

National Kaohsiung University of Science and Technology

Form for Supporting Evidence Provided for Teaching, Research, and Service & Counseling-based Faculty Promotion Evaluations

Application date: _____ (YYYY/MM/DD)

Applicant's name		Affiliated unit	
Current rank		Start date of current rank	
Proposed promotion schedule	<p><input type="checkbox"/> (First semester) Submit to the department by March 1 (for rank start date from August 1 onwards).</p> <p>* 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.</p> <p><input type="checkbox"/> (Second semester) Submit to the department by September 1 (for rank start date from February 1 onwards).</p>		

1. Teaching-related indicator items

Academic years chosen for the application (Up to five academic years within the current rank)	<p>From the _____ academic year to the _____</p> <p>(Calculated retroactively from the <u>academic year preceding the promotion application</u>)</p>
Evaluation items	<p><input type="checkbox"/> TA1 The applicant's teaching hours meet the minimum required teaching hours.</p> <p><input type="checkbox"/> TA2 For each course, the applicant uploads the course syllabus to the NKUST Affairs System within the specified timeframe.</p> <p><input type="checkbox"/> TA3 The applicant announces their office hours online within the specified timeframe.</p> <p><input type="checkbox"/> TA4 The applicant uploads their teaching materials to the NKUST Teaching Platform (other online platforms do not count).</p> <p><input type="checkbox"/> TA5 The applicant completes midterm warning within the specified timeframe.</p>

	<input type="checkbox"/> TA6 The applicant submits semester grades within the specified timeframe. <input type="checkbox"/> TB1 The applicant fulfills their obligatory teaching duties. <input type="checkbox"/> TB2 The applicant participates in a teaching development (including community development) workshop held within NKUST. <input type="checkbox"/> TB6 The applicant is a full-time and project faculty member scoring a semester average of 4.2 or above on end-of-term teaching surveys. <input type="checkbox"/> TB7 The applicant offers courses taught exclusively in English. <input type="checkbox"/> TB8 The applicant offers distance education courses. <input type="checkbox"/> TB9 The applicant passes the Ministry of Education’s digital course certification. <input type="checkbox"/> TB10 The applicant designs MOOCs and uploads them to eWant, ShareCourse, or other University-designated platforms. <input type="checkbox"/> TB11 The applicant receives a university-level teaching grant for teaching innovation, MOOCs, PBL, etc. <input type="checkbox"/> TB12 The applicant receives a university-level teaching reward for teaching innovation, MOOCs, PBL, flexible teaching salary bonus, etc. <input type="checkbox"/> TB15 The applicant completes a professional development program and obtains a certificate.
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2. Research-related indicator items

<p>Academic years chosen for the application (must be during the current rank)</p>	<p>From the _____ academic year to the _____</p> <p>(Calculated retroactively from the <u>academic year preceding the promotion application</u>)</p>
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Evaluation items	<input type="checkbox"/> RA4 The applicant applies for a domestic/international patent (invention and utility) under the name of NKUST. <input type="checkbox"/> RA5 The applicant participates in the execution of a Ministry of Science and Technology project (based on the Ministry of Science and Technology’s approved list). <input type="checkbox"/> RA6 The applicant supervises their student in applying for the Ministry of Science and Technology’s undergraduate research project grant. <input type="checkbox"/> RA7 The applicant is granted a domestic/international industry-academia collaboration project. <input type="checkbox"/> RA8 The applicant achieves domestic/international technology transfer results. <input type="checkbox"/> RA14 The applicant has been honored with NKUST-related positions such as chair professor, distinguished chair professor, and research or industry-academia positions with flexible salaries. <input type="checkbox"/> RB3 The applicant is granted an invention patent applied under the name of NKUST. <input type="checkbox"/> RB4 The applicant serves as the principal investigator/subproject principal investigator of a Ministry of Science and Technology project. <input type="checkbox"/> RB5 The applicant guides their student to obtain the Ministry of Science and Technology’s undergraduate research project grant. <input type="checkbox"/> RB6 The applicant secures a domestic/international industry-academia cooperation project: (1) Cluster 1: One extra case awarded for each cumulative funding exceeding NT\$400,000 TWD. (2) Cluster 2: One extra case awarded for each cumulative funding exceeding NT\$200,000.
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3. Service & counseling-related indicator items

Academic years chosen for the application (Up to five academic years within the current rank)	From the _____ academic year to the _____ academic year (Calculated retroactively from the <u>academic year preceding the promotion application</u>)
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<p>Evaluation items</p>	<ul style="list-style-type: none"> <input type="checkbox"/>SA11 The applicant assists in applying for least one application for external scholarships or awards (limited to those granted by central or city/county governments). <input type="checkbox"/>SA12 The applicant serves as a mentor for students with disabilities and attends at least one meeting for disabled student mentors. <input type="checkbox"/>SA13 The applicant participates in at least one internal NKUST workshop related to improving student counseling skills. <input type="checkbox"/>SA14 The applicant helps in at least one counseling-related activity, such as counseling week, internal NKUST counseling projects, and resource classroom-related activities. <input type="checkbox"/>SA15 The applicant participates in at least one student assistance and counseling meeting (including case seminars, coordination meetings, and forums). <input type="checkbox"/>SA16 The applicant properly refers at least one student to the Student Counseling Division for assistance (counted based on the case referral forms provided). <input type="checkbox"/>SA17 The applicant attends at least one Student Counseling and Special Education Committee meeting or Student Grievance Committee meeting. <input type="checkbox"/>SA18 The applicant assists in counseling at least one high-risk student, special care student, special needs student, or socially vulnerable student (including resource room student) identified by the NKUST Student Counseling Division. <input type="checkbox"/>SA19 The applicant organizes at least three class-related events such as gatherings, forums, discussions, academic counseling, study groups, and project exhibitions, with meeting records to be provided. <input type="checkbox"/>SA20 The applicant diligently visits at least five students living in rental housing, showing concerns for their daily life and study habits with demonstrable results. <input type="checkbox"/>SA21 The applicant counsels at least one student on applying for and completing demerit-offsetting merits (measured in hours), and submits counseling work logs to the Office of Student Affairs for
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	<p>reference.</p> <p><input type="checkbox"/>SA23 The applicant participates in at least one meeting regarding students involved in major incidents or disciplinary cases (e.g., major demerits and probation) and provides appropriate counseling with documented records.</p> <p><input type="checkbox"/>SA24 The applicant proactively identifies and helps at least one student facing emergencies or illnesses, with documented records.</p> <p><input type="checkbox"/>SA25 The applicant serves as an advisor for a student club/department student association (including a student association) for one academic year.</p> <p><input type="checkbox"/>SA26 The applicant serves as an NKUST club evaluation committee member for one academic year.</p> <p><input type="checkbox"/>SB6 The applicant guides a student club to participate in a national club evaluation.</p> <p><input type="checkbox"/>SB8 The applicant teaches a service-learning education course.</p>
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Applicant's signature: _____

Application instructions:

1. Applicants shall complete the application form in compliance with the promotion application schedules and submit it to their affiliated departments (institutes, centers, or offices) by **February 1** or **August 1**. The affiliated unit will consolidate the application form and then scan and email it to the Personnel Office's official e-mail (gaoffice01@nkust.edu.tw). The affiliated units shall check with the Personnel Office contact person (Ms. Hsu Jing-ru, #12067) to confirm receipt. After verification by administrative units, the Personnel Office will send the supporting evidence form to the applicants' affiliated units by **February 20** or **August 20**.
2. Administrative units will primarily provide data from February 1, 2018 onwards (post-University consolidation). If pre-University consolidation data cannot be verified, the applicant must provide their own supporting evidence.
3. For indicator items requiring verification by the applicants' affiliated departments, institutes, or colleges, the applicants shall complete a separate application form and submit it to their affiliated departments, institutes, or colleges to perform verification.
4. Examples of academic years to be chosen for applications:
 - (1) If an applicant who has been promoted to associate professor in August 2018 and who wishes to apply for a promotion to professor on **March 1, 2023** (second semester of the 2022 academic year), their academic years for supporting evidence would be calculated retroactively from the 2021 academic year.
 - (2) If an applicant who has been promoted to associate professor in August 2018 and who wishes to apply for a promotion to professor on **September 1, 2023** (first semester of the 2022 academic year), their academic years for supporting evidence would be calculated retroactively from the 2022 academic year.