

國立中興大學醫學院辦理教師著作外審作業審查委員產生要點

Guidelines for Selecting External Reviewers for Faculty Publications, College of Medicine, National Chung Hsing University

111 年 12 月 26 日校教評會備查（111 年 8 月 16 日院務會議通過）

Reviewed by the University Faculty Evaluation Committee on December 26, 2022 (Approved by the College Affairs

Meeting on August 16, 2022)

- 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。
 1. These guidelines are established based on the “Standards for Faculty Promotion and Review Procedures for Submitted Publications” of National Chung Hsing University (NCHU).
- 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。
 2. Applications for faculty appointments and promotions in this College shall adhere to the “Regulations on Faculty Appointments and Promotions” and the “Standards for Faculty Promotion and Review Procedures for Submitted Publications” of the University. All submitted publications must undergo external review by scholars and experts in the relevant fields outside the University.
- 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。

3. External reviewers must be external to the University. Their selection should align with the academic expertise of the applicant. If the submitted works span multiple academic fields, the primary consideration should be the expertise area of the representative works. Reviewers should possess qualifications as professors certified by the Ministry of Education or equivalent researcher status. For cases without suitable professors, applicants for associate professor or lower ranks may be reviewed by those with associate professor (or associate researcher) qualifications. However, such reviewers may not evaluate applications for promotion to professor, reassignment, or new appointments at the professor level.

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) 送審人五年內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）、機構服務。
- (四) 與送審者有三親等內血親、姻親親屬關係。

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、機構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。

4. Recommended external reviewers must avoid conflicts of interest under the following circumstances:

01. The applicant's research advisor.
02. Co-authors or collaborators on research publications within the past five years.
03. Individuals working at the same institution (especially the same department).
04. Individuals within three degrees of consanguinity or affinity with the applicant.

Violations of these avoidance rules will invalidate the evaluation results of the implicated reviewers. Valid evaluations from other reviewers may still be counted. If the number of valid reviewers is insufficient, additional reviewers must be selected to complete the evaluation.

To ensure fairness and balance, reviewer selection should consider the following principles:

01. Avoid selecting reviewers from the same institution for the same case.
02. Preferably avoid reviewers from the applicant's alma mater, especially if the applicant graduated within the past ten years and from the same department.
03. Avoid reviewers who graduated from the same institution and department as the applicant during the same period.
04. Avoid reviewers who have participated in collaborative research with the applicant.
05. For cases involving specialized fields where domestic reviewers are limited, overseas professors may be considered.

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），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。

5. The selection process for external reviewers shall proceed as follows:

- 01. Applicants may provide a list of individuals to exclude from reviewing their work, along with justifications, using the attached form.
- 02. The Chair of the Department Faculty Evaluation Committee shall consolidate suggestions from committee members for potential reviewers. Each case requires at least ten reviewers. For cases where teaching publications are the representative works, the Academic Affairs Office shall additionally provide a list of at least three experts in educational disciplines and academic publication, which will be forwarded confidentially to the Chair of the College Faculty Evaluation Committee.
- 03. The Convener of the College Faculty Evaluation Committee and the University President may add additional reviewers to the reference list. Five reviewers shall be selected from the list (two by the University President and three by the College Faculty Evaluation Committee Convener). The College shall handle related external review matters.

04. The Convener of the College Faculty Evaluation Committee and the University President must recuse themselves if they have relationships with the applicant involving teacher-student ties, three degrees of consanguinity or affinity, academic collaboration, or other conflicts of interest.
05. If the Convener of the College Faculty Evaluation Committee recuses, a substitute shall be selected by the Committee (which may be conducted remotely). If the University President or the University Faculty Evaluation Committee Convener recuses, the University Faculty Evaluation Committee shall designate a substitute to select external reviewers and preside over the meeting.
06. The Department Faculty Evaluation Committee's list of recommended reviewers shall be forwarded confidentially to the College Faculty Evaluation Committee, where it shall be securely stored.

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。

6. External reviewers shall complete their evaluations within four weeks. Extensions may be granted under special circumstances, and the responsible staff shall remind reviewers of the deadlines.

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。

7. Confidentiality of External Reviewers:

01. The list of external reviewers shall remain confidential.

02. For confidentiality, handwritten review comments must be retyped and proofread without disclosing the reviewers' names.

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。

8. These guidelines shall take effect after approval by the College Affairs Meeting and subsequent review by the University Faculty Evaluation Committee. Amendments shall follow the same procedure.