國立中興大學生命科學院教師著作外審委員遴選作業要點

Guidelines for External Reviewers of Faculty Publications at the College of Life Sciences, National Chung Hsing University

97 年 9 月 26 日院務會議訂定
Established by the College Affairs Meeting on September 26, 2008.
99 年 3 月 8 日院務會議修正通過
Revised and approved at the College Affairs Meeting on March 8, 2010.
(本校 99 年 5 月 6 日第 27 屆教師評審委員會第 3 次會議備查)
(Registered at the 3rd Meeting of the 27th Faculty Review Committee on May 6, 2010).
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Revised and approved at the College Affairs Meeting on November 7, 2014.

一、 國立中興大學生命科學院(以下簡稱本院)為辦理教師聘任及升等著作外審作業，特依據本校教師升等評審標準暨聘任升等著作送審準則，訂定「國立中興大學生命科學院教師著作外審委員遴選作業要點」(以下簡稱本要點)。

Article 1. The College of Life Sciences at National Chung Hsing University (hereinafter referred to as the College) has established the "Guidelines for the Selection of External Reviewers for Faculty Publications" (hereinafter referred to as these Guidelines) in accordance with the University's standards for faculty promotion and tenure evaluation and the review guidelines for faculty publications.

二、 本院聘任暨升等教師申請案，悉依本校「教師聘任暨升等辦法」、「教師升等評審標準暨聘任升等著作送審準則」之規定辦理著作外審，應送請校外相關領域學者、專家評審。

Article 2. Applications for faculty appointments and promotions in the College will be processed in accordance with the University's "Faculty Appointment and Promotion Regulations" and "Faculty Promotion Evaluation Standards and Guidelines for Reviewing Faculty Publications." The review process requires the involvement of scholars and experts from outside the university who are relevant to the field of the applicant's work.

三、 外審委員應由校外人士擔任，其遴選應配合送審人之學術專長，如送審人送審著作跨不同學術專長領域，則以代表著作之專長領域為主要考量依據。並以具有教育部審定之教授資格者或相當教授級之研究員擔任之。若無適當之教授人選時，對於送審副教授(含)以下資格案，得以具有教育部審定之副教授(或副研究員)資格者擔任之，但不得審查申請升等、改聘及新聘教授案。

Article 3. External reviewers must be from outside the university. The selection of reviewers will be based on the academic expertise of the applicant. If the applicant's work spans multiple academic fields, the primary field of expertise of the submitted work will be the main consideration. Reviewers should hold qualifications equivalent to those of a professor as determined by the Ministry of Education or a research position at an equivalent level. In the absence of suitable professor-level candidates, external reviewers with qualifications as associate professors (or associate researchers) may be selected to review applications for candidates below the associate professor level. However, such reviewers cannot assess applications for professor-level promotions, reappointments, or new appointments.

四、 外審專家、學者參考建議名單之推薦依下列原則於規定期限前密送：

Article 4. The list of recommended external experts and scholars for review should follow the principles below and be submitted confidentially within the designated timeframe:

(一) 著作送審之教師得依附表提供排除及應迴避送審之名單，並應敘明理由。

1. The applicant may provide a list of individuals to be excluded from the review, along with a statement of reasons.

(二)著作送審教師所屬單位教評會召集人請依本校「教師升等評審標準暨聘

任升等著作送審準則」之規定，提供建議送審之名單。

2. The convener of the applicant's department's faculty evaluation committee should submit a list of suggested reviewers in accordance with the University's "Faculty Promotion Evaluation Standards and Guidelines for Reviewing Faculty Publications."

(三)前二項名單均依規定密送本院院長及校長核閱。惟院長及校長遇有師生關係、三親等內血親、姻親、學術合作關係者或相關利害關係人，應自行迴避，院長迴避時，由院教評會另推選圈選者(圈選者之推選得以通訊方式為之)，校長或校教評會召集人迴避時，由校教評會另推委員圈選外審專家、學者並主持會議。

3. Both of the above lists should be confidentially submitted to the College Dean and University President for review. If there are conflicts of interest (such as student-teacher relationships, close family relationships, academic collaborations, or other relevant conflicts), the Dean or President should recuse themselves. In such cases, the Faculty Evaluation Committee will select additional reviewers, and the committee may use communication methods for this process. If the University President or the convener of the University's Faculty Evaluation Committee recuses themselves, the committee will select another reviewer and chair the meeting.

五、 外審委員之推薦，具有下列情形之一者，應予迴避：

Article 5. External reviewers should recuse themselves in the following situations:

(一)送審人之學位論文指導教授。

1. The applicant's thesis advisor.

(二)送審人當次送審期間內著作之合著人或共同研究人。

2. Co-authors or collaborators on the applicant's works submitted for review during the evaluation period.

(三)與送審人最近五年內曾在同一單位服務。(含合聘、客座、講座、兼任教師等)

3. Individuals who have worked at the same institution as the applicant within the past five years (including joint appointments, guest lecturers, visiting professors, adjunct faculty, etc.).

(四)與送審人為同系所畢業之同學。

4. Former classmates from the same department or program as the applicant.

(五)有親屬關係或行政程序法第三十二條有關規定者。

5. Individuals with family relationships or those who fall under the provisions of Article 32 of the Administrative Procedure Act.

(六)本校借調教師及本系所退休教師。

6. Faculty members on loan from other institutions or retired faculty members from the department.

凡違反前項規定，未迴避審查者，其評審結果無效。然其餘有效之評審，仍得計入審查結果。有效外審人數不足時，應就不足之人數另行送審補正。

Any violation of the above regulations, where the reviewer does not recuse themselves, will result in the invalidation of the review outcome. However, other valid reviews may still be considered in the evaluation. If the number of valid external reviewers is insufficient, additional reviewers will be selected and the review process will be corrected.

六、 外審委員審查著作之期限以一個月為原則，惟遇特殊情形得酌予延長，承辦人應提醒外審委員注意時效。

Article 6. The review period for external reviewers is generally set at one month. However, in special circumstances, an extension may be granted. The responsible staff member should remind external reviewers to adhere to the deadline.

七、 外審委員之保密：

Article 7. Confidentiality of External Review Committee Members:

(一)外審委員名單應予保密，校內人員違反者，依相關規定議處。

1. The list of external review committee members shall be kept confidential. Any violation by internal personnel will be handled in accordance with relevant regulations.

(二)為達保密，外審委員送回之資料，審查意見應加以整理，手寫者重新打字及校對，但不得出現審查委員姓名。

2. To maintain confidentiality, the review materials returned by external committee members shall be organized, and handwritten comments shall be transcribed and proofread. However, the names of the review committee members must not be disclosed.

八、 外審意見由各級教評會決定，是否請送審人提出適當說明或答辯，供各級教評會委員評審參考。

Article 8. The decision on whether to request the applicant to provide an appropriate explanation or defense based on the external review opinions shall be made by the respective faculty evaluation committees, serving as a reference for their review.

九、 本要點經本院院務會議通過後實施，並送請本校教評會備查，修正時亦同。

Article 9. These guidelines shall be implemented upon approval by the College Affairs Meeting and shall be submitted to the University Faculty Evaluation Committee for record. The same procedure shall apply to any amendments.

註：行政程序法第三十二條：若有下列各款情形之一者，請自行迴避：

Remark: Article 32 of the Administrative Procedure Act: If any of the following circumstances apply, you must voluntarily recuse yourself:

(一)本人或其配偶、前配偶、四親等內之血親或三親等內之姻親或曾有此關係者為事件之當事人時。

1. The individual, their spouse, former spouse, a blood relative within the fourth degree, an in-law within the third degree, or someone who previously held such a relationship is a party to the case.

(二)本人或其配偶、前配偶，就該事件與當事人有共同權利人或共同義務人之關係者。

2. The individual or their spouse, former spouse, has a shared right or obligation with a party to the case.

(三)現為或曾為該事件當事人之代理人、輔佐人者。

3. The individual is or has been the agent or assistant of a party in the case.

(四)於該事件，曾為證人、鑑定人者。

4. The individual has previously served as a witness or expert in the case.

附表 Attachment (depending on the context)

國立中興大學生命科學院教師升等(改聘)著作外審委員排除及應迴避名單

List of Excluded and Recused External Reviewers
College of Life Sciences, National Chung Hsing University

系所 Department/Institute：_____

排除名單(以 2 人為限) Exclusion List (Limited to 2 Persons)

序號 Serial No.	姓名 Name	服務單位及職稱 Affiliation & Title	理由 Reason	備　註 Remarks

應迴避名單(依本院「教師著作外審委員遴選作業要點」規定辦理)
Avoidance list (Processed in Accordance with the College's "Selection Guidelines for External Review Committee Members")

序號 Serial No.	姓名(中英文) Name (Chinese & English)	服務單位及職稱 Affiliation & Title	理由（請敘明符合項目） Reason (Please Specify the Applicable Criteria)	備　註 Remarks
			第　　項 Item No.	
			第　　項 Item No.	
			第　　項 Item No.	
			第　　項 Item No.	
			第　　項 Item No.	

申請人請就下列情形具實填報應予迴避名單：
The applicant shall truthfully report the recusal list based on the following conditions:

(一)送審人之學位論文指導教授。
1. The applicant's thesis advisor.

(二)送審人五年內所有著作之合著人或共同研究人。
2. Any co-author or research collaborator of the applicant's publications within the past five years.

(三)有三等親內之親屬關係者。
3. Individuals within the third degree of kinship.

※本單由申請升等(改聘)教師親自填寫，如放棄本項權益請填「無」或方格用斜線劃去，密送所屬系級教評會召集人，系級教評會召集人再併同外審委員名單密送院級教評會召集人(院長)。

※This form must be personally completed by the faculty member applying for promotion (or reappointment). If the applicant chooses to waive this right, please write "None" or mark the box with a slash. The completed form should be confidentially submitted to the convener of the department-level Faculty Evaluation Committee, who will then forward it, along with the external review committee list, to the convener of the college-level Faculty Evaluation Committee (Dean) in a sealed manner.

送審人簽名 Applicant's Signature：_____（親筆簽名 Handwritten Signature）
年 Year　　月 Month　　日 Day