

# 國立中山大學教師及研究人員聘任規則

## Regulations for the Appointment of Faculty and Researchers

99.12.24 本校 99 學年度第 2 次校務會議修正通過  
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103. 6.6 本校 102 學年度第 4 次校務會議修正通過  
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Amended and approved at the 1st University Council meeting on October 25, 2024

**第一條** 本規則依據本校教師評審委員會設置辦法第二條規定訂定之。

I. These regulations are formulated in accordance with Article 2 of *Regulations for the Establishment of the Faculty Evaluation Committees*.

**第二條** 本校教師及研究人員之聘任，除法令另有規定外，悉依本辦法辦理。

II. The appointment of faculty and researchers shall be handled in accordance with these regulations, unless otherwise stipulated by laws.

**第三條** 本校各級教師之聘任除應符合教育人員任用條例第十六至第十八條之資格條件及具備外語教學授課能力外，並應具下列資格之一：

III. The appointment of faculty of different ranks shall meet the qualifications stipulated in Articles 16 to 18 of *Act Governing the Appointment of Educators*. In addition, the applicants shall possess the ability to teach in English and meet one of the following conditions:

一、助理教授：

1. Assistant professor shall:

(一) 具二年以上博士後之相關學術研究、教學工作經驗。

(1) have working experience of at least two years in relevant academic research and/or teaching, after obtaining the doctoral degree, or

(二) 已發表或出具證明將定期發表在科學引用索引  
(SCI，含 Expanded) 期刊論文二篇以上者。

(2) have already published, or provide proof of acceptance for publication of, two or more academic papers in journals indexed in the Web of Science (WOS) “Science Citation Index Expanded” (SCIE) database, or

(三) 已發表或出具證明將定期發表在社會科學引用索引

(SSCI) 期刊論文一篇、或國家科學及技術委員會（以下簡稱國科會）臺灣人文及社會科學核心期刊第一級一篇或第二級二篇、或人文社會引用索引（AHCI）期刊論文一篇、或經校教評會審查認可之期刊論文一篇以上者。

(3) have already published, or provide proof of acceptance for publication of, one academic paper in journals indexed in the WOS “Social Science Citation Index” database, or one academic paper in Tier 1 or two in Tier 2 of THCI or TSSCI journals categorized by the National Science and Technology Council (NSTC), one academic paper indexed in the WOS “Arts and Humanities Citation Index” (AHCI) database, or one or more academic papers recognized by the University Faculty Evaluation Committee (UFEC) upon review.

二、副教授：

2. Associate professor shall:

(一) 最近五年期刊論文發表篇數達聘任單位同職級專任教師最近五年平均篇數以上者。其中理工類科應發表在SCI期刊；文法商類科應發表在SSCI、或國科會臺灣人文及社會科學核心期刊第二級以上、或AHCI、或經校教評會審查認可之期刊。

(1) have published more journal papers in the last five years than the average number of those published in the same length of time by the full-time associate professors of the recruiting unit. The academic papers in the science and engineering areas shall be published in journals in the WOS SCI database, while the academic papers in the arts and humanities, management, and social science areas shall be published in journals in the WOS SSCI database, Tier 2 or above of THCI or TSSCI journals categorized by the NSTC, or journals recognized by the UFEC upon review, or

(二) 具國外相當副教授資格或助理教授四年以上之學術研究、教學工作經驗者。

(2) have been an associate professor (or equivalent thereof) in a foreign university or have been an assistant professor with working experience in relevant academic research and/or teaching for at least four years.

三、教授：

3. Professor shall:

(一) 具國外相當教授資格或副教授五年以上之學術研究、教學工作經驗者。

(1) have been a professor (or equivalent thereof) in a foreign university or have been an associate professor with working experience in relevant academic research and/or teaching for at least five years, or

(二) 最近五年期刊論文發表篇數達聘任單位同職級專任教師最近五年平均篇數以上者。其中理工類科應發表在 SCI 期刊；文法商類科應發表在 SSCI、或國科會臺灣人文及社會科學核心期刊第二級、或 AHCI、或經校教評會審查認可之期刊。

(2) have published more journal papers in the last five years than the average number of those published in the same length of time by the full-time professors of the recruiting unit. The academic papers published in the science and engineering areas shall be published in journals in the WOS SCI database, the academic papers in the arts and humanities, management, and social science areas shall be published in journals in the WOS SSCI database, Tier 2 of THCI or TSSCI journals categorized by the NSTC, or journals recognized by the UFEC upon review.

各級教師若未符合前項各款之條件者，基於延攬性質或專業領域的特殊性，提聘單位若有具體理由或足資證明被提聘人極具研究潛力者，應提出相關事證經系所(教育中心、學位學程)、院(西灣學院)、校教評會個案審查。

In the situation where the applicants fail to meet the conditions stipulated above for professors of different ranks, the unit may submit an appointment application by providing solid reasoning and substantial evidence to demonstrate the applicant's extraordinary potential in research, based on its nature of specialization or specialties. The application along with supporting documentation and materials of evidence may be submitted for approvals upon reviews in sequence by the department/institute/education center/degree program faculty evaluation committee (hereinafter referred to as the "DFEC"), college faculty evaluation committee (CFEC), and the UFEC.

藝術及體育類科各級教師聘任資格依專科以上學校教師資格審定

辦法附表三及附表四之審查基準辦理。

The appointment qualifications of faculty in the art and physical education related disciplines shall follow the review benchmarks in Appendixes 3 and 4 of *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*.

第一及第三項之助理教授，其博士學位若在本校取得者，應具本校以外之國內外著名大學或研究單位從事與專長相關之研究或教學工作二年以上之資歷。

Applicants for assistant professor stipulated in Paragraphs 1 and 3 who receive their doctoral degree in the University shall have working experience of at least two years in relevant academic research and/or teaching at renowned domestic/overseas universities or research institutions.

各系所(教育中心、學位學程)、院(西灣學院)得另訂更嚴格資格條件。

Individual departments/institutes/education centers/degree programs (hereinafter referred to as the “units”) and colleges (including Si Wan College) may formulate their own more stringent conditions.

第三條之一 本校各級研究人員之聘任除應具國際學術研究合作能力外，並應具下列資格之一：

III-1. Applicants for the appointment of researchers of different ranks shall possess the capability to perform international academic research collaboration and shall meet one of the following conditions:

一、助理研究員：

1. Assistant research fellows shall:

(一) 具有博士學位，並有專門著作者。

(1) have obtained a doctoral degree and published specialized academic paper(s), or

(二) 具有碩士學位，曾在大學或研究機構從事相關之研究工作四年以上，並有重要研究成果或專門著作者。

(2) have obtained a master’s degree, have at least four years of working experience in relevant academic research at universities and/or research institutions, and have announced important research outcome(s) or have published specialized academic paper(s), or

(三) 曾任研究助理或講師三年以上，成績優良，並有重要研究成果或專門著作者。

(3) have been a research assistant or lecturer for at least three years with excellent performance and have produced important research outcome(s) or have published specialized academic paper(s),

二、副研究員：

2. Associate research fellows shall:

(一) 具有博士學位，曾在大學或研究機構從事相關之研究工作四年以上，並有重要研究成果或專門著作者。

(1) have obtained a doctoral degree, have at least four years of working experience in relevant academic research at universities and/or research institutions, and have produced important research outcome(s) or have published specialized academic paper(s), or

(二) 曾任助理研究員或助理教授三年以上，成績優良，並有重要研究成果或專門著作者。

(2) have been an assistant research fellow or assistant professor for at least three years with excellent performance and have produced important research outcome(s) or published specialized academic paper(s).

三、研究員：

3. Research fellows shall:

(一) 具有博士學位，曾在大學或研究機構從事相關之研究工作八年以上，並有重要研究成果或重要專門著作者。

(1) have obtained a doctoral degree, have at least eight years of working experience in relevant academic research at universities and/or research institutions, and have produced important research outcome(s) or have published specialized academic paper(s), or

(二) 曾任副研究員或副教授三年以上，成績優良，並有重要研究成果或專門著作者。

(2) have been an associate research fellow or associate professor for at least three years with excellent performance and have produced important research outcome(s) or have published specialized academic paper(s).

第四條 本大學教師及研究人員以專任為原則，但必要時得聘請兼任教師及研究人員，其總額不得超過該系所(教育中心、學位學程)、西灣學院之專任員額三分之一，惟音樂系、夜間部、進修部、西灣學院通

識課程除外，而每一專任員額得折算改聘四名兼任。

IV. Faculty and researchers shall be appointed as full-time personnel but may be appointed as adjunct personnel when necessary. The number of appointment of adjunct personnel shall not exceed one third of the quota of full-time personnel of individual units and Si Wan College. The said limitation of one third of the quota of full-time personnel shall not apply to the Department of Music, night division, continuing education division, and general education courses of Si Wan College. The appointment of one full-time employee is equivalent to the appointment of four adjunct employees.

第五條 新聘專任教師及研究人員之聘任程序及提本校教評會審議時間如下：

V. Procedures of appointment of new full-time faculty and researchers and timeline of submission of relevant documentations to the UFEC for review are as follows:

- 一、各系所(教育中心、學位學程)辦理初聘應本公平、公正、公開之原則，於傳播媒體或學術刊物刊載徵聘資訊。
  1. Individual units shall announce recruitment information in mass media or academic publications based on a fair, just, and open principle.
- 二、各系所(教育中心、學位學程)教師評審委員會應依據該單位缺額、課程或研究需要、各級教師應授課時數及聘任有關證件資料進行初審。
  2. The DFEC shall conduct an initial review on applicants' relevant certificates and documentation, based on available opening, requirements of course works or research, and mandatory weekly teaching hours.
- 三、初審通過後，各系所(教育中心、學位學程)應將會議紀錄、聘任有關證件資料及前一職級以後之著作(含學位論文)、作品、成就證明或技術報告，送各學院、西灣學院教師評審委員會進行複審。
  3. After the passing of the initial review, minutes of the review meeting, relevant certificates and documentation, and academic publications (including degree dissertation)/creative works/proof of merits/technical reports accomplished by the applicants at their current rank shall all be submitted to the CFEC for a second review.

各學系所(教育中心、學位學程)新聘助理教授或助理研究員，須先由所屬院(西灣學院)辦理前一職級以後之著作(含學位論文)、作品、成就證明或技術報告外審，外審時由系所(教育中心、學位學程)教評會推薦九位以上校外專家學者為審查人，院長、西灣學院院長得增列審查推薦人選後，由院長(西灣

學院院長)召集院教評會委員若干人秘密遴選五位外審委員辦理外審，需四位以上審查通過始得聘任。

For appointment of a new assistant professor or assistant research fellow, academic publications (including his/her degree dissertation)/creative works/proof of merits/technical reports accomplished by the applicant at the current rank shall be subject to an external review organized by the college (including Si Wan College). External reviewers shall be selected from a list of at least nine external experts/scholars, recommended by the DFEC. Deans of individual colleges may expand the list recommending more experts/scholars and then invite a certain number of the CFEC members to confidentially select five reviewers from the list. The appointment shall receive approvals from no less than four external reviewers in order to pass the second review.

各學院（西灣學院）審查副教授、副研究員以上之教師或研究人員新聘案，均應辦理前一職級以後之著作(含學位論文)、作品、成就證明或技術報告外審，外審時各系所(教育中心、學位學程)教評會應推薦九位以上校外專家學者為審查人，院長（西灣學院院長）、本校教師評審委員會召集人(以下簡稱校教評會召集人)得增列審查人選，並由校教評會召集人簽請校長組成外審名單圈選小組。外審委員為五人，需四人以上審查通過始得聘任。

For appointment of a new associate professor, professor, associate research fellow, or research fellow, academic publications (including degree dissertation)/creative works/proof of merits/technical reports accomplished by the applicants at their current rank shall be subject to an external review. External reviewers shall be selected from a list of at least nine external experts/scholars, recommended by the DFEC. Deans of individual colleges and chairperson of the UFEC may expand the list by recommending more experts/scholars. Chairperson of the UFEC shall then formally request the President to convene an ad hoc selection committee to select five reviewers from the list of external experts/scholars. The appointment shall receive approvals from no less than four external reviewers in order to pass the second review.

四、複審通過後，各院（西灣學院）至遲應於每學期開始前一個月檢送擬聘教師或研究人員聘任有關證件資料、外審成績及會議紀錄，簽會人事室陳請校長核示後提本校教評會決審。

4. With the passing of the external review, the applicant's relevant certificates and documentation, the review outcome, and minutes of the review meeting shall be delivered to the Office of Personnel Services (OPS) by individual colleges at least one month before the commencement of each semester. The OPS shall then deliver the

said materials to the President for approval to be submitted to the UFEC for a final review.

新聘教師之著作、技術報告或體育成就證明件數，由各學院依屬性自訂，惟至多五至十件；藝術類科各級教師聘任資格依專科以上學校教師資格審定辦法附表三規定之件數辦理。

The number of academic publications, technical reports, or proofs of sports achievements required from each applicant shall be formulated by individual colleges according to each college's attribute. The maximum number shall be from five to ten. The appointment qualifications of faculty of different ranks in art-related disciplines shall be handled in accordance with the provisions stipulated in Appendix 3 of *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*.

各聘任單位應備妥擬聘教師資料及院系所發展需求，由校長、副校長、研發長、教務長及各學院院長組成之新聘教師遴聘委員會就校務發展需求審議之。

The recruiting units shall present its development needs when submitting the application materials of the candidate of appointment. The New Faculty Selection Committee, consisting of the President, senior vice president(s), vice president for Research and Development, vice president for Academic Affairs, and deans of individual colleges as members, shall review the credentials of the applicant based on the development plan of the University.

新聘兼任教師之教師資格審查要點另訂之。

*Guidelines on the Appointment of Adjunct Faculty* shall be formulated separately.

第五條之一 新聘教師如具擬聘職級教師證書及下列資格之一，且經教評會審查同意者，其著作得免送外審：

V-1. New applicants for faculty positions who have already possessed a Teacher's Certificate of the applied rank and meet one of the following conditions shall be exempt from an external review on their academic work, upon the approval of the faculty evaluation committees:

一、具曾任專門學會會士（Fellow）、著名大學講座教授。

1. The applicant has been a Fellow of an academic association or has been a chair professor of a renowned university.

二、曾獲得國科會傑出研究獎、中研院年輕學者獎者、國科會吳大猷獎者。

2. The applicant has received the NSTC Outstanding Research Award, or Academia Sinica Young Scholars Award, or the NSTC Ta-You Wu Memorial Award.

三、 本校專任教師離職後兩年內再任，如其最近五年著作期刊論文發表篇數，已達聘任單位該級專任教師最近五年平均篇數以上。

3. The applicant was a full-time faculty member of the University and now reapply within two years from leaving the University, and has published more journal papers in the last five years than the average number of those published in the last five years by the faculty of the same rank of the recruiting unit.

四、 具有國內醫師證書之主治醫師，且擬聘為本校臨床醫學教師者。

4. The applicant is a licensed attending physician and applying for the position for clinical medicine teaching.

新聘教師如具下列資格之一者，著作得免送外審並逕提交教評會備查：

New faculty position applicants who meet one of the following conditions shall be exempt from an external review on their academic works and the application materials shall be submitted directly to the UFEC for future reference:

一、 諾貝爾獎或相當等級之得主。

(1) The applicant has received a Nobel Prize or its equivalent thereof.

二、 國家級研究院院士。

(2) The applicant is an academician of a national research institution.

三、 國家講座。

(3) The applicant is a holder of National Professorship.

教師如符合第一項第一及第二款資格，但未具教師證書者，仍應依規定辦理著作外審，惟申請本校講座教授之外審結果，得視同新聘專任教師之外審結果。

Applicants qualified for the conditions stipulated in Subparagraphs 1 and 2 of Paragraph 1 but do not hold a Teacher's Certificate shall still submit their academic works for an external review in accordance with the regulations. External review results for the application of the University's chair professorship shall be deemed as equivalent to external review results for the application of full-time faculty position.

第六條 本校教師及研究人員按學年聘任，分為初聘、續聘及長期聘任，初聘為一年，續聘第一次為一年，以後續聘，每次均為二年。教師之續聘，應於每年五月底前，由系所(教育中心、學位學程)將教師續聘名冊提經系所(教育中心、學位學程)、院(西灣學院)教師評審委員會審議通過，並陳請校長核定後續聘。長期聘任及不續聘辦法另訂之。

VI. The appointment of faculty and researchers shall be conducted on an academic-year basis and shall be classified into the initial appointment, renewed appointment, and long-term appointment. The term of initial appointment shall be one year; the term of first renewed appointment shall be one year after which subsequent renewed appointments shall be two years. Each year by the end of May, individual units shall submit a list of renewed faculty to its DFEC and CFEC for approval upon reviews. Renewed appointments shall be effective after the President's approval. Regulations for long-term appointment and non-renewal shall be formulated separately.

前項所稱「初聘為一年」係指學年度內以月計，任職滿十二個月者。

The said “one-year” term of the initial appointment in the preceding Paragraph shall refer to monthly employment for twelve consecutive months in an academic year.

第七條 本大學教師及研究人員待遇：專任者，每年按十二個月致送；兼任者，依教育部規定標準，以實際授課時數計算；但於學期中途到職者，均應自到職之日起算。

VII. The remuneration of full-time faculty and researchers shall be disbursed monthly for twelve months every year. The remuneration of adjunct faculty and researchers shall be calculated in proportion to the actual weekly teaching hours according to the provisions and standards stipulated by the Ministry of Education (MOE). The remuneration of both full-time and adjunct faculty and researchers appointed after the semester commences shall be calculated from the date of official report of duty to the OPS.

第八條 專任教師基本授課時數，依本校教師授課鐘點核計準則規定辦理。

VIII. Basic weekly teaching hours of full-time faculty shall be handled in accordance with *Guidelines on the Calculation of Hourly Pay for Faculty Members*.

第九條 教師聘任後如依本校教師評鑑辦法辦理評鑑，評鑑結果經校教師評審委員會決議未通過者，不予續聘。

IX. Faculty shall not be granted an appointment renewal if failing to pass the faculty performance assessment in accordance with *Regulations for Faculty Performance Assessment*, with the assessment result approved by the UFEC.

前項規定應明訂於聘約中。

The provision stipulated in preceding Paragraph shall be clearly specified in the faculty contract agreement.

教師及研究人員因教師評鑑未通過而不予續聘者，本校應於聘期屆滿一個月前，以書面通知當事人。

The University shall issue a notification one month prior to the end of appointment term to faculty and researchers who are not offered an appointment renewal because they fail to pass the faculty performance assessment.

教師及研究人員擬於聘約期滿後，不再應聘時，應於聘約屆滿一個月前，以書面通知學校。如欲於聘約存續期間內辭職者，應經學校同意後，始得離職，並將經辦事項及經管（借）公物移交清楚，取具證明後，始得離職。

Faculty and researchers who wish to end their appointment after the current term shall be obligated to notify the University in writing one month prior to the end of the appointment term. Those who wish to resign during semester and end their appointment shall obtain an approval from the University; the resignation shall be effective after they receive a proof of turning in public or university owned items and properties.

第十條 本大學專任之教師，均有擔任導師、指導學生研究、評改學生試卷及各項作業、考核學生操行、指導學生課外活動之責任。

X. Full-time faculty and researchers shall assume the responsibilities to students regarding class mentoring, research supervision, exam and homework grading, conduct assessments, and extracurricular advices.

第十一條 助教須受所屬學系所(教育中心、學位學程)主管之指導，並協助教學有關之研究工作、指導學生實驗、評改學生作業為主，並有被指定兼辦本單位行政事務之義務，但不得在校外兼任其他工作。

XI. Teaching assistants shall be subject to the directives from the head of the affiliated unit. They shall primarily assist researches related to teaching, guiding students' laboratory experimentations, and grading students' homework. Teaching assistants shall also assume the duty of assisting the administrative affairs when assigned by the head of the affiliated unit. They shall not hold any concurrent off- campus positions.

第十二條 專任教師及研究人員不得兼任校外專任職務或課程。專任教師如有特殊情形，須符合本校專任教師基本授課時數之規定，再商得系所(教育中心、學位學程)、院(西灣學院)主管同意，並經校長同意，始得於他校兼課，但每週在校內超支鐘點及校外兼課一共不得超過四小時，並必須通知教務處課務組登記，其兼授之課程以與在本校所授科目性質相關者為限。

XII. Full-time faculty and researchers shall not hold any concurrent positions or teach courses outside the University. In the case of special circumstances, the full-time faculty shall first fulfill basic weekly teaching

hours at the University and then receive approval from the head of the affiliated unit, the college, and the President before engaging in part-time teaching at another institution. The total number of on-campus overtime hours and off-campus part-time teaching hours shall not exceed four hours each week. Full-time faculty and researchers who wish to teach courses off-campus shall register with the Curriculum Division of the Office of Academic Affairs. The courses given off-campus shall be limited to those related to on-campus courses.

前項校內基本授課時數計算方式為校外兼課之前一學期不含研究計畫抵充之授課時數；未達每週基本授課時數者，得往前再推算一學期，取前二學期授課時數之平均值。但其情況特殊者，得專案報請校長同意不受基本授課時數之限制。

The aforementioned basic weekly teaching hours shall be the required teaching hours in the previous semester without the reduction due to research projects. If faculty fail to meet the requirement, the average of actual teaching hours per week in the previous two semesters may be taken into account. In special cases, the requirement of basic weekly teaching hour may be exempt, upon approval from the President.

第十三條 專任教師及研究人員之薪級、獎金、福利、退休及撫卹等，均按政府規定辦理之。

XIII. Matters concerning salary grade, bonus, benefits, retirement, bereavement compensation, etc. of full-time faculty and researchers shall be arranged and handled in accordance with government regulations.

第十四條 教師及研究人員如發生解聘、停聘、不續聘情事者，應由任職單位詳述理由及依據法令規章，提各該系所(教育中心、學位學程)教評會及院(西灣學院)教評會教評會通過後，再提校教師評審委員會依教師法相關規定審議通過後，簽請校長核定，並報請教育部核准。

XIV. Cases pertaining to dismissal, suspension, or non-renewal of appointment of full-time faculty and researchers shall be approved by the DFEC and CFEC, upon reviews based on specific reasons provided by the recruiting unit and relevant laws and regulations. Afterward, the case shall be submitted to the UFEC for deliberation in accordance with *Teachers' Act*, and then to the President for approval. The case shall then be submitted to MOE for final approval.

教師及研究人員如不服解聘、停聘、不續聘之決議，於收到學校通知書後三十日內得向本校教師申訴評議委員會申訴。

Faculty and researchers dissatisfying with the decision of dismissal, suspension or non-renewal of appointment may file an appeal to the University Faculty Appeal Handling Committee within thirty days of

receiving a notification from the University.

第十五條 提聘之專任及兼任教師，所授科目或時數，如有變更、或因故無法應聘時，請提聘系所(教育中心、學位學程)於開學前連同聘書以書面通知人事室簽報校長核定後更正或註銷聘約。

XV. In cases concerning full-time or adjunct faculty who wish to change courses of teaching or weekly teaching hours, or who become unavailable for the appointment due to personal reasons, the recruiting unit shall, before the commencement of each semester, submit a written notification along with the letter of appointment to the OPS. The OPS shall request for the President's approval to rectify or invalidate the appointment.

第十六條 新聘專任教師除經教育部審定合格者外，應於聘期開始三個月內，備齊申請教師資格審查資料報請教育部核備，逾期不送件或核備未通過者，應依據有關法令規定辦理。

XVI. Newly appointed full-time faculty, except those who have already been accredited by the MOE as qualified, shall submit their faculty qualification evaluation documentation to the MOE for approval within three months of the commencement of appointment. Cases concerning failure to submit the said documentation or the documentation not approved by the MOE shall be handled in accordance with provisions of relevant laws.

第十七條 本規則未盡事宜，悉依教育人員任用條例、專科以上學校教師資格審定辦法及相關規定辦理。

XVII. Matters not covered in these regulations shall be handled in accordance with *Act Governing the Appointment of Educators, Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, and relevant regulations.

第十八條 本規則經校教師評審委員會及校務會議通過，陳請校長核定後施行，修正時亦同。

XVIII. These regulations are approved by the University Faculty Evaluation Committed, the University Council, and the President before implementation. Amendments to these regulations shall follow the same procedure.