

序號 No.	Application	Remarks
1	個人簡歷(附照片) Curriculum vitae (with photo)	中英文履歷 Curriculum vitae in English and Chinese.
2	自傳(500字以上) Cover Letter	中英文自傳(含學術專長、研究領域、目前及對未來教學研究生涯的規劃等等) (Academic expertise, research fields, current and future plans for teaching and research., etc. in Chinese and English form)
3	教師證書影本 Photocopy of R.O.C. Ministry of Education-issued teacher certificate	教育部核發證書，如無則免附 Certificate from MOE(R.O.C. Ministry of Education). (Do skip this step if you don't have any documents to attach.)
4	學位證書影本 Photocopy of diplomas	畢業證書影本(包含博士、碩士、學士) 1.外國學歷請附駐外館處驗證證明，包含外館驗證之學歷證書、國外學歷修業起訖期間個人入出境記錄、及修業情形一覽表。 *已具擬聘等級教師證書者，外國學歷證件得免附內政部入出國及移民署入出境記錄。 Photocopies of Ph.D., Masters, and Bachelor Degree diplomas If the degrees were granted by universities outside of R.O.C., diplomas should be verified by the R.O.C. embassies, consulates, or missions abroad or by other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C. Entry and exit records during the period of overseas study 2. Those with an R.O.C. Ministry of Education-issued teacher certificate do not need to include immigration entry and exit records.
5	成績單影本 Photocopy of Transcripts	碩、博士學位成績單。(持國外學歷者，需經駐外單位驗證) Transcripts of master's and doctorate degrees If the degree was granted by a university outside of R.O.C., transcripts should be verified by the R.O.C. embassies, consulates, or missions abroad or by other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C.

6	服務經歷影本 Photocopy of Service and Work Experience records	其它有助審查之相關資料（如三年內教學評量影本、業界實務經驗服務證明、產學合作經歷或科技部計劃執行證明） Other relevant materials helpful for review (such as teaching evaluations of the past three years; proof of industry practical experience service; industry-university cooperation experience; or proof of Ministry of Science and Technology Plan, etc.)
7	a.著作目錄 b.具代表性之著作 c.五年內參考著作 【電子檔】 a. List of publications. b. Representative publications c. Secondary publications within five years 【E-file】	1. 代表著作若為英語以外之外語，請附上摘要之英文翻譯 2. 如有 SSCI, A&HCI, TSSCI, THCI 等級論文發表請自行註明 Please remark SSCI, A&HCI, TSSCI, THCI. 1.If in a language other than English, please attach an English translation of the abstract. 2.(Applicants should have publications in indexed SSCI, SCI, A&HCI, or TSSCI journals)
8	推薦信函 3 封 Three letters of recommendation	
9	擅長科目之教學大綱 Syllabi for proposed courses	
10	身份證正反面影本(外國籍者附護照或居留證正反面影本) Photocopy of ID card (both sides) (Foreigners: ARC card or passport)	
11	教學理念 Teaching philosophy	
12	慈濟大學新聘教師個人資料表 Tzu Chi University Employment Application Form	

應備申請資料 Application materials:

期限:110 年 8 月 15 日 Deadline: All application materials should be received no later than August 15, 2021