Attachment III Ver. 2019.12.23

National Taiwan Normal University
Letter of Intent and Evaluation Form for Contract Personnel Promotion (※double-sided)

Order of Priority	※for 2 or more applicants				
Top-Level Application Unit	College (office, hall, center, department)				
Second-level Service Unit	**Department (division)**				
Name					
Current Position					
Promoted to	Third-tier: _____ (level __) Second-tier: _____ (level __) First-tier: _____ (level __)				
Highest Degree	University Department □Undergraduate/□Master's/□Doctorate in_____ (month and year)				
Starting Date	**(YYYY/MM/DD)**				
Seniority	Total: _____ years _____ months [from_____(month and year) to_____(month and year)]				
Evaluations over Past 5 Years	year:	year:	year:	year:	year:
	rating:	rating:	rating:	rating:	rating:
	□ Year-end □ Additional	□ Year-end □ Additional	□ Year-end □ Additional	□ Year-end □ Additional	□ Year-end □ Additional
Rewards and Penalties over Last 5 Years	year:	year:	year:	year:	year:
	___ commendations ___ merits ___ major merits	___ commendations ___ merits ___ major merits	___ commendations ___ merits ___ major merits	___ commendations ___ merits ___ major merits	___ commendations ___ merits ___ major merits
	___ warnings ___ demerits	___ warnings ___ demerits	___ warnings ___ demerits	___ warnings ___ demerits	___ warnings ___ demerits
Outstanding Staff Award	Received in the ____ academic year (if applicable)				
English Level					

Category	Max	Item	Points	**Received**	Explanation
Degree	4	Doctorate	4		Based on national education or defense (military school) systems, same verification applies for domestic and international university (independent college) degrees or higher recognized by the Ministry of Education.
		Master's	3		
		Undergraduate	2		
Seniority	6	Each full year of service	1		1. Within contract period up to the month of promotion. 2. 0.5 for those under half a year; 1 for over 6 months but under 1 year. 3. Leave without pay is excluded.

Evaluation	12	Exceptional	3			1. For last 5 years of the current position. 2. After President's approval for the previous year. 3. Halved for other types of items.
		A	2			
		B	1			
Rewards and Penalties	6	1 major merit	4.5			1. Approved within the last 5 years (retroactively up to the month of promotion) of current position. 2. Negative scores will be deducted from the total.
		1 (De)merit	1.5			
		1 commendation (warning)	0.5			
Awards	5	Outstanding Employee Award	5			
		Excellent Employee Award	3			
Career Experience	8	Number of transfers between offices, halls, centers, departments (colleges, institutes, programs), campuses	3			1. Limited to employees' current positions and appointments, excluding substitute positions. 2. Minimum of 2 years per transfer.
		Transfers within offices, halls, centers, offices, and departments	2			
Adjunct Supervisory Roles	3	Each full year of service	1			1. During the appointment period, up to the month of promotion. 2. 0.5 for those under half a year; 1 for over 6 months but under 1 year. 3. Up to 3 points.
Training	7	Lifelong learning: over 100 hours	1			1. Limited to learning hours in the Online Education and Training System within the last 5 years. 2. Book clubs in the last 5 years, up to 1 point. 3. Professional courses in the last 5 years, up to 2 points (cannot count towards lifelong learning hours).
		Junior/Senior/Elementary Promotion (for corresponding level)	3			
		Book club over 36 hours	1			
		Professional course: over 36 hours with certificate of completion	1			
Foreign Language Ability	5	GEPT High-Intermediate / Advanced or equivalent	5			1. Highest for multiple tests. 2. Excludesng those who only pass the listening/reading test.
		GEPT Intermediate or equivalent	3			
		GEPT Elementary or equivalent	1			
Unit/Team Performance	4	Outstanding	4			1. Based on previous year. 2. Added based on group results
		Exceptional	3			
		Excellent	2			
Compatibility Creativity Achievement Potential	15	Unit Director Review	15			1. Based on work performance 2. Scores of 14 and above requires factual explanation below:

Overall	25	Contractual Staff Evaluation Team review	5-25		1. Other documentation (e.g., projects with concrete contributions). 2. Preliminary results and documentation shall undergo secondary review by relevant personnel as necessary.
Total					

Signature/Seal of Applicant	**Signature/Seal of Processing Clerk**	**Signature/Seal of (First & Second-Level) Unit Director**
I hereby declare the above content to be true and accurate. (YYYY/MM/DD)		

Notes:

1. Please fill in the information and score in each column as per the Contractual Staff Promotion Criteria and attach photocopies of supporting documents. Please attach at most one separate A4 sheet if content exceeds this space.
2. Please arrange attached documents in the following order into a volume with binder clips (not staples):
   1. This form
   2. Highest degree certificate
   3. Evaluation (2-in-1)
   4. Rewards and penalties (2-in-1)
   5. Outstanding/Excellent Staff Award
   6. English Proficiency Test Results
   7. Contractual Staff Promotion Performance Statement (if scored over 14)
   8. Other documentation