

**National Taiwan Normal University**  
**College of Arts**  
**Faculty Promotion of Research Project Self-Assessment Confirmation**  
**and Teaching Service Items Checklist (Monograph Promotion)**

Last Amended on March 20, 2019

Applicant's Name for Faculty Promotion		Position		Department (Institute)	
<b>Research Project</b>					
<p><b>Please check the category of the monograph to be submitted for review:</b></p> <p><input type="checkbox"/> Publication of three papers (all must be submitted, choose one as the representative work, others are reference works)</p> <p><input type="checkbox"/> Publication of one academic monograph</p> <p><b>Please check the conditions for the submitted monograph:</b></p> <p><input type="checkbox"/> (1) Publication in academic journals indexed in SCI, SSCI, TSSCI, EI, A&amp;HCI, New Version since the year 2016 THCI (Origin: THCI Core), EconLit, etc.</p> <p><b>Journal Name:                      Indexing Information:</b></p> <p><input type="checkbox"/> (2) Publication in academic or professional journals (including publicized E-journal) recognized by the college and submitted to the University Faculty Evaluation Committee for reference, or the journal issues a statement of regular publication.</p> <p><b>Name of publication:                      College Recognition:</b></p> <p><input type="checkbox"/> (3) Presentation of papers at domestic or international academic conferences with a formal review process and publication of proceedings (including CD distribution).</p> <p><b>Conference Name:</b></p> <p><input type="checkbox"/> (4) Academic monographs or academic monograph chapters must undergo review and be published with relevant information such as author, publisher, date of publication, and price. Please check the review method for the monograph:</p> <p><input type="checkbox"/> Review by publication editing committees in domestic and foreign universities.</p> <p><input type="checkbox"/> Review by publication editing committees in domestic and foreign academic research institutions.</p> <p><input type="checkbox"/> Review by journal editing committees for monograph manuscripts accepted by the Ministry of Science and Technology.</p> <p><input type="checkbox"/> Co-publication by domestic and foreign universities or research institutions, with joint publication editing committees.</p> <p><input type="checkbox"/> Publishing houses with editorial committees recognized by the college and submitted to the University Faculty Evaluation Committee, <b>along with a formal certificate of academic review procedure and at least two rigorous peer academic review opinions and proof of publication.</b></p>					

**Please verify whether the monograph submitted for review falls under the following criteria:**

- Representative, reference, and research works should be published or presented after obtaining the qualifications of the previous level of faculty promotion (with publication or a statement of regular publication by the journal).
- The monograph should be an individual's original work and not submitted as a compilation or non-academic work based on organizing, adding, deleting, or arranging the works of others.
- The submitted work must be the original or photocopy of the original publication (or reprints), and should indicate the name, volume, issue, and time of publication of the academic journal; if not specified, a photocopy of the cover and table of contents of the original publication should be provided.
- If the monograph is written in a foreign language, please provide a Chinese abstract.
- If the representative work is co-authored by several individuals, the applicant should provide a written explanation of their participation and obtain the written agreement of others to waive their right to submit the monograph as a representative work.

Teaching Items							
1. Total number of teaching hours in the past six semesters Basic Requirements * Associate Professor 9 hours * Assistant Professor 9 hours	Academic Year / Semester						
	Hours						
	Note: Explanation of meeting the relevant requirements for reduced teaching load						
2. Results of course evaluations in the past six semesters	Academic Year / Semester						
	Average Score						
	University Average Score						
3. Supervision of students' academic research	<u>Please provide a brief list.</u>						
4. Other teaching matters	<u>Please provide a brief list.</u>						

<b>Service Items</b>	
1. Concurrent administrative appointment	Please provide a brief list.
2. Contributions to department (institute), college, and university affairs	Please provide a brief list.
3. Concurrent adviser or mentorship in clubs, publications, or coaching sports teams	Please provide a brief list.
4. Achievements in industry-academia collaboration	Please provide a brief list.
5. Other service matters	Please provide a brief list.

Note 1 For matters not covered in the research project, please refer to the Guidelines for Faculty Evaluation of this college.

Note 2 This form is provided for review by the Department and College Faculty Evaluation Committees to facilitate their consideration of evaluation scores for teaching and service performance (not for external review).

**The promotion threshold requirements for the above research project have been confirmed to be accurate by the applicant and have been approved by the Department (Institute) Faculty Evaluation Committee on MM/DD/YYYY. If there is supporting evidence, it will be submitted along with this form to the College and Department (Institute) Faculty Evaluation Committees for reference**

**Sincerely,**

**College of Arts, National Taiwan Normal University**

Applicant's Signature for Faculty Promotion: \_\_\_\_\_

Date of Form Completion:

Department (Institute) Head: \_\_\_\_\_

Department (Institute) Stamp: