

National Kaohsiung University of Science and Technology

Checklist for Specialized Publications, Technical Reports, Works, Proof of Achievements in the Field of Athletic Competition, and Teaching Practice Research Submitted for Faculty Qualification Reviews

Applicant: _____ Rank applied for: Lecturer Assistant professor Associate professors Professor

Type of materials submitted for review: Specialized publications Technical reports Works and proof of achievements in the field of cultural and artistic creation exhibition Proof of achievements in the field of athletic competition Teaching practice research

• For each checklist item, mark for compliance, for non-compliance, and leave blank for non-applicable items.

* Review criteria:

- The applicant has complied with Article __, Subparagraph __ of the Act Governing the Appointment of Educators
- The applicant is appointed by the University and actively teaching
- The applicant is a full-time faculty member and submits the application through their full-time institution
- The applicant is a part-time faculty member with a certificate of appointment who is teaching at least one credit hour during the designated term and who has evidence confirming their teaching
- The applicant is on approved leave with or without pay, who returns to the University to teach as required, and who meets the aforementioned teaching hour requirement
- The applicant's years of service in their professional posts or as a teacher (as indicated in their certificate of appointment) meets the requirement
- The applicant's years of service in medical centers meets the requirement
- The applicant is under the old system and has attached their Teacher's Certificate and proof of continuous teaching
- Applicant with a special status (e.g., military instructor, nursing faculty member, civil servant, and military personnel) must complete the reporting process first.
- The applicant has no conditions disqualifying them from submitting their application (e.g., them pursuing further studies domestically or abroad full-time, researching full-time, or teaching abroad that prevent them from teaching during the semester in which they submit their applications; them being involved with plagiarism, misrepresentation, fraud, document forgery, and document alternation resulting in the Department barring their application submissions for specified periods; and them facing disciplinary actions such as dismissal, non-renewal of appointment, termination of employment, suspension of employment, severance in accordance with the Teachers' Act). For personnel at competent educational administration authority, they may not submit their applications through private institutions.

* Degree qualifications:

1. The school that the applicant graduated from A school in the reference list

A school in the approved list (for China, Hong Kong, or Macau)

A school recognized by the local competent authority or a professional evaluation organization.

2. Do the admission qualifications of the school match those of Taiwanese schools of the same level and type?

Yes No

3. Are the credits earned similar to those required by Taiwanese schools of the same level and type? Yes No

(Please explain _____)

4. Duration of study at the school: Master's degree _____ days

Doctoral degree _____ days

Art diploma _____ days

5. Have the documents been verified? Yes No

6. Do the academic credentials fall under the list of 13 countries announced in Article 27, Paragraph 2 of the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education?

Yes No (Verified by an overseas office Not verified)

7. Has the University conducted a substantive review? Yes No

8. Submitted documents (for photocopies, the original documents shall be presented to the Personnel Office for verification. Verified photocopies will be stamped with "Matches the Original" and the verifier's stamp):

(1) A photocopy of the academic certificate, degree certificate, or diploma issued by the school in Taiwan or abroad

(2) The Faculty Qualification Review Form

(3) The degree thesis/dissertation or other document or data evidence of academic or professional achievements

* **For foreign degrees, submit also the following additional documents:**

A photocopy of the transcript from the **foreign** institution for all years of study

A summary of study details for faculty qualification review of **foreign** academic credentials

Academic credentials in China (attach a Department-issued recognition letter for Chinese academic credentials)

Entry and exit records

Other documents (e.g., when deemed necessary, other documents such as calendar or additional information may be required. Please specify: _____)

* **Specialized publication section (representative and reference works, including teaching practice research):**

The specialized publications comply with the rules for open publication (journal publication).

The representative and reference works are published (by publishing houses or journals) after the applicant obtained their previous rank.

The specialized publications match the nature of the subjects taught by the applicant.

The specialized publications were published prior to the external review.

The representative works have co-authors, and the co-authors' certification is attached.

The seminar papers submitted are those that have been reviewed via a review process and are compiled and publicly published after the seminar.

*** Technical report section (representative and reference achievements, including teaching practice research):**

- The research and development or teaching practice research-related submissions include a written report
- The written report content complies with the regulation.
- The technical reports match the nature of the subjects taught by the applicant.
- The representative and reference achievements or publications are not identical to the research and development achievements used in the faculty qualification application for the previous rank.
- If the representative achievements are co-authored, co-authors' certification is attached.
- If the representative achievements are co-authored, only one of the authors may submit them for reviews. At the time of submission, any individuals other than the applicant shall forfeit their rights to use the representative achievements, and their signed waivers shall be attached.**
- The research and development or teaching practice research results do not violate intellectual property rights-related regulations.
- Related specialized publications used as reference achievements comply with specialized publication regulations (if applicable, note the checking results in the specialized publication section).
- The reviewer team shall include faculty members with practical experience or professionals qualified as faculty members.

*** Works**

- Music (Creation, Performance (by playing instruments or singing) and conducting Others _____):
_____type/session/times/group for _____ minutes
- Traditional Chinese operas (Scriptwriting, Performance, String and percussion music performance, Musical design, Directing): _____ times for _____ minutes
- Dramas (Scriptwriting Directing Performance): _____ times for _____ minutes
- Theater arts: (Theater design Interdisciplinary productions): _____ times
- Dance (Creation Performance): _____times for _____ minutes
- Folk arts (Creation Performance Acrobatics): _____ times for _____ minutes
- Audio-visual arts (Films Short films Documentaries Animations Digital games): ____ (number of audio-visual arts) for _____ minutes
- Visual arts (2D arts 3D arts Mixed arts Others____), _____ types; The visual arts were displayed in _____ (insert number here; must be at least two) different solo exhibitions; solo exhibition organized specifically for faculty qualification review purposes
- New media arts (Digital audios and videos Interactive and digital arts Virtual reality Multimedia arts and others): ____ (number of new media arts)
- Design (Environmental and spatial design Product design Visual communication design Experiential visual design Fashion design): ____ (number of designs)
- The submissions include a creative work or performance report The report content complies with the regulations
- The works match the nature of the subjects taught by the applicant.

- The works are published or presented after the applicants obtained their previous rank
- The works have at least one co-author, and the co-authors' certification is attached.
- If the works are co-authored, only one of the authors may submit them for reviews. At the time of submission, any individuals other than the applicant shall forfeit their rights to use the works, and their signed waivers shall be attached.
- The applicant uses relevant specialized publications as reference works and complies with specialized publication regulations (if applicable, note the checking results in the specialized publication section).

*** Proof of achievements in the field of athletic competition**

- Proof of achievements in the field of athletic competition (such as evidence of guiding students in winning awards in major competitions)
- Competition-related reports representing significant achievements and reference achievements are attached.
- The competition-related report content complies with the regulations.
- The achievements in the field of athletic competition match the nature of the subjects taught by the applicant.
- The proof of achievements and reference proof of achievements are not identical to the proof of achievements used to obtain the faculty qualifications for the previous rank.
- The competition-related reports have at least one co-author, and the co-authors' certification is attached.
- If the representative achievements in the field of athletic competition are accomplished by multiple people, only one of the individuals may submit them for reviews. At the time of submission, any individuals other than the applicant shall forfeit their rights to use the achievements, and their signed waivers shall be attached.
- For the previous rank, the proof of achievements in the field of athletic competition was used, and all review materials for the qualification of that rank are attached.

*** School review procedure section:**

- First-level (or sub-level) external review (the number of external reviewers from recognized and non-recognized self-review schools is at least five and at least three, respectively).
- Publications (specialized publications, technical reports, works, and proof of achievements in the field of cultural and artistic creation exhibitions) have undergone external reviews.
- Records from faculty evaluation committees at all levels are fully documented.
- The faculty qualification review form includes all signatures and seals from the school and the applicants.
- For applicants previously deemed unqualified in the faculty qualification reviews, at least one additional or substituted publication has been submitted for review this time.

Applicant's signature or seal: _____

Department/institute/center)-level unit head's signature or seal: _____

College/office-level unit head's signature or seal: _____

Personnel Office processing clerk: _____

Personnel Office head: _____