國立清華大學講師以上教師採計曾任國內外私人機構年資申請表

NTHU Faculty Application for Recognition of Service Seniority in Private Taiwan or Overseas Organization

10602人事室修正

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 單位  Department |  | | 職稱  Job Title | |  | | 姓名  Name | | |  | 授予學位年月Degree Acquisition | 民國 年/Y 月/M |
| 取得最高學歷後服務經歷/ Work Experience After Highest Education： | | | | | | | | | | | | |
| 任職單位  Organization | | 職稱  Position | | 任職期間(以民國填寫)  Duration | | 擬採計  提敘年資  Years | | 主要工作內容  Job Description | | | 與任教科目相關否  Related to the subject you teach | 是否取得服務證明  Service Certificate |
|  | |  | |  | | 年 | |  | | | * 是Y * 否N | * 是Y * 否N |
|  | |  | |  | | 年 | |  | | | * 是Y * 否N | * 是Y * 否N |
|  | |  | |  | | 年 | |  | | | * 是Y * 否N | * 是Y * 否N |
|  | |  | |  | | 年 | |  | | | * 是Y * 否N | * 是Y * 否N |
|  | |  | |  | | 年 | |  | | | * 是Y * 否N | * 是Y * 否N |
| 總計提敘年資/ Total Seniority： 年/Years | | | | | | | | | 申請人/Applicant： 簽名/sign | | | |
| 系（所）教師評審委員會決議  Dept./Institute  Examination Faculty Committee | |  | | | | | | | | | | |
| 院長  Dean | |  | | | | | | | | | | |
| 人 事 室  Office of Personnel | |  | | | | | | | | | | |
| 教 務 處  Office of Academic Affairs | |  | | | | | | | | | | |
| 副校長  Vice President | |  | | | | | | | | | | |
| 校長  President | |  | | | | | | | | | | |

附註/Notes：

1.**本表須先經「系（所）教評會」決議，院長(主任委員)、人事室、教務處核章**，並奉 校長核准後，再送人事室提交「校教師評審委員會」審議。

This form will be sent to Department/Institute Faculty Examination Committee, Dean, Office of Personnel, and Office of Academic Affairs, and finally verified by University Faculty Examination Committee.

2. 系（所）教評會請就教師申請提敘年資之服務性質與目前任教科目性質是否相近予以審核。不足一年之月數不得合併計為一年予以採計。

Work experience will be verified based on the relevance of the previous experience and the subject you are going to teach. Experience less than one year will not be calculated.

3.工作服務證明包括：服務（離職）證明、工作內容說明、研發成果、論文….等(請加註服務成績優良或提供服務成績優良證明文件，教師未達最高年功薪者除外。曾任各類專案計畫下研究人員之服務/離職證明需加載月支報酬)。國外私人機構服務年資，應附國外任職證明文件及中文譯本，並經我國駐外使領館、代表處、辦事處或其他經外交部授權機構驗證；其驗證有困難者，得採認原任職機構負責人或部門主管簽署之證明文件。

Work or service certificate includes: employment (resignation) certificate, job description, academic achievement,a paper, etc...。