

國立中興大學基因體暨生物資訊研究學所教師聘任暨升等評審辦法

97年8月20日所務會議通過訂定

98年2月12日所務會議修訂

98年6月5日所務會議修訂

99年3月5日所務會議修訂

100年4月28日所務會議修訂

102年9月4日所務會議修訂

104年2月5日所務會議修訂

108年6月18日所務會議修訂

第一章 總 則

第一條 本所依據「國立中興大學生命科學院教師聘任暨升等評審辦法」及有關法令規定訂定之。

第二條 本所設教師評審委員會(以下簡稱本會)處理教師聘任、升等及教師權益相關事宜。本會置委員7人，所長為當然委員，其餘委員由本所專任教師推選具有教授、副教授資格為代表。

委員任期一年，連選得連任。但副教授不得執行對教授資格之評審，且具教授資格之委員應占全體委員三分之二(含)以上。凡休假研究、進修及借調之教師均不得擔任委員，新增或遞補委員，其任期以補足所遺任期為限。

委員資格如下：

一、最近五年於國際期刊發表論文〔含發明專利、新品種育成、技術移轉等成果〕三篇(件)(第一作者或通訊作者)以上。

二、最近五年曾主持三年(含)以上科技部研究型計畫者。

所長如未具有前項推(遴)選委員之資格，應由委員會推選委員一人擔任召集人。

前項委員須為未曾因違反學術倫理而受校教評會處分者。

第三條 本會由所長擔任主任委員，開會時擔任主席，主任委員缺席時由委員中推選一人為主席。

第四條 本所教師新聘任、升等、改聘、進修及延長服務等需由本會依本辦法評審。本會開會時應有委員三分之二(含)以上出席始得開議，議案之通過應獲參加表決委員三分之二(含)以上之同意後，送請本生命科學院教師評審委員會(以下簡稱本院教評會)評審。

第五條 本會開會時，各委員均應親自出席，惟遇有師生關係、三親等內血親、姻親、學術合作關係者或相關利害關係人應自行迴避，並得視需要邀請有關人員列席。

第六條 依本辦法提送審查之學術著作必須符合本校「教師升等評審標準暨聘任升等著作送審準則」及本院擬新聘、升等及改聘教師學術研究成果指標最低標準之規定，惟本所如有更嚴格之規定時，從其規定。

第二章 新 聘

第七條 本所新聘教師，須經本所教師二分之一(含)以上同意後，將擬新聘名單暨資料送本院「新聘教師甄選委員會」，獲出席委員三分之二(含)以上委員同意後，始得送本會審議。

第八條 講師之聘任應具有（一）碩士學位，並曾從事教學或研究工作二年以上成績優良；或（二）取得博士學位者。

第九條 助理教授之聘任應具有（一）博士學位，並曾從事與所習學科有關之研究工作、專門職業或職務一年(含)以上，有專門著作；或（二）取得碩士學位後，從事與所習學科有關之研究工作、專門職業或職務四年(含)以上。且最近五年內以主要作者發表之著作，其最近一年或五年內平均IF累計 ≥ 10 或SCI 期刊排名前40%(含)之研究論文至少2 篇。

第十條 副教授之聘任應具有博士學位，並曾從事與所習學科有關之研究工作、專門職業或職務四年以上。且最近五年內以主要作者發表之著作，其最近一年或五年內平均IF 累計 ≥ 10 或SCI 期刊排名前40%(含)之研究論文至少3篇。其代表論文需以單一通訊作者發表於該領域SCI 排名前34%(含)之期刊 且最近一年(或五年內平均) ≥ 2 ，或該期刊最近一年(或五年內平均IF) ≥ 3 。

第十一條 教授之聘任應具有博士學位，並曾從事與所習學科有關之研究工作、專門職業或職務八年以上。且最近五年內主要作者發表之期刊，其最近一年或五年內平均IF累計 ≥ 14 或SCI 期刊排名前40%(含)之研究論文至少5-4篇。其代表論文需以單一通訊作者發表於該領域SCI 排名前30%(含)之期刊，或該期刊最近一年或五年內平均IF ≥ 4 。

第十二條 新聘教師之最高學歷如為本校授予者，應於該學位取得後具有其他公私立機構從事與所習學科有關之教學、研究工作、專門職業或職務兩年以上之經歷。惟具有特殊專長或優異表現者，由本會訂定認定及評審標準，並列舉詳細而具體事證，送院教評會據以審議。

第十三條 本所新聘副教授、教授「代表論文」應以單一通訊作者(corresponding author)出版於學術性期刊(有審查制度者)之研究論文為限，講師、助理教授(具博士學位)得以第一作者或通訊作者(corresponding author)出版於學術性期刊(有審查制度者)之研究論文或學位論文為代表論文送審。

~~第十四條 具有教育部頒發教師證書者，得依其教學與研究著作聘任為本所同一等級教師。~~ 第

十五條 本所擬新聘教師需公開甄選，應於傳播媒體或學術刊物刊載徵聘資訊，所定之應徵期間至少二週以上。

~~兼任教師除因臨時出缺需即予補充者外，應比照新聘專任教師案辦理。~~

第三章 升 等

第十六條 本所申請升等之各級教師須分別合乎下列規定：

- 一、講師擬升助理教授者，須曾任講師三年（含）以上，成績優良，有相當於博士論文水準之專門著作。
- 二、助理教授擬升副教授者，須曾任助理教授三年（含）以上，成績優良，且於原級職最近五-七年內主要作者發表之著作，其最近一年或五年內平均IF累計 ≥ 10 或於SCI 期刊排名前40%(含)至少發表3篇論文。
- 三、副教授擬升教授者，須曾任副教授三年（含）以上，成績優良，且於原級職最近五-七年內主要作者發表之著作，其最近一年或五年內平均IF累計 ≥ 14 或於SCI期刊排名前40%(含)至少發表5-4篇論文。
- 四、專任教師擬以技術報告為代表作提請升等者，其升等年資應符合前項第二至三款之規定，且符合下列各款情形之一：

- (一)近五年內有發明專利且該專利技轉金實收入總額，其個人權益收入助理教授擬升等副教授達七十萬元以上、副教授擬升等教授達一百一十萬元以上者。
- (二)近五年內擔任計畫主持人之建教合作計畫管理費(扣除對外服務收入及教育部計畫之管理費)，助理教授擬升等副教授，累計達一百二十五萬元以上、副教授擬升等教授，累計達二百一十萬元以上者。

第十七條 本會根據教學、研究、服務與合作三項予以評審。評審標準如下，評分表另訂之。

一、評分比例：

- (一)擬升等教授、副教授者：可自行選擇下列一種配分方式
教學30分，研究50分，服務與合作20分。
教學40分，研究40分，服務與合作20分。
- (二)擬升等助理教授者：教學30分，研究40分，服務與合作30分。
- (三)擬升等講師者：教學30分，研究30分，服務與合作40分。
- (四)前項評審滿分為100分，若委員之各項評分高於(或低於)本辦法規定之最高(或最低)分時，該項分數以規定之最高(或最低)分計算。未評分者，該項分數以其他參加評分委員之平均分數計算，如有小數點則四捨五入至整數。評分總計70分(含)以上為及格，經參加評分委員三分之二(含)以上評定及格者為通過。

二、教學評分：

- (一)教學表現由申請人提供教學評鑑資料、近三年授課時數及學位論文指導人數，由委員給予15至25分，如委員評分超出所有參加評分委員之平均值正負4分，則其評分改以該平均值計算。
 - (二)在原級職內編著教學講義獲教育部評獎為第一、二、三名者分別評給5、4、3分。其他講義教材(需具目錄、頁數、為原始編著，內容具完整性，且經打印提供學生普遍使用者)，經本會認可者，給予1至3分。
 - (三)在原級職內曾獲本校或全國性教學特優教師獎勵者，經本會認定後給予5分。
- 三、研究評分：合聘、兼任教師申請升等或改聘時，送審之研究論文均應有加註本校任職者，方列入評分。

(一)代表論文評分：升等教師代表論文應以單一通訊作者發表之論文為限。

- 1、升教授者，其代表論文需發表於該領域SCI排名百分比前30%(含)以內之期刊，或該期刊最近一年或五年內平均 $IF \geq 4$ 。
升副教授者，其代表論文需發表於該領域SCI排名百分比前340%(含)以內之期刊且該期刊最近一年(或五年內平均) $IF \geq 2$ ，或該期刊最近一年(或五年內平均) $IF \geq 3$ 。
升助理教授、講師者，其代表論文需發表於該領域SCI排名百分比前50%(含)以內之期刊，或該期刊最近一年或五年內平均 $IF \geq 2.5$ 。
- 2、「代表論文內容」由參加評分委員綜合著作外審委員之意見評分，升教授、副教授者給予8至20分，升助理教授、講師者給予4至11分。
- 3、「代表作宣讀」由參加評分委員依其宣讀表現給予2至5分。
- 4、評分合計，升教授、副教授者最高20分，升助理教授、講師者最高16分。

(二)代表論文外之參考著作評分：

- 1、依申請人所提供該著作所發表於該領域SCI期刊之 IF 或排名百分比，每篇給予1至20分，細則如下：
 - (1) $IF = 10$ 者，給予15至20分。

- (2)排名名前10 %，或IF=5 且<10 者，給予10 至15 分。
 - (3)排名前10 %至20 %，或IF=4 且<5 者，給予8 至12 分。
 - (4)排名前20 %至40 %，且IF=3 且<4 者，給予6 至10 分。
 - (5)排名前20 %至40 %者，給予4 至8 分。
 - (6)排名前40 %至100 %給予1 至4 分。
- 2、其他於具審查制度之刊物發表之參考著作，由申請人提供期刊之優劣資料供評審委員參考，每篇給予0.5至2分。
 - 3、以第一或通訊作者發表之參考著作如係數人合著，有2位作者貢獻相同，依本款計分標準乘以1.0。有3位作者貢獻相同，依本款計分標準乘以0.6。有4位(含)以上作者貢獻相同，依本款計分標準乘以0.2至0.5。非以第一或通訊作者發表之參考著作，由申請人提供各合著者對該篇論文貢獻之百分比，供委員計分之參考，每篇論文依本款計分標準乘以0.2至0.6之範圍。
 - 4、每件專利或技術移轉金額超過新台幣30萬者由委員給予2至4分。
 - 5、本項評分合計，升等教授、副教授者最高30分，升等助理教授者最高24分，升等講師者最高15分。
- (三)在原級職內曾獲本校或全國性研究獎勵者，經本會認定後給予2 至5 分。
- 四、服務與合作評分：
- (一)經歷之計分為：每超過最低服務年資一年給一分，最多給五分(由人事室提供資料)。
 - (二) **參與社會責任實踐成果**，協助系所推動行政工作、或有關實驗室、系統設備等之規劃著有成效者，經系所推薦列舉事實，由委員據以給分；升等教授、副教授者 5至20分，升等助理教授者10至30分，升等講師者15至40分。如委員評分所給之分數若超出所有參加評分委員評分之平均值正負5分，則其評分改以該平均值計算(有酬勞津貼之份內工作不予加分)。
 - (三)著有教科書經登記有案之出版商出版者，每本給予5分。
 - (四)在原級職內曾獲選本校服務傑出獎者，經本會認定後給予5分。

第十八條 申請升等之教師須於本會會議中依送審類別公開宣讀著作論文或技術報告，且須有本會委員人數三分之二(含)以上出席，著作論文、技術報告宣讀時間20分鐘，委員問答20分鐘為原則。評審過程、教師評審委員會委員對擬升等與改聘教師所提出之問題、與教師之說明應詳實紀錄，並呈送院級教評會參考。宣讀日期由本會安排，因故請假經主任委員同意者得補行宣讀。

第十九條 以所得同意票數較多者(票數相同時以同意票之平均分數較高者)由本所提請院評會評審。

第四章 改聘

第二十條 申請改聘之教師資格須符合本校之規定，評審標準、評分表及程序均比照升等評審辦法，唯講師申請改聘時，可以其學位論文做為代表作，在原級職到職前所發表之論文得列為其他著作。

第五章 延長服務

第二十一條 專任教授、副教授年滿六十五歲前一學期，經本所評估其體格健康仍適合繼續從事教學工作者，其延長服務應符合本校規定及依程序提出。

第六章 附 則

第二十二條 本辦法未盡事宜，依照本校教師聘任暨升等辦法之規定辦理。

第二十三條 本辦法經本所所務會議通過報院長核定後實施，修正時亦同。

National Chung Hsing University

Institute of Genomics and Bioinformatics Faculty Appointment and Promotion Review Guidelines

Established at the Institute Affairs Meeting on August 20, 2008
Amended at the Institute Affairs Meetings on February 12, 2009; June 5, 2009;
March 5, 2010; April 28, 2011; September 4, 2013; February 5, 2015; and June 18, 2019

Chapter I: General Provisions

Article 1

These guidelines are formulated in accordance with the "**National Chung Hsing University College of Life Sciences Faculty Appointment and Promotion Review Guidelines**" and relevant regulations.

Article 2

The institute establishes a Faculty Review Committee (hereafter referred to as "the Committee") to handle matters related to faculty appointments, promotions, and faculty rights. The Committee consists of seven members, including the director as an ex-officio member and other members elected by full-time faculty with qualifications as professors or associate professors.

- **Term:** Committee members serve one-year terms and may be re-elected. However, associate professors cannot participate in the evaluation of professor qualifications. Professors must comprise at least two-thirds of the committee members. Faculty members on research leave, further studies, or secondment cannot serve as committee members.
- **Eligibility:** Committee members must meet the following criteria within the past five years:
 1. Publish at least three academic papers (or equivalent achievements such as patents, new crop varieties, or technology transfers) in international journals as first or corresponding authors.
 2. Have served as the principal investigator of Ministry of Science and Technology (MOST) research projects for three or more years.
- If the director does not meet the aforementioned eligibility, the Committee shall elect another member as convener. Members must not have been penalized for academic misconduct by the University Faculty Review Committee.

Article 3

The director serves as the chairperson of the Committee and presides over meetings. In the director's absence, a committee member will be elected to act as chairperson.

Article 4

The Committee is responsible for reviewing faculty appointments, promotions, reappointments, further studies, and extensions of service. Meetings require a quorum of at least two-thirds of the members, and decisions require approval by at least two-thirds of voting members. Approved cases are forwarded to the College Faculty Review Committee for further review.

Article 5

All committee members must attend meetings in person. In cases of conflicts of interest (e.g., teacher-student relationships, familial ties within three degrees, academic collaborations, or personal interests), members must recuse themselves. Relevant personnel may be invited to attend meetings when necessary.

Article 6

Academic works submitted for review must comply with the "**University Faculty Promotion and Appointment Review Standards**" and the College's minimum standards for academic research achievements. The institute may enforce stricter standards if applicable.

Chapter II: New Appointments

Article 7

New faculty appointments require approval by at least half of the institute's faculty. The proposed candidates and their materials will then be submitted to the College New Faculty Selection Committee. Approval by at least two-thirds of its members is required before submission to the Faculty Review Committee for final deliberation.

Article 8

Lecturer appointments require:

1. A master's degree with at least two years of excellent teaching or research experience; or
2. A doctoral degree.

Article 9

Assistant professor appointments require:

1. A doctoral degree with at least one year of research, professional work, or related experience and specialized publications; or
2. A master's degree with at least four years of related experience. Applicants must have published two research papers as primary authors in the past five years with an average impact factor (IF) ≥ 10 or in journals ranked in the top 40% by SCI.

Article 10

Associate professor appointments require:

- A doctoral degree and at least four years of related experience. Applicants must have published at least three research papers as primary authors in the past five years, meeting the following criteria:
 - An average IF ≥ 10 or publication in journals ranked in the top 40% by SCI.
 - Representative papers must be published as sole corresponding authors in journals ranked in the top 30% by SCI, with an average IF ≥ 3 or a one-year IF ≥ 2 .

Article 11

Professor appointments require:

- A doctoral degree and at least eight years of related experience. Applicants must have published at least five research papers as primary authors in the past five years, meeting the following criteria:
 - An average IF ≥ 14 or publication in journals ranked in the top 40% by SCI.
 - Representative papers must be published as sole corresponding authors in journals ranked in the top 30% by SCI, with an average IF ≥ 4 .

Article 12

If the highest academic degree of the new appointee was granted by this university, they must have at least two years of post-graduation experience in related teaching, research, or professional work at other institutions. Exceptions may be made for candidates with exceptional expertise or outstanding performance, with detailed documentation submitted to the College Faculty Review Committee for deliberation.

Article 13

Representative papers for newly appointed associate professors and professors must be authored as sole corresponding authors in peer-reviewed academic journals. Lecturers and assistant professors (with doctoral degrees) may submit first-author or corresponding-author works published in academic journals or dissertations.

Article 14

Candidates holding Ministry of Education-issued teaching certificates may be appointed at equivalent ranks based on their teaching and research accomplishments.

Article 15

New faculty appointments must be publicly announced, with recruitment information published in media or academic journals for at least two weeks. Part-time faculty appointments, except in cases of immediate vacancies, must follow the same procedures as full-time faculty recruitment.

Chapter III: Promotions

Article 16

Faculty members applying for promotion must meet the following requirements for each rank:

1. **From Lecturer to Assistant Professor:**
 - At least three years of service as a lecturer with excellent performance.
 - Submission of specialized publications equivalent to the level of a doctoral dissertation.
2. **From Assistant Professor to Associate Professor:**
 - At least three years of service as an assistant professor with excellent performance.
 - As a primary author, publish works during the last five to seven years at the current rank with an average IF ≥ 10 over one or five years, or at least three papers in SCI

journals ranked in the top 40%.

3. From Associate Professor to Professor:

- At least three years of service as an associate professor with excellent performance.
- As a primary author, publish works during the last five to seven years at the current rank with an average IF ≥ 14 over one or five years, or at least four to five papers in SCI journals ranked in the top 40%.

4. For Promotion Using Technical Reports:

- Faculty members must meet the seniority requirements specified in items 2 and 3 above.
- Additionally, they must fulfill one of the following:
 1. Possess patents with a total individual benefit exceeding NT\$700,000 (for promotion to associate professor) or NT\$1,100,000 (for promotion to professor).
 2. Serve as a principal investigator in industry-academia collaboration projects, with accumulated management fees exceeding NT\$1,250,000 (for promotion to associate professor) or NT\$2,100,000 (for promotion to professor).

Article 17

The Committee evaluates applicants based on teaching, research, service, and collaboration.

Evaluation standards are as follows:

1. Scoring Ratios:

- For promotions to professor or associate professor: Applicants may choose one of the following weighting schemes:
 - Teaching (30), Research (50), Service and Collaboration (20).
 - Teaching (40), Research (40), Service and Collaboration (20).
- For promotions to assistant professor: Teaching (30), Research (40), Service and Collaboration (30).
- For promotions to lecturer: Teaching (30), Research (30), Service and Collaboration (40).
- Full score: 100. Scores exceeding the maximum or minimum limits set in these guidelines will be adjusted accordingly. Non-evaluated items will be assigned the average score of other evaluators, rounded to the nearest whole number. Passing score: 70, with approval by at least two-thirds of voting members.

2. Teaching Score:

- Teaching performance: Evaluated based on teaching evaluation data, recent three years of teaching hours, and thesis supervision. Scores range from 15 to 25 points. Evaluations exceeding ± 4 points from the average will be adjusted to the average.
- Original teaching materials: Awards from the Ministry of Education grant 5, 4, or 3 points for first, second, or third place, respectively. Other approved teaching materials receive 1-3 points.
- Outstanding teaching awards: Recognition from the university or national awards grants 5 points.

3. Research Score:

- Only research papers with the university affiliation are considered.
- **Representative Works:**
 - Professor: Must be published in SCI journals ranked in the top 30% or with an IF ≥ 4 .
 - Associate Professor: Must be published in SCI journals ranked in the top 40% or with an IF ≥ 3 .
 - Assistant Professor/Lecturer: Must be published in SCI journals ranked in the top 50% or with an IF ≥ 2.5 .
 - Scores: Professor/Associate Professor (8-20 points); Assistant Professor/Lecturer (4-11 points).
- **Other Works:**
 - Points awarded based on IF or SCI ranking (e.g., IF $\geq 10 = 15-20$ points).
 - Each patent or technology transfer exceeding NT\$300,000 grants 2-4 points.
- Maximum scores: Professor/Associate Professor (30); Assistant Professor (24); Lecturer (15).

4. Service and Collaboration Score:

- Additional service years: 1 point per extra year (up to 5 points).
- Administrative and laboratory contributions: 5-20 points for professors/associate professors, 10-30 points for assistant professors, and 15-40 points for lecturers.
- Textbooks published by recognized publishers: 5 points per book.
- Outstanding service awards: 5 points.

Article 18

Applicants must present their works or technical reports publicly at a Committee meeting, with at least two-thirds of the Committee members present. Presentations last 20 minutes, followed by a 20-minute Q&A session. Records of the proceedings and questions must be submitted to the College Faculty Review Committee for reference.

Article 19

Applicants with the highest number of approval votes (and higher average scores in case of a tie) will be submitted to the College Faculty Review Committee for final review.

Chapter IV: Reappointments

Article 20

Faculty members applying for reappointment must meet the qualifications specified by the university. The evaluation standards, scoring criteria, and procedures follow the same guidelines as promotion evaluations. However, lecturers applying for reappointment may use their thesis as a representative work, and publications made before assuming their current rank may be listed as supplementary works.

Chapter V: Extension of Service

Article 21

Full-time professors and associate professors reaching the age of 65 by the end of a semester may apply for an extension of service, provided their physical health is assessed as suitable for continued teaching. Such extensions must comply with university regulations and follow the appropriate procedures.

Chapter VI: Supplementary Provisions

Article 22

Matters not covered in these guidelines shall be handled in accordance with the university's "**Faculty Appointment and Promotion Guidelines.**"

Article 23

These guidelines take effect upon approval by the Institute Affairs Meeting and authorization by the Dean. Amendments follow the same procedure.