Checklist for the National Taiwan Normal University Faculty Promotion Application

110.7.30

Faculty Member's Name:	(Please sign or affix seal to confirm)		
Service Unit:		Current Title:	
Faculty Rank Sought:		Application Date:	___/___/_____ (MM/DD/YYYY)

Check for Submission		Material to Submit (Please arrange in the following order)	Explanation	
YES	NO			
		1. One Faculty Member Promotion Review Form.	The form can be downloaded from the university's administration information portal: "http://iportal.ntnu.edu.tw/ntnu/" > Application System > Teacher Academic Review System Application Side > Print After filling in. **Please print on A4 paper.**	
		2. One photocopy of the faculty member's highest academic degree.	**Please photocopy on A4 paper.** (Those not seeking a promotion based on academic degrees are exempt from this requirement.)	Please affix the official seal of the service department's case officer and a "Document Matches Original" seal.
		3. One copy of a current Ministry of Education Teacher Certificate.	**Please photocopy on A4 paper.**	
		4. One photocopy each of the appointment letters or the original employment certificates received from the previous promotion to the current application period.	**Please photocopy on A4 paper.**	
		5. Representative and Reference Works.	1. If a journal article is downloaded without a detailed publication date and time, it must be accompanied by the cover and table of contents of the publication.	

The English version is provided for reference only.
The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

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			2. For related regulations, please refer to the Summary Table of Regulations Relevant to Faculty Member Promotion(教師升等相關規定摘錄一覽表).
		6. Proof of acceptance of publication.	If the work sent for review has not yet been published but has been accepted by a journal, a letter of publication acceptance must be attached.
		7. One original copy of the Proof of Co-Authorship of Representative Work.	1. All co-authors shall personally sign their signature and/or affix their seal; works with no co-authors are exempt. 2. Please go to the Personnel Office Home Page > Personnel Information > Form Download > Promotion and Re-Appointment > Download. 3. Please refer to the Summary Table of Regulations Relevant to Faculty Member Promotion (教師升等相關規定摘錄一覽表) for other relevant regulations.
		8.Reference Materials	All professional or academic works produced during the applicant's previous rank and the time of application for promotion to a higher rank but have not met the requirements for representative and reference publications may be included as reference materials.

Notes:

1. Please confirm by having the faculty member seeking promotion personally sign this checklist.
2. Please submit for review this checklist along with the required submission materials listed.
   However, documents that involve personal information, such as teacher promotion qualification evaluation forms, academic qualifications, teacher certificates, and copies of appointment letters, shall be collated separately from the works submitted for review.

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