

National Kaohsiung University of Science and Technology
Application Procedure for Supporting Evidence Submitted for Teaching,
Research, and Service & Counseling-based Faculty Promotion Review

Schedule		Application procedure	Responsible unit
First semester	Second semester		
Rank start date on August 1	Rank start date on February 1		
Before February 1	Before August 1	The applicant completes the application form and submits it to their affiliated department, institute, center, or office.	Applicant
Before February 3	Before August 3	The affiliated department, institute, center, or office consolidates the application form and then scans and emails it to the Personnel Office's official e-mail. The department, institute, center, or office then checks with the Personnel Office to confirm receipt.	Applicant's affiliated department, institute, center, or office
Before February 6	Before August 6	The Personnel Office reviews and consolidates the application documents, emailing them to various administrative units for further processing and confirming receipt with the administrative unit contact windows.	Personnel Office
Before February 18	Before August 18	The administrative units verify the accuracy of the information. Once verified, the administrative units will stamp the approval stamp and forward the supporting evidence forms (in hard copy) to the Personnel Office.	Various administrative units
Before February 20	Before August 20	The Personnel Office compiles all supporting evidence forms and distribute them to the applicant's affiliated unit.	Personnel Office

Notes:

1. For first semester applications where the application process coincides with the Chinese New Year holiday, the Personnel Office will adjust the schedule accordingly and notify the applicant. The applicant shall adhere to the revised timeline for submission.
2. Upon receiving the supporting evidence form, applicant shall complete the teaching, research, and service & counseling items on the evaluation form according to the provided format. The applicant shall provide data that are to be provided by themselves. The applicant shall submit the faculty promotion application form, along with all related documents listed in the form, to their affiliated unit by **March 1** or **September 1**.

3. For indicator items requiring verification by the applicant's affiliated department, institute, or college, the applicant shall apply to their affiliated department, institute, or college to perform verification.
4. This application follows a unified procedure. Applications submitted after the deadlines (February 1 or August 1) will result in delayed processing timelines. To avoid affecting the promotion application schedule, applicant and their affiliated unit shall strictly adhere to the deadlines.
5. If the applicant has doubts about the content of the supporting evidence after receiving the supporting evidence form, they shall contact the contact person of the responsible administrative unit directly.
6. Administrative units and contact information:
 - Personnel Office (compilation window): Ms. Hsu Jing-ru (#12067, jingru@nkust.edu.tw)
 - Office of Academic Affairs (teaching-related evaluation items): Ms. Wu Lan-hsiang (#31152, hsiang@nkust.edu.tw)
 - Office of Research and Development (research-related evaluation items): Ms. Chen Ying-hsiu (#12751, edu2007@nkust.edu.tw) and Lin Hsiao-ling (#12756, xiaoling@nkust.edu.tw, contact window for RA7 and RB6)
 - Office of Industry-Academia Cooperation (research-related evaluation items): Ms. Chou Chiu-ping (#31414, cpchou0414@nkust.edu.tw) and Ms. Chen No-yu (#31424, nuoyuyu@nkust.edu.tw)
 - Office of Student Affairs (counseling-related evaluation items): Ms. Yen An-hua (#31202, hua85930101@nkust.edu.tw)
 - Campus Safety Center (counseling): Chiu Huang-yang (#13407, onion0604@nkust.edu.tw)