

國立中山大學西灣學院教師升等審查要點

Guidelines on the Evaluation of Professorship Rank Promotion in the Si Wan College

101.09.13 本中心教師評審委員會 101 學年度第 1 次會議修正通過
101.11.22 本校第 348 次教師評審委員會通過核備
105.05.24 本中心教師評審委員會 104 學年度第 5 次會議修正通過
105.07.04 本中心 104 學年度第 3 次中心會議修正通過
105.12.08 本校第 377 次教師評審委員會通過核備
106.03.09 本中心教師評審委員會 105 學年度第 5 次會議修正通過
106.03.16 本中心 105 學年度第 2 次中心會議修正通過
106.03.23 本校第 379 次教師評審委員會通過核備
107.11.20 本中心 107 學年度第 1 次中心會議修正通過
107.11.29 本校第 390 次教師評審委員會通過核備
109.10.28 本院教評會 109 學年度第 2 次會議審議通過
109.12.9 本院 109 學年度第 2 次院務會議審議通過
110.1.7 本校第 404 次教師評審委員會審議通過
111.9.15 本院教評會 111 學年度第 1 次會議審議通過
111.12.8 本院教評會 111 學年度第 3 次會議審議通過
111.12.29 本校第 420 次教師評審委員會修正通過
112.4.12 本院教評會 111 學年度第 5 次會議審議通過
112.5.25 本院 111 學年度第 4 次院務會議審議通過
112.6.8 本校第 424 次教師評審委員會審議通過
112.10.17 本院教評會 112 學年度第 2 次會議審議通過
112.11.16 本院 112 學年度第 2 次院務會議審議通過
112.12.21 本校第 429 次教師評審委員會審議通過
113.5.16 本院教評會 112 學年度第 8 次會議審議通過
113.5.22 本院 112 學年度第 5 次院務會議審議通過
113.6.6 本校第 435 次教師評審委員會審議通過
114.5.29 本院教評會 113 學年度第 10 次會議審議通過
114.6.12 本校第 448 次教師評審委員會審議通過

Approved at the 448th University Faculty Evaluation Committee meeting on June 12, 2025

- 一、為辦理本院教師升等，依據專科以上教師資格審定辦法、本校教師評審委員會設置辦法及教師升等審查辦法之規定，訂定本要點。
 - I. These guidelines are formulated in accordance with *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*, the University's *Regulations for the Establishment of Faculty Evaluation Committees* and *Regulations for the Evaluation of Professorship Rank Promotion* to handle the evaluation of professorship rank promotion in the Si Wan College (hereinafter referred to as the "College").
- 二、本院及所屬各教育中心、學位學程、研究所(以下簡稱各單位)應於每年2月21日或8月21日之前，向本院提出該單位教師升等申請案件。
 - II. Individual units under the College (including education centers, degree programs, and institutes) shall submit their faculty promotion application to the College no later than February 21 or August 21 each year.

三、 本院升等管道、審查項目及成果：

III. Tracks of promotion, and evaluated items and academic research achievements:

(一) 本院教師升等管道：分為一般研究類、技術應用類及教學研究類。教師應就升等管道類別擇一提出申請。

(1) The pathway of the faculty's rank promotion in the College is categorized into the tracks of general research, technology application, and pedagogical research. The faculty shall select one of the tracks to submit their application.

(二) 升等審查包括學術產學研究績效(A)、教學績效(B)及服務績效(C)三項，學術產學研究績效分為學術研究成果外審成績(A1)及七年內本職等研究計畫獎助及學術成就(A2)。

(2) The evaluation includes three categories: academic & industry-academia research performance (A), teaching performance (B), and service performance (C). Academic & industrial-academic research performance (A) includes external evaluation of academic research (A1) and research projects and other academic achievements within the past 7 years at the current rank (A2).

(三) 各升等管道各項評分比重如下表：

(3) The scoring percentage of the three categories for each track is as follows:

升等類別 tracks of promotion	學術產學研究績效 (A) academic & industry-academia research performance (A) (學術研究成果外審 A1、七年內本職等研究計畫 獎助及學術成就A2) (external evaluation of academic research A1, research projects and other academic achievements within the past 7 years at the current rank A2)	教學績效(B) teaching performance (B)	服務績效(C) service performance (C)
一般研究類 general research	70%(A1:75%、A2:25%)	20%	10%
技術應用類 technology application	70%(A1:40%、A2:60%)	20%	10%
教學研究類 pedagogical research	40%(A1:60%、A2:40%)	40%	20%

(四) 學術研究成果：

(4) Academic research achievements:

1. 教師辦理升等所提之專門著作、成就證明或技術報告件數至多十件。教師應自行擇一為代表作，屬系列相關研究者得合併為代表作，其餘列為參考作。經研發處認定之「加強實質審查期刊」之期刊論文

不予採計。

- i. The faculty applying for promotion shall submit up to ten academic research works, evidence of achievement, or technical reports. They shall select one representative work and use the rest as references. Related works constituting a series may be compiled into one representative work. Papers published in journals under substantive scrutiny identified by the Office of Research and Development shall not be accepted as part of the submitted works.
2. 代表著作為將定期發表之證明送審者，申請教師應於發表之日起二個月內將該專門著作送本校人事室查核。因可歸責於送審人未發表或未於該刊物出具接受證明之日起三年內發表者，將依相關辦法駁回升等申請、追繳或註銷該等級之教師證書。如前經教師升等審查未通過者，重新提出申請時，其送審著作應增加或更換一件以上。
- ii. The representative work for rank promotion to be published shall be submitted to the Office of Personnel Services for verification within two months after its publication. Applicants failing to publish their work due to their personal reason or failing to do so within three years from the date of receiving the acceptance notice from the journal may have their promotion application rejected and their Teacher's Certificate revoked or reclaimed in accordance with relevant regulations. Faculty members unsuccessful in a prior application for promotion may resubmit their application with at least one new work added as a replacement or supplement.
3. 以上本院教師升等各項績效指標及評分，依據本院升等計分表辦理。
- iii. Scoring indicators and criteria for faculty promotion in the College shall be handled in accordance with the College's Score Sheet of Professorship Rank Promotion.

四、本院各級教師申請升等者，除應符合本校教師升等審查辦法相關規定外，並應符合以下條件：

IV. Faculty members of all ranks in the College shall be eligible to apply for promotion if they meet the requirements stipulated in the University's *Regulations for the Evaluation of Professorship Rank Promotion* as well as the following conditions:

(一) 助理教授升副教授：

(1) Assistant professors applying for associate professorship:

1. 申請一般研究類升等者，於本職等內論文累計點數達150點(含)以上，點數計算方式如附件。

- i. Applicants through the track of general research shall earn at least 150 points based on their published papers at their current rank, with the calculation method provided in the appendix.
2. 申請教學研究類升等者，於本職等內獲本校教師升等各項評分原則-教學績效之教學榮譽項目達2分(含)以上，或曾獲得教育部教學實踐研究計畫績優獎1次(含)以上。
- ii. Applicants through the track of pedagogical research shall receive at least 2 points in the teaching honor under the category of teaching performance stipulated in the University's *Scoring Principles for the Application of Professorship Rank Promotion*, or have their project at least funded once by the MOE Teaching Practice Research Program recognized as the prominent project.
3. 申請技術應用類升等者，需於本職等曾獲得本校傑出教師(產學研究類)或產學研究績優教師之獎項者、或本校教師升等各項評分原則之學術產學研究績效-A2七年內本職等研究計畫獎助及學術成就得分總計24分以上者。前項產學應用技術報告須經全球產學營運及推廣處認定係屬以本校具名之產學合作技術研發成果。合計本職等其他著作，其點數需達一般研究類升等之二分之一(含)以上。
- iii. Applicants through the track of technology application shall receive the award of Outstanding Faculty in industrial research or Prominent Faculty in industrial research from the University, or achieve a total score of 24 or above in A2 research projects and other academic achievements within the past 7 years at the current rank stipulated in the University's *Scoring Principles for the Application of Professorship Rank Promotion* at their current rank. Their representative technical report shall be recognized by the Office of Global Industry-Academe Collaboration and Advancement (OGIACA) as a research and development achievement with National Sun Yat-sen University as the affiliation. The total points of their publications at their current rank shall reach at least half of the required points for the track of general research.

(二) 副教授升教授：

(2) Associate professors applying for professorship:

1. 申請一般研究類升等者，於本職等內論文累計點數達230點(含)以上，點數計算方式如附件。
- i. Applicants through the track of general research shall earn at least 230 points based on their published papers at their current rank, with the calculation method provided in the appendix.

2. 申請教學研究類升等者，於本職等內獲本校教師升等各項評分原則-教學績效之教學榮譽項目達2分(含)以上，或曾獲得教育部教學實踐研究計畫績優獎1次(含)以上。
- ii. Applicants through the track of pedagogical research shall receive at least 2 points in the teaching honor under the category of teaching performance stipulated in the University's *Scoring Principles for the Application of Professorship Rank Promotion*, or have their project at least funded once by the MOE Teaching Practice Research Program recognized as the prominent project.
3. 申請技術應用類升等者，需於本職等曾獲得本校傑出教師(產學研究類)或產學研究績優教師之獎項者、或本校教師升等各項評分原則之學術產學研究績效-A2七年內本職等研究計畫獎助及學術成就得分總計24分以上者。前項產學應用技術報告須經全球產學營運及推廣處認定係屬以本校具名之產學合作技術研發成果。合計本職等其他著作，其點數需達一般研究類升等之二分之一(含)以上。
- iii. Applicants through the track of technology application shall receive the award of Outstanding Faculty in industrial research or Prominent Faculty in industrial research from the University, or achieve a total score of 24 or above in A2 research projects and other academic achievements within the past 7 years at the current rank stipulated in the University's *Scoring Principles for the Application of Professorship Rank Promotion* at their current rank. Their representative technical report shall be recognized by the OGIACA as a research and development achievement with National Sun Yat-sen University as the affiliation. The total points of their publications at their current rank shall reach at least half of the required points for the track of general research.

五、各單位之教師評審委員會(以下簡稱系級教評會)升等審查程序

V. Promotion review procedures handled by faculty evaluation committees in individual units (hereinafter referred to as the department faculty evaluation committee, the "DFEC").

(一) 系級教評會應於11月30日前或5月16日前完成以次一學期初(2月1日或8月1日)升等生效之教師審查。

(1) In order for the approved applicants' Teacher's Certificate to be issued with an effective date on February 1 of the next semester, the DFEC shall complete the department level review by November 30, or by May 16 for an effective date on August 1 of the next semester.

(二) 系級教評會將通過升等申請資格審查之申請教師相關會議紀錄、升等

著作、申請教師迴避名單提送本院每學期第一次院教評會審議。

- (2) Once applicants pass the qualification review conducted by the DFEC, the DFEC shall submit relevant meeting minutes, their publications, and the recusal list of external reviewers to the College Faculty Evaluation Committee (CFEC) for further review at its first meeting of each semester.
- (三) 外審結果送回系級教評會審查，應就系級教評會所定教師升等評分指標及評分標準之學術產學研究績效、教學績效及服務績效三項評定成績，成績總分達七十分以上，且通過本校教師升等審查辦法規定之學術研究成果外審合格門檻，則通過系級升等審查。
- (3) Once the external evaluation result is returned back to the DFEC, the DFEC shall review and score applicants' performances in academic & industry-academia research, teaching, and services based on scoring indicators and criteria stipulated by their affiliated unit. The applicants shall be deemed passing the department level review when they both receive a total score of 70 or above and meet the passing threshold of external evaluation stipulated in the University's *Regulations for the Evaluation of Professorship Rank Promotion*.
- (四) 申請教師通過系級審查者，由系級教評會召集人加註評語，連同評審成績、各項表件及會議紀錄等資料，配合院(校)級教評會審議日期提送。
- (4) Cases that pass the department level review shall be submitted along with the score of the review, relevant documentation, the DFEC meeting minutes, and chairperson's comments in accordance with the scheduled review date of the CFEC and the University Faculty Evaluation Committee (UFEC).

六、院級教評會升等審查程序

VI. Promotion review procedures handled by the CFEC:

- (一) 院級單位主聘教師之升等案，逕行由院級及校級辦理審查。
 - (1) Applications of faculty members directly appointed by the College shall be reviewed by the College and the University.
- (二) 院教評會應於每學期第一次院教評會審查申請教師升等申請資格。院教評會將符合升等申請資格教師之各項表件、會議紀錄及升等著作，由校送外審。
 - (2) The CFEC shall review applicants' qualification for promotion at its first meeting of each semester. For those passing the College promotion qualification review, the CFEC shall submit their relevant documentation, meeting minutes, and publications to the University for the external evaluation.

(三) 院教評會應依本院升等計分表就升等教師之學術產學研究績效、教學績效及服務績效三項成績(占90%)審查，另由院教評會委員就申請教師整體表現綜合評分(占10%)，合計成績總分達70以上，且達下列外審合格門檻，始通過升等：

(3) The CFEC shall conduct the college level review on applicants' performance in academic & industry-academia research, teaching, and services based on the College's Score Sheet of Professorship Rank Promotion (90% of the total score), and evaluate their holistic performance with a discretionary score (10%). Applicants shall be deemed passing the college level review when they both receive a total score of 70 or above and meet the passing threshold of external evaluation:

1. 擬升等為教授者，至少有四位外審委員評等為「優良」以上，且外審結果總平均分數78分以上，始達外審合格門檻。

i. Applicants applying for professorship shall receive a "Good" grade from at least four reviewers and an average score of 78 or above to meet the passing threshold of the external evaluation.

2. 擬升等為副教授者，至少有四位外審委員評等為「優良」以上，且外審結果總平均分數75分以上，始達外審合格門檻。

ii. Applicants applying for associate professorship shall receive a "Good" grade from at least four reviewers and an average score of 75 or above to meet the passing threshold of the external evaluation.

院教評會委員對申請升等教師整體表現採不記名計分，剔除最高與最低之極端值後，再以平均。

The CFEC members shall evaluate applicants' holistic performance by scoring anonymously, with the average calculated after removing the highest and lowest scores.

(四) 院教評會召集人應加註評語連同評審成績及會議紀錄送校教評會審查。

(4) Cases that pass the college level review shall be submitted along with a score of the review, the CFEC meeting minutes, and the chairperson's comments to the UFEC for the university review.

七、 院教評會審理教師升等案件，須院教評會委員三分之二以上出席，始得開會。升等審查通過後即依規定進行校級審查。對未通過審查之升等者，應具體敘明理由通知當事人，並告知當事人對決定不服時之救濟管道及程序。

VII. At least two-thirds of the CFEC members shall attend to review rank promotion cases. Cases that pass the college level review shall then be submitted to the UFEC in accordance with relevant regulations. The CFEC shall notify applicants not passing the promotion review with solid reasons and comments, and inform the

applicants of the remedies and procedures to handle dissatisfaction with the decision.

八、院教評會辦理升等審查時，各委員對其配偶或親屬或利害關係人之升等案件，應予迴避。此外，應避免低階高審。對審查過程及審查意見應予保密。

VIII. The CFEC members shall recuse themselves when applicants for promotion is their spouse, relative, or other interested person. Additionally, the CFEC members with lower professorship rank shall avoid evaluating the applicants with higher professorship rank. The evaluation process and members' opinions shall remain confidential.

九、系、院教評會審查時，發現外審意見有疑義者，應依下列規定處理：

IX. The DFEC and the CFEC shall implement the following when having doubt about the result of the external evaluation:

(一) 分數或評語有誤寫、誤算或其他類此之顯然錯誤：送原外審委員釐清後，由教評會認定。

(1) Regarding any writing errors, miscalculations, or other obvious related mistakes, the FEC shall resolve the concerned areas after clarification with the original external reviewer.

(二) 分數與評語矛盾、涉及研究方法與研究內容，或有其他足以動搖該專業審查可信度與正確性之疑義：組成專業審查小組審查後，送原外審委員釐清，並由專業審查小組及教評會認定。

(2) Regarding contradictions between scores and comments, doubts about research methodologies and research contents, or other doubts that can undermine the credibility and correctness of the professional evaluations, the expert subcommittee shall be formed to deliberate those areas in doubt and ask the original external reviewer(s) for clarification, and then both the subcommittee and FEC shall resolve the concerned areas.

第一項第二款之專業審查小組，由院長指派三位院教評會委員組成。

The said subcommittee is composed of three CFEC members appointed by the dean.

第一項外審意見符合下列規定者，教評會應列舉明確之具體理由後剔除之，並依剔除之份數由外審委員圈選小組加送足額之學者專家審查：

External evaluations stipulated in Paragraph 1 meeting one of the following conditions shall be discarded with concrete reasons by the FEC; an equal number of new external reviewers shall be selected by the ad hoc selection committee to conduct the supplementary external evaluation.

(一) 第一項第一款疑義經教評會認定後，確有分數或評語有誤寫、誤算或

其他類此之顯然錯誤之情事。

(1) The FEC resolves that the condition stipulated in Subparagraph 1 of Paragraph 1 is indeed cases of writing errors, miscalculations, or other obvious related mistakes.

(二) 第一項第二款疑義經專業審查小組及教評會認定後，確有專業學術依據之具體理由，動搖該專業審查可信度與正確性之情事。

(2) The expert subcommittee and FEC resolve that there exist concrete academic reasons to question the credibility and correctness of the evaluation(s) concerning the condition stipulated in Subparagraph 2 of Paragraph 1.

教評會審查同一案件，依前項第二款規定剔除外審意見，以一次為限。

Invocation of the provision in Subparagraph 2 of the preceding Paragraph to the same application shall be limited to only once.

十、院教評會對升等申請人之升等資料，如有認定之疑義，應邀請升等申請人提出書面或列席說明。

X. When there exist doubts regarding the interpretation of any documentation in promotion applications, the CFEC shall ask applicants to provide written explanation or to attend the meeting to clear the doubts.

十一、申請升等教師如不服教評會審議結果，得依本校教師申訴評議委員會組織及評議要點或本校教師升等審查辦法第十四條辦理。

XI. Applicants who disagree with the decision of any level of the faculty evaluation committee may file an appeal in accordance with *Guidelines on the Establishment of Faculty Appeal Handling Committee* or Article 14 of the University's *Regulations for the Evaluation of Professorship Rank Promotion*.

十二、舊制講師、助教（八十六年三月十九日前聘任），依本校教師升等審查要點之相關規定辦理升等。

XII. Lecturers and teaching assistants employed before March 19, 1997 shall have their promotion handled in accordance with the University's *Regulations for the Evaluation of Professorship Rank Promotion*.

十三、本院及所屬各單位之兼任教師得比照專任教師依據本要點辦理升等；惟申請升等所須之服務年資應為專任教師申請升等資格之服務年資二倍。

XIII. Adjunct faculty members shall be eligible to apply for promotion in accordance with these guidelines applied to the full-time faculty. However, their required years of service shall be twice that of the full-time faculty when applying for promotion.

十四、本要點未盡事宜，悉依本校及教育部相關法規辦理。

XIV. Matters not covered herein shall be handled in accordance with relevant regulations of the University and the Ministry of Education.

十五、本要點經院教評會及本校教評會審查通過，經校長核定後實施，修正時亦同。

XV. These guidelines are approved by the CFEC and the UFEC, and then submitted to the President for approval before the implementation. Amendments to these guidelines shall follow the same procedure.

附件

Appendix

國立中山大學西灣學院教師「一般研究類」升等門檻點數計算方式
Point Calculation Method for Promotion
through the Track of General Research in the Si Wan College

計點項目 Items		計點方式 Calculation method	備註 Notes
期刊論文類 journal papers			
SSCI、 AHCI、 運健中心教 師發表之 SCI 期刊 published in SSCI and AHCI journals, as well as published by the faculty of the Center for Physical and Health Education in SCI journals	論文 Impact Factor 排名 前 25%(含) journals ranked in the top 25% by Impact Factor (inclusive)	140 點/篇 140 points/ piece	
	論文 Impact Factor 排名 前 26~50%(含) journals ranked between 26% to 50% by Impact Factor (inclusive)	100 點/篇 100 points/ piece	
	論文 Impact Factor 排名 後 51~75%(含) journals ranked between 51% to 75% by Impact Factor (inclusive)	60 點/篇 60 points/ piece	
	論文 Impact Factor 排名 後 76% journals ranked below 75% by Impact Factor	40 點/篇 40 points/ piece	
其他人文、社會、運動相關領域具審查 制度之英文期刊 other English journals with a review mechanism in the fields of humanities, social sciences, and sports-related disciplines		30~100 點/篇 30 to 100 points/ piece	檢附審查資料證明， 期刊點數需經院教評 會認定通過 Supporting review documents shall be submitted, and the earned points shall be verified and approved by the College Faculty Evaluation Committee (CFEC).
SCI published in SCI journals	論文 Impact Factor 排名 前 25%(含) journals ranked in the top 25% by Impact Factor (inclusive)	140 點/篇 140 points/ piece	
	論文 Impact Factor 排名 前 26~50%(含)	50 點/篇 50 points/ piece	

計點項目 Items		計點方式 Calculation method	備註 Notes
	journals ranked between 26% to 50% by Impact Factor (inclusive)		
	論文 Impact Factor 排名後 51~75%(含) journals ranked between 51% to 75% by Impact Factor (inclusive)	30 點/篇 30 points/ piece	
	論文 Impact Factor 排名後 76% journals ranked below 75% by Impact Factor	20 點/篇 20 points/ piece	
其他自然科學相關領域具審查制度之英文期刊 other English journals with a review mechanism in the field of natural sciences		10~50 點/篇 10 to 50 points/ piece	檢附審查資料證明，期刊點數需經院教評會認定通過 Supporting review documents shall be submitted, and the earned points shall be verified and approved by the CFEC.
TSSCI、THCI 核心期刊 published in TSSCI and THCI journals	一級 first-tier	80 點/篇 80 points/ piece	
	二級 second-tier	50 點/篇 50 points/ piece	
非屬核心期刊、具審查制度之期刊 non-TSSCI and THCI journals with a review mechanism		20~50 點/篇 20 to 50 points/ piece	檢附審查資料證明，期刊點數需經院教評會認定通過 Supporting review documents shall be submitted, and the earned points shall be verified and approved by the CFEC.
專書專章類 professional books and chapters			
國外知名大學出版之學術專書或專章論文 published by prestigious overseas universities		專書：300 點/本 專章論文：60 點/篇 300 points/ book 60 points/ chapter	檢附審查資料證明 Supporting review documents shall be submitted.
國外商業出版社出版之學術專書或專章論文 published by international commercial publishers		專書：250 點/本 專章論文：50 點/篇 250 points/ book 50 points/ chapter	檢附審查資料證明 Supporting review documents shall be submitted.

計點項目 Items	計點方式 Calculation method	備註 Notes
國立臺灣大學、中央研究院出版之學術專書或專章論文 published by National Taiwan University or Academia Sinica	專書：250 點/本 專章論文：50 點/篇 250 points/ book 50 points/ chapter	檢附審查資料證明 Supporting review documents shall be submitted.
經國科會或教育部補助審查出版之專書或專書論文 published with funding and reviewed by the National Science and Technology (NSTC) Council or Ministry of Education (MOE)	專書：200 點/本 專章論文：40 點/篇 200 points/ book 40 points/ chapter	檢附國科會或教育部補助審查之證明 Supporting documents of review and funding from the NSTC or MOE shall be submitted.
其他大學出版社或公部門經學術審查之專書或專書論文 published by other universities or public institutions after their academic review	專書：100~200 點/本 專章論文：20~40 點/篇 100 to 200 points/ book 20 to 40 points/ chapter	檢附審查資料證明，點數計算需經院教評會認定通過 Supporting review documents shall be submitted, and the earned points shall be verified and approved by the CFEC.
國內商業出版社出版之學術專書或專章論文 published by domestic commercial publishers	專書：100~200 點/本 專章論文：20~40 點/篇 100 to 200 points/ book 20 to 40 points/ chapter	檢附審查資料證明，點數計算需經院教評會認定通過 Supporting review documents shall be submitted, and the earned points shall be verified and approved by the CFEC.
國科會推薦之專書譯著 translated books recommended by the NSTC	250 點/本 250 points/ book	檢附國科會推薦書單證明 Proof of recommended book list from the NSTC shall be submitted.
其他具審查制度之學術專書譯著 other translated books published with a review mechanism	70~150 點/本 70 to 150 points/ book	檢附審查資料證明，點數計算需經院教評會認定通過 Supporting review documents shall be submitted, and the earned points shall be verified and approved by the CFEC.
經院教評會認定之其他類出版品 other types of publications recognized by the CFEC	專書：50~100 點/本 專章論文：10~20 點/篇 50 to 100 points/ book	檢附審查資料證明，點數計算需經院教評會認定通過

計點項目 Items	計點方式 Calculation method	備註 Notes
	10 to 20 points/ chapter	Supporting review documents shall be submitted, and the earned points shall be verified and approved by the CFEC.

備註：

Notes:

- (一) 期刊排名以 Journal Citation Reports 資料庫最新公佈資料為依據，請申請者自提證明。
- (1) Journal rankings shall be based on the latest data published in the Journal Citation Reports database. Applicants are required to submit the corresponding documentation.
- (二) 論文計點須以第一作者或論文通訊作者，且以中山大學為名義發表者為限。非第一或通訊作者之合著論文、專書或專章論文，計算方式：【該篇點數/(作者人數-1)】。
- (2) Points for published papers are granted only when the applicant is the first author or corresponding author, and the paper is published with National Sun Yat-sen University as the affiliation. Points for co-authored papers, books, and papers in book chapters, where the applicant is neither the first nor corresponding author, shall be calculated as follows: (total points) / (number of authors - 1).
- (三) 如為 Web of Science 收錄之高被引用論文，其點數比照 Impact Factor 排名前 25%(含) 計算。
- (3) Points for highly cited papers indexed by Web of Science shall be calculated in the same manner as those published in journals ranked in the top 25% by Impact Factor (inclusive).
- (四) 經研發處認定之「加強實質審查期刊」之期刊論文不予採計。
- (4) Points shall not be granted for papers published in journals under substantive scrutiny identified by the Office of Research and Development (ORD).
- (五) 點數計算需由院教評會認定者，需提送每學期最後一次院教評會審議通過，始可採認。
- (5) Cases requiring verification of granted points by the CFEC shall be submitted to the CFEC for approval at its final meeting of each semester.
- (六) 論文採計如有爭議，則由研發處協助處理之。
- (6) Any disputes over the point calculation shall be addressed with the assistance of the ORD.