

**Announcement : Faculty Promotion Review Considerations (Including Operation Timeline)
for Academic Year 2024**

1. The procedure shall be conducted in accordance with the "[YZU Regulations for Evaluation of Faculty Promotion](#)", "[YZU Guidelines for External Review of Faculty Promotion](#)", and relevant regulations of the Ministry of Education.
2. Full-time faculty members whose current rank has been approved by the Ministry of Education and who continue their service, and meet the provisions of Article 2 of the "YZU Regulations for Evaluation of Faculty Promotion" may submit an application for promotion review to the office of their affiliated department (or equivalent unit).
3. The university's promotion review is conducted as a pre-review system. The calculation of seniority for the applicant's current rank shall be **up to July 31, 2025**. Eligible applicants are required to submit their promotion review application and the relevant documents listed in the "Checklist for Yuan Ze University Faculty Promotion Application" to the office of their affiliated department (or equivalent unit) **by November 1, 2024**.
4. The submitted works for review shall include specialized publications, works, achievement certificates, technical reports, etc., published after the faculty member obtained their current rank, demonstrating their professional theoretical, practical, or teaching research or development achievements.
5. Specialized works, publications, achievement certificates, and technical reports must meet one of the following requirements:
 - (1). A monograph that has been published and publicly released or has been certified by the publisher to be published and publicly released.
 - (2). Published in domestic or international academic or professional journals, or in peer-reviewed electronic journals that are publicly accessible and usable, or accompanied by certification from the aforementioned journals confirming scheduled publication.
 - (3). Published in domestic or international conferences with formal peer review processes, with works compiled into volumes for public release, distributed via CD, or published online.

Notes on public publication:

- (1). For works presented at peer-reviewed domestic or international conferences, a copy of the publication page from the conference proceedings (including publisher, issuer, issue date, etc.) must be submitted for review. Faculty members must indicate the publication date of the specialized works submitted for review (including representative work and reference works).
 - (2). For works that have received a certification of acceptance for scheduled publication in an academic or professional journal, the representative work must be published within one year from the date indicated on the acceptance certification. The published work must be submitted to the school for verification and archiving within two months of publication. If, for reasons beyond the applicant's control, the work cannot be published within one year, it must be published within three years from the date of the acceptance certification. If the delay in publication is attributable to the applicant, and the work is not published within three years, the university shall reject the application, and the Ministry of Education will revoke the applicant's teaching qualification. If the qualification has already been approved and a teaching certificate issued, the university will report to the Ministry to annul the teaching qualification and revoke or cancel the teaching certificate at that level.
6. Each college shall submit the "Consolidated List of Teachers Applying for Promotion Review" **by November 5, 2024**. The list should be reviewed and approved by the departmental (or equivalent) and college-level Faculty Evaluation Committees. For those recommended with passing scores, the required documents must be submitted to the Personnel Office **by January 8,**

2025, for external review processing. **Late submissions will not be accepted.**

Faculties applying for promotion must submit a copy of the Ministry of Education's Teacher Qualification Review Resume Form (in both written and electronic formats) to the Personnel Office by November 5, 2024. The Personnel Office will compile the forms and forward them to the designated staff at the Research and Development Office for verification of the submitted research materials. If any section of the submitted resume is modified, the Personnel Office must be notified simultaneously. If discrepancies are found between the research materials submitted for verification and those intended for external review, the promotion review application will be revoked.

7. The materials required for the promotion review in the previous paragraph include the following (forms can be downloaded from the Personnel Office/Form Downloads/[Teacher Promotion Downloads](#)):
 - (1). Checklist for Yuan Ze University Faculty Promotion Application:

Each faculty applying for promotion must complete the checklist, verify the accuracy of the information, sign it, and submit it, along with the Faculty Promotion Review Checklist, and relevant materials for teaching, research, academic advice and other services, to the department (or equivalent) office for the promotion review application.
 - (2). Faculty Promotion Review Checklist:

The faculty applying for promotion should complete the relevant sections under "Basic Information of Applicant" on the overview form, based on their chosen promotion type (Academic Research Field, Technological Research and Development Field, Teaching Practice And Research Field, Cultural Or Artistic Creation And Exhibition Field, or Athletic Competition Field). **The electronic version** should be sent to the Secretariat Office staff responsible for faculty performance for verification. After verification, the staff will print the hard copy and affix the seal, then send it to the Office of Research and Development for the **FWCI** value entry, before returning it to the applicant.
 - (3). Teacher Qualification Review Resume Form (for external review): **【Ministry of Education Form】**
 - A. Fill out the form through the "[Higher Education Faculty Submission Notification System](#)" (Website: <https://www.schprs.edu.tw/wSite/>), print (external review form), and save it. For the first section of the teaching experience, indicate the current position at Yuan Ze University, with the employment period ending on July 31, 2025. Print 2 copies of the resume form, one to be bound with the **【Promotion Research Materials】**, and one to be submitted to the department (or equivalent) office.
 - B. Ensure the "English Name" field is accurately completed. Use the passport as a reference for name spelling or check the [Ministry of Foreign Affairs Consular Affairs Bureau](#) website. For foreign degrees, provide the names of the school, department, and degree in both Chinese and English.
 - (4). Faculty Promotion Research Materials (7 copies) and a cloud link to electronic versions (with the Ministry of Education Teacher Qualification Review Resume External Review Form included).
 - (5). Yuan Ze University Faculty Promotion and Qualification Review Committee Certificate of Representative Publication and Coauthors (1 copy).

(If the representative work has no co-authors, this is not required.)
 - (6). **YZU** Avoidance List of Publication Review Committee for Faculty Promotion (1 copy).
 - (7). **Faculty** Promotion Application relevant materials for teaching, academic advice and other services (2 copies).

- (8). **Teacher** Qualification Verification Form (by publications, technical reports, creative works, sports achievement, or teaching practice and research report) **【Ministry of Education Form】**
- (9). Other **required** documents in accordance with the law.

For environmental reasons, it is recommended to print on both sides and avoid binding the materials until they are reviewed by the department and college committee members and confirmed by the Personnel Office. After confirmation, the materials can be bound and sent for external review.

8. Those who pass the promotion review will have **their seniority effective from August 2025**. The review materials submitted by the applicant must be carefully verified. Any false or erroneous information will be handled according to Article 44 of the Ministry of Education's Regulations on Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education.
9. The planned schedule for the promotion review process for the 2024 academic year is as shown in the attached table. The latest versions of the required forms for promotion applications can be downloaded from the [Personnel Office / Form Downloads / Teacher Promotion section](#).

10. Attached Table

作業項目(單位) Tasks (Responsible Units)	2024/09-10	2024/11	2024/12	2025/01-02	2025/03	2025/04	2025/05	2025/06	2025/07-08
升等作業公告(人事室) Promotion Process Announcement (Personnel Office)	2024/10/01								
升等作業說明會 Faculty Seminar on General Guidelines for Promotion	Before 2024/10/15								
系辦公室收件截止(申請人) Deadline for Submission to Department Office (Applicant)		Deadline 2024/11/01							
申請教師名單造冊彙報(系) Compilation and Reporting of Application List (Department)		Deadline 2024/11/04							
申請教師名單造冊彙報(院) Compilation and Reporting of Application List (College)		Deadline 2024/11/05							
申請教師繳交乙式教師資格審查履歷表送研發處檢核研究著作 Submission of Teacher's Qualification Review Form (Form B) by Applicant to Office of Research and Development for Research Work Review		Deadline 2024/11/05							
系級教評會審查 Department Faculty Evaluation Committee Review		By Department							
院級教評會審查 College Faculty Evaluation Committee Review		By College							
申請升等送外審之教師名冊(含系及院級之審查資料)繳交、技 術研發及教學實踐研究領域外審委員資料庫造冊彙報(院) Submission of the List of Teachers for Promotion for External Review (including Department and College-level review materials), Compilation and Reporting of External Review Committee Database for Technological Research and Development Field, Teaching Practice And Research Field (College)			2024/12/25						
校教評會審查送外審之教師名冊(含系及院級之審查資料)、技術 研發及教學實踐研究領域外審委員資料庫 Review by the School Faculty Evaluation Committee of the List of Teachers for External Review (including Department and College- level review materials). External Review Committee Database for Technological Research and Development Field, Teaching Practice And Research Field.				2025/01/08					
外審資料送人事室 Submission of External Review Research Materials to the Personnel				2025/01/08					

Office									
外審作業(校教評/人事室) External Review Process (School Faculty Evaluation Committee/Personnel Office)					2025/02/15~2025/05/31				
校教評會審查 Procedural Review by the School Faculty Evaluation Committee								2025/06/18	
校長核定 Approval by the President									Before 2025/07/31
報部請領教師證書 Application for Issuance of Teacher Certificate by the Ministry of Education									Before 2025/08/31

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.

If you have any questions regarding the promotion process, please consult your department secretary.

Sincerely,
Personnel Office