

國立交通大學新聘專任教師作業流程
National Chiao Tung University
Full-time Faculty Recruiting Procedure

作業程序 Procedure	<p>一、各單位每學年辦理專任教師徵聘前，須成立教師徵聘委員會，先由徵聘委員會議決公開徵聘程序，得包括刊登徵聘廣告、面談、公開演講、試教等。由系（所）教師徵聘委員會進行甄選事宜。</p> <p>For each academic year, the appointing unit should organize a faculty recruiting committee first to decide the open recruiting procedures, which may include recruiting advertisement publishing, candidate interviewing, lecture demonstrating, etc. The department (institute) faculty recruiting committee will execute the first stage applicants filtering.</p> <p>二、系（所）教師徵聘委員會議決之擬聘教師人選送請系（所）教評會審議，惟系（所）需提供建議之外審委員名單經本校教師徵聘審議委員會召集人核定通過後，始得辦理外審。</p> <p>The department (institute) faculty recruiting committee should submit the resolved candidate(s) to the department faculty evaluation committee for further evaluation. However, before asking for external reviewers' opinions for the candidate's research works, the department (institute) faculty evaluation committee should submit the list of recommended reviewers to the NCTU Faculty Recruiting Committee and get its approval.</p> <p>三、系（所）教評會審議通過者，提院教評會審議。</p> <p>The department faculty evaluation committee should submit the resolved candidate(s) to the college faculty evaluation committee for further evaluation.</p> <p>四、院教評會審議通過者，檢具外審資料提本校教師徵聘審議委員會審議。</p> <p>The college faculty evaluation committee should submit the resolved candidate(s) along with the external reviewing opinions to the NCTU Faculty</p>
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	<p>Recruiting Committee for further evaluation.</p> <p>五、經本校教師徵聘審議委員會審議通過後，提校教評會審議。 The NCTU Faculty Recruiting Committee should submit the resolved candidate(s) to the NCTU Faculty Evaluation Committee for final evaluation.</p> <p>六、校教評會審議通過後，人事室函知用人單位並發給草聘通知書及應聘意願回函，並請用人單位通知錄取人員於起聘日前(含起聘日當日)至人事室辦理報到手續。 Once the candidate is approved by the NCTU Faculty Evaluation Committee, the Personnel Office will inform the appointing unit of the evaluation result and issue an appointment notice enclosed with an acceptance letter to each newly appointed faculty. The appointing unit should deliver the appointment notice and the acceptance letter to the newly appointed faculty and inform them to report for duty to the Personnel Office before or on the beginning date of employment.</p>
<p>注意事項 Notes</p>	<p>一、擬聘教師如具國外學歷，應請系（所）先行通知應聘教師至駐外館處辦理學歷驗證，至遲應於報到前繳交。 Should the newly appointed faculty hold a foreign academic degree, the appointing unit should inform them to deal with the document authentication at the ROC embassies or representative offices overseas. The authenticated diploma should be provided before the faculty report for duty.</p> <p>二、新聘教師作業應於聘期開始前完成，應聘教師應於聘期之開學前辦理報到手續。學期開始前報到，自學期開始日起薪；學期開始後報到，自到職日起薪。 Faculty recruiting procedure should be completed before the starting date of the employment. The newly appointed faculty should report for duty before the starting date of the employment. If the faculty reports to work before the date of employment, the salary will be paid from the starting date of employment. Otherwise, the salary will be paid from</p>

the date of arrival.

三、應聘教師除已具應聘等級教師證書者外，應於聘期開始 3 個月內，檢具相關證件送人事室，俾函請教育部頒發證書。

The newly appointed faculty, except those who have owned the teacher certificate of current appointed degree, should provide the Personnel Office with all the required documents in order to apply to the Education Ministry for the teacher certificate.

四、外籍教師應於報到前函報勞動部取得聘僱許可。

Foreign faculty should apply to the Labor Bureau for the work permit before report-for-duty.

新聘專任教師作業流程圖

Flow Chart of Full-time Faculty Recruiting



