

國立中興大學獸醫學院辦理教師著作外審作業審查委員產生要點

97年9月12日獸醫學院院務會議通過
98年1月5日第26屆本校教師評審委員會教評字第35號函准予備查
102年3月20日獸醫學院院務會議延續會議通過
102年6月21日獸醫學院院務會議通過(第4-5點)、102年8月5日校教師評審委員會同意備查
103年3月26日獸醫學院院務會議通過(第5-6點、附表), 103年4月24日校教師評審委員會同意備查
103年9月19日獸醫學院院務會議通過(第5點), 103年9月29日校教師評審委員會同意備查

- 一、依據「國立中興大學教師升等評審標準暨聘任升等著作送審準則」訂定本要點。
- 二、本院聘任暨升等教師申請案, 悉依本校「教師聘任暨升等辦法」、「教師升等評審標準暨聘任升等著作送審準則」之規定辦理著作外審, 應送請校外相關領域學者、專家評審。
- 三、外審委員應由校外人士擔任, 其遴選應配合送審人之學術專長, 如送審人送審著作跨不同學術專長領域, 則以代表著作之專長領域為主要考量依據。並以具有教育部審定之教授資格者或相當教授級之研究員擔任之。若無適當之教授人選時, 對於送審副教授(含)以下資格案, 得以具有教育部審定之副教授(或副研究員)資格者擔任之, 但不得審查申請升等、改聘及新聘教授案。

四、外審委員之推薦, 具有下列情形之一者, 應予迴避:

- (一) 送審人之研究指導教授。
- (二) 送審人研究著作之合著人或共同研究人。
- (三) 與送審人在同一學校(尤其是同一系所)服務。
- (四) 與送審者有親屬關係。

凡違反前項規定, 未迴避審查者, 其評審結果無效。然其餘有效之評審, 仍得計入審查結果。有效外審人數不足時, 應就不足之人數另行送審補正。

審查委員之遴選為顧及公平性與平衡性, 宜盡量兼顧下列原則:

- (一) 同一案件之審查委員儘可能避免均由同一學校之教授擔任。
- (二) 送審人畢業學校之教授儘可能迴避,(尤其是畢業時間十年以內, 且為同一系所者)。
- (三) 與送審人為同校系且同時期畢業者儘可能迴避審查。
- (四) 曾與送審者共同參與相關研究者, 儘可能迴避審查。
- (五) 針對特殊性類科, 國內遴選適當之審查委員不易、可遴選國外之教授擔任審查委員。

五、外審專家、學者之產生方式依下列規定辦理:

- (一) 著作送審之教師得依附表提供排除及迴避送審之名單, 並應敘明理由。
- (二) 著作送審教師所屬單位教評會議主席彙整委員密送之建議外審專家、學者參考名單, 每案至少十人; 但以教學著作為代表作提送升等時, 應另送請教務處提供具有學科教育相關資歷與學術發表之專家學者至少三人, 依本校「各學院教師著作校外審查委員系所推薦名單」及「教師升等評審標準暨聘任升等著作送審準則」之規定, 秘密轉送院級教評會主席。
- (三) 院級教評會召集人、校長亦得增列外審專家、學者參考名單, 並由校長及院級教評會召集人就名單中圈選五人(校長圈二人、院級教評會召集人圈三人), 如以教學著作為代表作提送升等, 院級教評會召集人圈選之三名外審專家、學者, 應有一人具有學科教育相關資歷與學術發表, 相關外審事宜由學院辦理。

- (四) 院級教評會召集人及校長遇有師生關係、三親等內血親、姻親、學術合作關係或相關利害關係人，應自行迴避。
 - (五) 院級教評會召集人迴避時，由院教評會另推選圈選者(圈選者之推選得以通訊方式為之)；校長或校教評會召集人迴避時，由校教評會另推委員圈選外審專家、學者並主持會議。
 - (六) 系級教評會各委員推薦之外審專家、學者名單應全部密送院級教評會，院級教評會應密封妥存。
- 六、外審委員審查著作之期限以四星期為原則，惟遇特殊情形得酌予延長，承辦人應提醒外審委員注意時效。
- 七、外審委員之保密：
- (一) 外審委員名單應予保密。
 - (二) 為達保密，外審委員送回之資料，審查意見為手寫者，應重新打字及校對，但不得出現審查委員姓名。
- 八、本要點經本院院務會議通過，並提送校教師評審委員會備查後施行，修正時亦同。

附表

國立中興大學獸醫學院教師著作外審委員排除及迴避名單

排除名單				
序號	姓名	服務單位及職稱	理由	備註
迴避名單（依本院「辦理教師著作外審作業審查委員產生要點」規定辦理）				
序號	姓名（中英文）	服務單位及職稱	理由（請敘明符合項目）	備註
			第 項第 款	
			第 項第 款	
			第 項第 款	
			第 項第 款	
			第 項第 款	
			第 項第 款	

申請人請就下列情形據實填報應予迴避名單：

- (一) 送審人之研究指導教授。
- (二) 送審人研究著作之合著人或共同研究人。
- (三) 與送審人在同一學校（尤其是同一系所）服務。
- (四) 與送審者有親屬關係。

凡違反前項規定，未迴避審查者，其評審結果無效。然其餘有效之評審，仍得計入審查結果。有效外審人數不足時，應就不足之人數另行送審補正。

審查委員之遴選為顧及公平性與平衡性，宜盡量兼顧下列原則：

- (一) 同一案件之審查委員盡可能避免均由同一學校之教授擔任。
- (二) 送審人畢業學校之教授盡可能迴避，（尤其是畢業時間十年以內，且為同一系所者）。
- (三) 與送審人為同校系且同時期畢業者盡可能迴避審查。
- (四) 曾與送審者共同參與相關研究者，盡可能迴避審查。
- (五) 針對特殊性類科，國內遴選適當之審查委員不易、可遴選國外之教授擔任審查委員。

※本單由送審人親自填寫，如放棄本項權益請填「無」或方格用斜線劃去，密送所屬系級教評會主席，系級教評會主席再併同外審委員名單密送院級教評會主席。

送審人簽名：_____

（親筆簽名）

年 月 日

**NATIONAL CHUNG HSING UNIVERSITY
COLLEGE OF VETERINARY MEDICINE**

Guidelines for the Selection of External Reviewers for Faculty Publications

Amended by the College Affairs Meeting on September 19, 2014 (Articles 5)

1. The Guidelines are formulated in accordance with the “*NCHU Faculty Promotion Review Standards and Publication Review Guidelines*”.
2. Applications for faculty appointments and promotions are processed in accordance with the “*NCHU Regulations for Faculty Appointments and Promotions*” and “*NCHU Faculty Promotion Review Standards and Publication Review Guidelines*”. Submitted works must be reviewed by scholars and experts in relevant fields outside the university.
3. External reviewers should be from outside the university and selected based on the academic expertise of the applicant. If the applicant’s submission spans different academic fields, the primary consideration should be the field of the represented paper. Reviewers must be professors or researchers with equivalent professor-level qualifications accredited by the Ministry of Education. If no suitable professor-level candidates are available, for cases involving applicants below the rank of Associate Professor, individuals with Associate Professor (or Associate Researcher) qualifications accredited by the Ministry of Education may serve as external reviewers. However, such reviewers may not review cases for promotion, reappointment or new appointment to the rank of Professor.
4. Recommended external reviewers must recuse themselves if any of the following conditions apply:
 - (1) Applicant's research advisor.
 - (2) Co-author or collaborator of the applicant's research works.
 - (3) Employed at the same institution as the applicant, particularly in the same department/institute.
 - (4) Having a familial relationship with the applicant.

The review results will be invalid if there is a failure to recuse in violation of the previous regulations. Other valid reviews may still be included in the overall evaluation. If there is an insufficient number of external reviewers for a case, additional reviews shall be conducted to compensate for the shortfall.

To maintain the impartiality and balance of the external reviewers being appointed, the following principles should be considered:

- (1) Reviewers for the same case should, as much as possible, avoid being from the same institution.
- (2) Professors who graduated from the same university as the applicant should be avoided, especially graduated within the last ten years and from the same department.
- (3) Reviewers who graduated from the same institution and department as the applicant during the same period should be avoided.
- (4) Reviewers who have previously collaborated with the applicant on related research should be avoided.

- (5) For specialized fields where it is difficult to select appropriate domestic reviewers, international professors may be chosen as reviewers.
5. The selection of external experts and scholars shall be conducted in accordance with the following regulations:
- (1) The applicant shall provide a list of names to be excluded or recused from the review, along with the reasons for their exclusion.
 - (2) The faculty evaluation committee convener of applicants shall compile a list of reviewers consisting of at least 10 external experts/scholars recommended confidentially by committee members. For pedagogical works submitted as representative work, three additional experts/scholars with teaching experience or who have published works in the same or a related subject area shall be recommended by the Office of Academic Affairs. In accordance with “NCHU List of External Review Committee Recommendations for Faculty Works by College” and “NCHU Faculty Promotion Review Standards and Publication Review Guidelines”, the list of recommended experts/scholars shall be delivered as a confidential document to the convener of the college faculty evaluation committee.
 - (3) Additional external experts/scholars may be added to the list by the convener and the NCHU President, who shall select five reviewers from the list (the NCHU President shall select two while the convener shall select three). For pedagogical works submitted as representative work, the convener shall select at least one expert/scholar with teaching experience or who has published works in the same or a related subject area. Other matters related to the external review shall be handled by college.
 - (4) Faculty evaluation committee conveners and the NCHU President shall recuse themselves if they are or have been in a teacher, student, relative within the third degree of kinship by blood or marriage, academic collaborator, or other stakeholder relationship with the candidate.
 - (5) In the event that the convener of a college faculty evaluation committee recuses themselves, members of the committee shall elect an acting convener from among themselves (which may be done via mail-in vote). In the event that the NCHU President or the convener of the NCHU Faculty Evaluation Committee recuses themselves, members of the Committee shall elect an acting convener from among themselves to be in charge of selecting external reviewers and preside over the meeting.
 - (6) Lists of external reviewers recommended by department/institute-level faculty evaluation committees shall be delivered as confidential documents to the competent college-level faculty evaluation committee, which shall keep such lists sealed and strictly confidential.
6. The review period for the works shall generally be four weeks. An extension may be granted in special circumstances. The responsible person should remind the external reviewers to be mindful of the timeline.
7. Confidentiality of external reviewers:
- (1) The list of external reviewers shall be kept confidential.
 - (2) To maintain confidentiality, the external reviewer’s handwritten comments should be typed and proofread, and the reviewer’s name should not appear.

8. The Guidelines shall be implemented upon approval by the College Affairs Meeting and submitted to the *NCHU Faculty Evaluation Committee* for record. Any amendments shall follow the same process.

(updated 2024/12/04)

Appendix

**NATIONAL CHUNG HSING UNIVERSITY
COLLEGE OF VETERINARY MEDICINE
List of Excluded and Recused External Reviewers**

Exclusion List				
NO.	Name	Units/Position	Reasons	Remarks
Recusal List (In accordance with the regulations of the <i>Guidelines for the Selection of External Reviewers for Faculty Publications.</i>)				
NO.	Name (in Chinese and English)	Unit/Position	Reasons (Please specify the applicable items)	Remarks
			Paragraph____, Subparagraph____	
			Paragraph____, Subparagraph____	
			Paragraph____, Subparagraph____	
			Paragraph____, Subparagraph____	
			Paragraph____, Subparagraph____	
			Paragraph____, Subparagraph____	

The applicant should truthfully fill out the recusal list based on the following conditions:

- (1) Applicant's research advisor.
- (2) Co-author or collaborator of the applicant's research works.
- (3) Employed at the same institution as the applicant, particularly in the same department/institute.
- (4) Having a familial relationship with the applicant.

The review results will be invalid if there is a failure to recuse in violation of the previous regulations. other valid reviews may still be included in the overall evaluation. If there is an insufficient number of external reviewers for a case, additional reviews shall be conducted to compensate for the shortfall.

To maintain the impartiality and balance of the external reviewers being appointed, the following principles should be considered:

- (1) Reviewers for the same case should, as much as possible, avoid being from the same institution.
- (2) Professors who graduated from the same university as the applicant should be avoided, especially graduated within the last ten years and from the same department/institute.
- (3) Reviewers who graduated from the same institution and department as the applicant during the same period should be avoided.
- (4) Reviewers who have previously collaborated with the applicant on related research should be avoided.
- (5) For specialized fields where it is difficult to select appropriate domestic reviewers, international professors may be chosen as reviewers.

※ This form should be filled out by the applicant. If the applicant waives this right, please write "None" or cross out the box with a slash. The list shall be sent confidentially to the chair of the Department Faculty Evaluation Committee. The chair shall confidentially forward the list of external reviewers to the chair of the College Faculty Evaluation Committee.

The applicant's handwritten signature: _____

(YYYY/MM/DD)