

## 國立中興大學獸醫學院教師員額流通辦法

96年09月13日院務會議通過

98年2月25日院務會議修正(第2、3條)

104年10月13日院務會議修正(第2、6、7條、新增申請表)

106年9月14日院務會議修正(第5條)

111年3月29日院務會議修正(第1、5條)

113年3月29日院務會議修正(第3、4條)

114年9月23日院務會議修正(第2、4條)

- 第一條 國立中興大學獸醫學院（以下簡稱本院）為適當調配教師員額，充分運用教學資源，以利全院卓越之發展，特依據本校教師員額管理辦法第六條訂定本院教師員額流通辦法（以下簡稱本辦法）。
- 第二條 本院設置「教師員額管理小組」（以下簡稱本小組），本院各教學單位，如有下列情事之一者，向本小組提出員額調配申請，申請表如附表。
- 一、院、系所發展所需。
- 二、系所整併。
- 系所如有學院員額聘任之教師出缺（如退休、資遣或辭職等），得通盤考量課程銜接、擬聘人選之學術專長、教學計劃（含大學部）、空間及經費資源等配套措施，經系所務會議審議通過後，依行政程序報請院長核准使用該員額。
- 前項員額如系所未提出申請或經核准二年內未完成聘任程序，則由學院收回統籌運用。
- 第三條 本院為調配院聘、各系所教師員額，應參酌各系所教師員額狀況及發展需求（各系所應訂定中期發展計畫）、學院整體發展規劃及學術發展趨勢辦理之。本小組負責初審各教學（研究）單位教師員額及人力流通之建議事宜，經院務會議通過後實施。
- 第四條 本小組置委員五人，院長為當然委員兼召集人；並由院長邀請學者專家一名，與本院各教學單位分別推薦一名教師代表組成之。
- 第五條 小組開會時，各委員均應親自出席，應有委員三分之二以上出席始得開議，議案之通過應獲出席委員三分之二以上之同意。
- 第六條 本小組應邀請教師員額申請單位之主管列席說明。
- 第七條 本辦法經院務會議通過並報校長核定後施行，修正時亦同。

**NATIONAL CHUNG HSING UNIVERSITY**  
**COLLEGE OF VETERINARY MEDICINE**  
**Regulations for the Circulation of Faculty Quotas**

- Article 1 The National Chung Hsing University College of Veterinary Medicine (“the College”) formulates the *Regulations for the Circulation of Faculty Quotas* (“the Regulations”) based on Article 6 of the NCHU *Regulations for the Management of Faculty Quotas*, with the goal of effectively utilizing the College’s faculty quotas, optimizing teaching resources, attracting outstanding talent, and enhancing the College’s competitiveness.
- Article 2 The College shall establish a “Faculty Quota Management Group” (“the Group”). Academic units within the College may submit applications for the allocation of faculty quotas to the Group under the following circumstances:
1. Development needs of the College or departments;
  2. Consolidation of departments.
- In the event that a faculty position originally allocated as part of the College’s quota becomes vacant (e.g., due to retirement, dismissal, or resignation), the use of such quota shall require comprehensive consideration of the following factors: curriculum continuity; the academic expertise and teaching plans (including undergraduate teaching) of the proposed candidate; and supporting conditions such as space and budgetary resources. The proposed use must be reviewed and approved by the Department or Institute Affairs Meeting and submitted to the Dean for final approval through the appropriate administrative procedures.
- If the department or institute does not plan to use the aforementioned faculty quota, or fails to complete the recruitment process within two years after approval, the quota shall be reclaimed by the College for centralized allocation.
- Article 3 In the allocation of faculty quotas for academic units, the Group shall consider the status and development needs of each unit's faculty quotas (with each unit required to formulate a medium-term development plan), the overall development plan of the College, emerging academic trends, and the optimal utilization of teaching resources. The Group is responsible for the preliminary review of recommendations related to the allocation and circulation of faculty quotas and personnel. These recommendations shall be implemented upon approval by the College Affairs Meeting.
- Article 4 The Group shall consist of five members: the Dean, who serves as an ex-officio member and convener; one scholar or expert invited by the Dean; and one faculty representative nominated by each academic unit of the College.
- Article 5 All members must attend the Group’s meetings in person. A quorum shall require the presence of at least two-thirds of the members. Resolutions shall be approved by at least two-thirds of the members present.
- Article 6 The Group shall invite the heads of academic units requesting faculty quota to attend the meetings and provide explanations as needed.
- Article 7 The Regulations shall be implemented upon approval by the College Affairs Meeting and the President. Any amendments shall follow the same procedure.

(updated 2025/09/23)

# 國立中興大學獸醫學院教師員額申請表

## Faculty Quotas Application Form

申請單位 Application Unit :

填表日期 Date of Completion : \_\_\_\_年(Year) \_\_\_\_月(Month) \_\_\_\_日(Day)

一、目前員額運用狀況 Utilization of Existing Faculty Quotas				
現有專任教師 人數 Full-Time Faculty Count	教 授 Professor	副 教 授 Associate Professor	助理教授 Assistant Professor	講 師 Lecturer
現有兼任教師 人數 Adjunct Faculty Count	教 授 Professor	副 教 授 Associate Professor	助理教授 Assistant Professor	講 師 Lecturer
	占缺 quota filled : 不占缺 non-quota :	占缺 : 不占缺 :	占缺 : 不占缺 :	占缺 : 不占缺 :
現有教師(占員額)總人數 Filled Number of Faculty Quotas : ____名 (含外加員額 Including Additional Quotas : ____名 persons)			助教 Teaching Assistants 占缺 :    不占缺 :	
學校(院)已核給員額 Number of Faculty Quotas Approved for New Hires by the University (College): ____ persons (核定日 Approved on [Date] , 期限至 Valid until [Date]) 尚未完成聘任 Number of Positions Not Yet Filled ____persons.				
<b>擬申請新聘教師員額 Proposed Number of New Faculty Positions : ____persons(人)</b> <b>擬 起 聘 日 期 Proposed Start Date for New Hires : ____年____月____ 日</b>				
<b>二、擬聘用員額之具體理由 Specific Reasons for Proposed Faculty Recruitment</b> (如何配合系所及院之未來發展 How the recruitment aligns with the future development of the department and college)				
<b>三、課程規劃 Course Planning</b> (含參與大學部教學 Including involvement in undergraduate teaching)				
<b>四、擬聘人選學術專長 Academic Expertise of Proposed Candidates</b>				
<b>五、新聘人員之空間及經費規劃 Space and Budget Planning for New Hires</b>				

## 申請系所綜合表現 Academic Unit Comprehensive Performance Report

系所 Academic Unit : \_\_\_\_\_

資料期間 Data Period : \_\_\_\_\_ 年 ~ \_\_\_\_\_ 年;彙整日期 Compilation Date : \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

1. 五年內教師發表之論文篇數、專書出版及專利申請情形 Number of Papers Published by Faculty in the Last 5 Years, Book Publications, and Patent Applications :

(1) 論文發表 Total Number of Papers Published: \_\_\_\_\_ 篇 :

\*Number of SCI-indexed papers: \_\_\_\_\_ 篇。

\*以第一作者或通訊作者發表 number of papers published as the first author or corresponding author: \_\_\_\_\_ 篇。

\*發表於 IF > 10 之期刊 number of papers published in journals with an Impact Factor (IF) > 10: \_\_\_\_\_ 篇。

\*發表於該領域排名前 20% number of papers published in journals ranked in the top 20% in the field: \_\_\_\_\_ 篇。

年度 Year										
篇數 Number of Papers Publishe d	SCI	其他 other	SCI	其他	SCI	其他	SCI	其他	SCI	其他
總計 Total										

(2) 專書出版 Number of Books Published \_\_\_\_\_ 本。

(3) 專利申請 Number of Patents Applied for \_\_\_\_\_ 件。

2. 五年內每位教師平均發表論文 Average Number of Papers Published per Faculty Member in the Last 5 Years: \_\_\_\_\_ papers(篇)，其中 SCI \_\_\_\_\_ 篇。

3. 五年內教師參加學術會議次數 Number of Academic Conferences Attended by Faculty in the Last 5 Years : 國內 Domestic Conferences: \_\_\_\_\_ times(次); 國際 International Conferences: \_\_\_\_\_ times(次)。

4. 五年內教師獲得榮譽獎項情形 Honors and Awards Received by Faculty in the Last 5 Years : (全國或國際性 National or International-level awards)

教師姓名 Teacher's Name	得獎名稱或事蹟簡述 Award Name or Brief Description of Achievement	得獎時間(年月) Date of Award (Year/Month)

5. 三年內研究計畫統計 Research Projects Statistics in the Past Three Years (請分年詳列於下表 Please list by year in the table below) , 無研究計畫之教師人數 Number of teachers without research projects: \_\_\_\_\_ persons(人)。

年度 Year						
計畫來源 Source of Funding	國科會 NSTC	其他 other	國科會 NSTC	其他 other	國科會 NSTC	其他 other
件數 Number of Projects						
金額 Amount						
總金額 Total Amount						

6. 三年內舉辦學術活動情形 Academic Activities Held in the Past Three Years (請分年詳列 Please list by year)。

年度 Year	學術活動情形 Academic Activities

7. 目前學生人數 Current Student Enrollment :

\*大學部 Undergraduate : \_\_\_\_\_人  
 \*碩士班 Master's Program : \_\_\_\_\_人  
 \*博士班 Doctoral Program : \_\_\_\_\_人

8. 目前師生比 Current Faculty-Student Ratios :

\*大學部 Undergraduate :  
 \*碩士班 Master's Program :  
 \*博士班 Doctoral Program :

9. 系所開課及替外系所授課情形 Courses Offered by the Academic Unit and Support for Courses in Other Departments (請填附表 Please fill out the attached table)。

10. 授課不足之教師人數及時數 Number of Teachers and Hours of Insufficient Teaching Load (以前一年度為計算標準(Calculated based on the previous year's data) :

平均每位教師實際授課時數 Average teaching hours per teacher : \_\_\_\_\_小時 hours。

授課不足教師人數 Number of teachers with insufficient teaching load : \_\_\_\_\_人 persons。

授課不足時數 Insufficient teaching hours : \_\_\_\_\_小時 hours。

11. 最近三年之教學特殊表現 Special Teaching Achievements in the Past Three Years :

12.最近三年招生情形 Enrollment Status in the Past Three Years：

大學部 Undergraduate Program

年度 Year						
人數 Number	報名 Applicants	報到 Enrolled	報名	報到	報名	報到
繁星推薦入學 Star Recommendation Admissions						
個人申請入學 Individual Application-based Admissions						
考試分發入學 錄取分數 Admission score for the exam-based distribution system	未加權總分 Unweighted Total Score:_____points(分) 採計 Number of Subjects Considered : _____科		未加權總分： _____分 採計_____科		未加權總分： _____分 採計_____科	

碩士班 Master's Program

年度 Year									
人數 Number	報名 Applicants	報到 Enrolled		報名 人數	報到		報名 人數	報到	
		人數 Number	報到率 rate%		人數	報到率		人數	報到率
甄試入學 Recommendation- based Admission									
考試入學 Examination- based Admission									

博士班 Doctoral Program

年度 Year									
人數 Number	報名 Applicants	報到 Enrolled		報名 人數	報到		報名 人數	報到	
		人數 Number	報到率 rate%		人數	報到率		人數	報到率
甄試入學 Recommendation- based Admission									
考試入學 Examination- based Admission									

註：表列各項情形請詳細說明或附上相關資料，表格不敷使用請自行擴充。

Note: Please provide a detailed explanation or attach relevant documents for each item listed. If the table is insufficient, please expand it as needed.

系所主管 Head : ( 簽章 Seal )

附表：系所開課及支援外系所授課情形表

Attachment: Table of Courses Offered by the Academic Unit and Support for Courses in Other Departments

一、系所開課情形 Courses Offered by the Department

二、支援外系所授課科目及時數 Support for Teaching Courses in Other Departments and Hours

(updated 2024/12/25)