

[Item 1]

National Kaohsiung University of Science and Technology

Faculty Promotion Application Document Checklist for the _____ Semester of the _____ Academic Year Semester

College _____ Department (Institute/Center/Office) Name: _____ Job title: _____

Instructions: Applicants, departments/institutes, and colleges shall verify whether the materials have been submitted in full by using this checklist and checkmark the boxes if so.
Application procedure: Applicant submits the application → department-level unit signs upon receipt of the application → Personnel Office checks the documents → Department Faculty Evaluation Committee conducts a preliminary review → College Faculty Evaluation Committee conducts a secondary review → University Faculty Evaluation Committee conducts a final review

No.	Name of the document	Quantity	Applicant (checkmark when complete)	department/institute (checkmark when complete)	College (checkmark when complete)	Personnel Office (checkmark when complete)
1	[Item 1] NKUST Faculty Promotion Application Document Checklist	1				
2	[Item 2] NKUST Faculty Promotion Application Form	1				
3	[Item 3] Teaching, Research, and Service & Counseling Evaluation Form and Supporting Evidence	1				
4	[Item 4] NKUST self-report summarizing the applicant's overall performance during their current rank	1				
5	[Item 5] Faculty Qualification Review Form (Note 1)* (Attach a 2-inch photo and have applicants sign personally)	Type A, 1 Type B, 1				
6	[Item 6] Co-author's certification	1				
7	[Item 7-1] NKUST 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 [Item 7-2] NKUST Form for Reviewing Faculty Qualifications Using Applicant's Degree or Diploma	1				
8	[Item 8] Publication and Work Review Recusal List (If none, please still attach this list and write "none")	1				
9	A photocopy of the Teacher's Certificate for each rank obtained	1 each				
10	A photocopy of the certificate of appointment for the last three years	1 each				
11	For faculty members under the former system, attach certificates of appointment and proof of continuous teaching (e.g., course records over the years)	1				
12	Academic credentials (bachelor's degree and above)	1 each				
13	Proof of acceptance for regular publication (must be attached for applicants whose publications have been accepted but not yet published)	1 each				
14	Explanations of the interrelatedness of the representative works of a series (required for applicants who have submitted two or more representative works)	1				

15	Documents required for promotion applications set in the affiliated unit's preliminary and secondary review guidelines.	1				
16	Materials and paper impact factor review table showing compliance with the academic and experience qualifications for newly appointed faculty members of the rank applied for, submitted in accordance with Article 5, Paragraph 7 of the National Kaohsiung University of Science and Technology Faculty Promotion Review Regulations.	1	No need to fill out if not submitting under this category.			
17	Representative and reference works	5 each				
18	Department and college-level faculty promotion preliminary (secondary) review guidelines	1 each				(No need to fill out)
19	A photocopy of the <u>Department Faculty Evaluation Committee</u> (promotion review panel) meeting minutes (including attendance sheets and related review process documentation)	1	(No need to fill out)			(No need to fill out)
20	A photocopy of the <u>College Faculty Evaluation Committee</u> (promotion review panel) meeting minutes (including attendance sheets and related review process documentation)	1	(No need to fill out)	(No need to fill out)		(No need to fill out)
21	Reviewer database (electronic files)	1	(No need to fill out)			(No need to fill out)
Applicant/department, and college processing clerk and heads		○○○ (112.X.X)		Processing clerk: Department-level unit head:	Processing clerk: College-level unit head:	Processing clerk: Unit head:

Note 1. Fill out the Faculty Qualification Review Form on the Ministry of Education's Review Submission Reporting System for Faculty at Junior Colleges and Institutions of Higher Education and print out Tables A and B. To comply with the Ministry of Education's policies regarding the collection, processing, and usage of faculty member data, as well as to prevent information security incidents, the applications must be submitted by the applicants themselves.