

NATIONAL TAIWAN UNIVERSITY

Faculty Accreditation Review Form, Academic Year _____

College (Center)				Academic program			Chinese name					
Job title				Rank applied	<input type="checkbox"/> Professor <input type="checkbox"/> Associate professor <input type="checkbox"/> Assistant professor <input type="checkbox"/> Lecturer		English name					
Faculty type	<input type="checkbox"/> Adjunct faculty <input type="checkbox"/> Clinical faculty <input type="checkbox"/> Faculty co-appointed by and on the payroll of Academia Sinica <input type="checkbox"/> Faculty on a non-quota basis (supported by the University Endowment Fund or Aim for the Top University Program)			Works for review	Representative (within 5 years)	# of works	_____ works		National ID (passport) No.	Sex	<input type="checkbox"/> M <input type="checkbox"/> F	
						Type	<input type="checkbox"/> PhD dissertation <input type="checkbox"/> Master's thesis <input type="checkbox"/> Journal article <input type="checkbox"/> Monograph <input type="checkbox"/> Technical report <input type="checkbox"/> Patent <input type="checkbox"/> Work or proof of achievement				Date of birth	_____(yyyy)/_____(mm)/_____(dd)
						Time of publication	_____(yyyy)/_____(mm)		Highest level approved teaching certificate	Rank	<input type="checkbox"/> Professor <input type="checkbox"/> Associate professor <input type="checkbox"/> Assistant professor <input type="checkbox"/> Lecturer	
						Reference works (within 7 years)	_____ works			Certificate No.	_____ Tzu No. _____	
Is the applicant an academician at Academia Sinica?	<input type="checkbox"/> Y <input type="checkbox"/> N							Effective date	_____(yyyy)/_____(mm)			
Weekly teaching hours	Semester	Lecture	Practicum	Full-time employment (for adjunct faculty)	<input type="checkbox"/> No <input type="checkbox"/> Yes, organization: _____; job title: _____							
	Fall											
	Spring											
Academic and research achievements in the last 5 years					Major publications							
					# of journal		Monographs					
					SCI/SSCI	Other						
Highest degree (Please write in Chinese)	Name of institution				Degree	<input type="checkbox"/> PhD <input type="checkbox"/> Master's <input type="checkbox"/> Bachelor's						
	Academic program				Time of graduation	_____(yyyy)/_____(mm)						
Academic program remarks	1. The applicant _____ did graduate from _____ (name of institution) with a _____ degree on _____(yyyy)/_____(mm)/_____(dd) [verified by the graduating institution on _____(yyyy)/_____(mm)/_____(dd)]. 2. This case has passed a preliminary review by the department-level faculty evaluation committee at its _____ meeting on _____(yyyy)/_____(mm)/_____(dd). Seal of the chair/director: _____(yyyy)/_____(mm)/_____(dd)											
College (center) remarks	This case has passed a secondary review by the college-/center-level faculty evaluation committee at its _____ meeting on _____(yyyy)/_____(mm)/_____(dd). Seal of the dean/director: _____(yyyy)/_____(mm)/_____(dd)											
Personnel Office remarks	This case complies with the applicable regulations pertaining to faculty qualification reviews. Upon approval, it will be submitted to the University Faculty Evaluation Committee for review. Processing clerk: _____ Division director: _____ Senior Executive officer: _____ Director: _____											
The above information shall be submitted to the following for approval: Vice President for Academic Affairs _____ Secretary-General _____ Executive Vice President _____ [Executive vice presidents of the University are authorized to approve this application.]												
Follow-up	Reviewed by the University Faculty Evaluation Committee at its _____ meeting of Academic Year _____ on _____(yyyy)/_____(mm)/_____(dd): <input type="checkbox"/> Passed <input type="checkbox"/> Deferred											

For a list of required documents and related items for further notice, please read the description on the following page.

(Please submit all required documents as stipulated to avoid delays in the Personnel Office's review or the University Faculty Evaluation Committee's deliberations due to missing or incomplete documents.)

March 12, 2021 (Applicable to faculty members appointed in or after Academic Year 2021–22)

Required documents	<ol style="list-style-type: none">1. Resume for Faculty Accreditation Review (3 copies: 1 original copy with photo attached and 2 photocopies printed in A4 size; all copies shall be signed by the applicant in person) Please download a blank resume form from the Higher Education Teacher Review and Reporting System (https://www.schprs.edu.tw/) operated by the Division of Teacher Qualification and Scholarly Review, Department of Higher Education, Ministry of Education. [Please use the IE browser IE 11 or later versions, or the latest version of other browsers to apply for an account, and notify the Processing clerk in charge of your college at the Personnel Office. Once the application is approved, you can then log into the system to fill out the resume. Please read the instructions on the system carefully beforehand.]2. One photocopy each of 1) the diploma or certificate for your highest degree (a transcript of academic record is also required if the degree was obtained by taking courses) and 2) the letter of appointment for your current employment. Adjunct faculty members at the University who have full-time employment elsewhere shall submit proof of full-time employment instead.3. A representative work published within the last 5 years and reference work(s) published within the last 7 years. (The representative work must have been published in a renowned scholarly or professional journal, either domestic or international, OR have been accepted by such a journal with proof of pending publication, OR have been publicly released. Assistant professors (or lecturers) may submit their PhD dissertation (or master’s thesis) as their representative work. Faculty members who specialize in practical skills such as physical education, the arts, or applied science and technology may, with the approval of the department- and college-level faculty evaluation committees, submit their works, proofs of achievement, or technical reports as their representative work.) If your representative work is a PhD dissertation or master’s thesis, 2 copies are required for foreign degree holders, whereas only 1 copy is required for domestic degree holders.4. The publication review shall be conducted by (at least three) external scholars and experts, who shall each fill out a Publications Review Feedback Form (sealed and stamped). A photocopy of each form shall be made with the reviewer’s name and affiliation (but not the date of review) redacted. If the department- and college-level faculty evaluation committees wish to conduct separate external reviews, each review shall require at least 3 Review Feedback Forms; i.e. when the application is submitted to the University Faculty Evaluation Committee, at least 6 Review Feedback Forms are required. The external review is considered passed if 2/3 or more of the reviewers give a passing score. Each college (center) and department (division, graduate institute, degree program, office, or center) may set stricter regulations, which shall prevail.5. An original copy of an affidavit signed by the co-author(s) of your representative work (not required for single-author works or Academia Sinica academicians)6. Faculty members applying with foreign academic credentials must also submit a photocopy of the foreign diploma verification request, the original copy of the degree-issuing institution’s reply, and a copy of the Foreign Education Information Sheet. (Not required for faculty members applying with domestic academic credentials).7. A photocopy of both sides of your National ID (or the passport information page that includes your date of birth if you are a foreign national) and a 2-inch headshot (with your name, academic program of employment, date of birth, and National ID number written on the back of the photo)8. For faculty members whose highest degree was issued by a foreign institution, records of border entry and exit during your period of study at the foreign institution are required. (Border entry and exit records are available by request at the National Immigration Agency, Ministry of the Interior; address: No. 15, Guangzhou St., Taipei City, phone no. 02-2388-9393.)9. Higher Education Faculty Accreditation Review Form. (For faculty accreditation review purposes)
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March 12, 2021 (Applicable to faculty members appointed in or after Academic Year 2021–22)

Items for further notice	<ol style="list-style-type: none">1. Please click the link below for more details on the relevant regulations and application procedures: http://www.personnel.ntu.edu.tw/~persadm/table1/11001.doc.2. Adjunct faculty members at NTU who work full-time at another institution shall apply for accreditation review with that institution and not with NTU. Faculty members who already hold a teaching certificate of the same rank at another institution may not apply again at NTU. To be eligible for a faculty accreditation review, the applicant shall not be over 65 years of age.3. Adjunct faculty members shall have served in their current rank for a predetermined amount of time (set by each college) before they may apply for an accreditation review.4. Faculty members who are not teaching at the University in the current semester or who teach fewer than 18 hours per semester may not apply for an accreditation review. Every 2 hours of practicum (laboratory) sessions are counted as 1 hour of teaching. Teaching hours for clinical practice in the College of Medicine shall be converted in accordance with the Conversion Table for Clinical Practice Activities, and the exact number of teaching hours shall be confirmed by the head of the employing academic program.5. Each co-authored work may be submitted as the representative work by only one of the co-authors for faculty accreditation review. Therefore, an affidavit from all other co-authors detailing the applicant's and other author's contributions is required. Furthermore, each of the co-authors shall sign a waiver that prevents them from submitting the work as representative work for their faculty accreditation review. (However, it may be submitted as a reference work.) However, no affidavit is required under either of the following conditions: 1) The applicant is an Academia Sinica academician; 2) If the applicant is the first or corresponding author of the work, then no affidavit is required from the foreign co-author(s) of the work. (A "foreign co-author" is an author who is either not of R.O.C. nationality or is currently living in a foreign country and whose place of residence cannot be verified.)6. For faculty members applying with foreign academic credentials, the competent academic program shall verify whether they have actually graduated by sending a diploma verification request to the institution in question at least three months prior to the review (or before the department-level faculty evaluation committee convenes at the latest). The verification results shall be indicated in the "Academic program remarks" field, and relevant documentation shall be forwarded to the University together with the application. This verification process may influence the calculation of seniority. In order to safeguard faculty members' rights and interests, please beware of the time limits and perform the verification process with due care.7. However, the diploma verification process may be exempted if the academic credentials have been verified by a consular office of the Republic of China and accepted by the University.8. Each college (center) and department (division, graduate institute, degree program, office, or center) may set stricter regulations regarding the 5-year period for the representative work and the 7-year period for reference works (counting from the effective date of the new teaching certificate), and the stricter regulations shall prevail. If the submitted representative work does not indicate the time of publication or whether it was published within the last 5 years, the cover and table of contents of the journal shall also be submitted for review.9. The publication review shall be conducted by external scholars and experts, who shall comply with the applicable recusal regulations.
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