

Appendix W Review Form for Employment of Professional Technical Personnel as Teaching Personnel

兼任教師提聘程序大略如下：

- a. 不需專簽經校長同意，系所主管直接找符合授課科目具專業背景之校外教師
- b. 系教評會審查-> (若是欲以專業技術人員升等提聘，則需由院長找至少 2 位校外審查委員先行審查通過)->院教評審查->校教評審查->核發聘書
- c. 國外學歷查核部份，由系所自行查驗並加註"與正本無訛"及查驗人職章即可

The employment procedure for part-time teacher is generally shown as below:

- a. Without the president's approval, the department director may directly find off-campus teacher who conforms to the teaching subject and has professional background.
- b. Review of teacher review committee of department-> (if the personnel is employed as professional technical personnel, the department director shall at least find 2 off-campus review committee members to carry out prior review) ->review of teacher review committee of faculty ->review of teacher review committee of school-> issuing of employment contract
- c. As for review on foreign education background, the department shall carry out review by itself and affix the seal of "consistent with the original" and affix the checking personnel's position seal.

國立臺北科技大學聘任專業技術人員擔任教學送外審查意見表

Review Form for Employment of Professional Technical Personnel as Teaching Personnel of National Taipei University of Technology

送審單位 Review unit	姓名 Name	擬任教科目 Teaching subject
<p style="text-align: center;"> <input type="checkbox"/>教 授 <input type="checkbox"/>副 教 授 <input type="checkbox"/>助理教授 <input type="checkbox"/>講 師 </p> <p>本校因課程需要，擬聘任上列人員為 級專業技術人員，</p> <p>茲檢附其所具相關資料如後，請惠予審查。</p> <p>Due to course demand, the university plans to employ above personnel as the professional technical personnel at (<input type="checkbox"/>professor <input type="checkbox"/>associate professor <input type="checkbox"/>assistant professor <input type="checkbox"/>lecturer) level. Please make a review for the relevant data.</p> <p>審查意見：(本欄如不敷填寫，請用另紙繕附) Review opinion: (If the space of this column is insufficient, please attach another paper)</p>		
<p>總評：(請勾選)</p> <p><input type="checkbox"/>經審查擬聘任人員所具專業實務、造詣或成就，足以勝任教學工作，推薦擔任。</p> <p><input type="checkbox"/>經審查擬聘任人員所具專業實務、造詣或成就，尚不足以勝任教學工作，不推薦擔任。</p> <p>General comment: (please make a checking)</p> <p><input type="checkbox"/>Through review on the professional practice, attainments or achievements of the personnel to be employed, it is found that such personnel is capable of teaching work and recommended to hold the position.</p> <p><input type="checkbox"/>Through review on the professional practice, attainments or achievements of the personnel to be employed, it is found that such personnel is not capable of teaching work and not recommended to hold the position.</p>		
審 查 人 章 s e a l	審 畢 日 期 d a t e	mm/dd/yyyy

備註：

一、依據本校「聘任專業技術人員擔任教學要點」第4至第7點規定：

(一) 教授級專業技術人員應具下列資格之一：

1、曾任副教授級專業技術人員3年以上，成績優良，並有具體事蹟者。

2、曾從事與應聘科目性質相關之專業性工作15年以上，具有特殊造詣或成就者。但獲有國際級大獎者，其年限得酌減之。

(二) 副教授級專業技術人員應具下列資格之一：

1、曾任助理教授級專業技術人員3年以上，成績優良，並有具體事蹟者。

2、曾從事與應聘科目性質相關之專業性工作12年以上，具有特殊造詣或成就者。但獲有國際級大獎者，其年限得酌減之。

(三) 助理教授級專業技術人員應具下列資格之一：

1、曾任講師級專業技術人員3年以上，成績優良，並有具體事蹟者。

2、曾從事與應聘科目性質相關之專業性工作9年以上，具有特殊造詣或成就者。但獲有國際級大獎者，其年限得酌減之。

(四) 講師級專業技術人員之資格，應曾從事與應聘科目性質相關之專業性工作6年以上，具有特殊造詣或成就者。但獲有國際級大獎者，其年限得酌減之。

二、依同要點第9點第2項規定，具體事蹟、特殊造詣或成就之認定，應先送校外學者或專家2人以上審查。

Remarks:

1. According to the point 4-7 of “Key Points for Employment of Professional Technical Personnel as Teaching Personnel”:

1) The professional technical personnel at professor level shall have one of qualifications:

(1) The personnel has served as a professional technical personnel at professor level for more than 3 years with excellent performance and specific achievements.

(2) The personnel has engaged in the professional work related to employment subject for more than 15 years with special attainments or achievements; however, as for the personnel who has obtained international-level award, the required teaching period can be reduced accordingly.

2) The professional technical personnel at associate professor level shall have one of qualifications:

(1) The personnel has served as a professional technical personnel at assistant professor level for more than 3 years with excellent performance and specific achievements.

(2) The personnel has engaged in the professional work related to employment subject for more than 12 years with special attainments or achievements; however, as for the personnel who has obtained international-level award, the required teaching period can be reduced accordingly.

3) The professional technical personnel at assistant professor level shall have one of qualifications:

(1) The personnel has served as a professional technical personnel at lecturer level for more than 3 years with excellent performance and specific achievements.

(2) The personnel has engaged in the professional work related to employment subject for more than 9 years with special attainments or achievements; however, as for the personnel who has obtained international-level award, the required teaching period can be reduced accordingly.

4) The professional technical personnel at lecturer level shall have engaged in the professional work related to employment subject for more than 6 years with special attainments or achievements; however, as for the personnel who has obtained international-level award, the required teaching period can be reduced accordingly.

2. According to the rules of item 2 of point 9 of “Key Points”, the identification on specific achievements, special attainments or achievements shall be made by more than 2 off-campus scholars or experts in advance.

