

Explanatory Sheet for Teacher Staffing

Unit: _____ Intended date of appointment: Year _____ Month _____

I. Current Status of Staffing

1. Currently there are _____ full-time teachers. (with additional staff: _____; number of staff supporting the whole school common curriculum: _____)
Professor _____. Associate Professor _____. Assistant Professor _____. Lecturer _____.
Teaching Assistant _____.
2. There are _____ part-time teachers (including _____ non-salaried and non-staff part-time teachers).
Professor _____. Associate Professor _____. Assistant Professor _____. Lecturer _____.
3. The number of staff members approved by the College (School) is _____, with _____ remaining to be appointed.
4. Number of full-time teachers to be converted to part-time teachers: _____.
5. Number of new teachers to be recruited: _____. (Number of full-time teachers: _____.
Number of part-time teachers: _____)

II. Curriculum Arrangement

1. The Average number of hours per teacher: _____.
2. Shortage of teachers: _____.
Shortage of teaching hours: _____.
3. Departmental courses and courses taught by outside departments (please fill in the attached form):

III. The specific reasons for the proposed continuation or increase in staffing (including future development of the unit)

IV. The proposed candidate's qualifications or areas of expertise

V. Comprehensive performance of the department

1. Within five years, there were ___ papers published (SCI___; SSCI___; EI___; other ___), ___ books published, and ___ patents applied for.
2. Each teacher has averagely published ___ papers (SCI___; SSCI___; EI___; other ___) within five years.
3. The number of collaborative research projects between industry and academia in the past three years is ___.
The total amount of funding for collaborative research projects between industry and academia in the past three years is \$ _____.
4. Enrollment in the department for the last three years: (Please list the details by year, with the following conditions)

University:

Year: _____

The number of applicants recommended for admission is ___, and ___ are admitted.

The number of applicants for admission is ___, and ___ are admitted.

Total marks for admission to the University Entrance Examination Center for specified subjects: ___ marks.

Year: _____

The number of applicants recommended for admission is ___, and ___ are admitted.

The number of applicants for admission is ___, and ___ are admitted.

Total marks for admission to the University Entrance Examination Center for specified subjects: ___ marks.

Year: _____

The number of applicants recommended for admission is ___, and ___ are admitted.

The number of applicants for admission is ___, and ___ are admitted.

Total marks for admission to the University Entrance Examination Centre for specified subjects: ___ marks.

Graduate Institute:

Year: _____

Master's program intake: ___ applicants, ___ admitted.

Ph.D. intake: ___ applicants, ___ students admitted.

Year: _____

Master's program intake: ___ applicants, ___ admitted.

Ph.D. intake: ___ applicants, ___ students admitted.

Year: _____

Master's program intake: ___ applicants, ___ admitted.

Ph.D. intake: ___ applicants, ___ students admitted.

VI. Other relevant information or explanations on the application for a staff place

Note: For each situation listed in the table, please give details or attach relevant information.
Please expand the table if it is not sufficient for your use.

Head of the Department:

(Signature or sealing)

Date of Filling out the Form:

yyyy/mm/dd

Attached Table: Table of Departmental Courses and Courses Taught for
External Departments

I. Departmental Course Offerings:

2. Teaching hours for external departments: _____ hours.

Seal of Approval of the Curriculum Affairs Unit of the Academic Affairs Office: