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| **長庚大學新聘教師任用彙總流程表**  Summary Flow Chart for the Appointment of New Teachers of  Chang Gung University | | | | | | |
| **姓名**  Full Name |  | **身份證或護照(國別)號碼**  National ID card number or passport (nationality) number |  | | **出生日**Date of Birth |  |
| **部定資格**  Rank verified and approved by the Ministry of Education | **□教授□副教授□助理教授□講師**  □ Professor □ Associate Professor □ Assistant Professor □ Lecturer | | **證書字號**  Certificate No. |  | **起資日**  Commencement date | **年 月**Year Month |
| **申請等別**  Rank of application | **□教授 □副教授 □助理教授 □講師**  □ Professor □ Associate Professor □ Assistant Professor □ Lecturer | | | **申請聘任別**Type of employment | **□專任 □兼任**  □ Full time □ Part time | |
| **專長篩選**  Expertise screening | **一、□符合。**Meets requirements  **二、□不符合，原因：**Does not meet requirements. Reason：  **系所科主任：**Head of Department**： 日期：**Date**：** | | | | | |
| **審核資料**  Document Check | 1. **應聘資格及文件評審：**Qualifications and Review of Documents：   **1.申請表：□有□無**Application Form：□ Yes □ No  **2.履歷表：□有□無**Resume：□ Yes □ No  **3.學歷證件影本：□符合□不符合**Photocopy of Academic Certificates：□ Yes □ No  **4.經歷證件正本：□有□無**Original Certificates of Work Experience：□ Yes □ No　　　　　　　  **5.資格證書影本：□符合□不符合**Photocopy of Certificates of Qualification：□ Yes □ No  **6.成績單正本：□有□無**Original Academic Transcripts：□ Yes □ No  **7.推薦信三份：□有□未齊全□無**Three copies of Letter of Recommendation：□ Complete □ Incomplete □ None  **8.論文著作抽印本：□有□無**Printed Copy of Research Work：□ Yes □ No  **9.未來研究方向：□有□無**Future direction of research：□ Yes □ No    **二、編制員額核對：**Verification of the quota of certified staff members：  **□編制內增聘/補聘**Additional employment/supplementary employment within the quota of certified staff members  **□超過編制** Exceeding the quota of certified staff members  **人事主任：**Director of the Personnel Office**： 日期：**Date**：** | | | | | |
| **綜合審查**  **及**  系、院級教評會評審Overview evaluation and review results of the teacher evaluation committees at the departmental level and the collegiate level | **綜合審查結果：**Results of the overall evaluation：  **校長：**President**： 日期：**Date**：** | | | | | |
| **系級教評會審議**Review results of the teacher evaluation committee at the departmental level  **依 年 月 日本系所科 學年第 學期第 次教評會審查結果如下(附評審意見表)：**According to the \_\_\_\_ evaluation meeting held on \_\_\_\_\_\_\_\_\_\_\_\_ (date) of the \_\_\_\_ semester of the \_\_\_\_ school year, the review results are as follows (attached with the review opinion form):  **□一、推薦聘任( 年 月 日起)** Recommended appointment (from \_\_\_\_\_\_\_ (date) onwards)  **擬聘任職級：□教 授 (□專任□兼任) □副教授(□專任□兼任)**  **□助理教授 (□專任□兼任) □講 師(□專任□兼任)**  Proposed rank of appointment**：**  □ Professor (□ Full time □ Part time) □ Associate Professor (□ Full Time □ Part Time) □ Assistant Professor (□ Full Time □ Part Time) □ Lecturer (□ Full Time □ Part Time)  **擬安排任教課程：**Proposed courses to teach**：**  **□二、不推薦聘任：如附件說明。**Do not recommend appointment, as described in the attachment.  **系所科主任：**Head of Department**： 日期：**Date**：** | | | | | |
| **院級教評會審議**Review results of the teacher evaluation committee at the collegiate level  **依 年 月 日本學院 學年第 學期第 次教評會評審結果如下：**According to the \_\_\_\_ evaluation meeting held on \_\_\_\_\_\_\_\_\_\_\_\_ (date) of the \_\_\_\_ semester of the \_\_\_\_ school year, the review results are as follows  **□一、同意聘任：□教 授 (□專任□兼任) □副教授 (□專任□兼任)**  **□助理教授 (□專任□兼任) □講 師 (□專任□兼任)**  Agree with appointment**：**  □ Professor (□ Full time □ Part time) □ Associate Professor (□ Full Time □ Part Time) □ Assistant Professor (□ Full Time □ Part Time) □ Lecturer (□ Full Time □ Part Time)  **□二、不同意聘任，如附件說明。**Disagree with appointment, as described in the attachment.  **院長：**Dean**： 日期：**Date**：** | | | | | |
| **校教評會**  **評核**Evaluation and review results of the university teacher evaluation committee | **依 年 月 日本校 學年第 學期第 次教評會評審結果如下：**  According to the \_\_\_\_ evaluation meeting held on \_\_\_\_\_\_\_\_\_\_\_\_ (date) of the \_\_\_\_ semester of the \_\_\_\_ school year, the review results are as follows:  **□一、通過聘任：□教 授 (□專任□兼任) □副教授 (□專任□兼任)**  **□助理教授 (□專任□兼任) □講 師 (□專任□兼任)**  Appointment approved.  □ Professor (□ Full time □ Part time) □ Associate Professor (□ Full Time □ Part Time) □ Assistant Professor (□ Full Time □ Part Time) □ Lecturer (□ Full Time □ Part Time)  **□二、不通過聘任，如附件說明。**Appointment denied, as described in the attachment..  **主席(校長)：**Chairperson(President)**： 日期：**Date**：** | | | | | |

表號：P00203 規格：A4