

# 國立中興大學文學院教師評鑑辦法

## National Chung Hsing University College of Liberal Arts

### Faculty Evaluation Methods

- 95.1.12 院務會議修正通過  
Approved by College Affair Council Meeting on 2006.1.12  
96 學年度第2次院務會議修訂第2,4,6,7,9,10,11,12,13,14條 (97.01.23)  
Article 2,4,6,7,9,10,11,12,13,14 amended by the 2<sup>nd</sup> College Affair Council Meeting of the 2007 Academic Year (2008.01.23)  
96 學年度第3次院務會議修訂第2條 (97.03.03)  
Article 2 amended by the 3<sup>rd</sup> College Affair Council Meeting of the 2007 Academic Year (2008.03.03)  
根據李副校長代核之人事室意見修訂第10、11、12條 (97.03.18)  
Article 10, 11, 12 amended according to the opinion of Personnel Office approved by Vice President Li (2008.3.18)  
98 學年度第4次院務會議修訂第2、4、5、7、10條 (99.03.10)  
Article 2, 4, 5, 7, 10 amended by the 4<sup>th</sup> College Affair Council Meeting of the 2009 Academic Year (2010.03.10)  
99 學年度第2次院務會議修訂第3、7、7-1條 (100.03.16)  
Article 3, 7, 7-1 amended by the 2<sup>nd</sup> College Affair Council Meeting of the 2010 Academic Year (2011.03.16)  
99 學年度第3次院務會議修訂第5條 (100.05.17)  
Article 5 amended by the 3<sup>rd</sup> College Affair Council Meeting of the 2010 Academic Year (2011.05.17)  
101 學年度第1次院務會議修訂第2、10條 (101.11.13)  
Article 2, 10 by amended by the 1<sup>st</sup> College Affair Council Meeting of the 2012 Academic Year (2012.11.13)  
101 學年度第3次院務會議修訂第1、4、6、7、8、10、12、14條 (102.3.26)  
Article 1, 4, 6, 7, 8, 10, 12, 14 amended by the 3<sup>rd</sup> College Affair Council Meeting of the 2012 Academic Year (2013.3.26)  
103 年4月15日102 學年度第4次院務會議修正全份條文  
All provisions amended by the 4<sup>th</sup> College Affair Council Meeting of the 2013 Academic Year on April 15, 2014  
中華民國103年11月5日103 學年度第1次院務會議修正通過 (第10、10條之1)  
Amended and approved by the 1<sup>st</sup> College Affair Council Meeting of the 2014 Academic Year on Nov. 5, 2014 (Article 10, 10-1)  
中華民國103年12月24日103 學年度第2次院務會議修正通過 (第6條)  
Amended and approved by the 2<sup>nd</sup> College Affair Council Meeting of the 2014 Academic Year on Dec.24, 2014 (Article 6)  
中華民國106年6月14日105 學年度第3次院務會議修正通過 (第9、10條之1)  
Amended and approved by the 3<sup>rd</sup> College Affair Council Meeting of the 2016 Academic Year on June 14, 2017 (Article 9, 10-1)  
中華民國107年3月1日106 學年度第2次院務會議修正通過 (第5、10條)  
Amended and approved by the 2<sup>nd</sup> College Affair Council Meeting of the 2017 Academic Year on March 1, 2018 (Article 5, 10)  
中華民國109年2月26日108 學年度第3次院務會議修正通過 (第10條)  
Amended and approved by the 3<sup>rd</sup> College Affair Council Meeting of the 2019 Academic Year on Feb. 26, 2020 (Article 10)  
中華民國111年3月18日110 學年度第3次院務會議修正通過 (第5條)  
Amended and approved by the 2<sup>nd</sup> College Affair Council Meeting of the 2022 Academic Year on Mar.18, 2022 (Article 5)  
**中華民國112年2月2日111 學年度第2次院務會議修正通過 (第5條)**  
Amended and approved by the 2<sup>nd</sup> College Affair Council Meeting of the 2023 Academic Year on Feb.2, 2023 (Article 5)

第一條 本辦法依據國立中興大學教師評鑑準則（以下簡稱本校教師評鑑準則）訂定之。

Article 1 These methods are formulated in accordance with the National Chung Hsing University Faculty Evaluation Criteria (hereinafter referred to as “NCHU Faculty Evaluation Criteria”)

第二條 本院各級專任教師及八十六年三月十九日前取得教師證書之助教（以下簡稱舊制助教）均應依照本辦法接受評鑑。但符合本校教師評鑑準則第二條資格者，得免接受評鑑。

Article 2 Full-time faculty at all levels and teaching assistants who have obtained teaching certificates before March 19, 1997 (hereinafter referred to as "teaching assistants under old system") shall be evaluated in accordance with these methods. However, those who meet the qualifications in Article 2 of NCHU Faculty Evaluation Criteria may be exempted from the evaluation.

第三條 本院設教師評鑑小組（以下簡稱評鑑小組）負責教師評鑑工作，置評鑑委員九人，其組成方式如下：

Article 3 The College has set up a Faculty Evaluation Team (hereinafter referred to as “the Evaluation Team”) to be responsible for the faculty evaluation, in which there are nine evaluation

committee members organized in the following ways:

- 一、院長為當然委員兼召集人及會議主席。惟院長為受評人時應迴避自身之評鑑，並由委員互推一人擔任會議主席。
  1. The dean is ex-officio member and both convener and chairman of the meeting. However, if the dean is the person to be evaluated, he/she shall withdraw from his/her own assessment and one of the members shall be elected as chairman of the meeting.
- 二、其餘委員由本院各單位推薦校外傑出學者專家二人，及校內符合本院教師評審委員會委員資格者一人。推薦名單彙齊後，再由院長敦聘校外委員五人、校內委員三人，並考量領域均衡酌列候補委員數人。委員任期一年。
  2. The other members are two outstanding scholars and experts recommended by all college units and one qualified member inside the school as the faculty evaluation committee member of the College. After the list of recommendations is collected, the dean may invite 5 committee members from outside the school and 3 members from inside the school, and select several alternate members in a balanced manner. Committee members serve for one year.

第四條 評鑑小組委員應親自出席會議，並應有三分之二以上委員出席始得開議。必要時，評鑑小組得邀請受評教師或所屬單位主管列席說明。

Article 4 Committee members of the Evaluation Team shall attend the meeting in person, and more than two thirds of the members shall be present before the meeting begins. If necessary, the Evaluation Team may invite any faculty to be evaluated or the supervisors of his/her employed unit to appear at the meeting for further explanation.

第五條 教師評鑑項目分為教學、研究及服務績效，舊制助教評鑑項目分為協助教學、協助研究及行政服務績效。各項目總和為一百分，受評人須依評鑑評分表選擇各單項比例接受評鑑，其配分比例如下：

Article 5 The evaluation items of the faculty are divided into teaching, research and service performance, while the evaluation items of teaching assistants under old system are divided into teaching assistance, research assistance and administrative service performance. The total points of each item are 100. The person to be evaluated shall select the proportion of each individual item for evaluation according to the evaluation scale. The proportion of scores for each item is as follows:

- 一、一般教師：教學績效為三十至五十分、研究績效為三十至五十分、服務績效為二十至四十分，三項佔分比例由受評人自己選定。
  1. General faculty: 30 to 50 points for teaching performance, 30 to 50 points for research performance, and 20 to 40 points for service performance, which the proportion of the three items shall be selected by the person to be evaluated himself.
- 二、語言教師：教學績效為六十至八十分、研究或服務績效（二者擇一）為二十至四十分，二項佔分比例由受評人自己選定。
  2. Language faculty: 60 to 80 points for teaching performance and 20 to 40 points for research or service performance (either), which the proportion of the two items shall be selected by the person to be evaluated himself.
- 三、舊制助教：協助教學績效為十至二十分、協助研究績效為十至二十分、行政服務績效為六十至八十分，三項佔分比例由受評人自己選定。

3. Teaching assistants under old system: 10 to 20 points for teaching assistance, 10 to 20 points for research assistance, 60 to 80 points for administrative service, which the proportion of the three items shall be selected by the person to be evaluated himself.

受評鑑教師曾執行大學社會責任實踐計畫 (University Social Responsibility) 者，應於服務績效項目下予以加分，上限八分。

Any faculty member to be evaluated who has implemented the University Social Responsibility practice plan shall be awarded bonus points under the service performance project, with a maximum of 8 points.

受評鑑教師於評鑑區間內如有研究生學位論文與專業領域有不符之事實並經所屬系(所、學位學程、中心)、學院調查屬實者，於績效項目下，除該研究生不予加分外，另再扣減二分。

If it is confirmed through investigation by the affiliated department (institute, degree program, center) or college that the teacher under evaluation has a graduate student whose dissertation is inconsistent with the professional field during the evaluation period, the graduate student will not receive any points under the performance items, and the teacher will incur an additional deduction of 2 points.

各評鑑細項與計分方法明示於評鑑評分表中，每項評分須有半數以上委員同意，始為有效，評鑑結果以總分七十分以上為通過。

Each evaluation item and scoring method shall be indicated in the evaluation rating scale. Each evaluation item shall be valid only if more than half of the members agree. The evaluation result shall be approved by a total of 70 points or more.

評鑑結果如通過標準，任一單項成績亦須達該項目分數百分之七十以上為及格，如有任一單項成績不及格，應列為輔導對象；其所屬單位應要求前述教師自提改善計畫及給予適當輔導，並送本院追蹤。

If the evaluation result passes the criteria, the score of any item must reach 70% of the item score to be considered as passing. If any individual item score fails, he/she shall be listed as the counseling object; his/her employed unit shall require the aforesaid faculty member to propose his/her own improvement plans and give appropriate guidance before sending to the College for tracking.

第六條 本院專任教授（含講座與特聘教授）、副教授、助理教授、講師、研究人員及舊制助教如有本校教師評鑑準則第十三條規定之任一情事或違反本校教師聘約，應列入評鑑指標，並得經評鑑小組審議後，扣減其評鑑總分。

Article 6 If any of the events specified in Article 13 of NCHU Faculty Evaluation Criteria or violation of NCHU employment contract, full-time professors (including lectures and distinguished professors), associate professors, assistant professors, lecturers, researchers and teaching assistants under old system of the College shall be included in the evaluation indicators, and their total evaluation score may be deducted after the Evaluation Team's deliberation.

第七條 本院應於每年三月底前通知各單位提出當年度應接受評鑑及主動申請評鑑之教師名單。

Article 7 By the end of March each year, the College shall inform all units to submit a list of the faculty who shall accept and voluntarily apply for the evaluation in the current year.

各單位應於四月三十日前備妥受評教師相關表格，並附必要之佐證資料，送院辦理評鑑，受評教師無故不提出資料者，視同未通過評鑑。

All units shall prepare relevant forms for the faculty to be evaluated before April 30, attach necessary supporting materials, and send them to the college for evaluation. Any faculty member who fails to submit information without reason shall be regarded as failing to pass the evaluation.

第八條 評鑑小組每次評鑑結果，如有發現教學、研究或服務績效特別優良之教師，應建請其所屬單位分別推薦為本校各類教學、研究、服務等獎項候選人。

Article 8 If the Evaluation Team finds that any faculty members has excellent performance in teaching, research or service, he/she shall be recommended by his/her employed units as candidates for various teaching, research and service awards of NCHU.

第九條 評鑑作業完成後，本院應於六月十日前將評鑑結果及評鑑紀錄，連同當年度合於免評鑑條件者報請學校核備，並將評鑑結果通知各受評教師及其所屬單位。

Article 9 After completion of the evaluation, the College shall submit the evaluation results and evaluation records together with those eligible for exemption of evaluation in the current year to the school for review and notify all faculty members to be evaluated and their employed units of the evaluation results before June 10.

受評教師對評鑑結果有異議者，得於接獲書面通知三十日內，以書面檢附具體證據，依本校教師申訴評議委員會組織及評議要點規定提起申訴。申訴人不服本校教師申訴評議委員會之評議者，得向教育部中央教師申訴評議委員會提出再申訴。

Any faculty member who disagrees with the evaluation result may file an appeal with physical evidence attached in writing within 30 days after receiving the written notice according to the regulations on Key Points for the Organization and Evaluation of the NCHU Teacher Grievances Committee. If the complainant disagrees with the review of NCHU Teacher Grievances Committee, he/she may file a re-appeal to the Central Teacher Grievances Committee of the Ministry of Education.

第十條 本院各級專任教師及舊制助教每五年應接受一次評鑑。新聘教師於到校滿三年開始接受評鑑。

Article 10 Full-time faculty members and teaching assistants at all levels shall be evaluated once every five years. New employed faculty members are evaluated at the end of their third year at the school.

通過評鑑（含再評鑑）者，每隔五年再接受評鑑。未通過評鑑者悉依本校教師評鑑準則第六條，及第八條至第九條相關規定辦理。

Those who pass the evaluation (including re-evaluation) will be re-evaluated every five years. Those who fail to pass the evaluation shall be subject to the relevant provisions of Article 6, and Articles 8 to 9 of NCHU Faculty Evaluation Criteria.

教師因休假研究、出國進修研究、留職停薪、領有全民健康保險重大傷病卡、育兒、突遭重大變故，或有本校教師評鑑準則第九條第五項事實者，得檢具證明依行政程序簽請同意延後辦理評鑑或再評鑑。

Any faculty member who is on leave for research, going abroad for further study, stay at work without pay, has a national health insurance critical injury card, raise children, has a sudden serious accident, or has the facts in item 5 of Article 9 of NCHU Faculty Evaluation Criteria shall submit the evidence to prove that he/she agrees to postpone the evaluation or re-evaluation according to the administrative procedures.

第十條之一 本院各級專任教師應依本校教師評鑑準則第九條第二項規定期限內完成升等，受評鑑教師如已達規定升等年限之三分之二者，須列為輔導對象；其所屬單位應要求前述教師自提改善計畫及給予適當輔導，並送本院追蹤。

Article 10-1 Full-time faculty members shall complete the promotion within the time limit specified in

Paragraph 2 of Article 9 of NCHU Faculty Evaluation Criteria. Any faculty member to be evaluated shall be included in the counseling object if he/she has reached two thirds of the prescribed promotion period; his/her employed unit shall require the aforesaid faculty member to propose his/her own improvement plans and give appropriate guidance before sending to the College for tracking.

第十一條 本辦法如有未盡事宜，悉依本校其他相關規定辦理。

Article 11 Anything not mentioned in these methods shall be handled in accordance with relevant regulations of NCHU.

第十二條 本辦法經院務會議通過，陳請校長核定後施行，修正時亦同。

Article 12 These methods that have been approved by the CACM shall be implemented after requesting the president's approval, and the same shall apply when amended.