附件:

2022年度广东省中小学正高级教师

职称评审工作方案

根据党中央、国务院和省委、省政府关于全面深化新时代教师队伍建设改革的部署要求，按照《职称评审管理暂行规定》（人社部令第40号，以下简称《暂行规定》）和《关于印发广东省职称评审管理服务实施办法及配套规定的通知》（粤人社规〔2020〕33号）、《关于做好2022年度职称评审工作的通知》（粤人社发〔2022〕30号）等有关文件要求，为做好2022年度广东省中小学正高级教师职称评审工作，特制定如下工作方案：

一、申报范围

除广州、深圳市外，其他各地级以上市及省直属普通中小学、幼儿园、特殊教育学校、专门学校、市县级中小学教师发展中心、基础教育教学研究机构、电化教育机构和其他校外教育机构中实行中小学教师职称（职务）制度，从事基础教育教学及教研、教师专业发展、电化教育工作的在职在岗且聘用在高级教师岗位，并获得相应中小学教师资格的人员。

省直各部门和部委属、省属高等学校下属的民办学校，按照属地管辖的原则，纳入所在地进行推荐、评审。

二、申报推荐名额

按照国家统一部署，2022年度中小学正高级教师职称评审在各地各单位核定的岗位结构比例内开展。为充分发挥正高级教师职称评审的激励导向作用，引导和带动广大教师努力提升教书育人能力和水平，各地各单位要严格对照正高级教师职称评价标准条件逐级择优推荐申报人选。

各地各单位在推荐过程中要坚持向一线优秀教师倾斜，统筹考虑公办学校和民办学校以及与基础教育相关的其它教育机构的教师，并注意推荐人选在学段、学科、学校（单位）间的分布，推荐人选的结构，要与所辖地区教师队伍规模、结构和教育教学水平相适应。各学校（单位）推荐人数不得超过学校（单位）正高级教师岗位空缺数。如之前年度评审通过的中小学正高级教师职称人员尚未完成聘任的地区和单位，在计算正高级教师岗位空缺数时，须扣除评审通过人员数。同一县域中小学正高级教师岗位出现空缺的，鼓励各地各单位通过“跨校评聘”的方式进行推荐，推荐人选的接收学校（单位）应有空余正高级教师岗位，推荐人选通过正高级教师职称评审后，应在3个月内聘用到接收学校（单位），且3年内不得再调动。各地各单位报送推荐人选中，原则上担任学校（乡村小学、教学点除外）和教研机构领导职务（包括校长、副校长、校级党组织正副职、教研机构正副职）的不得超过30%。

三、评审组织机构

由省人力资源社会保障厅、省教育厅组建广东省中小学正高级教师职称评审委员会（以下简称“省评委会”），负责组织开展2022年度广东省中小学正高级教师职称评审工作。省评委会办公室设在省教育厅师资处。

四、推荐评审条件

（一）推荐评审条件按照《广东省中小学教师职称评价标准条件》（粤人社规〔2022〕30号）相应规定执行。

（二）职称资历年限计算和业绩材料时段计算按照《广东省中小学教师职称评价标准条件》（粤人社规〔2022〕30号）相应规定执行，截止时间为2022年12月31日。

（三）根据《关于推进粤港澳大湾区职称评价和职业资格认可的实施方案》（粤人社规〔2019〕38 号）及有关政策规定，在粤港澳大湾区内地工作的港澳台中小学教师，可按自愿原则申报评审中小学教师职称。其在港澳台或国外工作期间的专业技术工作经历作为有效工作经历，取得的业绩成果、公开发表的论文著作等，可作为有效业绩成果和学术成果。港澳台中小学教师取得大学本科、硕士研究生、博士研究生学历后首次申报评审职称，从事本专业对口专业技术工作分别满 15 年、12 年和 7 年的，符合职称评价标准条件的可直接申报中小学正高级教师职称。对于引进到粤东西北地区或基层一线单位担任中小学骨干教师，具有大学本科、硕士研究生、博士研究生学历的外籍和港澳台专业人才，可参照粤人社规〔2019〕38 号文有关规定直接申报正高级职称。

五、推荐评审程序

按照《暂行规定》和《广东省职称评审管理服务实施办法》以及《广东省中小学教师职称评审办法》（粤人社规〔2022〕30号）相关规定组织开展。

六、工作要求

**（一）高度重视，切实加强组织领导。**中小学正高级教师职称评审是培养和造就中小学拔尖人才，提升中小学教师社会地位和职业地位，拓展中小学教师职业发展空间的重要举措。各地各单位要高度重视，切实提高思想认识，压实工作责任，进一步增强工作的责任感和使命感，认真按照推荐评审工作流程和规范，对照正高级教师评价标准条件，注重考核评价教师的职业道德、创新能力、业绩水平和实际贡献，把本地（或本单位）德才兼备、业绩卓著、能力突出、社会公认的教师选拔出来，更好地示范、引领、带动教师队伍的整体发展。

**（二）周密部署，按规定组织实施。**各地各单位要严格按照职称评审办法规定，认真组织做好正高级教师推荐评审工作。要严把政策关、审查关，按照“谁审核，谁签名；谁签名，谁负责”的原则，明确落实申报材料线上线下审查责任，认真审查申报材料的合法性、真实性、完整性和时效性，并做好评前公示工作。要结合全国教师管理信息系统基础信息数据库及评前公示情况对推荐报送的申报人材料进行逐级审核，确保推荐评审人数在本地（或本单位）空缺的正高级教师岗位数额内，确保推荐评审人员符合正高级教师职称申报条件，确保申报材料完整、真实、准确、有效。对不符合申报条件和程序、超出评委会受理范围的材料，要按原报送渠道退回，并向申报人说明原因。要严格落实审核责任追究制度，申报人所在单位审核把关不严的，要严肃追究相关人员责任，情节严重的将取消所在单位评优评先资格。请各有关地市及省直单位于2023年5月18日（星期四）前按照评审材料报送要求（附件1）将本地（或本单位）推荐申报材料和现有正高级教师聘用情况统计表（附件2）一并报送至省评委会办公室。

**（三）严守纪律，依法依规办理。**各地各单位推荐申报人凡有不符合申报条件；或没有使用规定表格；或不符合填写规范；或不按规定时间、程序报送材料；或未按规定进行公示；或其它不符合职称政策规定的情形者，省评委会办公室将不予受理。申报评审材料将按原报送渠道退回，并由推荐单位及时告知申报人。对通过提供虚假材料、剽窃他人作品和学术成果或通过其他不正当手段取得职称的，一律撤销其职称，并记入职称评审诚信档案库，纳入全国信用信息共享平台，记录期限为从撤销职称之日起3年。

**（四）明确标准，及时收缴评审费用。**评审收费标准按原省人事厅《关于转发省物价局、省财政厅〈关于调整专业技术资格评审费标准的复函〉的通知》（粤人发〔2007〕35号）执行。各有关地市及省直单位报送推荐申报材料后，由省教育厅办公室财务室按照各地各单位推荐参加评审人数开具银行缴费通知单，由各地各单位通过银行转帐方式或电子支付形式交付评审费，并于2023年6月16日前以“单位名称+2022年正高级教师职称评审费用支付凭证”形式命名将支付凭证扫描件发送至省评委会办公室电子邮箱：[gdsz@gdedu.gov.cn。](mailto:szgl@gdedu.gov.cn。)

**（五）强化保障，确保评审工作顺利完成。**2022年度中小学正高级教师职称评审原则上将不开展现场答辩，由各地市教育局组织申报人到指定地点通过网络系统进行线上答辩。各地各单位要提前制定相关疫情防控措施和应急预案，做好经费预算安排和有关场地、网络、器材准备，统筹安排好线上答辩过程中有关人员引导、技术支持、防疫物资储备和场地消毒等工作，确保职称评审工作安全平稳有序开展。

附件：1.2022年度广东省中小学正高级教师评审材料报送要求

2.广东省中小学正高级教师聘用情况统计表

3.广东省中小学教师职称评审申报表

4.广东省中小学教师职称评审推荐表

5.广东省中小学教师职称评审评前公示情况表

6.2022年度广东省中小学正高级教师推荐人员情况表

附件1

2022年度广东省中小学正高级教师评审

材料报送要求

一、推荐申报评审的纸质材料

请各有关地市教育局及省直单位于2023年6月16日前将推荐申报评审的纸质材料报送至省评委会办公室（省教育厅师资管理处），清单如下：

1.《广东省中小学教师职称评审申报表》（见附件3，以下简称《申报表》，统一使用A4规格纸张，且不改变表样结构，双面打印）原件1份。

2.《广东省中小学教师职称评审推荐表》（见附件4，以下简称《推荐表》，统一使用A3规格纸张，单面打印原件）1份，复印件40份。

3.《申报人基本情况信息表》（由申报评审系统自动生成，统一使用A4规格纸张单面打印，由申报人亲笔签名确认，以下简称《信息表》）1份。

4.《广东省中小学教师职称评审评前公示情况表》（见附件5）1份。此表由各地市教育局负责汇总本市所有申报人评前公示情况后，统一提交。

5.《2022年中小学教师职称评审申报人员名册表》（由申报评审系统自动生成，统一使用A4规格纸张单面打印）1份。

6.《2022年广东省中小学正高级教师推荐人员情况表》（附件6）1份。

材料1—3需经县级以上教育局或省直属主管部门逐级审核，签署审核意见并加盖公章。材料4由地市教育局据实填写并加盖公章。材料5—6需加盖地市教育局公章。

属于“跨校评聘”方式推荐申报评审的，除上述材料外，需报送1份申报人**“跨校评聘”承诺书，并经所在单位、接收单位和县级以上教育局审核同意，均签署审核意见和加盖公章**。

同一单位推荐多名申报人选的，需附上该单位**加盖公章的最新岗位聘用结果审核表复印件，并通过县级以上教育局或省直主管部门审核，签署审核意见并加盖公章。**

纸质材料统一按照由申报评审系统自动生成的申报人名册顺序排序，封装好一次性报送到省评委会办公室（省教育厅师资管理处）。除上述纸质材料外，省评委会办公室原则上不接收申报人报送的其他纸质材料。

二、网络系统报送材料

请各有关地市教育局及省直单位务必加强对线上线下申报评审材料的审查，明确审查责任人，落实审核责任，重点核查申报材料的合法性、真实性、完整性和时效性，并于2023年5月18日前通过系统将申报人申报评审材料报送至省评委会办公室（省教育厅师资管理处）。具体清单如下：

（一）《申报表》由地市教育局或省直主管部门负责上传。

（二）《推荐表》由地市教育局或省直主管部门审核并加具意见加盖公章后上传。

（三）个人业绩成果材料。对照《申报表》填写内容提供有效佐证材料，并通过县级以上教育局或省直单位审核确认，加具审核意见及公章后，扫描成电子版由申报人负责上传。包括不限于：

1.育人工作方面的材料，包括从教以来担任班主任工作的佐证（如班主任聘书），有关育人工作实绩，家访和家校共育成效等佐证。

2.课程教学（或课程建设与教学指导）方面的材料，包括任现职以来担任学科教学或开展学生学情分析、校内课后服务、教育教学指导、听课评课、课程建设以及教师培训、学术交流等佐证（如近年来课程表或教研活动、培训项目、调查研究工作安排等），承担公开课、示范课、研讨课或专题讲座、区域研修活动等佐证，学生（或家长）满意度等佐证。

3.教研科研方面的材料，包括任现职以来承担教育教学科研课题、项目建设、教育教学资源建设以及参与政策研究的佐证材料，取得教学教研科研成果的佐证，出版论著、教材及教师教学用书、发表论文等，论文提供期刊封面页、目录页、论文正文页；论著、教材仅上传封面、图书再版编目（CIP）数据页、目录页、序言或前言或综述页、总结或结论页以及申报人撰写的核心内容等页面。

4.示范引领方面的材料，包括主要参加的学术团队和具有代表性的学术活动，获得表彰荣誉和奖励证书，以及指导和培养青年教师的佐证等。

5.其他相关佐证材料，包括符合享受倾斜政策、放宽资历年限或优先申报等佐证，跨校聘评承诺书等。

（四）代表性成果。经申报人所在单位及县级以上教育局或省直单位审核确认，加具审核意见及公章后，由申报人上传不超过5个最具代表性的成果。其中成果1为教学特色经验总结（其它教育机构申报人成果1为优秀经验总结或典型案例），成果2为学生学情分析报告（幼儿园申报人成果2为幼儿发展案例，其它教育机构申报人成果2为课例研究报告或教师培训项目实施情况报告或评估监测报告），其他代表性成果由申报人从业绩成果材料中自主选取上传。

上述系统报送的申报材料需与纸质材料完全一致，**上传文件格式均为PDF，**分辨率控制在100—300dpi，每个文件大小不得超过100MB。按照“申报表-姓名”“推荐表-姓名”“业绩成果-姓名”“成果1-题目-姓名”等形式进行命名，其中个人业绩成果材料合并为一个文件，**且须在首页编制与内容对应的目录并标注页码，目录参考式样附后；**代表性成果则需逐个上传至系统。

三、具体报送步骤及操作要求

（一）由县级教育局或省直属单位在系统中为申报人创建账号，开通网络报送申报评审材料渠道。对未获得同意推荐的申报人，不得分配账号。

（二）县（区、市）教育局管理员根据经审核同意推荐申报的人员名单，创建申报人登录账号及密码，并通知申报人按规定填报申报评审材料。步骤如下：

1.在IE浏览器中打开“广东省教师工作平台”（网址：http://gdjs.gdedu.gov.cn）→选择页面左侧一“业务工作”→点击页面下方“职称评审”，选择“中小学职称评定”模块，点击进入。

2.点击“区县审核处理”，使用县（区、市）教育局管理员账号登录进入登录页面。在登录框输入用户名和密码登录。

3.点击“区县申报”中的“教师申报”菜单。

4.点击页面正文顶部出现“添加申报”键。

5.在弹出来的窗口中，请正确填写申报人姓名、身份证号码等信息，该号码将作为申报人登录本系统的账号，密码默认为身份证的后六位数。

注意：县（区、市）教育局管理员要逐个添加申报人账号。“工作单位”由区县管理员输入规范全称；“地区”由系统自动判断当前账号所属区县名称，不可修改。

6.创建申报人账号及密码后，要及时通知申报人准确填写并核对个人基本信息及上传申报评审材料，确保网络报送申报评审材料准确、完整、有效，否则后果自负。

7.如申报人忘记自己的登陆密码，县区管理员可以点击申报人列表中的“管理栏”进行申报人密码重设。

（三）申报人在规定时间内登录系统（与（二）1. 步骤相同），进入“个人职称申报”板块（账号为身份证号，初始密码为身份证后6位），按要求准确填写个人基本信息，上传经县级以上教育行政部门审核过并加具意见和加盖公章的业绩成果材料和代表性成果（PDF文件），申报人核对系统中所填报信息及上传的申报评审材料准确、完整、有效后，打印出《申报人基本情况信息录入表》签名确认，提交至县（区、市）教育局。

（四）县（区、市）教育局管理员要在规定时间内，登录系统，仔细核查处于“已提交”状态的申报人申报评审材料。审核确认申报人填写的信息无误，上传的电子材料均准确有效，且能在系统中完整打开清晰显示后，点击“提交市局”按钮，完成县级审核操作。在提交市局审核时，系统可以自动按照规则为每个申报人生成一个档案编号（该编号生成后不再修改）。县（区、市）教育局完成所有申报人信息审核网上提交后，需与收集到的《申报人基本情况信息录入表》核对，确认无错漏后，整理好相关推荐申报评审纸质材料，报送地市教育局。

（五）地市教育局通过系统逐一核查申报评审材料，并会相关部门在《申报表》和《推荐表》加具审核意见加盖公章。地市教育局业务管理员要在规定时间内，登录系统审核各县区提交的申报评审信息材料，并点击“上传”按钮，上传已加具审核意见加盖公章的《申报表》和《推荐表》。审核确认无误后，在系统上提交审核结果；同时在系统中导出《2022年中小学正高级教师职称评审申报人名册》，打印出名册表加盖公章。地市教育局需按照名册表顺序对应整理好需报送的《申报表》和《推荐表》（每人均将原件与复印件一起打包），待申报人在系统中通过评委会办公室审核后，再连同相关推荐申报评审材料一并报送至省评委会办公室。

网上申报系统在线开放时间至2023年5月18日。各地各单位要组织指导符合条件的申报人按时、准确、完整、实事求是报送网络申报评审材料，并及时进行审核确认提交。2022年度广东省中小学正高级教师职称评审将基于网络系统报送的申报评审材料开展评审，如若因未按规定时限在系统中准确完整报送申报评审材料的，或逾期未提交推荐申报评审材料的，将视同放弃申报，一切后果责任自负。

XXX个人业绩成果材料

目录（式样）

1.育人工作材料………………………（页码）

（1）小标题1………………………（页码）

（2）小标题2………………………（页码）

……

2.课程教学材料………………………（页码）

（1）小标题1………………………（页码）

（2）小标题2………………………（页码）

……

3.教研科研材料………………………（页码）

（1）小标题1………………………（页码）

（2）小标题2………………………（页码）

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4.示范引领材料………………………（页码）

（1）小标题1………………………（页码）

（2）小标题2………………………（页码）

……

5.其他相关材料………………………（页码）

（1）小标题1………………………（页码）

（2）小标题2………………………（页码）

附件2

广东省中小学正高级教师聘用情况统计表

地市教育局（盖章） 日期： 年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 地区 | 获评正高级教师数 | 已聘在正高级 教师岗位数 | 未聘用在相应岗位数 | 未聘用为正高级 教师原因 | 备注 |
| 市本级 |  |  |  |  |  |
| XXX县（市、区） |  |  |  |  |  |
| …… |  |  |  |  |  |
|  |  |  |  |  |  |
| **合计** |  |  |  |  |  |
| 填报人： |  | 联系电话： |  |  |  |
| 注：统计对象为截至2023年6月未办理退休手续的正高级教师，其中获评正高级教师数量＝已聘在正高级教师岗位数量+未聘用在相应岗位数量。 | | | | | |

附件3

广东省中小学教师职称

评审申报表

工 作 单 位

姓 　　 名

现任教学段学科

现聘专业技术职务

申报何职称专业

申 报 时 间

广东省人力资源和社会保障厅

广 东 省 教 育 厅 制

**填表须知**

１.本表适用于中小学教师申报评审教师职称。

２.本表纸张规格为A4纸，内容打印或用钢笔(签字笔)填写。内容要真实、准确、完整，字迹要端正、清晰，教育教学业绩与成果力求用具体数据表述。如内容较多，可酌加附页。如无某项内容的，应明确在该栏注明“无”字样。内容不得随意涂改，凡有填错后确需涂改的，须加盖单位公章(校长章)。

3.本表所填写内容应当与事实相符，如未如实填报或瞒报的，视为弄虚作假。申报人所在单位负责审核申报人所填写内容和提交的评审材料，确保材料真实可靠。

4.申报时提交本表一式一份。职称经评审通过并经人社部门确认后，本表退回用人单位存入个人档案。

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| **一、基本情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | |  | | | | | | | 性 别 | | | |  | | | | | | | 出生年月 | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | 出生地 | | | | | | | | | | |  | | | | | | | | | | | | | 相  片  （近期小一寸免冠相片） | |
| 身份证号码 | | | | | | | |  | | |  |  | |  |  | | | | | |  | | | | |  | | |  | | | |  | | | | | | |  | | | |  | | |  | | | | | | | | |  | | | | |  | | | |  | |  | | | | |  | | | | |  | | |
| 参加工作时间 | | | |  | | | | 教龄  （周年） | | | | | |  | | | 其 中 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 高中 | | | | | | | | |  | | | | 初中 | | | | | | | | | | | |  | | | | | | 小学 | | | | | | | | |  | | | | | | 幼儿园 | | | | | | | | | | | | | |  | | |
| 从事本学科或相近学科教学年限 | | | | | | | | | | | | | | 年（ 年至 年） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 教师资格层次及证书编号 | | | | | | | | | | | | | | | | | |  | | | | | | |
| 何时何地何专业评委会评定中小学教师职称 | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 何时何地何专业评委会评定非中小学教师职称 | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 专业技术职务经历 | | | | | | | | 现聘专业技术职务 | | | | | | | | 首次起聘时间 | | | | | | | | | | | | | | | | | | | | | 累计受聘年限 | | | | | | | | | | | | | | | | | | | | | 现申报何职称专业 | | | | | | | | | | | | | | | | | | | | | | | |
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| 何时参加何学术  团体任何职 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 现（兼）任行政职务  及任职时间 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 社会兼职情况 | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 学历教育情况 | 起止时间 | | | | | | | 院校 | | | | | | | | | | | | | | | | | | | | 专 业 | | | | | | | | | | | | | | | | | | 学历层次及获得学位 | | | | | | | | | | | | | | | | | | | | | | | 是否  毕业 | | | | | | | | | | | 办学形式[[1]](#footnote-0) | |
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| 工作简历[[2]](#footnote-1) | 起止时间 | | | | | | | 在何地、何单位（学校）从事何工作、任何职 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 证明人 | | | | |
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| **二、继续教育情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 近5年参加专业技术人员继续教育的情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | | | 科目类型 | | | | | | | | | | | | | | | | | | | | | | 学 时 | | | | | | | | | | | | | 举办单位 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 完成情况是否合格 | | | | |
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| **三、专业技术工作情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 任现职前主要教育教学情况[[3]](#footnote-2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 任教学科  （项目活动） | | | | | | | | | | | | | | | | 任教年级  （层次） | | | | | | | | | | 学生人数  （范围） | | | | | | | | | | | | | | | 周学时数  （项目周期） | | | | | | | | | | | | | | | | | 完成情况及效果  （示范课或实验课教学情况） | | | | | | | | | | | | | | | | | |
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| 薄弱学校、农村学校任教（支教）工作情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 在何地、何单位（部门）从事何工作、任何职 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 证明人 | | | |
|  | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
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| 育人工作情况[[4]](#footnote-3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.任现职前担任班主任情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2.任现职以来担任班主任情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3.视同班主任工作年限情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | 年限 | | | | | | | | | | | | 担任岗位 | | | | | | | | | | | | | | 受表彰情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **班级管理、育人情况与实效** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 校长（单位负责人）签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教学工作情况[[5]](#footnote-4) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **任现职以来教学情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止学年 | | | | | | | | | 任教学科 | | | | 任教年级 | | | | | | 任教班数  （学生人数） | | | | | | | | | | | | | | | | | 周课  时数 | | | | | | | | | | | 学生（家长）满意度（%）及测评组织机构 | | | | | | | | | | | | | | | | | | | | | | | | 家访次数 | | | | | | | | | | 人事年度考核等次情况 |
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| 任现职以来累计课时数： 周平均课时数： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **任现职以来开设活动课程、选修课程、校内课后服务活动或指导学生开展社团活动的情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | | | | 活动（选修）课程 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 指导学生人数 | | | | | | | | | | | | | | 总学时数 | | | | | | | | | | | | | | | 指导效果 | | | | | | | | | | | |
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| **课程教学取得成效** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教务部门负责人签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **教师发展机构人员、教研员、电教教师任现职以来开展课程建设与教学指导情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | | | | | | | 项目活动 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 参加教师人数 | | | | | | | | | | | | | 指导（培训、听评课）学时数 | | | | | | | | | | | | | | | | | | | 教师满意度（%）  或活动效果 | | | | | | | | |
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| **开展课程建设与教学指导取得成效** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位（或相关部门）负责人签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教研科研情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.任现职以来承担教育教学科研课题情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 课题名称 | | | | | | | | | | | | | | | | | | 立项单位 | | | | | | | | | | | 立项时间 | | | | | | | | | | | | | | 结题时间 | | | | | | | | | | | | | | 成果鉴定结果或转化情况 | | | | | | | | | | | | | | | 主持人或排名位序（按照除主持人外填写） | | | | | | | |
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| **2.任现职以来取得教学、教研科研成果情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 成果名称 | | | | | | | | | | | | | | | | | | | | | 审批单位 | | | | | | | | | | | 审批时间 | | | | | | | | | | | | | | | | 层级等次 | | | | | | | | | | | | 是否主持人 | | | | | | | | | | | | | | 参与人员（除主持人外按排名顺序填写） | | | | | |
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| **3.任现职以来出版发行教育教学类学术著作情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 著作名称 | | | | | | | | | | | | | | | | | | | | | | | | | 出版时间 | | | | | | | | | | | 出版编号 | | | | | | | | | | | | | | 出版单位 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 本人撰写字数 | |
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| **4.任现职以来发表教育教学研究论文情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 题目 | | | | | | | | | | | | | | | | | | | | | 发表（或宣读）时间 | | | | | | | | | | | | | | | 刊物名称及刊号 （或宣读场合） | | | | | | | | | | | | | | | | | | | | | | 刊物（或活动）主办单位 | | | | | | | | | | | | | | | | | | | 作者名次 | | |
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| **5.任现职以来出版学科教材或教师教学用书情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 书名 | | | | | | | | | | | | | | | | | | | | | | | | | 出版时间 | | | | | | | | | | | | 出版书号 | | | | | | | | | | | | | | 出版单位 | | | | | | | | | | | | | | | 作者名次 | | | | | | | | | | | | 审定部门 | |
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| **6.任现职以来主持或参与完成项目建设或教育教学资源建设情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 项目名称 | | | | | | | | | | | | | | | | | | | | | | 立项时间 | | | | | | | | | | | 立项层级 | | | | | | | | | | | | | | 取得成效 | | | | | | | | | | | | | | | | | 是否主持人 | | | | | | | | | | 参与人员（除主持人外按排名顺序填写） | | | | | |
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| **7.任现职以来主笔或参与完成教育政策研究情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 项目名称 | | | | | | | | | | | | | | | | | | | | | | | 项目时间 | | | | | | | | | | | | | 项目单位 | | | | | | | | | | | | | 转化成果 | | | | | | | | | | | | | 是否主笔 | | | | | | | | | | | | 参与人员（除主笔外按排名顺序填写） | | | | | |
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| **教研科研取得实效** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教务（教研、科研）部门负责人签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

注：层级指国家、省、市、县、校等层级。

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| 示范引领情况 | | | | | | | | | | | | | | | | | |
| **任现职以来承担公开课、示范课、研讨课或专题讲座、区域研修活动等情况** | | | | | | | | | | | | | | | | | |
| 序号 | 名称或内容提要 | | | | | | 组织层级 | 承担时间 | | | 参加人数 | | | | | 完成情况和效果 | |
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| **任现职以来参加教学竞赛活动获奖情况** | | | | | | | | | | | | | | | | | |
| 序号 | 名称或内容提要 | | | | | 组织层级 | | | 举办时间 | 活动范围 | | | | 获奖情况或效果 | | | |
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| **指导青年教师的情况（包括担任兼职教授指导研究生的情况）** | | | | | | | | | | | | | | | | | |
| 序号 | 起止时间 | | | 被指导教师（或研究生）人数 | 指导内容 | | | | | | | 组织单位 | | | 取得成效 | | |
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| **示范引领取得成效** | | | | | | | | | | | | | | | | | |
| 教务部门（或相关部门）负责人签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | |
| **四、奖惩情况** | | | | | | | | | | | | | | | | | |
| 类别 | | 事项名称 | | | | | | 审批单位 | | | | | 审批时间 | | | | 备注 |
| 奖励  情况 | |  | | | | | |  | | | | |  | | | |  |
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| 惩处  情况 | |  | | | | | |  | | | | |  | | | |  |
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注：如惩处事项有期限的在备注栏中填写清楚。

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| **五、负面情况说明** | |
| 本人负面情况申报 | 任现职以来教育教学工作如曾出现下列情况，请在选项前面打√：  □论著一稿多投；□抄袭他人论著；□冒用他人项目或署名；□利用职务便利占用他人成果；□因工作过失受到通报；□教学事故；□其他情况： 。  **并就上述过错的具体情形作简要文字说明**  本人签名：  年 月 日 |
| 本人对工作过失的陈述 | 本人签名：  年 月 日 |
| 单位意见 | （公章）  人事部门负责人签名： 年 月 日[[6]](#footnote-5) |
| **六、个人述职报告** | |
| **任现职以来在思想政治表现、育人、课程教学、教研科研、示范引领等方面的能力及履行职责的情况** | |
| （申报初级、中级不少于1000字，副高级不少于1500字，正高级不少于2000字）    申报人（签名）：  年 月 日 | |

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| **七、考核推荐评价意见** | | | | | | | | | | | | | | | | | | | | | | | |
| 公  开  述  职  情  况 | | 述职时间 | | | | | |  | | 述职地点 | | |  | | | | 述职范围及人数 | | | |  | | |
| 校长（单位负责人）签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | |
| 推荐委员会意见 | | | | | | | | | | | | | | | | | | | | | | | |
| 推荐委员会负责人签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | |
| 学校（单位）推荐意见 | | | | | | | | | | | | | | | | | | | | | | | |
| 校长（单位负责人）签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | |
| 学校评前公示情况：  校长（单位负责人）签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | |
| **注：校长（单位负责人）签名表明本人已准确核实了申报人的申报材料内容，并对材料的真实性和评审前的考核推荐、公示等程序和环节的完整性承担领导责任。** | | | | | | | | | | | | | | | | | | | | | | | |
| 申报人说课讲（评）课考核 | | | | | | | | | | | | | | | | | | | | | | | |
| 考核  项目 | | | 考核  时间 | | 考核内容 | | | | | | | | | | 考核组织 | | | 考核结果 | | | | 综合考核结果 | |
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| 讲（评）课 | | |  | |  | | | | | | | | | |  | | |  | | | |
| 县（区）教育部门审核意见：  负责人签名： （公章）  年 月 日 | | | | | | | | | | | | 县（区）人社部门审核意见：  经办人签名： （公章）  年 月 日 | | | | | | | | | | | |
| 地级市教育部门（或省直主管部门）审核意见：  经办人签名： （公章）  年 月 日 | | | | | | | | | | | | 地级市人社部门审核意见：  经办人签名： （公章）  年 月 日 | | | | | | | | | | | |
| 评委会日常工作部门审核意见：  审核人签名： （公章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | |
| **八、评委会意见** | | | | | | | | | | | | | | | | | | | | | | |
| 专业（学科）评议组意见：  评议组负责人签名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | |
| 评议组人数 | | |  | | | 到会人数 | |  | | 同意票数 | | |  | | | | | | 不同意票数 | | |  |
| 评审委员会的评审结论：  主任委员或副主任委员签名： 评委会(公章)  年 月 日 | | | | | | | | | | | | | | | | | | | | | | |
| 评委会人数 | | |  | | 到会人数 | | |  | | 同意票数 | | | | |  | | | 不同意票数 | | | |  |

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| 评审结果公示情况：  负责人签名： 日常工作部门（公章）  年 月 日 | | | |
| 投诉举报核查情况：  负责人签名： 日常工作部门（公章）  年 月 日 | | | |
| 审核确认发证意见：  审核确认发证机关（公章）  年 月 日 | | | |
| 证书号 |  | 签发时间 |  |
| 备 注 |  | | |

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| 申报人诚信承诺书  本人郑重承诺，已仔细阅读有关中小学教师职称评审政策文件，并理解其内容和要求。自愿申报参加职称评审，自觉按照要求真实、准确、全面填报个人学历（学位）、获得教师专业资格证和专业技术资格等级证书，从事现任专业技术职务工作年限及任现职以来年度人事考核情况和近5年来参加继续教育情况等职称评审申报信息，主动按要求提供真实有效的佐证材料，并接受所在单位全体人员监督。如有弄虚作假或与事实不相符，一切后果责任自负，并自愿接受组织的相应处理。  承诺人（签名和指模）：  身份证号码：  年 月 日 |
| 申报人所在单位审核意见：    审核人（签名）： （公章）  年 月 日 |

附件4

广东省中小学教师职称评审推荐表

工作单位（全称，盖章）： 　　　　校长（签字）： 首次申报评审 级教师职称：是□；

否□（曾参加 年度）

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| 姓　名 | | |  | | 性别 | |  | | 出生年月 | | |  | | | 学历（学位） | | | |  | | |
| 现职称 | | |  | | 现职称评定时间 | |  | | | | 现任行政职务及任职时间 | | |  | | | | 现任教学科 | | |  |
| 现聘专业技术职务 | | |  | | 现聘职务起聘时间 | |  | | | | 现职务累计受聘年限 | | |  | | | | 从教  年限 | | |  |
| 申报何专业职称 | | | 学段 学科 教师职称 | | | | | | | | 是否符合倾斜政策或放宽资历年限条件 | | | | | 如是，需写明属于哪种情形 | | | | | |
| 评价  内容 | 评价标准条件款项 | | | | | 符合条件的打“√” | | | | 申报表中对应内容的页码及栏目 | | | | | | | 对应佐证材料情况 | | | | |
| 基本  条件 | 示例：第X条第X款第X项 | | | | |  | | | | 示例：第X页，XX情况栏 | | | | | | | 示例：业绩成果材料第X页，或代表性成果X | | | | |
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| 育人  工作 |  | | | | |  | | | |  | | | | | | |  | | | | |
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| 课程教学（课程建设与教学指导） |  | | | | |  | | | |  | | | | | | |  | | | | |
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| 教研  科研 |  | | | | |  | | | |  | | | | | | |  | | | | |
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| 示范  引领 |  | | | | |  | | | |  | | | | | | |  | | | | |
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| **本人承诺填报内容及提交申报评审材料真实、准确，没有弄虚作假行为。对违反承诺所造成的后果，本人自愿按规定承担相应责任。**  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　申报人亲笔签名：  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 年　　月　　日 | | | | | | | | | | | | | | | | | | | | | |
| 学校（单位）考核评价及推荐意见 | | 校长（单位负责人）签名： 盖章  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　年　　月　　日 | | | | | | | | | | | | | | | | | | | |
| 县（市、区）教育局或省直属主管单位推荐  意见 | | 盖章  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　年　　月　　日 | | | | | | | | | | | | | | | | | | | |
| 地级市教育局推荐意见（仅申报正高级职称填写） | | 盖章  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　年　　月　　日 | | | | | | | | | | | | | | | | | | | |
| 推荐评审委员会人数 | | 到会人数 | | | | 表决结果 | | | | | | | | | | | | 备注 | |
|  | |  | | | | 同意票数 | |  | | | 不同意票数 | |  | | | | |  | |

填表说明：（1）对照《广东省中小学教师职称评价标准条件》要求，并结合申报表填写情况与业绩成果材料等据实填写；（2）两页拼合成一张A3规格纸打印；（3）市、县教育局推荐意见栏，可根据各评委会受理范围进行调整。

申报人在“中小学职称评定系统”中对应的编号：

附件5

广东省中小学教师职称评审评前公示情况表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 |  | | | 单位 |  |
| 申报职称名称 | | | 学段 专业 教师职称 | | |
| 公示日期 | | 年 月 日至 年 月 日 | | | |
| 收到投诉  件 数 | |  | | | |
| 公  示  期  间  群  众  投  诉  内  容 | |  | | | |
| 单  位  纪  检  监  察  （人事）  部  门  核  实  意  见 | | 盖章  年 月 日 | | | |

说明：此表在公示期结束后，由申报人所在单位纪检（监察）或人事部门负责填写（A4规格），盖公章后送评委会日常工作部门。

附件6

2022年度广东省中小学正高级教师推荐人员情况表

填报单位： 市教育局 日期： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **区域** | **学段** | **空缺正高级岗位** | **推荐人数** | **其中学校和其它教育机构行政领导人数** | **推荐人数中学校和其它教育机构行政领导占比（%）** | **其中单位正副职领导** | **推荐人数中单位正副职领导占比（%）** | **其中教研员** | **推荐人数中教研员占比（%）** | **其中属于乡村学校人数** | **推荐人数中乡村学校人数占比（%）** | **备注** |
| **市本级** | **幼儿园** |  |  |  |  |  |  |  |  |  |  |  |
| **小学** |  |  |  |  |  |  |  |  |  |  |  |
| **初中** |  |  |  |  |  |  |  |  |  |  |  |
| **高中** |  |  |  |  |  |  |  |  |  |  |  |
| **其它** |  |  |  |  |  |  |  |  |  |  |  |
| **XX县（市区）** | **……** |  |  |  |  |  |  |  |  |  |  |  |
| **合计** | |  |  |  |  |  |  |  |  |  |  |  |

**注：请按辖区内市本级及各县（区、市）推荐人员情况分列，如任教学科、单位正副职领导等无法明确分学段的，完全中学按高中填报，九年一贯校按初中填报，十二年一贯校按高中填报。如辖区内有同一单位推荐多名人选的，请一并附上该单位加盖公章的最新岗位聘用结果审核表复印件。**

1. 注：1.“学历教育情况”从高中阶段起填，“办学形式”指全日制或电大、函大、业余大、职大、夜大、自学考试、网络教育。 [↑](#footnote-ref-0)
2. “工作简历”从参加工作开始时填起，时间首尾要接上。

   “起止时间”如无特殊说明，按照年月格式填写。 [↑](#footnote-ref-1)
3. 注：1.“科目类型”按照“公需科目”、“专业科目”或“选修科目”填报。

   2“任现职前主要教育教学情况”自参加教育教学工作起填，凡工作单位、任教学科、任教年级变动的均须另起一行填写清楚。

   3.教师发展机构人员、教研员、电教教师按照括号内要求填写，填报组织开展课题研究、教研活动、培训项目、专题讲座、学术交流、示范课或公开课情况。 [↑](#footnote-ref-2)
4. 注：教师发展机构人员、教研员、电教教师可无需填写担任班主任情况，但需要填写育人情况与实效。 [↑](#footnote-ref-3)
5. 注：教师发展机构人员、教研员、电教教师可无需填写教学情况，但应填写人事年度考核等次情况。 [↑](#footnote-ref-4)
6. 1.申报人须如实填写各栏。若对任现职以来在工作中既往过错隐瞒不报的，根据情节轻重，按有关规定作出取消当年申报资格、通报批评、评审结果无效、注销已获资格、延迟申报等处理。

   2.“本人负面情况申报”栏下方文字说明，系对本人工作出现的过错的具体表述。例如勾选“论著一稿多投”，则列明哪几篇论著投于哪些刊物、发表时间等。

   3.“本人对工作过失的陈述”栏**如实填写出现过失的原因、处理方式及本人的认识。**

   4.“单位意见”栏由单位人事部门针对申报人工作作风、态度、过失因果等，公允加具对其申报评审的意见；如有其他本人未申报的负面情况应一并开列，并具公章。 [↑](#footnote-ref-5)