

Application Form for Deferred Evaluation of National Taiwan Normal University Full-time Teachers and Researchers

Name		Position	
Employer		Type of Evaluation	<input type="checkbox"/> Teacher Evaluation <input type="checkbox"/> Researcher Evaluation
Semester of previous evaluation or promotion (Note 1)	__ semester of __ academic year	Original semester scheduled for evaluation	__ semester of __ academic year
Reason for application for deferred evaluation and time (Note 2)	<input type="checkbox"/> NTNU level-2 directors, deputy directors, or above: _____ (Supervisor title) Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)		
	<input type="checkbox"/> Sabbatical Leave	Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)	
	<input type="checkbox"/> Study Abroad	Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)	
	<input type="checkbox"/> Overseas Lecture	Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)	
	<input type="checkbox"/> Seconded (Temporary Transfer)	Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)	
	<input type="checkbox"/> Parental Leave	Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)	
	<input type="checkbox"/> Parent-care Leave	Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD)	
	<input type="checkbox"/> Pregnancy and Childbirth	Date of Childbirth ___/___/___ (YYYY/MM/DD) (Please provide documentary proof)	
	<input type="checkbox"/> Miscarriage Leave	Date of miscarriage: ___/___/___ (YYYY/MM/DD) (Please provide documentary proof)	
<input type="checkbox"/> Other severe incidents: _____ (Please provide a brief description) Time: From ___/___/___ (YYYY/MM/DD) to ___/___/___ (YYYY/MM/DD) (Please provide documentary proof)			
Time deferred	Total of __ years and __ months	Semester of evaluation after change	__ semester of __ academic year
Applicant	(Signature)	Application Date	___/___/___ (YYYY/MM/DD)
Handling officer		College Dean	
Head of Department/Institute			
Department	Personnel Office	(If the reason for application is childbirth, miscarriage, or other severe incident , it does not need to be processed by the Personnel Office)	

	Office of Research and Development		
Vice-President		President	

- Note: 1. If a full-time teacher or researcher is promoted, the evaluation schedule shall be recalculated on the effective date of the promotion.
2. Full-time teachers or researchers who have been approved for work suspension with or without pay for six months or more for reasons such as sabbatical leave, studying overseas, teaching overseas, temporary job transfer, taking a parental leave, attending to relatives, or due to major incidents shall have their evaluations deferred after they return to work in accordance with the period of leave starting on the semester when the evaluation was due. Female teachers who are pregnant, who have given birth (or miscarriage) may be given a two-year grace period for postponing evaluation without the requirement to apply for retention without pay. Teachers who serve as NTNU level-2 directors, deputy directors, or above may apply for deferred evaluation starting on the semester where the evaluation was due in accordance with their service period. (Article 15 of the Regulations for Conducting Teacher Evaluations and Article 10 of the Regulations for Conducting Researcher Evaluations)
3. **Process of approval: Applicant's signature ⇒ Handling officer ⇒ Head of Department/Institute ⇒ College Dean ⇒ Personnel Office(Not required if the reason for application is childbirth, miscarriage, or other severe incident) ⇒ Office of Research and Development ⇒ Vice-President ⇒ President ⇒ Deliver the original copy to the original department and a copy to the Office of Research and Development after gaining approval**

Application Form for Deferred Evaluation of National Taiwan Normal University Full-time Teachers and Researchers (Example)

Name	Chen Hsiao-Mei)	Position	Associate Professors
Employer	College of ○○ Department/Institute of ○○	Type of Evaluation	<input checked="" type="checkbox"/> Teacher Evaluation <input type="checkbox"/> Researcher Evaluation
Semester of previous evaluation or promotion (Note 1)	1st semester of the 2011 academic year	Original semester scheduled for evaluation	1st semester of the 2016 academic year
Reason for application for deferred evaluation and time (Note 2)	<input type="checkbox"/> NTNU level-2 directors, deputy directors, or above: _____ (Supervisor title) Time: From ____/____/____ (YYYY/MM/DD) to ____/____/____ (YYYY/MM/DD)		
	<input checked="" type="checkbox"/> Sabbatical Leave	Time: From August 1, 2013, to July 31, 2014	
	<input type="checkbox"/> Study Abroad	Time: From ____/____/____ (YYYY/MM/DD) to ____/____/____ (YYYY/MM/DD)	
	<input type="checkbox"/> Overseas Lecture	Time: From ____/____/____ (YYYY/MM/DD) to ____/____/____ (YYYY/MM/DD)	
	<input checked="" type="checkbox"/> Seconded (Temporary Transfer)	Time: From August 1, 2014, to January 31, 2016	
	<input type="checkbox"/> Parental Leave	Time: From ____/____/____ (YYYY/MM/DD) to ____/____/____ (YYYY/MM/DD)	
	<input type="checkbox"/> Parent-care Leave	Time: From ____/____/____ (YYYY/MM/DD) to ____/____/____ (YYYY/MM/DD)	
	<input type="checkbox"/> Pregnancy and Childbirth	Date of Childbirth ____/____/____ (YYYY/MM/DD) (Please provide documentary proof)	
	<input type="checkbox"/> Miscarriage Leave	Date of miscarriage: ____/____/____ (YYYY/MM/DD) (Please provide documentary proof)	
<input type="checkbox"/> Other severe incidents: _____ (Please provide a brief description) Time: From ____/____/____ (YYYY/MM/DD) to ____/____/____ (YYYY/MM/DD) (Please provide documentary proof)			
Time deferred	Total of 2 years and 6 months	Semester of evaluation after change	2nd semester of the 2018 academic year
Applicant	(Signature)	Application Date	____/____/____ (YYYY/MM/DD)
Handling officer		College Dean	
Head of Department/Institute			

Department	Personnel Office	(If the reason for application is childbirth, miscarriage, or other severe incident , it does not need to be processed by the Personnel Office)		
	Office of Research and Development			
Vice-President			President	

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