed by the rules in Attachment 1.

Regarding the requirement for outstanding academic performance, candidates may submit proof or documentation of academic or professional achievements that demonstrate outstanding performance in place of or to supplement academic transcripts.

Article 3 Each college and school provide their own rules for assessments of qualifications based on candidates' research, teaching, and advising experience.

In accordance with the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education (hereinafter referred to as "the MOE accreditation rules"), newly hired teachers and teachers applying for a promotion may elect to be reviewed on the basis of their academic research, research on educational practice, or research and development experience in their field.

Candidates' publications in their field and research outcomes will be sent to scholars and experts for evaluation. Each college and school provide their own requirements for accreditation in terms of grade conversion standards, scoring standards, grade weighting systems, number of publications, and methods of publication.

Creative work, evidence of achievements, or technical reports submitted for accreditation and approved shall be published and distributed in accordance with the MOE accreditation rules. Written works that teacher evaluation committees at each level identify as containing confidential information, information pertaining to a patent application, or information that cannot be revealed by law may be barred from publication or prevented from being published for a prescribed period.

Article 4 Teacher evaluation committee meetings and the hiring and promotion of teachers

1. To accredit new hires, teacher evaluation committee meetings must be attended by at least one-half of all committee members. Resolutions require the vote of at least one-half of all present members to be passed.
2. To promote teachers, committee meetings must be attended by at least two-thirds of all members. Resolutions require the vote of at least two-thirds of all present members to be passed.

The NYCU Personnel Office provides a checklist of documents required by teachers seeking hire or promotion.

(Attachments 2 and 3)

## **Chapter 2    Appointments**

- Article 5      Departmental meetings must be convened before new teachers are hired to determine whether candidates suit the department's medium- and long-term goals and the position. At least two-thirds of attendees must be teachers in the NYCU staff complement. Experts and scholars may be invited to the meeting when necessary. All other attendees can be invited at the discretion of each college and school. Each NYCU department and college may also convene interdepartmental meetings by following the same procedure. College deans must approve all attendees and the chairperson of each meeting.
- Article 6      To utilize and manage teachers in NYCU's staff complement and to facilitate the recruitment of outstanding teachers, NYCU will maintain a New Teacher Committee (hereinafter referred to as "the committee").
1. The committee will comprise at least three scholars or experts in the candidate's field from NYCU or other institutions and a chairperson appointed by the President of NYCU.
  2. The committee will determine whether the candidate suits the university's medium- and long-term goals, the position, and the headcount.
  3. Personnel headcounts will be released after the deliberation among the committee and with its approval. If a headcount does not receive the committee's approval, a reason must be provided.
- Article 7      In addition to departmental meetings held in accordance with Article 6, the appointment of new teachers in each department must involve the following:
1. Departmental meetings must determine desired areas of expertise for candidates and the recruitment procedure, which may include advertising, interviews, public speeches, or trial lessons. All administrative procedures must be fulfilled before new hires are announced.
  2. Each department must submit the required documents indicated in Paragraph 2, Article 6 to the University New Teacher Committee for deliberation; the committee must approve the personnel headcount before the external review.
  3. Each department must submit the candidates' applications, the results of external review, and all other documents required for accreditation to the teacher evaluation committee at each level for review. If the college conducts the external reviews, the results do not need to be sent to the department teacher evaluation committee for review.
  4. The departmental teacher evaluation committee will review the candidates' research, teaching experience, area of expertise, moral character, proposed curricula, and all required documents indicated in the preceding two subparagraphs and submit approved applications to the college teacher evaluation committee for further deliberation.
  5. The college teacher evaluation committee will evaluate the results of the departmental teacher evaluation committee's deliberation in accordance with the college's standards and determine whether the candidates satisfy the requirements regarding the candidates' areas of expertise and correspondence to NYCU's medium- and long-term goals in Subparagraphs 1 and 2. Applications approved by the college teacher evaluation committee will be sent to the university teacher evaluation committee for comprehensive discussion and evaluation, and applications approved by the university

teacher evaluation committee will be forwarded to the President NYCU, who will appoint new hires.

Designated teachers seconded to NYCU to serve in a supervisory role who already hold a Teacher's Accreditation Level Certificate issued by the Ministry of Education may be exempted from advertising and review by experts outside NYCU. The procedure for submitting applications from such teachers to the teacher evaluation committees at each level will be handled in accordance with Article 45 of the NYCU charter.

- Article 8      The appointment of professors with outstanding achievements in their academic or professional field and each of the following qualifications is handled in accordance with the preceding articles. Each college may modify the procedures for evaluating international academic credentials and accrediting publications in the candidate's field and the qualifications noted in Item 4, Subparagraph 2 of this Article.
1. Candidates must have experience working as full-time professors at foreign universities or universities in Hong Kong or Macau that satisfies the requirements of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao.
  2. Candidates must be at least one of the following:
    - a. A recipient of a Nobel Prize or other award of equivalent prestige.
    - b. An academician at a national research institution.
    - c. A fellow in a major international learned society.
    - d. An individual with outstanding achievements in an academic or professional field equivalent to those of an individual described in (a)–(c).
- Article 9      For NYCU teachers seeking employment in another department, applications must be approved by the departmental and college teacher evaluation committees of both departments and submitted to the President of NYCU for ratification in accordance with administrative procedures.

### **Chapter 3     Promotions**

Article 10     Newly appointed NYCU instructors and assistant professors must apply for and receive a promotion within 6 years; associate professors must do so within 8 years. Teachers who do not do so can remain in their positions for an additional 2 years and apply for promotion within this time. During those 2 years, hiring bodies must help teachers apply, document the assistance they provide, and submit this documentation to the college for reference. Such teachers must have their application approved within the specified time limit. The appointment contracts of teachers approved for promotion shall be renewed. Instructors and assistant professors who are not promoted within the approved time frame will not be reappointed for a ninth year of service; associate professors who are not promoted within the approved time frame will not be reappointed for an eleventh year of service. In the event of pregnancy or childbirth, the time limit for promotion may be extended by 2 years for each child with the approval of the President of NYCU. In the event of other extenuating circumstances, the time limit for promotion can be extended by 2 years with the teacher evaluation committees' approval of the required documentation.

Regulations regarding the promotion of teachers whose appointment was approved by the university teacher evaluation committee prior to August 1, 2022:

1. Instructors, assistant professors, and associate professors hired in accordance with the National Yang Ming University Regulations on the Appointment and Promotion Assessment of Teachers must follow the time limits indicated in these regulations.
2. Instructors, assistant professors, and associate professors hired in accordance with the NCTU Regulations Regarding Promotion Time Limits for Newly Appointed Faculty Members must follow the time limits in these regulations.

Teachers must pass evaluations before applying for promotion. Newly hired teachers shall receive their first assessment after three years of service. Teachers who have not yet completed three years of teaching may also choose to be assessed earlier.

Article 11     Teacher promotion is handled once every semester. The university teacher evaluation committee deliberates regarding promotions every June or January, and if the application is approved, the teacher will assume the new role on August 1 or February 1 of the following semester.

Following the promulgation of these regulations, teachers whose promotion applications were handled prior to August 1, 2022, in accordance with the NCTU Regulations of Faculty Promotion Evaluation Procedures will be promoted in accordance with the original NTCU regulations. Teachers who applied for promotion (hereinafter referred to as “applicants”) must teach at NYCU while being reviewed by the teacher evaluation committees at each level. This does not apply to applicants studying or researching full time in Taiwan or abroad or to those lecturing abroad who taught at NYCU during the semester in which their application was submitted to the departmental teacher evaluation committee.

Article 12 Applicants must submit the following documents by each department's deadline:

1. For published research: representative work (coauthors must submit proof of coauthorship) and reference materials authored after the applicant became accredited at their current level.
2. For teaching experience: the results of all teaching evaluations, lists of classes the applicant has taught, and other documents from the 5 years after the applicant became accredited at their current level.
3. For proof of services and student advising: documents explaining services provided by applicant in the 5 years since accreditation at their current level.
4. For other matters: documents required by the department and college teacher evaluation committees (which may include creative work, evidence of achievements, and technical reports).

In the event of pregnancy or childbirth during the time frame noted in the previous paragraph, the time limit for submitting the documents required in Subparagraphs 2 to 4 may be extended by a maximum of 2 years upon approval of documentation proving pregnancy or childbirth by the college teacher evaluation committee.

Documents may not be resubmitted after the submission deadline. This does not apply to documents requiring removal from applications because of violations of laws or regulations. The teacher evaluation committees at each level will notify applicants of documents requiring resubmission or removal. Any effect of delays in resubmission or removal due to personal circumstances on the application is the sole responsibility of the applicant.

Once the departmental or college teacher evaluation committee forwards the documents (technical reports, creative works, or evidence of achievements) to the external reviewers, the applicant cannot withdraw any documents, and the application will be reviewed in accordance with standard procedures.

Article 13 The applicant must submit a maximum of five research projects and designate one as the representative project; all others will be considered reference material. However, if a college has other regulations regarding the number of research projects to be submitted, their regulations take precedence. Individual projects that are part of one larger project may be submitted together as one representative work. Written works that have previously been submitted for an accreditation review as a representative work may not be resubmitted as a representative work in applications for promotion.

Representative work and reference materials submitted for accreditation must be published or pending publication; applicants must submit evidence of work pending publication (such as a letter of acceptance) prior to accreditation by the department teacher evaluation committee. The department and college teacher evaluation committees will review research projects in accordance with the regulations of the Ministry of Education. Representative work must be published within 1 year of the date indicated on any letters of acceptance submitted as proof of pending publication, and applicants must submit a copy of the representative work to the institution for review within 2 months of its publication.

- Article 14      The department and college teacher evaluation committees will review the applicants' qualifications in accordance with the NYCUC charter. To proceed to the external review, applicants must pass the teaching, service, and student advising review.
- The NYCUC charter authorizes each college to establish their own regulations based on their field; however, these regulations must incorporate the provisions in Article 3 and be submitted to the university teacher evaluation committee for reference before implementation.
- Article 15      In the event that an applicant's representative work cannot be published within 1 year of the date indicated on their document proving pending publication for reasons beyond the applicant's control, before 1 year elapses, the applicant must submit documentation explaining why the work cannot be published within the specified time frame and apply for an extension. The university teacher evaluation committee may allow extensions of 3 years maximum from the date indicated on the document proving pending publication of the representative work. If a representative work is not published and a copy is not submitted within this period, NYCUC will reject the application and report the matter to the Ministry of Education. If the teacher's eligibility is still being reviewed by the Ministry, the Ministry will reject the application. If the teacher's accreditation has been approved and the teacher has been issued a Teacher's Accreditation Level Certificate, the Ministry will nullify the accreditation and either demand the return of or annul the Teacher's Accreditation Level Certificate. Each department will monitor the status of the applicants' representative work and reference materials.
- Article 16      Departmental teacher evaluation committees will review the applicants' research, teaching, service, and student advising experience in accordance with their respective standards. Applicants who do not meet these standards will be allowed to provide a written or oral defense before deliberation. If the departmental teacher evaluation committee rejects an application for promotion, the committee will notify the applicant of the reasons in writing.
- Departments must forward accreditation documents and applications that passed the department-level review to the college before the deadline indicated by the college; departments will be held responsible for any infringement on the rights and interests of the applicant should they fail to do so.
- Accreditation documents will be processed in accordance with Paragraph 2, Article 4 of these regulations.
- Article 17      College teacher evaluation committees will review the results of the deliberation of the department teacher evaluation committee and the applicants' research, teaching, service, and student advising experience in accordance with the respective standards of each college. Applicants who do not meet these standards will be allowed to provide a written or oral defense before deliberation.
- During deliberation, college teacher evaluation committees may request that the applicant deliver a public speech and invite the members of the committee to attend.
- If the college teacher evaluation committee rejects an application for promotion, the committee must notify the applicant of the reasons in writing.
- Colleges must forward accreditation documents and applications that passed the college-level review to the university level before the deadline indicated by the university; colleges will be held responsible for any infringement on the rights and interests of the applicant should they fail to do so.

Accreditation documents will be processed in accordance with Paragraph 2, Article 4 of these regulations.

During review of teacher promotion applications, college teacher evaluation committees must respect the professional attributes of the teachers in each department and review the teachers in accordance with the college accreditation standards.

Article 18      The university teacher evaluation committee will consider the standards for promotion established by the NYCU colleges in accordance with Article 3 of these regulations, comprehensively review the applicant's research, teaching, service, and student advising experience on the basis of the department and college teacher evaluation committees' records, and determine whether to accept their application.

If the university teacher evaluation committee perceives a major flaw in the accreditation documents or procedures and provides a professional or academic basis for their doubts, the committee can return the application to the college teacher evaluation committee for redeliberation with consent from at least one-half of all present members.

If the university teacher evaluation committee rejects an application for promotion, the committee must notify the applicant of their reasons in writing.

Article 19      Applicants seeking to appeal the rejection of their application by the departmental or college teacher evaluation committee as described in Articles 16 and 17 must submit a written appeal to the next-level teacher evaluation committee within 7 days of receiving the notification of their application's rejection. The appeal will be processed in accordance with the quorum provisions in Article 4 and the accreditation standards established by each college in accordance with Article 3.

If the college (university) teacher evaluation committee accepts the appeal, the application will reviewed again by the department (college) teacher evaluation committee. Only one appeal may be submitted for each application.

Applicants seeking to contest the denial of their appeal submitted in accordance with Paragraph 1 of Article 19 or the rejection of their application for promotion by the university teacher evaluation committee must submit a petition to the NYCU Faculty Appeals and Review Committee within 30 days of receiving notification of the rejection of their application.



Article 20      NYCUC will forward applications for promotion accepted by the teacher evaluation committees at each level to the Ministry of Education for approval in accordance with Ministry regulations to issue a Teacher's Accreditation Level Certificate. While their applications are under the Ministry of Education's review, applicants must remain in their positions and receive their current salary; once they receive their certificate, their employment contract will be amended to indicate the date on which their application for a promotion was approved, and the applicant will receive the difference between their current and new salaries that they would have earned during the review.

## **Chapter 4      External review**

Article 21      External review boards are created as follows:

1. External review boards must comprise professors or those with equivalent qualifications.
2. Departmental and college teacher evaluation committees must first create a list of recommend candidates for the external review board. The appointment of external reviewers shall then be reviewed by the teacher evaluation committee or recommended members of the committee. The list may include scholars and experts who uphold principles of professionalism, fairness, and confidentiality.

When necessary, newly hired teachers may submit a list of no more than three people to be recused from the external review procedure.

When accrediting newly hired teachers and approving promotions, departmental teacher evaluation committees must submit the list of teacher candidates, the list of external reviewers, and the recusal list to the chairperson of the college teacher evaluation committee for reference.

Article 22      External reviewers should not comprise

1. Applicants' research advisors or teachers.
2. Coauthors or other researchers involved in the applicant's representative work.
3. Individuals who serve in the same institution, and especially the same department, as the new teacher or applicant.
4. A family member as defined by Article 32 of the Administrative Procedure Act.

The following principles must be considered to ensure the impartiality of the external review committee:

1. External reviewers may not have a lower accreditation level than that of the new teacher or applicant.
2. As few reviewers as possible should be from a single institution.
3. External reviewers should not be graduates of the alma mater of the new teacher or applicant, especially if their graduation was less than 10 years before the application and if they graduated from the same department as the new teacher or applicant.
4. Individuals from the same graduating class as that of the new teacher or applicant should recuse themselves.

Comments from reviewers who violate Subparagraphs 1 and 2 will be deemed invalid during deliberation and not affect the results. If an insufficient number of valid comments remains, an additional review will be conducted.

Article 23      The committee handling the first external review must comprise at least five members, and approval requires the consensus of no at least two-thirds of the members. The committee for the second external review must comprise at least three members, and approval requires the consensus of at least two-thirds of the members.

The external review will proceed in accordance with regulations of the Ministry of Education.

- Article 24 Unless the teacher evaluation committee can present specific reasons with an academic basis that would cast doubt on the credibility or accuracy of the committee members' opinions regarding the new teacher or applicant's representative work, the teacher evaluation committee must respect the reviewers' judgment.
- Article 25 The review processes, the identity of the reviewers, and their comments must be kept confidential to ensure the impartiality of the review. However, this information may be provided to an appeal agency or other remedial agency that the applicant asks to act on their behalf. In addition, reviewers' comments may be provided to the applicant if their application is rejected.
- In the event that a new teacher or applicant makes any requests, lobbies, offers any bribe or incentive, or makes any threat to a reviewer or in any other manner interferes with the accreditation procedure, the procedure will halt, the applicant will be notified, and no additional applications from the applicant will not be accepted for 2 years.
- If the new teacher or applicant is reported or is found to have forged, altered, or plagiarized the documents required for MOE accreditation, the new teacher or applicant will not be permitted to apply to have their accreditation review cancelled, and their application will be handled in accordance with the provisions of the Guidelines for Handling Violations of the Regulations Governing the Accreditation of Teacher Qualifications by Teachers in Junior College and Institutions of Higher Education.
- Article 26 Teacher candidates who hold a Teacher's Accreditation Level Certificate issued by the Ministry of Education for the same accreditation level as that of their new position are exempt from the external review process provided they obtain consent from the teacher evaluation committee handling the external review.

## **Chapter 5    Supplementary provisions**

- Article 27      Incumbent staff members who received certifications for instructors or assistant professors before the amendment of the Act Governing the Appointment of Educators became effective on March 21, 1997, and who continued teaching without suspension will be screened in accordance with Article 30-1 of the above-mentioned act.
- Article 28      Each college will draft regulations or guidelines regarding teacher appointment and promotion in accordance with the MOE accreditation rules and these regulations. Their regulations will be submitted to the university teacher evaluation committee for reference and implemented following their announcement; in the interim, teacher appointment and promotion will be handled in accordance with these regulations. Each department will draft their own accreditation rules in accordance with each college's regulations and submit them to the college teacher evaluation committee for reference to be implemented following their announcement.
- Article 29      One year after these regulations are implemented, any pending new-teacher hires or teacher promotions proceeding in accordance with the National Yang Ming University Regulations on the Appointment and Promotion Assessment of Teachers, the NCTU Teacher Recruitment and Appointment Rules, the NCTU Regulations of Faculty Promotion Evaluation Procedures, or the NCTU Regulations Regarding Promotion Time Limit for Newly Appointed Faculty Members will be reinitiated and handled in accordance with these regulations.
- Article 30      These regulations and any amendments thereof must be approved by the university teacher evaluation committee and university assembly and implemented on the specified date.

## National Yang Ming Chiao Tung University Clinical Subjects

### A. Accredited clinical subjects

Colleges	Clinical subjects
College of Medicine	School of Medicine Department of Internal Medicine Department of Surgery Department of Obstetrics and Gynecology Department of Pediatrics Department of Family Medicine Department of Ophthalmology Department of Dermatology Department of Neurology Department of Psychiatry Department of Otorhinolaryngology Department of Radiotherapy Department of Urology Department of Orthopedic Surgery Department of Physical Medicine and Rehabilitation Department of Anesthesiology Department of Emergency Medicine Department of Pathology Department of Geriatric Medicine
College of Dentistry	Department of Dentistry Institute of Oral Biology
College of Nursing	Department of Nursing Institute of Clinical Nursing Institute of Community Healthcare
College of Biomedical Science and Engineering	Department of Physical Therapy and Assistive Technology Department of Biotechnology and Laboratory Science in Medicine Department of Biomedical Imaging and Radiological Sciences
College of Pharmaceutical Sciences	Department of Pharmacy

Note: This list was developed in accordance with the original National Yang Ming University Operational Guidelines on the Accreditation of Part-Time Teachers' Qualifications According to the Standards for Full-Time Teachers and was approved by the Ministry of Education, Memo 10909910753, dated February 5, 2010.

## B. Qualifications

Position	Qualifications and requirements
Instructor	<p>Candidates with a degree in medicine must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. A master's degree or above and outstanding academic performance. Candidates appointed to lecture on a clinical subject must have at least 2 years of clinical training in a medical center or experience as an attending physician of a teaching hospital certified by the Ministry of Health and Welfare.</li> <li>2. A degree from a university or independent college, outstanding academic performance, at least 4 years of experience as a teacher, researcher, or research assistant or at least 6 years of experience in their field, and published work in their field. Candidates appointed to lecture on a clinical subject must have at least 4 years of clinical training in their field in a medical center or at least 2 years of experience as an attending physician of a teaching hospital certified by the Ministry of Health and Welfare.</li> </ol>
	<p>Candidates with a degree in dentistry must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. A master's degree and outstanding academic performance.</li> <li>2. A degree from a university or independent college, outstanding academic performance, at least 4 years of experience as a teacher, researcher, or research assistant or at least 6 years of experience in their field, and several published academic works.</li> </ol>
	<p>Candidates without a degree in medicine or dentistry must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. A doctoral degree awarded in Taiwan or abroad and outstanding academic performance.</li> <li>2. A master's degree and at least 2 years of experience as an outstanding teacher, researcher, or research assistant in their field.</li> <li>3. A degree from a university or independent college, outstanding academic performance, at least 6 years of experience in their field, and several published academic works.</li> </ol>
Assistant Professor	<p>Candidates with a degree in medicine or Chinese medicine must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. At least 3 years of experience as a full-time instructor (or at least 6 years of experience as a part-time instructor), outstanding academic performance, and published work in their field.</li> <li>2. A doctorate, outstanding academic performance, and work published in a publication in their field. To teach a clinical subject, candidates must also have at least 1 year of experience as a doctor in charge.</li> <li>3. A master's degree, outstanding academic performance, at least 4 years of experience in their field. For candidates seeking to teach a clinical subject, only specialties as an attending physician will be considered.</li> <li>4. A degree from a university or independent college; outstanding academic performance; at least 9 years of clinical practice, including at least 4 years of experience as an attending physician of a medical center in Taiwan; and</li> </ol>

	published work in their field.
	<p>Candidates with a degree in dentistry must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. At least 3 years of experience as a full-time instructor (or at least 6 years of experience as a part-time instructor), outstanding academic performance, and published work in their field.</li> <li>2. A doctorate, outstanding academic performance, and published work in their field.</li> <li>3. A master's degree, outstanding academic performance, at least 4 years of experience in their field, and work published in a publication in their field.</li> <li>4. A degree from a university or independent college; outstanding academic performance; at least 9 years of clinical practice, including at least 4 years of experience as an attending physician of a medical center in Taiwan; and published work in their field.</li> </ol>
	<p>Candidates without a degree in medicine or dentistry must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. At least 3 years of experience as a full-time instructor (or at least 6 years of experience as a part-time instructor), outstanding academic performance, and published work in their field</li> <li>2. A doctorate, work published in a publication in their field, and at least 1 year of experience in their field or as an outstanding full-time instructor.</li> <li>3. A doctorate, outstanding academic performance, and published work in their field.</li> <li>4. A master's degree, outstanding academic performance, at least 4 years of experience in their field, and work published in a publication in their field.</li> </ol>

Associate Professor	<p>Candidates with a degree in medicine must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. At least 3 years of experience as a full-time assistant professor (or at least 6 years of experience as a part-time assistant professor), outstanding academic performance, and published work in their field.</li> <li>2. A doctorate, at least 4 years of outstanding research work in their field, and work published in a publication in their field. For candidates seeking to teach a clinical subject, only specialties as an attending physician will be considered.</li> </ol>
	<p>Candidates with a degree in dentistry or without a degree in medicine or dentistry must possess at least one of the following:</p> <ol style="list-style-type: none"> <li>1. At least 3 years of experience as a full-time assistant professor (or at least 6 years of experience as a part-time assistant professor), outstanding academic performance, and published work in their field.</li> <li>2. A doctorate, at least 4 years of research work in their field, outstanding academic performance, and work published in a publication in their field.</li> </ol>
Professor	<ol style="list-style-type: none"> <li>1. At least 3 years of experience as a full-time associate professor (or at least 6 years of experience as a part-time associate professor), outstanding academic performance, and published work in their field.</li> <li>2. A doctorate, outstanding academic performance, and at least 8 years of research work in their field during which time they produced substantial academic contributions such as inventions or published work in their field.</li> </ol>



# New Teacher Qualifications Accreditation Form

Hiring unit		Department: Subject:		Proposed start	(YYYY/MM/DD)
Position	<input type="checkbox"/> Full-time <input type="checkbox"/> Contract <input type="checkbox"/> Adjunct; teacher certificate required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Faculty level	<input type="checkbox"/> Professor <input type="checkbox"/> Associate professor <input type="checkbox"/> Assistant professor <input type="checkbox"/>	<input type="checkbox"/> Work accreditation <input type="checkbox"/> Degree accreditation
				Academic expertise	
Name		Date of birth		Adjunct teacher's current status (required if applicable)	
		(YYYY/MM/DD)		Does the adjunct teacher already hold the current (full-time) position? <input type="checkbox"/> Yes (Insurance type: <input type="checkbox"/> Military insurance <input type="checkbox"/> Civil service insurance <input type="checkbox"/> Farmer insurance <input type="checkbox"/> Labor insurance <input type="checkbox"/> Retirement pension for civil-service, government-enterprise, or military position) <input type="checkbox"/> No	
ID Card or Passport (ARC) No.					
Telephone				E-mail	
Academic credentials	School name (Bachelor's degree or higher)		Department/Major		Graduation year
					YYYY/ MM
					YYYY/ MM
					YYYY/ MM
Work experience	Employer		Position	Full-time or part-time	Employment period
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM
Teacher's Certificate	Highest Teacher's Accreditation Level Certificate			Certificate No.	
	Professor      Associate professor      Assistant professor      Instructor			Memo No.      years months	
Applicant: <span style="float: right;">(Signature)</span>					

Supporting documents			
Items	Documents	Notes	Review by hiring unit
1	Checklist for the accreditation review of an academic degree or diploma by a junior college or institution of higher learning	Must be submitted with applications that involve teacher qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
2	A copy of a bachelor's or higher degree, copies of documentary evidence of professional credentials (certificate of employment, certificate of termination, service certificate, certificate of clinical training, letter of appointment as an adjunct or full-time teacher, physician's certificate or teacher's certificate, or proof of overseas employment validated by Taiwan's overseas missions)	1. Documents verifying the declared academic and professional experiences must be submitted for the review of the applicant's qualifications. 2. The submitted documents must prove the applicant's academic credentials.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
3	Overview of accreditation of foreign academic credentials	1. Applies to the accreditation of the teacher qualifications of applicants holding foreign academic credentials.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
4	Foreign academic credentials validated by Taiwan's overseas missions, overseas academic transcripts, record of entries and exits during the applicant's study abroad issued by border control authorities.	2. The documents for Items 2 and 4 must be provided no later than the time of registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
5	Catalog of papers submitted for accreditation	Catalog must include the paper title, journal title, journal issue, authors, coauthors, and publication date	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
6	Certification of coauthorship	Must be submitted with applications that involve teacher qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
7	Papers being submitted for accreditation		<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____

8	Others	Additional documents may be required in accordance with college regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
<div style="display: flex; justify-content: space-between;"> <span>Hiring unit:</span> <span>(Signature of the department chairperson)</span> </div>			

Notes:

1. Additional documents may be required in accordance with college regulations.
2. The hiring unit will review the applicant' s documents in detail.

# Checklist for the teacher accreditation review of an academic degree or diploma by a junior college or institution of higher education

Applicant: \_\_\_\_\_

Accreditation type: ☐ Degree in Taiwan (Please skip to Items 1 and 8)

☐ Foreign degree

☐ European arts diploma

1. The applicant is being accredited for the following in accordance with Paragraph \_\_, Article \_\_ of the Act Governing the Appointment of Educators

Accreditation level Accreditation type	Instructor	Assistant professor	Associate professor
Accreditation of degree or diploma	Paragraph 1, Article 16:	Paragraph 1, Article 16:	Article 30-1: incumbent
Accreditation of specialized publications	A master's degree or an equivalent academic credential	A doctoral degree or an equivalent academic credential	instructors appointed before the enforcement of the amended Act

2. The applicant's alma mater is ☐ listed in the Ministry of Education's reference list of foreign institutions of higher education or ☐ accredited by the competent authority of the foreign government or a dedicated educational accreditation entity (reference list on the Ministry of Education website: <https://depart.moe.edu.tw/ed2500/News.aspx?n=E8380E03A0E16960&sms=D2E10027BB4EC183>)
3. Are the admissions criteria consistent with those of similar institutions in Taiwan? ☐ Yes ☐ No
4. Are the school credits similar to those awarded by similar institutions in Taiwan? ☐ Yes ☐ No (Please explain: \_\_\_\_\_)
5. Cumulative period of study in local schools ☐ Master's program, \_\_\_\_\_ days  
☐ Doctoral program, \_\_\_\_\_ days  
☐ Arts diploma, \_\_\_\_\_ days
6. Have the documents been validated? ☐ Yes ☐ No
7. Is the foreign credential listed in the reference list of foreign degrees released by the Ministry of Education in accordance with Paragraph 2, Article 27 of the Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Junior Colleges? (Please see the attached reference list)  
☐ Yes ☐ No (☐ The credentials have been validated by Taiwan's overseas missions ☐ Not validated)
8. Submitted documents (the original versions must be submitted along with copies to enable the Personnel Office to determine whether the copies are unadulterated facsimiles of the originals; the copies must be stamped by the verifier to indicate their authenticity)  
☐ a. A copy of the applicant's graduation certificate, degree, or diploma from a domestic or foreign school  
☐ b. The applicant's master thesis or doctoral dissertation or evidence of other academic or professional achievements.

**Applicants holding degrees from overseas institutions must also submit the following documents:**

- ☐ A copy of their academic transcripts from the foreign institution

- ☐ An overview of foreign academic records submitted for teacher accreditation reviews
- ☐ Records of the applicant' s exits and entries
- ☐ Other (the applicant may be required to submit other documents, such as a calendar, if necessary. Please describe:

)

**Applicant signature:**

## Reference list of foreign degrees recognized by the Ministry of Education

Country	Doctorate (Assistant professor)	Master' s degree (Instructor)	Country	Doctorate (Assistant professor)	Master' s degree (Instructor)
USA	Doctor	Master	Spain	Doctor	Licenciatura
UK	Doctor	Master	Canada	Doctor	Master
France	Doctorat	Maitrise	Belgium	Docteur	Master
Germany	Doktors	Master/ Diplomgrad/Diplom Magistergrad/ Magister	Japan	Doctor	Master
Austria	<b>Postgraduate</b> Doctor	Master/Magister/ Magistra/ Diplom—Ingenieur	Switzerland	Doctorat/ Doktorat	
Australia	Doctor	Master	South Korea	Doctor	Master
New Zealand	Doctor	Master			

1. Diplomas (*diplom*) awarded by vocational schools in Germany are not recognized as being equivalent to a Master' s degree.
2. The reference list refers to Ministry of Education' s list of foreign institutions of higher education accredited by the competent authority of the foreign government or by a dedicated educational accreditation entity.

# Checklist for Submitting Work (Technical Reports, Creative Work, Evidence of Physical Education – Related Achievements) for Teacher Accreditation Reviews in a Junior College or Institution of Higher Education

Applicant: \_\_\_\_\_  
☐ Assistant professor

Accreditation level: ☐ Instructor

☐ Associate professor ☐ Professor

Accreditation type: ☐ Specialized publication ☐ Technical report

☐ Creative work

☐ Physical education achievement

For the following evaluation items, please mark fulfilled requirements with a V and unfulfilled requirements with an X; requirements that do not apply should be left blank.

## Accreditation qualifications

The applicant meets the requirements in Paragraph \_\_, Article \_\_ of the Act Governing the Appointment of Educators

Accreditation level Accreditation type	Instructor	Assistant professor	Associate professor	Professor
Accreditation of work (including technical reports, creative works, and physical education achievements)	*Paragraph 2, Article 16: A bachelor' s degree and 4 years of experience as a teaching or research assistant *Paragraph 3, Article 16: A bachelor' s degree and 4 years of experience in related fields.	*Paragraph 2, Article 16: A master' s degree and 4 years of experience in related fields. *Paragraph 3, Article 16-1: Degree from Medicine, Chinese Medicine, or Dentistry departments, at least 9 years of clinical practice, including 4 years of experience as a doctor in charge of a medical center *Paragraph 3, Article 16-1: At least 3 years of experience as an instructor	*Paragraph 1, Article 17: A doctoral degree and 4 years of experience in related fields. *Paragraph 2, Article 17: At least 3 years of experience as an assistant professor *Article 30-1: incumbent instructors appointed before the enforcement of the amended Act	*Paragraph 1, Article 18: A doctoral degree and 7 years of experience in related fields. *Paragraph 2, Article 18: More than 3 years of experience as an associate professor

The applicant has been appointed by the school and has experience teaching

The applicant is a full-time teacher and has been accredited by the school where they are employed on a full-time basis

The applicant is an adjunct teacher with a letter of appointment and has an official teaching load of one semester credit and 18 teaching hours each semester or two semester credits at an open university or junior college.

The applicant is on approved leave with pay from their institution or on approved leave without pay with their position retained, returns to the institution to teach on a volunteer basis, and has a teaching load satisfying the requirement referred to in the previous subparagraph.

The applicant' s seniority in a professional teaching post, calculated from the month and date on the letter of appointment, meets the accreditation requirement.

The applicant's seniority working in a medical center meets the accreditation requirement. The applicant is an incumbent teacher who was appointed prior to the enforcement of the amended Act Governing the Appointment of Educators, has continued teaching without suspension, and has provided their teacher's certificate.

The applicant has a special identity (such as a military training instructor, nursing instructor, civil servant, or member of the military) and has completed the relevant proceedings.

The applicant has been verified to have not demonstrated any behavior disqualifying them from accreditation (a teacher pursuing advanced studies or research full time in Taiwan or overseas or who is lecturing overseas full time will not be permitted to submit an application for an accreditation review to the lowest-level teacher evaluation committee of the institution for an accreditation review if they have not taught at the institution during the semester in which they will apply; an applicant found to have engaged in plagiarism, the publication of false information, fraud, or the falsification of documents may not be accredited for a certain period; personnel from a competent educational administration authority may not be accredited by a private school; applicants over the age of 65 years at the beginning of the academic year of accreditation may not be accredited.)

#### **Specialized publications (representative work and reference materials)**

- ☐ The submitted works have already been published and distributed or accepted for publication and distribution by a publishing house (or journal).
- ☐ The representative work and reference materials have been published or issued since the applicant was accredited at their current level.
- ☐ The submitted works are related to the subjects the applicant will be appointed to teach.
- ☐ The specialized publications were or will be published before the external review.
- ☐ The representative work was coauthored, and the applicant has provided signed certification from the coauthors.
- ☐ The paper has undergone the formal peer-review process included in the proceedings of a conference and has been published and distributed as part of a volume.

#### **Technical reports (representative work and reference materials)**

- ☐ Research achievements submitted for accreditation must include a written report.
- ☐ The contents of the written report meet the statutory requirements.
- ☐ The research achievements are related to the subjects the applicant will be appointed to teach.
- ☐ The research achievements were completed in the time since the applicant was accredited at their current level and are not the research achievements that the applicant submitted to be accredited at their current level.
- ☐ The representative work is the result of collaboration, and the applicant has provided signed certification from all collaborators.
- ☐ The research achievements do not involve any violations of intellectual property laws.
- ☐ The applicant has submitted relevant specialized publications as reference achievements that meet the requirements for specialized publications (if applicable, please mark the evaluation results in the *Specialized publications* section).
- ☐ The review panel includes teachers with practical experience or experts with teaching qualifications in their field.

#### **Creative work and evidence of achievements**

- ☐ Artistic work (☐ two-dimensional art ☐ three-dimensional art), \_\_\_\_\_ pieces; ☐ Has participated in two or more exhibitions



- ☐ Has held a personal exhibition specifically for their teacher accreditation review
- ☐ Musical piece (☐ composition ☐ orchestration) \_\_\_\_\_ opuses/performances; \_\_\_\_\_ minutes
- ☐ Dance piece (☐ choreography ☐ performance) \_\_\_\_\_ performances; \_\_\_\_\_ minutes
- ☐ Drama performance (☐ script ☐ direction ☐ acting ☐ stage design); \_\_\_\_\_ minutes
- ☐ Movie (☐ feature film, genre: \_\_\_\_\_; ☐ short film) \_\_\_\_\_ films; \_\_\_\_\_ minutes
- ☐ Design (☐ environmental and spatial design ☐ product design ☐ visual communication ☐ multimedia design ☐ fashion design) \_\_\_\_\_ designs
- ☐ A creative report was submitted along with the accreditation works; ☐ the creative report meets the statutory requirement.
- ☐ The creative works are related to the subjects the applicant will be appointed to teach.
- ☐ The creative works were completed in the time since the applicant was accredited at their current level and within 5 years before the current accreditation.
- ☐ The accreditation work was completed by two or more people, and signed certification from collaborators is provided.
- ☐ The submitted works did not pass review, and more than half the works have been added to the current submission.
- ☐ The applicant has submitted relevant specialized publications as reference achievements that meet the requirements for specialized publications (if applicable, please mark the evaluation results in the *Specialized publications* section).

#### **Evidence of physical education - related achievements**

- ☐ Evidence of physical education - related achievements (evidence of a major placement in a major sports tournament)
- ☐ A competition-related report with an account of a representative achievement and reference achievements
- ☐ The competition-related report meets the statutory requirements.
- ☐ The physical education - related achievements are related to the subjects the applicant will be appointed to teach.
- ☐ The representative achievement was accomplished in the time since the applicant was accredited at their current level and is not an achievement that the applicant submitted for accreditation at their current level.
- ☐ The achievement was accomplished by two or more people, and the applicant has provided a written description of their participation and signed certification from the collaborators.
- ☐ All the documents the applicant submitted to be accredited at their current level and their Teacher' s Accreditation Level Certificate for that level.

**Applicant' s signature:**

National Yang Ming Chiao Tung University  
Certification of Coauthorship of Representative Work  
Submitted for Teacher Accreditation

Applicant	Chinese name					<b>Please select only one:</b> <input type="checkbox"/> First author <input type="checkbox"/> Corresponding author <input type="checkbox"/> Neither	
	Foreign name						
Title of the representative work						Publication date	
Signatures of coauthors or collaborators	1		2		3		
	4		5		6		
Applicant's contributions (please describe in detail), __%							
Coauthors' contributions (please describe in detail), __%							
Date: __ __ __ __ (YYYY) / __ __ (MM) / __ __ (DD)							

- Note: 1. This statement complies with the Ministry of Education's Statement of Coauthorship of the Representative Work Submitted for Teacher Accreditation at an Institution of Higher Education.
2. In accordance with Article 23 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education, if the representative work is a collaboration, only one of the collaborators may submit the work for accreditation; all other collaborators waive their right to submit the work as the representative work for a review of their own accreditation. The applicant must submit a written description of their participation in the project to be signed and certified by the collaborators unless
- a. The applicant is an academician at Academia Sinica and is exempt from having to submit any signed certification from collaborators or
  - b. The applicant is the first author or corresponding author and exempt from submitting signed certification from foreign collaborators who are neither the first nor corresponding authors.

If for some reason any coauthor referred to in the previous paragraph cannot provide their signature and certification as a coauthor, the applicant must submit a written explanation of that coauthor's contributions and the reasons that their signature and certification could not be obtained to the university teacher evaluation committee; if the university teacher evaluation committee accepts this explanation, the applicant will not be required to submit the coauthor's signature and certification.

3. In accordance with Article 43 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education, if the university finds that any coauthor's certification contains false information, the application for accreditation will not be approved, and no additional application will be accepted from the applicant for 1 to 5 years. If the university finds that any coauthor's certification has been forged or altered, the application will be rejected, and no additional application will be accepted from the applicant for 7 to 10 years; such circumstances must be reported to the Ministry of Education for reference.
4. The coauthors or collaborators must personally provide certification. If any coauthor is a foreigner, they may complete the form in a foreign language (please ensure that the coauthors understand the form).
5. Coauthored works may only be submitted as a representative work for accreditation by one person. All other collaborators must relinquish their right to submit that work as a representative work for a review of their own accreditation.
6. If any of the form's fields are too small, applicants may submit additional information in an appendix.

## Checklist of documents to be submitted by hiring units for the accreditation review of newly hired teachers

Item	Documents	File names	Notes
1	Application for the accreditation of new teachers	01 XXX (Applicant name) application.pdf	
2	Checklist for the accreditation review of an academic degree or diploma by a junior college or institution of higher learning	02 XXX (Applicant name) checklist.pdf	Applicants not seeking the accreditation of their teacher qualifications are exempt the requirement to submit this document.
3	A copy of a bachelor's or higher degree, copies of documentary evidence of professional credentials (certificate of employment, certificate of termination, service certificate, certificate of clinical training, letter of appointment as an adjunct or full-time teacher, physician's certificate or teacher's certificate, or proof of overseas employment validated by Taiwan's overseas missions)	03 XXX (Applicant name) data.pdf	1. Documents verifying the academic and professional experiences declared in the application form must be submitted for the review of the applicant's qualifications. 2. The documents submitted must prove the applicant's academic credentials.
4	Overview of accreditation of foreign academic credentials		
5	Foreign academic credentials validated by Taiwan's overseas missions, overseas academic transcripts, record of entries and exits during the applicant's study abroad issued by border control authorities.		1. Applies to the accreditation of the teacher qualifications of applicants holding foreign academic credentials. 2. The documents for Items 2 and 4 must be provided before the time of registration.
6	Catalog of papers submitted for accreditation	04 XXX (Applicant name) catalog.pdf	Catalog must include the paper title, journal title, journal issue, authors, coauthors, and publication date

7	Certification of coauthorship	05 XXX (Applicant name) coauthors.pdf	Applicants not seeking the accreditation of their teacher qualifications are exempt from the requirement to submit this document.
8	Papers submitted for accreditation	06 XXX accreditation works (folder) XXX representative work (folder) XXX reference materials (folder) XXX reference material 1.pdf XXX reference material 2.pdf etc.	1. These works must be bound into a volume if being submitted to the Ministry of Education for accreditation. 2. If the applicant does not require a teacher's accreditation level certificate issued by the Ministry of Education, these works can be provided digitally.
9	External review results	07 XXX (Applicant name) external review judgements.pdf	Please redact the names of the external reviewers
10	Paperwork indicating approval of application for appointment of new full-time teachers, the recruitment announcement, and the minutes of the selection review or interview	Submit with 03 XXX (Applicant name) data.pdf	
11	Minutes of the department and college teacher evaluation committee meeting	08 Department (college) name + date.pdf e.g.: 08 Personnel Office 20110601.pdf	
12	Other		Additional documents may be required in accordance with college regulations

Note:

1. Printed copies of the documents in Items 1 - 12 must be submitted to the Personnel Office; applicants not seeking certificates issued by the Ministry of Education may provide only digital copies of the documents in Item 8.
2. Electronic files: Documents required in Items 1 - 12 must be scanned, converted into PDF files, and stored on a CD or USB. The folder name must be the applicant's name.
3. These files must be submitted to each teaching evaluation committee by their respective deadlines.

## Teacher Promotion Accreditation Application Form

Unit of appointment	College of _____, Department of _____			Employment basis	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Name		Date of birth	____ / ____ / ____ YYYY/MM/DD	Accreditation level	<input type="checkbox"/> Professor <input type="checkbox"/> Associate professor <input type="checkbox"/> Assistant professor
ID Card Number or Passport (ARC) Number					
Current accreditation level	Level	Ministry of Education Certificate No.	Base date of seniority	Total seniority	Date of most recent approval by the university teacher evaluation committee ____ / ____ / ____ YYYY/MM/DD
	Associate professor Assistant professor Instructor	____ Memo No.	____ / ____ YYYY/MM	From ____ / ____ to ____ / ____ YYYY/MM YYYY/MM Total ____ years ____ months	
Telephone				E-mail	
Academic credentials	University (Bachelor's degree and above)		Department/Major	Graduation year	Degree
				YYYY/ MM	
				YYYY/ MM	
				YYYY/ MM	
Work experience	Employer	Occupation	Full-time / Part-time	Employment period	Seniority
	現職		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM	____ years ____ months
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM	____ years ____ months
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM	____ years ____ months
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM	____ years ____ months
			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	From YYYY/ MM To YYYY/ MM	____ years ____ months
Subjects currently teaching	Subjects	Level	Class hours per week		Requisite or elective
					<input type="checkbox"/> Requisite <input type="checkbox"/> Elective
					<input type="checkbox"/> Requisite <input type="checkbox"/> Elective
					<input type="checkbox"/> Requisite <input type="checkbox"/> Elective

Leave of absence without pay	Leave of absence without pay from _ _ _ _ / _ _ to _ _ _ _ / _ _ YYYY/MM YYYY/MM Memo of approval:
Extension of promotion deadline	Extension of promotion from _ _ _ _ / _ _ to _ _ _ _ / _ _ YYYY/MM YYYY/MM Memo of approval:
Applicant: (Signature)	

Application appendices			
Items	Documents	Notes	Review by hiring unit
1	Checklist for the accreditation review of an academic degree or diploma by a junior college or institution of higher learning	Applicants not seeking the accreditation of their teacher qualifications are exempt from the requirement to submit this document.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
2	A copy of a bachelor's or higher degree, copies of documentary evidence of professional credentials (certificate of employment, certificate of termination, service certificate, certificate of clinical training, letter of appointment as an adjunct or full-time teacher, physician's certificate or teacher's certificate, or proof of overseas employment validated by Taiwan's overseas missions)	1. Documents verifying the declared academic and professional experiences must be submitted for the review of the applicant's qualifications. 2. The documents submitted must mainly to prove the qualifying academic credentials. 3. Documents do not have to be submitted for work experiences with NYCU.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
3	Overview of accreditation of foreign academic credentials	1. Applies to the accreditation of the teacher qualifications of applicants holding foreign academic credentials. 2. Full-time NYCU teachers whose foreign credentials have been accredited are exempt.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
4	Foreign academic credentials validated by Taiwan's overseas missions, overseas academic transcripts, record of entries and exits during the applicant's study abroad issued by border control authorities.		<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
5	Catalog of papers submitted for accreditation	Catalog must include the paper title, journal title, journal issue, authors, coauthors, and publication date	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
6	Certification of coauthorship	Applicants not seeking the accreditation of their teacher qualifications are exempt from the requirement to submit this document.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
7	Papers being submitted for accreditation	Applicants not seeking the accreditation of their teacher qualifications are exempt from the requirement to submit this document.	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____



8	The results of all teaching evaluations, list of classes the applicant has taught, and other related documents within the 5 years since the applicant became accredited at their current level		<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
9	Certification of teaching hours in clinical subjects as a full-time/adjunct teacher in semester __ of the __ academic year	Applies to teachers of clinical subjects	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
10	Documents evidencing the applicant's services within the 5 years since the applicant became accredited at their current level		<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
11	Other	Additional documents may be required in accordance with college regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No, because _____
<div style="display: flex; justify-content: space-between; padding: 10px;"> <span>Unit of appointment:</span> <span>(Department chairperson signature)</span> </div>			

Note:

3. Additional documents may be required in accordance with college regulations.
4. The hiring unit must review the applicant's documents in detail.

## Checklist for the teacher accreditation review of an academic degree or diploma by a junior college or institution of higher education

Applicant: \_\_\_\_\_ Accreditation level: ☐ Instructor ☐ Assistant professor  
☐ Associate professor

Accreditation type: ☐ Degree in Taiwan (Please skip to Items 1 and 8)  
☐ Foreign degree  
☐ European arts diploma

9. The applicant is being accredited for the following in accordance with Paragraph \_\_, Article \_\_ of the Act Governing the Appointment of Educators

Accreditation level Accreditation type	Instructor	Assistant professor	Associate professor
Accreditation of degree or diploma	Paragraph 1, Article 16:	Paragraph 1, Article 16:	Article 30-1: incumbent
Accreditation of specialized publications	A master's degree or an equivalent academic credential	A doctoral degree or an equivalent academic credential	instructors appointed before the enforcement of the amended Act

10. The applicant's alma mater is ☐ in the Ministry of Education's reference list of foreign institutions of higher education or ☐ accredited by the competent authority of the foreign government concerned or a dedicated educational accreditation entity (reference list on the Ministry of Education website: <https://depart.moe.edu.tw/ed2500/News.aspx?n=E8380E03A0E16960&sms=D2E10027BB4EC183>)
11. Are the admissions criteria consistent with those of similar institutions in Taiwan? ☐ Yes ☐ No
12. Are the school credits similar to those awarded by similar institutions in Taiwan?  
☐ Yes ☐ No (Please explain: \_\_\_\_\_)
13. Cumulative period of study in local schools ☐ Master's program, \_\_\_\_\_ days  
☐ Doctoral program, \_\_\_\_\_ days  
☐ Arts diploma, \_\_\_\_\_ days
14. Have the documents been validated? ☐ Yes ☐ No
15. Is the foreign credential in the reference list of foreign degrees released by the Ministry of Education in accordance with Paragraph 2, Article 27 of the Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Junior Colleges? (Please see the attached reference list)  
☐ Yes ☐ No (☐ The credentials have been validated by Taiwan's overseas missions ☐ Not validated)
16. Submitted documents (the original versions must be submitted along with the copies to enable the Personnel Office to verify that the copies are unadulterated facsimiles of the originals; the copies must be stamped by the verifier to reflect their authenticity)
- A copy of the applicant's graduation certificate, degree, or diploma from a domestic or foreign school
  - The applicant's master thesis or doctoral dissertation or evidence of other academic or professional achievements.

**Applicants holding degrees from overseas institutions must also submit the following documents:**

A copy of their academic transcripts from the foreign institution

An overview of foreign academic records submitted for teacher accreditation review

Record of the applicant' s exits and entries

Other (the applicant may be required to submit other documents, such as a calendar or other data, if necessary. Please describe:

)

**Applicant' s signature:**

## Reference list of foreign degrees recognized by the Ministry of Education

Country	Doctorate (Assistant professor)	Master' s degree (Instructor)	Country	Doctorate (Assistant professor)	Master' s degree (Instructor)
US	Doctor	Master	Spain	Doctor	Licenciatura
UK	Doctor	Master	Canada	Doctor	Master
France	Doctorat	Maitrise	Belgium	Docteur	Master
Germany	Doktors	Master/ Diplomgrad/Diplom Magistergrad/ Magister	Japan	Doctor	Master
Austria	Postgraduate Doctor	Master/Magister/ Magistra/ Diplom—Ingenieur	Switzerland and	Doctorat/ Doktorat	
Australia	Doctor	Master	South Korea	Doctor	Master
New Zealand	Doctor	Master			

- Diplomas (*diplom*) awarded by vocational schools in Germany are not recognized as equivalent to a Master' s degree.
- The reference list refers to Ministry of Education' s list of foreign institutions of higher education accredited by the competent authority of the foreign government or by a dedicated educational accreditation entity.

# Checklist for Submitting Works (Technical Reports, Creative Works, Evidence of Physical Education Related Achievements) for Teacher Accreditation Reviews in a Junior College or Institution of Higher Education

Applicant: \_\_\_\_\_ Accreditation level: ☐ Instructor ☐ Assistant professor  
☐ Associate professor

Accreditation type: ☐ Specialized publication ☐ Technical report  
☐ Creative work ☐ Physical education achievement

For the following evaluation items, please mark fulfilled requirements with a V and unfulfilled requirements with an X; requirements that do not apply must be left blank.

## Accreditation qualifications

The applicant meets the requirements provided by Paragraph \_\_, Article \_\_ of the Act Governing the Appointment of Educators

Accreditation level Accreditation type	Assistant professor	Associate professor	Professor
Accreditation of works (including technical reports, creative works, and physical education achievements)	*Paragraph 2, Article 16: A master' s degree and 4 years of experience in related fields. *Paragraph 3, Article 16-1: Degree from departments of Medicine, Chinese Medicine, or Dentistry, at least 9 years of clinical practice, including 4 years of experience as a doctor in charge of a medical center *Paragraph 3, Article 16-1: At least 3 years of experience as an instructor	*Paragraph 1, Article 17: A doctoral degree and 4 years of experience in related fields. *Paragraph 2, Article 17: At least 3 years of experience as an assistant professor *Article 30-1: Incumbent instructors appointed before the enforcement of the amended Act	*Paragraph 1, Article 18: A doctoral degree and 8 years of experience in related fields. *Paragraph 2, Article 18: At least 3 years of experience as an associate professor

- ☐ The applicant has been appointed by the school and has taught before
- ☐ The applicant is a full-time teacher and has been accredited by the school where they are employed on a full-time basis
- ☐ The applicant is an adjunct teacher with a letter of appointment and has an official teaching load of one semester credit and 18 teaching hours each semester or two semester credits at an open university or junior college.
- ☐ The applicant is on approved leave with pay from their institution or on approved leave without pay with their position retained, returns to the institution to teach on a volunteer basis, and has a teaching load satisfying the requirement referred to in the previous subparagraph.
- ☐ The applicant' s seniority in a professional teaching post, calculated from the month and date on the letter of appointment, meets the accreditation requirement.
- ☐ The applicant is an incumbent teacher who was appointed prior to the enforcement of the

amended Act Governing the Appointment of Educators and who has continued teaching without suspension and provided their teacher's certificate.

- ☐ The applicant has a special identity (such as a military training instructor, nursing instructor, civil servant, or member of the military) and has completed the relevant prior proceedings.
- ☐ The applicant has been determined to not have demonstrated any behavior disqualifying them from accreditation (a teacher who is undertaking advanced studies or research full time in Taiwan or overseas or who is lecturing overseas full time will not be permitted to submit an application for an accreditation review to the lowest-level teacher evaluation committee of the institution for an accreditation review if they have not actually taught at the institution in the semester during which they will apply. Applicants found to have engaged in plagiarism, the publication of false information, fraud, or the falsification of documents may not be accredited for a certain period. Personnel from a competent educational administration authority may not be accredited by a private school. Applicants over the age of 65 years at the beginning of the academic year of accreditation may not be accredited.)

#### **Specialized publications (representative work and reference materials)**

- ☐ The submitted works have already been published and distributed or accepted for publication and distribution by a publishing house (or journal).
- ☐ The representative work and reference materials have been published or issued since the applicant was accredited at their current level.
- ☐ The submitted works are related to the subjects the applicant will be appointed to teach.
- ☐ The specialized publications were or will be published before the external review.
- ☐ The representative work was coauthored, and the applicant has provided signed certification from the coauthors.
- ☐ The paper has undergone the formal peer-review process included in the proceedings of a conference and was published and distributed as part of a volume.

#### **Technical reports (representative work and reference materials)**

- ☐ Research achievements submitted for accreditation must include a written report.
- ☐ The written report meets the statutory requirements.
- ☐ The research achievements are related to the subjects the applicant will be appointed to teach.
- ☐ The research achievements were completed in the time since the applicant was accredited at their current level and are not the achievements that the applicant submitted for accreditation at their current level.
- ☐ The representative work was a collaboration, and the applicant has provided signed certification from the collaborators.
- ☐ The research achievements do not involve any violations of intellectual property laws.
- ☐ The applicant has submitted relevant specialized publications as reference achievements that meet the requirements for specialized publications (if applicable, please mark the evaluation results in the *Specialized publications* section).
- ☐ The review panel includes teachers with practical experience or experts with teaching qualifications in their field of practice.

#### **Creative works or evidence of achievements**

- ☐ Artistic work (☐ two-dimensional art ☐ three-dimensional art), pieces; ☐
- Has participated in two or more exhibitions
- ☐ Has held a personal exhibition specifically for their teacher

accreditation review

- ☐ Musical piece (☐ composition    ☐ orchestration) \_\_\_\_\_ opuses/performances; \_\_\_\_\_ minutes
- ☐ Dance piece (☐ choreography    ☐ performance) \_\_\_\_\_ performances; \_\_\_\_\_ minutes
- ☐ Drama performance (☐ script    ☐ direction    ☐ acting    ☐ stage design); \_\_\_\_\_ minutes
- ☐ Movie (☐ feature film, genre: \_\_\_\_\_; ☐ short film) \_\_\_\_\_ films; \_\_\_\_\_ minutes
- ☐ Design (☐ environmental and spatial design    ☐ product design    ☐ visual communication    ☐ multimedia design    ☐ fashion design) \_\_\_\_\_ designs
- ☐ A creative report was submitted along with the accreditation works; ☐ the creative report meets the statutory requirement.
- ☐ The creative works are related to the subjects the applicant will be appointed to teach.
- ☐ The creative works were completed in the time since the applicant was accredited at their current level and within 5 years of their current accreditation.
- ☐ The accreditation work was completed by two or more people, and the signed certification of the collaborators is provided.
- ☐ The submitted works did not pass the review, and more than half of the works have been added to the current submission.
- ☐ The applicant has submitted relevant specialized publications as reference achievements that meet the requirements for specialized publications (if applicable, please mark the evaluation results in the *Specialized publications* section).

**Evidence of physical education - related achievements**

- ☐ Evidence of physical education - related achievements (evidence of a major placement in a major sports tournament)
- ☐ A competition-related report with an account of a representative achievement and reference achievements
- ☐ The competition-related report meets the statutory requirement.
- ☐ The physical education - related achievements are related to the subjects the applicant will be appointed to teach.
- ☐ The representative achievement was accomplished in the time since the applicant was accredited at their current level and is not the achievement that the applicant submitted for accreditation at their current level.
- ☐ The achievement was accomplished by two or more people, and the applicant has provided a written description of their participation in the achievement and signed certification from collaborators.
- ☐ All the documents the applicant submitted to be accredited at their current level and their Teacher' s Accreditation Level Certificate for that level.

**Applicant' s signature:**

National Yang Ming Chiao Tung University  
Certification of Coauthorship of Representative Work  
Submitted for Teacher Accreditation

Applicant	Chinese name					<b>Please select only one:</b> <input type="checkbox"/> First author <input type="checkbox"/> Corresponding author <input type="checkbox"/> Neither	
	Foreign name						
Title of the representative work						Publication date	
Signatures of collaborators	1		2		3		
	4		5		6		
Applicant's contributions (please describe in detail), __%							
Coauthor's or coauthors' contributions (please describe in detail), __%							
Date: __ __ __ __ (YYYY) / __ __ (MM) / __ __ (DD)							

- Note: 1. This statement complies with the Ministry of Education's Statement of Coauthorship of the Representative Work Submitted for Teacher Accreditation at an Institution of Higher Education.
2. In accordance with Article 23 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education, if the representative work has been coauthored, only one of the coauthors may submit the work for accreditation, and the other coauthors must relinquish their right to submit the work as the representative work for a review of their own accreditation. The applicant must submit a written description of their participation, which must be signed and certified by the coauthors, unless
- a. The applicant is an academician at Academia Sinica and is exempt from having to submit any coauthor's signed certification.



- b. The applicant is the first author or corresponding author and is exempt from having to submit a coauthor's signed certification for any overseas coauthor who was neither the first nor corresponding author.

If for some reason any coauthor referred to in the previous paragraph cannot provide their signature and certification as a coauthor, the applicant must submit a written explanation of that coauthor's contributions and the reasons their signature and certification cannot be obtained to the university teacher evaluation committee; if the university teacher evaluation committee accepts the explanation, the applicant will not be required to attach that coauthor's signature and certification.

3. In accordance with Article 43 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education, if the university finds that any coauthor's certification contains false information, the accreditation will not be approved, and no application for a teacher's accreditation review will be accepted from that applicant for 1 to 5 years. If the university finds that any coauthor's certification has been forged or altered, the application will not be approved, and no additional application for a teacher's accreditation review will be accepted from that applicant for 7 to 10 years. These circumstances must be reported to the Ministry of Education for reference.
4. Collaborators must personally sign the certificate. If any coauthor is a foreigner, their form may be completed in a foreign language (please ensure that the collaborator understands the form).
5. Coauthored works may only be submitted as a representative work for accreditation by one person. The other collaborators must relinquish their right to submit that work as the representative work for a review of their own accreditation.
6. If any of the form fields do not contain a sufficient amount of space, applicants may submit the further description or explanation in an appendix.

**Checklist of documents to be submitted for teacher accreditation review  
(for those promoting teachers)**

Item	Documents	File names	Notes
1	Application for the accreditation of teacher promotion	01 XXX (Applicant name) application.pdf	
2	Checklist for the accreditation review of an academic degree or diploma by a junior college or institution of higher learning	02 XXX (Applicant name) checklist.pdf	Applicants not seeking the accreditation of their teacher qualifications are exempt from the requirement to submit this document.
3	A copy of a bachelor's or higher degree, copies of documentary evidence of professional credentials (certificate of employment, certificate of termination, service certificate, certificate of clinical training, letter of appointment as an adjunct or full-time teacher, physician's certificate or teacher's certificate, or proof of overseas employment validated by Taiwan's overseas missions)	03 XXX (Applicant name) data.pdf	3. Documents verifying the academic and professional experiences declared in the application form must be submitted for the review of the applicant's qualifications. 4. The documents submitted must prove the applicant's academic credentials. 5. Documents do not have to be submitted for work experience with NYCU.
4	Overview of accreditation of foreign academic credentials		1. Applies to the accreditation of the teacher qualifications of applicants holding foreign academic credentials.
5	Foreign academic credentials validated by Taiwan's overseas missions, overseas academic transcripts, record of entries and exits during the applicant's study abroad issued by border control authorities.		2. Full-time NYCU teachers whose foreign credentials have been accredited are exempt.

6	Catalog of papers submitted for accreditation	04 XXX (Applicant name) catalog.pdf	Catalog must include the paper title, journal title, journal issue, authors, coauthors, and publication date
7	Certification of coauthorship	05 XXX (Applicant name) coauthors.pdf	Applicants not seeking the accreditation of their teacher qualifications are exempt from the requirement to submit this document.
8	Papers being submitted for accreditation	06 XXX accreditation works (folder) XXX representative work (folder) XXX reference materials (folder) XXX reference material 1.pdf XXX reference material 2.pdf etc.	3. These works must be bound into a volume if being submitted to the Ministry of Education for accreditation. 4. If the applicant does not require the issuance of a teacher's accreditation level certificate by the Ministry of Education, these works can be provided digitally.
9	External review results	07 XXX (Applicant name) external review judgements.pdf	Please redact the names of the external reviewers
10	The results of all teaching evaluations, list of classes the applicant has taught, and other related documents from the 5 years since the applicant was accredited at their current level	Submit with 03 XXX (Applicant name) data.pdf	
11	List of all clinical subjects taught by the applicant as an adjunct or full-time teacher		Applies only to teachers of clinical subjects; all other teachers are exempt.
12	Results of evaluation of applicant's teaching, research, and service performance	08 XXX (Applicant name) teaching_research_services_performance_reviews.pdf	
13	Minutes of the department and college teacher evaluation committee meeting	08 Department (college) name + date.pdf e.g. : 08 Personnel Office	

		20110601.pdf	
14	Other		Additional documents may be required in accordance with college regulations

Note:

4. Printed documents in Items 1-14 must be submitted to the Personnel Office; applicants not seeking certificates issued by the Ministry of Education may provide digital copies of the documents in Item 8.
5. Electronic files: Documents in Items 1-14 must be scanned, converted into PDF files, and stored on a CD or USB. The folder name must be the applicant's name.
6. These files must be submitted to each teaching evaluation committee by their respective deadlines.