

中國醫藥大學教師聘任及升等評審辦法

China Medical University Regulation for Faculty Appointment and Promotion

第一章 總 則 General Principles

第一條 中國醫藥大學(以下簡稱本校)教師之聘任(含新聘、改聘、停聘、不續聘及解聘等)及升等，依「教育人員任用條例」暨其施行細則、「教師法」、「專科以上學校教師資格審定辦法」及「中國醫藥大學教師聘任及升等評審辦法」(以下簡稱本辦法)等有關法規辦理。

China Medical University (CMU) Faculty's appointment (including new appointment, change of appointment, suspension of appointment, non-renewal of appointment and dismissal) and promotion follow the regulation of "Act Governing the Appointment of Educators", "Teachers' Act", "Accreditation Regulations Regarding Teacher Qualifications at Institutions of Higher Education", and "China Medical University Regulation for Faculty Appointment and Promotion" (hereinafter referred to as the "Regulations").

第二條 本校教師新聘由院教師評審委員會(以下簡稱院教評會)及校教師評審委員會(以下簡稱校教評會)辦理初審、決審。教師升等由各系所教師評審委員會(以下簡稱系所教評會)、院教評會、校教評會辦理初審、複審、決審。

通識教育中心教師評審委員會(以下簡稱中心教評會)辦理初審及複審工作。

The preliminary and final review of new faculty appointments will be conducted by the Faculty Evaluation Committee of the College and the Faculty Evaluation Committee of the University. The preliminary, second, and final review of faculty promotion will be conducted by the Faculty Evaluation Committee of the Department, the Faculty Evaluation Committee of the College, and the Faculty Evaluation Committee of the University.

For General Education faculty members, the preliminary and second reviews will be conducted by the Faculty Evaluation Committee of General Education Center.

第二章 新 聘 New Appointment

第三條 本校新聘教師，應符合「教育人員任用條例」有關教師聘任資格、具服務熱誠，且對於擬聘系所(中心)之教學、研究及發展確有所助益者。

本校如符合「大學評鑑辦法」第九條規定，經評鑑為辦理完善、績效卓著之學校，得新聘逾六十五歲之專任教師，其聘期不得逾五年，再續聘亦同，最多至屆滿七十五歲止。聘任人數並不得超過全校專任教師總額之百分之三。

前項所稱新聘專任教師，須具本校講座設置辦法第二條規定資格。

Newly appointed faculty shall meet the qualifications in the “Act Governing the Appointment of Educators”, have a passion for service, and contribute to the teaching, research, and development of the department (center).

If CMU meets the requirements of Article 9 of the “Regulations Governing the Evaluation of Universities” and is evaluated as an outstanding school, CMU may hire new full-time faculty members over the age of 65. The term of employment shall not exceed five years, and the same applies to renewal of employment, up to the age of 75. The number of appointments shall not exceed 3% of the total number of full-time faculty.

The newly appointed full-time faculty referred to in the preceding paragraph shall meet the qualifications set forth in Article 2 of the CMU Regulations for Chair Professor.

第四條 本校因整體師資結構及教學需要並配合專任教師缺額狀況，由院(中心)提出師資結構暨授課課程分析表、課務需要及新聘專任教師有否足夠鐘點授課等因素，簽請辦理公開徵聘專任教師，經人資室公開徵才，由院(中心)遴選符合本校「教師聘任及升等研究部分最低標準」之人選，經試教或面談後送教師延攬小組審查。為促進學校卓越發展，教師延攬小組可主動延攬符合校務發展需要、表現優異且具發展潛力之各領域人才。

In view of the overall teacher structure, teaching needs, and the vacancy of full-time faculty, the College (Center) may propose to open recruitment for new full-time faculty by providing a teacher structure and course analysis table, course needs, and whether the newly appointed faculty have enough teaching hours. Through the open recruitment of the Office of Human Resources, the College (Center) will select candidates who meet the “CMU Minimum Standards for Faculty Appointment and Promotion” for trial teaching or interview, and then they will be reviewed by the CMU Teacher Recruitment Team.

To promote CMU development, the faculty recruitment team can proactively recruit talents that meet the needs of CMU development and have excellent performance and development potential.

第五條 本校新聘教師，第一學期擬聘者，應於七月底前聘定，第二學期擬聘者，應於一月底前聘定；特殊情形經校教評會審議通過後，陳請校長核定。

Newly appointed faculty to be hired for the fall semester shall be recruited before the end of July, and those to be hired for the spring semester shall be recruited before the

end of January. Special circumstances shall be reviewed and approved by the Faculty Evaluation Committee of the University and approved by the President.

第六條 擬聘教師須檢附證件如下：

- 一、新聘專、兼任教師建議表。
- 二、教師資格審查履歷表。
- 三、學經歷證件、服務證明正、影本(正本驗後發還)。
- 四、教師合格證書正、影本(正本驗後發還)。
- 五、最近五年內著作(含學位論文及研究表現指數統計表(以下簡稱 RPI 統計表))。
- 六、三封推薦信，本校主動邀聘者得免附。

以上資料由系所審核後，於辦理初審前送人資室複查；RPI 統計表送研發處審核。

Candidates shall submit the following documents:

- (1) Recommendation form for newly appointed full-time/ part-time faculty.
- (2) Teacher qualification review resume.
- (3) Original and photocopy of education and service certificates (the original will be returned after verification).
- (4) Original and photocopy of teacher qualification certificate (the original will be returned after verification).
- (5) Publications in the last five years, including dissertations and research performance index statistics (hereinafter referred to as RPI statistics).
- (6) Three letters of recommendation. Not required for applicants invited by the university.

The required documents shall be reviewed by the department and the Office of Human Resources before the preliminary review. The RPI statistics shall be reviewed by the Office of Research and Development.

第七條 新聘教師之聘任程序如下：

一、初審

(一)院(中心)教評會依新聘教師教學、服務、研究能力及是否符合院(中心)務發展目標進行初審。

(二)未具擬聘任職級教師證書者，院(中心)教評會初審通過後，辦理著作外審(含學位論文)。

(三)院(中心)教評會辦理著作外審，應聘請校外專家學者六人擔任審查人，系(所)主管應提供推薦信，送審人可提供著作審查迴避名單(至多以三人為限)。

(四)審查人之選任，應兼顧專業、公正及保密之原則，由院(中心)教評會自經核定之人才庫中圈選，並由校教評會委員 2 至 3 人確認。審查人須與送審人專業領域相符並避免低階高審，如有下列情形者，應予迴避：

1. 曾有指導博士、碩士論文之師生關係。

2.為近二年發表論文或研究成果之共同作者。

3.近三年有共同執行研究計畫者。

4.有行政程序法第三十二條第一款所定之親屬關係者。

(五)六位外審委員中，有四位(含)以上所評定之成績達下列標準，即為外審通過；院(中心)教評會就外審結果審議後送請決審：

1.送審講師職級 70 分。

2.送審助理教授職級 75 分。

3.送審副教授職級 80 分。

4.送審教授職級 85 分。

(六)教評會發現外審意見有疑義者，應依「專科以上學校教師資格審定辦法」第三十九條規定辦理。

二、決審

校教評會依新聘教師初審相關資料及是否符合校務發展目標進行審議。決審通過後，簽請校長核定聘任。

曾於符合大學辦理國外學歷採認辦法、香港澳門學歷檢覈及採認辦法規定之國外大學或香港、澳門大學擔任專任教授，並符合下列資格之一者，得免依前項規定辦理初審及著作外審：

一、諾貝爾獎或相當等級之得主。

二、國家級研究院院士。

三、國際重要學會會士。

Appointment Procedure:

1. Preliminary review

(1) The Faculty Evaluation Committee of the College (Center) will conduct a preliminary review of the faculty to be appointed based on their teaching, service, and research capabilities and whether they meet the college's development goals.

(2) For those who do not have the teaching certificate for the intended position, the Faculty Evaluation Committee of the College (Center) will conduct an external review of the works (including degree thesis) after passing the preliminary review.

(3) For external review of the works, six non-CMU scholars shall be invited to serve as reviewers. The head of the department shall provide a letter of recommendation, and the applicant can provide a list of people who should be avoided as reviewer (limited to three people only).

(4) The selection of reviewers shall consider the principles of professionalism, fairness and confidentiality. Candidates are selected from the approved talent list by the Faculty Evaluation Committee of the College (Center) and confirmed by 2 to 3 members. The reviewer must have the same professional background

as the applicant, and lower-level reviewers shall be avoided. Reviewers who have the following relationship with the applicant shall recuse:

- i. Teacher-student relationship in advising thesis.
- ii. Co-author of a paper or research results within two years.
- iii. Have jointly conducted research projects within three years.
- iv. Family relationship as defined in Article 32, Paragraph 1 of the Administrative Procedure Act.

(5) If four or more reviewers give a score that meets the following criteria, the external review will be considered passed. The Faculty Evaluation Committee of the College (Center) will then submit the application for final review.

- i. Lecturer: 70 points
- ii. Assistant professor: 75 points
- iii. Associate professor: 80 points
- iv. Professor: 85 points

(6) If the Faculty Evaluation Committee finds any doubt about the external review, it should be handled in accordance with Article 39 of the “Accreditation Regulations Regarding Teacher Qualifications at Institutions of Higher Education”.

2. Final review

The Faculty Evaluation Committee of CMU will review the preliminary document and decide whether the applicant meets the university’s development goals.

When the final review is passed, the President will confirm the appointment.

Those who have served as full-time professor in overseas universities (that meet the qualification in the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao) and meet one of the following qualifications may be exempted from the preliminary review and external review:

- (1) Winner of the Nobel Prize or award of equivalent level.
- (2) Academician of national research institute.
- (3) Member of important international academic community.

第八條 新聘專任教師除已獲教育部審定合格者外，應於到職三個月內，備齊資料報請教育部辦理教師資格審查。除有不可歸責於教師之事由外，屆期不送審者，聘約期滿後，不得再聘；送審不合格者，應即撤銷其聘任。

新聘兼任教師請頒教師證書，須於本校實際教學滿一年且成效良好，始得申請辦理；本校附設醫療機構及與本校建教合作機構之專任人員、本校博士生已通過資格考試為教學訓練需要等簽請同意者不在此限。

Except for those who have been approved by the Ministry of Education, newly appointed full-time faculty shall prepare all necessary documents and submit them to the Ministry of Education for teacher qualification review within three months after appointment. Except for non-attributable reasons, those who fail to submit the review within the time limit shall not be reappointed after the expiration of the contract. Those who fail to pass the review shall have their appointment revoked immediately.

Newly appointed part-time faculty shall have served in CMU for one year with good performance to apply for a teaching certificate. The restriction does not apply to those who are in need for teaching or training purpose and are either full-time staff of the CMU healthcare system, full-time staff of institutions that has established educational partnerships with CMU, or PhD students who have passed the qualification examination.

第三章 升等 Promotion

第九條 本校教師升等，應具備下列各款條件：

一、本校教師升等年資，依教育人員任用條例有關規定辦理。但擔任教學工作之年資，依下列方式計算：

(一)曾任某一等級教師之年資，依該等級教師證書所載起資年月起計，並有擔任該等級教師實際聘任之年資始得採計。

(二)教師向系所提出申請時，升等副教授者須任助理教授滿三年（含）以上，申請升等教授者須任副教授滿四年（含）以上。但特殊情形經校長核准且符合教育人員任用條例規定者，不在此限。

(三)教師經核准全時進修、研究或學術交流者，其全時進修、研究或學術交流期間年資最多採計一年。

(四)教師經核准借調且於借調期間返校義務授課者，其借調期間年資最多採計二年。

二、本校教師申請升等者，應辦理公開演講。

三、本校教師向系所(中心)教評會提出申請及送審之當學期，須實際在校授課。

Faculty to be promoted to higher level shall meet the following conditions:

1. The seniority for promotion shall be handled in accordance with the “Act Governing the Appointment of Educators;” however, the years of teaching experience shall be calculated as follows:

(1) The years of service at a certain level shall be calculated from the year and month of commencement of service stated in the teaching certificate of that level. Only the years of actual appointment as a faculty of that level shall be counted.

- (2) Applicants for promotion to associate professor must have served as assistant professor for more than three years, and applicants for promotion to professor must have served as associate professor for more than four years. However, this limitation does not apply to special circumstances that have been approved by the President and comply with the Act Governing the Appointment of Educators.
 - (3) For those who are approved for full-time study, research, or academic exchange, the seniority during the period will be counted as a maximum of one year.
 - (4) For those who are approved for secondment and return to CMU to give lectures voluntarily during the secondment period, the seniority during the period will be counted as a maximum of two years.
2. Faculty who apply for promotion shall give public speeches.
 3. Faculty must be giving lectures during the semester when the application for promotion is submitted and reviewed.

第十條 升等資料準備及提出升等之申請程序如下：

一、升等教師申請教學、服務、研究等成績，由相關單位提供如下：

(一)教務處提供升等教師 5 年內且為取得前一等級教師資格後之教學成績考核評分表。

(二)研發處依教師所提供之 RPI 統計表計算升等教師論文篇數及學門標準等。

(三)學務處、推廣教育中心及人資室提供 5 年內且為取得前一等級教師資格後之服務成績考核評分表。

二、升等教師應提供下列資料至各系所(中心)，經系所(中心) 審核並受理其升等申請後，於辦理初審前送人資室複查：

(一)教師升等推薦提名表。

(二)教學、服務成績考核評分表及 RPI 統計表。

(三)教育部教師資格審查履歷表(甲式及乙式)。

(四)現職教師證書影本及升等年資證明(聘書或經歷證明影本)。

(五)著作紙本一份及光碟片六份(內容為教育部教師資格審查履歷表所填寫之代表著作及參考著作)。

Promotion Documents and Application Procedure:

1. The following units shall provide the faculty's grade in teaching, service, and research:
 - (1) Office of Academic Affairs: Teaching performance evaluation score within 5 years after obtaining the previous level of qualification.
 - (2) Office of Research and Development: Number of papers and academic standards based on the RPI statistics provided by the applicant.

- (3) Office of Student Affairs, Center of Continuing Education, and Office of Human Resources: Service performance evaluation score within 5 years after obtaining the previous level of qualification.
2. Applicants shall provide the following documents to the department (center). After the review and acceptance of application from the department (center), the documents will be sent to the Office of Human Resources for review before the preliminary review.
 - (1) Promotion recommendation nomination form.
 - (2) Teaching and service performance evaluation score and RPI statistics.
 - (3) Teacher qualification review resume of Ministry of Education (Form A and Form B).
 - (4) A copy of the current teaching certificate and a proof of years of service (a copy of the appointment letter or certificate of experience)
 - (5) One paper copy and six CDs of the work (the contents shall include representative works and reference works listed in the teacher qualification review resume).

第十一條 升等審查內容包括教學、服務及研究等三項成績。教學及服務成績各以一百分計算，其得分各不得低於 70 分；教學及服務考核依本校「教師升等教學服務成績考核辦法」規定辦理，研究考核依本校「教師聘任及升等研究部分最低標準」規定辦理。但兼任教師升等，如無法提供服務表現，其成績得不列入計算。教師升等審查程序及標準，應符合各系所(中心)、學院教師聘任及升等評審辦法規定，並依下列程序辦理：

一、初審

系所(中心)教評會依升等教師之相關資料及是否符合系所(中心)務發展目標進行審查。初審通過後，各系所(中心)教評會應填寫審查結果，並檢附會議紀錄、系所(中心)主任推薦信及相關資料送院教評會進行複審。

二、複審

(一)院(中心)教評會依升等教師初審相關資料及是否符合院(中心)務發展目標進行審查，並依當學年提請升等教師之教學、研究、服務之總體表現，依本辦法第七條規定辦理著作外審。

(二)院(中心)教評會就外審結果審議，經審議通過者，檢附會議紀錄、院長推薦信及相關資料送校教評會辦理決審。

三、決審

校教評會就教師之初、複審相關資料進行審議。

決審通過後，簽請校長核定，報教育部請頒教師證書。

Promotion review includes three aspects: Teaching, Service, and Research.

Teaching and service performance are calculated as 100 points each, and each must not be less than 70 points. The review is conducted in accordance with CMU Regulations in Teaching and Service Performance for Faculty Promotion. The review for research performance is conducted in accordance with CMU Minimum Standards for Faculty Appointment and Promotion. If part-time faculty is unable to provide service performance grade shall not be included in the calculation.

The review process and standards for faculty promotion shall comply with the faculty appointment and promotion regulations of each department (center), college, and shall be handled in accordance with the following procedures:

1. Preliminary review:

The Faculty Evaluation Committee of the Department (Center) will review the documents and evaluate whether the applicant meets the department's development goals. After the preliminary review is passed, the committee shall provide the review results, meeting minutes, recommendation letter from the director of the department (center), and other related documents to the Faculty Evaluation Committee of the College for a second review.

2. Second review:

(1) The Faculty Evaluation Committee of the College will review the documents from the preliminary review and evaluate whether the applicant meets the college's development goals. In addition, based on the faculty's overall performance in teaching, research, and service during the academic year, an external review of the works will be conducted, according to Article 7 of this Regulations.

(2) The Faculty Evaluation Committee of the College will review the results of the external review of works. If approved, the committee shall provide the review results, meeting minutes, recommendation letter from the dean of the college, and other related documents to the Faculty Evaluation Committee of the University for final review.

3. Final review:

The Faculty Evaluation Committee of CMU will review the documents from the preliminary and second reviews.

After passing the final review and being approved by the President, a report will be sent to the Ministry of Education for the issuance of a teaching certificate.

第十二條 申請升等之代表作須與任教科目性質相關且應為取得前一等級教師資格後所發表之著作。

The representative works applied for promotion must be related to field of the teaching and should be published after obtaining the previous level of qualification.

第十三條 各級教評會審議升等案而未獲通過者，應於議決後，就升等未通過之原因加以討論並闡明理由作成決議，於十四日內通知相關院、系、所、通識教育中心及申請升等教師。

If a promotion is not approved by the evaluation committee at any levels, the reasons for the failure shall be discussed and explained with a record, and the relevant college, department, center, and the applicant shall be notified within 14 days.

第十四條 校教評會通過之升等案，經簽請校長核定後，應依規定期限繳交資料至人資室，報請教育部核發教師證書，屆期不送審者導致權益受損時，由升等教師自行負責，不得異議。

For promotion approved by the Faculty Evaluation Committee of the University and the President, the documents shall be submitted to the Office of Human Resources within the deadline to report to the Ministry of Education for the issuance of teaching certificate. Applicants that fail to submit the document within the deadline shall be responsible for any damage to the rights and interests, with no objection allowed.

第十五條 本校教師申請升等，原則上依據下列日程進行，必要時得依教評會決議，調整作業時程；日程如下：

一、五月三十一日前：各學院教評會完成複審作業，複審通過之案件提送校教評會決審。

二、六月三十日前：校教評會進行決審。

三、八月底前：升等資料報教育部審查，原則自八月一日起資。

教師升等案未於前項所定時程送校教評會決審者，於次學年度以後，應依本辦法規定程序重新提出申請。

In general, the application for promotion shall be carried out according to the following schedule. If necessary, the schedule may be adjusted according to the Evaluation Committee.

1. Before May 31: The Faculty Evaluation Committee of the College shall complete the second review and submit the case for final review.
2. Before June 30: The Faculty Evaluation Committee of the University shall complete the final review.
3. Before the end of August: The documents shall report to the Ministry of Education. In principle, the new level of qualification takes effect from August 1.

If a promotion application is not submitted to the Faculty Evaluation Committee of the University for final review within the deadline specified in the preceding paragraph, the applicant shall re-apply in accordance with the procedures in the next school year.

第十六條 申請升等之教師如對升等結果有疑義者，得於收到決議通知書之日起三十日內，以書面向本校教師申訴評議委員會提出申訴。

教師申訴評議委員會審議，得邀請申訴人到場說明，審議結果認為申訴案成立時，應送請教評會再審議。

每一階段升等案申訴以一次為限。

If the applicant has any doubts about the result, he or she may file a written appeal with the CMU Faculty Appeal Review Committee within 30 days after receiving the results notification.

During the review process, the Faculty Appeal Review Committee may invite the applicant to be present to explain. If the appeal is approved, the promotion case shall be sent back to the Faculty Evaluation Committee for further review.

The appeal is limited to once at each level of the promotion.

第四章 聘期、改聘、停聘、不續聘、解聘 Appointment period, change of appointment, suspension, non-renewal, and dismissal

第十七條

本校專任教師之聘期，分初聘、續聘及長期聘任三種：

一、初聘為一年。但學年度中到職者，得聘至當學年度終了止。

二、續聘第一次為一年，以後續聘，每次均為二年。但因升等期限屆期及延後升等屆期者，續聘聘期得配合調整至屆期之當學期止。

三、符合本校「教師評估辦法」第三條第二款(一)~(三)目之教授，得長期聘任，每五年一聘，至多聘至滿六十五歲之當學期止。新聘教授於學術上有重大成就或貢獻者，得直接長期聘任。

在聘約有效期間，除教師違反聘約或相關法規規定者，不得解聘。

為應學術研究發展需要，自 95 學年度起，教師未於下列期限內完成升等者，依大學法第十九條及教師法第十六條規定不予續聘：

一、講師：須於聘任後六年內完成升等。

二、助理教授：須於聘任後六年內完成升等。

三、副教授：須於聘任後九年內完成升等。但在期限內符合申請升等規定者，申請升等未通過，得延長二年並於二年內完成升等；於延長之二年內申請升等但未通過，得再延長二年，並於期限內完成升等。延長期間由學校給予輔導並按年評估輔導成效。

教師擔任行政職務期間，得經學校專案同意暫停計算限期升等期限；教師停止擔任行政職務後，應接續原期間繼續計算至期限終了並依前項規定辦理。

教師因生產育嬰、遭受重大變故或有特殊原因者，得檢具證明簽經所屬系所、院(中心)及校方核准後延後辦理升等，延長以一年為原則。

The appointment period of full-time faculty:

1. Initial Appointment: One year. Those who start the appointment in the middle of the school year will only be employed until the end of the year.
2. Renewal: The first renewal is for one year, and subsequent renewals are for two years each. However, if the promotion deadline expires or is postponed, the

renewal period may be adjusted to the end of the semester when the deadline expires.

3. Long-Term: Professors who meet the requirements of Article 3, Paragraph 2, (1) to (3) of the Faculty Evaluation Regulations may be appointed on a long-term basis, with a five-year term, up to the end of the semester in which they reach the age of 65. Newly appointed professors who have made significant academic achievements or contributions may be directly appointed on a long-term basis. During the validity period of the contract, the faculty shall not be dismissed unless there is a violation of the contract or relevant laws and regulations.

To promote the development of academic research at CMU, starting from the 2006 academic year, faculty who fail to complete the promotion within the following time limit will not be re-employed in accordance with Article 19 of the University Act and Article 16 of the Teacher's Act.

1. Lecturer: Within 6 years after appointment.
2. Assistant Professor: Within 6 years after appointment.
3. Associate Professor: Within 9 years after appointment. If an application for promotion made within the time limit is not approved, the period may be extended for two years. If an application for promotion made within the extended two years is not approved, the period may be extended for another two years. During the extended period, the university shall provide counseling and evaluate the effectiveness of the counseling annually.

During the period when a faculty serves an administrative position, the calculation of the deadline for promotion may be suspended. After the administrative position is finished, the period should continue to be calculated.

Faculty who have given birth, raised a child, suffered a major accident, or have special reasons may postpone their promotion after submitting a proof and obtaining approval from the department, college (center), and the university. The extension period is one year in general.

第十八條 本校專、兼任教師改聘規定如下：

一、專、兼任教師在國內外大學取得博士學位，符合學位送審教師資格者，得申請改聘；如經各級教評會評審通過，當年八月以前取得學位或證書者，自當年八月一日起改聘，當年九月以後至次年二月以前取得學位或證書者，自次年二月一日起改聘。

二、兼任教師在他校取得較高職級教師證書者，得經系所（中心）教評會同意後，循行政程序辦理改聘。

Change of appointment for full-time and part-time faculty:

1. Full-time and part-time faculty who have obtained a PhD degree from a university of Taiwan or abroad and meet the qualifications for degree review may apply for a change of appointment. After the review of the Faculty Evaluation Committee, those who obtained the degree before August shall be reappointed from August 1, and those obtained the degree between September and January shall be reappointed from February 1.
2. Part-time faculty who have obtained a higher-level of teaching certificate from another university may, with the approval of the Faculty Evaluation Committee of the Department (Center), apply for a change of appointment.

第十九條 教師擬於聘約期滿後，不再應聘時，應於聘約屆滿二個月前以書面通知學校。教師擬於聘約存續期間內辭職者，須於辭職生效日二個月前提出，經學校同意並依專任教師服務聘約第八點之規定辦理後始得離職。

If faculty intends not to renew the appointment after the expiration of the contract, he or she shall make written notice to CMU two months before the expiration of the contract.

If faculty member intends to resign during the term of the contract, he or she shall submit the resignation application two months before the resignation effective date. The faculty member may leave after the resignation is approved by the university and handled in accordance with the provisions of Article 8 of the CMU Full-time Faculty Service Contract.

第二十條 本校教師如發生停聘、解聘、不予續聘之情事者，應由各系所(中心)詳敘理由及法令依據，經系所(中心)、院、校教評會初審、複審、決審通過後，陳請校長核定，並陳報教育部核准後辦理。

系所(中心)、院、校教評會為前項審議時，應請當事人陳述意見或提供書面說明。

教師解聘、停聘或不續聘案於教育部核准前，教師聘約期限屆滿者，本校應予暫時繼續聘任。但暫時繼續聘任期間，本校不受理教師升等。

In the event of suspension, dismissal, or non-renewal, the department (center) shall provide a detailed explanation of the reasons and legal basis and submit to the Faculty Evaluation Committee of Department (Center), College, University for preliminary, second, and final review. After passing the final review and approval by the President, a report to the Ministry of Education for approval shall be made before the event takes effect.

When the Faculty Evaluation Committee of Department (Center), College, University conducts the preliminary, second, and final review, the faculty shall be invited to state their opinion or provide a written explanation.

Before the Ministry of Education approves the dismissal, suspension, or non-renewal, if the contract expires, the university shall temporarily extend the appointment. However, during the temporary appointing period, application for promotion will not be accepted.

第五章 附則 Supplementary Provisions

第廿一條 本校臨床教師、專業技術人員、專案教師之聘任及升等規定得參照本辦法另訂之。

The appointment and promotion regulations of clinical teachers, professional and technical personnel, and project teachers may be separately stipulated in accordance with these regulations.

第廿二條 本校教師聘任及升等，所持外國學歷須依據「大學辦理國外學歷採認辦法」及相關規定審核，若其修業時間不符合規定者，得專案提經各級教評會討論，獲同意辦理著作外審者，比照專門著作審查，將其論文、個人著作或作品送外審。

If a faculty member holds a degree from an overseas university, the appointment and promotion shall be reviewed in accordance with the provisions of the “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education.”

If the duration of degree completion does not meet the requirements, the case may be submitted to the Faculty Evaluation Committee at all levels for discussion. If approved, an external review of works will be conducted. The applicants shall provide a thesis and personal works and undergo the same process as the review of specialized work.

第廿三條 本辦法所稱著作，係指專門著作（含學位論文）。教學實踐研究、體育競賽、文藝創作展演、技術研發等領域之教師聘任或升等，得以作品、成就證明或技術報告（含研發成果）代替專門著作送審，其評審項目、審查基準依「專科以上學校教師資格審定辦法」、本校「聘任專業技術人員擔任教學辦法」規定辦理。

The works referred to in these Regulations refer to specialized works (including dissertations). Faculty in the fields of teaching practice research, sports, literary and artistic creation and performance, and technological research and development may submit their works, achievement certificates, or technical reports (including research and development results) for review instead of specialized works. The evaluation items and criteria shall be in accordance with the “Accreditation Regulations Regarding Teacher Qualifications at Institutions of Higher Education” and the “Employment Regulations for Professional Technicians Teaching at Universities.”

第廿四條 各級教評會應嚴謹進行評審工作，審議教師升等應經出席委員三分之二以上通過，評定不通過者應敘明具體理由。

評審過程、審查人及評審意見等相關資料，應予保密，以維持評審之公正性。但有下列情形之一者，不在此限：

一、將評審過程及評審意見，提供教師申訴受理機關及其他救濟機關。

二、將評定為不通過之評審意見，提供予送審人。

送審著作有學術倫理疑慮或發現送審人有干擾審查人之情事，悉依「專科以上學校教師違反送審教師資格規定處理原則」及本校「學術倫理案件審議辦法」辦理。

The Faculty Evaluation Committee at all levels shall conduct the evaluation work rigorously. The review of promotions must be approved by more than two-thirds of the members present. If the review is not passed, specific reasons shall be stated.

The review process, reviewers, review opinions and other relevant information shall be kept confidential to maintain fairness. However, this restriction does not apply to any of the following circumstances:

1. When providing the review process and opinions to the Appeal Review Committee or other authorized right relief group.
2. When providing the review opinions to the applicant when the application fails.

If in the submitted works academic ethics concerns arise or it is found that the applicant has interfered with the review, these issues should be handled in accordance with the “Guidelines for Handling Violation of the Accreditation Regulations Regarding Teacher Qualifications at Institutions of Higher Education” and CMU’s “Regulations for the Review of Academic Ethics Violation Cases.”

第廿五條 本辦法經校務會議通過後，陳請校長發布實施，修正時亦同。

These regulations are subject to review and amendment by the University Affairs Meeting, approved and announced by the President of China Medical University. Further modification of the regulations follows the same process.