國立中興大學教師評鑑準則 NATIONAL CHUNG HSING UNIVERSITY Faculty Evaluation Guidelines

91年5月10日第42次校務會議修正 94年5月13日第48次校務會議修正(第6、9條) 96年5月11日第52次校務會議修正(第2、9條) 96年12月7日第53次校務會議修正(第1~10條) 97年12月12日第55次校務會議修正(第9條) 98年5月8日第56次校務會議修正(第2、4、9、11、12、13、14條) 98年12月11日第57次校務會議修正(第3條) 99年5月14日第58次校務會議修正(第6條-1) 99年12月10、13日第59次校務會議修正(第3、6條、第6條-1) 100年5月13日第60次校務會議修正(第4條) 100年12月12日第61次校務會議延續會修正(第9、12條) 101年5月11日第62次校務會議修正(第2、9、13、14、15條) 101年12月7日第64次校務會議修正(第9條) 102年12月13日第67次校務會議修正(第6條-1刪除、第9條) 103 年 5 月 30 日第 69 次校務會議延續會修正(第 2、9 條) 104年5月8日第72次校務會議修正(第9條) 104 年 12 月 11 日第 73 次校務會議修正(第 9、13 條) 106年5月12日第77次校務會議修正(第9、10條) 106年12月8日第79次校務會議修正(第3、4、9條) 107年12月7日第83次校務會議修正(第2、9條) 108年12月20日第87次校務會議修正(第6、9條) 109年6月5日第89次校務會議修正(第9條) 110年6月4日第93次校務會議修正(第9條) 110年12月24日第95次校務會議修正(第2、4條) 112年4月21日第100次校務會議修正(第2、4、6、9條) May 10, 2002—Amended by the 42nd University Council meeting May 13, 2005—(Articles 6 and 9) amended by the 48th University Council meeting May 11, 2007—(Articles 2 and 9) amended by the 52nd University Council meeting December 7, 2007—(Articles 1 through 10) amended by the 53rd University Council meeting December 12, 2008—(Article 9) amended by the 55th University Council meeting May 8, 2009—(Articles 2, 4, 9, 11, 12, 13, and 14) amended by the 56th University Council meeting December 11, 2009—(Article 3) amended by the 57th University Council meeting May 14, 2010—(Article 6-1) amended by the 58th University Council meeting December 10 and 13, 2010—(Articles 3, 6, and 6-1) amended by the 59th University Council meeting May 13, 2011—(Article 4) amended by the 60th University Council meeting December 12, 2011—(Articles 9 and 12) amended by the extended 61st University Council meeting May 11, 2012—(Articles 2, 9, 13, 14, and 15) amended by the 62nd University Council meeting December 7, 2012—(Article 9) amended by the 64th University Council meeting December 13, 2013—(Article 9) amended by the 67th University Council meeting (Article 6-1 deleted) May 30, 2014—(Articles 2 and 9) amended by the extended 69th University Council meeting May 8, 2015—(Article 9) amended by the 72nd University Council meeting December 11, 2015—(Articles 9 and 13) amended by the 73rd University Council meeting May 12, 2017—(Articles 9 and 10) amended by the 77th University Council meeting December 8, 2017—(Articles 3, 4, and 9) amended by the 79th University Council meeting December 7, 2018—(Articles 2 and 9) amended by the 83rd University Council meeting December 20, 2019-(Articles 6 and 9) amended by the 87th University Council meeting June 5, 2020-(Article 9) amended by the 89th University Council meeting June 4, 2021—(Article 9) amended by the 93rd University Council meeting December 24, 2021-(Articles 2 and 4) amended by the 95th University Council meeting

- 第一條 國立中興大學(以下簡稱本校)為提升教師教學、研究與服務之績效,特依大學法 第二十一條之規 定,訂定「國立中興大學教師評鑑準則」(以下簡稱本準則)。
- Article 1 National Chung Hsing University (hereinafter, NCHU or "the University") has formulated the following *Faculty Evaluation Guidelines* ("Guidelines") in accordance with Article 21 of the *University Act* to strengthen faculty members' performance in teaching, research, and

service.

- 第二條 本校專任教授、副教授、助理教授、講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)均應依照本準則之規定接受評鑑。但有下列情形之一者, 得免接受評鑑:
 - 一、年滿六十歲者。
 - 二、曾獲選為國家學術研究院院士者。
 - 三、曾獲頒教育部學術獎、教育部特優教師獎,或更高之國內外榮譽,經校教師評 審委員會認定者。
 - 四、曾擔任國內外著名學術講座之教授者。
 - 五、曾獲頒國家科學及技術委員會傑出研究獎勵者。
 - 六、依本校特聘教授設置辦法規定獲終身特聘教授榮銜者。
 - 七、本校講座教授、特聘教授自獲頒年起算五年內者。
 - 八、曾獲國家科學及技術委員會甲種研究獎或科技部專題研究計畫(含產學合作計畫)研究主持人費合計十次以上者(採計至評鑑當學年度止)。又計畫執行期限須達一年以上始予採計,且一年至多採計一次。
- Article 2 Full-time professors, associate professors, assistant professors, and lecturers, as well as teaching assistants who obtained their teaching certificate on or prior to March 19, 1997 ("old-system teaching assistants") shall be subject to regular evaluations in accordance with the provisions set forth herein unless they meet any of the following exemption criteria: 1. They are over the age of 60.
 - 2. They have been named an academician by Academia Sinica (or an equivalent national academic institution).
 - 3. They have won the Ministry of Education Academic Award or Outstanding Teacher Award, or a domestic or international award of greater significance as determined by the NCHU Faculty Evaluation Committee.
 - 4. They currently serve or have served as a chair professor at a renowned domestic or foreign institution.
 - 5. They have won the Ministry of Science and Technology Outstanding Research Award.
 - 6. They have been awarded tenure as a lifetime distinguished professor in accordance with the University's *Regulations for the Establishment of Distinguished Professorships*.
 - 7. They have been awarded a chair professorship or distinguished professorship by the University in the most recent five-year period.
 - 8. They have been awarded the MOST Class A Research Award or headed MOST research projects (including academia-industry collaboration projects) at least ten times. A project must last at least one year to be counted, and only one project per year may be counted.
- 第三條 本校各學院,應於每學年開始時,組成教師評鑑小組,辦理院負責該學年度該院內 教師之評鑑工作。小組之組成方式與人數,由各學院自定,惟評鑑小組委員應聘請 校內外傑出學者專家擔任之,校外委員至少應有二分之一以上。

前項評鑑各學院因採領域評鑑、受評鑑教師不足十人或其他特殊狀況,各學院得另 訂評鑑時程,依行政程序報請校長核定後實施。

Article 3 Each college of the University shall establish a faculty evaluation task force at the beginning of each academic year. The task force shall be in charge of faculty evaluations within the college for the academic year. The composition and quorum of the task force shall be determined by individual colleges. The task force shall be composed of outstanding scholars and experts from within and outside of the University, and at least half of the members shall be unaffiliated with NCHU.

Colleges which conduct separate evaluations for faculty members in different disciplines

may set a different evaluation schedule if there are fewer than 10 faculty members in a given discipline or if there are other extraordinary circumstances. The aforementioned evaluation schedule shall be implemented upon approval by the NCHU President in accordance with internal administrative procedures.

第四條 本校教師評鑑之內容分教學績效、研究績效及服務績效等項目。舊制助教評鑑之內 容分協助教學與研究及行政服務績效等項目。各學院應針對評鑑項目訂出詳細的評 鑑細項與佔分比例,製成表格,並規定評鑑之方法與通過之標準,經院務會議通過, 報請校長核定後實施。

前項教師評鑑之教學績效部分配分比例不得低於教師評鑑總分之百分之三十。

第一項各院訂定評鑑總分及單項評鑑項目之通過標準最低均應達七十分以上。各院 得訂定更高通過標準。

受評鑑教師於評鑑區間內曾執行大學社會責任實踐計畫(University Social Responsibility)、擔任校外機關委員會委員者,應於服務績效項目下予以加分。

加分標準授權各學院自訂。

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)、學院調查屬實者,應於教學績效項目下予以減分。

減分標準授權各學院自訂。

Article 4 Faculty members shall be evaluated for their performance in three areas—teaching, research, and service. Evaluations for old-system teaching assistants shall cover two areas—assistance in teaching and research, and administrative service performance. Each college shall formulate both a scoring rubric detailing the criteria for and weight given to each of the categories and a set of rules governing evaluation methods and passing scores, submit them to its faculty evaluation committee for passage, and present them to the NCHU President for approval and implementation.

The weight assigned to teaching, as described in the preceding paragraph, shall be no less than 30% of the total score.

The passing scores for both the individual evaluation areas and the total score set by each college in accordance with Paragraph 1 herein shall be no less than 70%. Individual colleges may set a higher passing score if necessary.

Faculty members who have led a university social responsibility (USR) project <u>during the</u> <u>review period</u> may receive bonus points under the service category, the standards for which shall be determined by individual colleges.

Faculty members may have penalty points deducted from their teaching category score if, during the review period, a graduate student under their advisement is found by the competent department (or graduate institute, degree program, or college) to have submitted a thesis/dissertation that is inconsistent with the professional field they are in. The standards for penalty points shall be determined by individual colleges.

第五條 各學院各年度之評鑑工作應於五月三十一日前完成,各評鑑小組應於四月三十日前, 通知各系(所)據實填妥表格,並附必要之佐證資料,送至評鑑小組,以便進行評 鑑,受評鑑教師無故不提出資料者,視同未通過評鑑。

> 各學院應將評鑑結果及評鑑紀錄,連同當年度合於免評鑑條件者,於六月十日前報 請學校核備。並通知各系所、受評教師。

Article 5 Each college shall complete all evaluation tasks by May 31 of each year. The faculty evaluation task force shall require each department (graduate institute) to fill out the necessary forms, affix the supporting documents, and submit them to the task force for review by April 30. Faculty members who refuse to provide the necessary documents shall be deemed as having failed the evaluation.

Each college shall submit the evaluation results and records together with a list of names of

evaluation-exempt faculty members to the University for recordation, and shall inform each department (graduate institute) and faculty member of the evaluation results by June 10.

第六條 本校各級專任教師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。 任何一次評鑑結果未達通過標準者,下一年均應接受「再評鑑」。「再評鑑」仍未達 通過標準者,下一年應繼續接受「再評鑑」,並以二次為原則。經評鑑應接受「再 評鑑」者,學校應將結果併同本準則之規定,通知受評鑑之教師。

通過評鑑 (再評鑑)者,每隔五年再接受評鑑。

Article 6 Faculty members of any rank shall undergo evaluation every five years. Newly appointed faculty members shall undergo an initial evaluation after three years of service at the University. Those who fail the evaluation shall be subject to a re-evaluation in the following year. Those who fail the re-evaluation shall be subject to a second re-evaluation in the third year. In principle, faculty members may be granted up to two re-evaluations.

The University shall inform faculty members who are subject to a re-evaluation of their evaluation results and the provisions stipulated herein. Faculty members who pass the evaluation (or a re-evaluation) shall be subject to another evaluation in five years.

第七條 各評鑑小組評定教學、研究績效特別優良之教師,得分別推薦為本校「教學特優教 師獎」、「研究績優獎」或「青年教師研究獎」、「服務績優獎」候選人。

各院、系(所)亦可針對評鑑結果,另自訂獎勵措施。

- Article 7 Faculty evaluation task forces may nominate faculty members with outstanding teaching, research, or service performance as candidates for the NCHU Outstanding Teaching Award, Outstanding Research Award, Young Teacher Research Award, or Outstanding Service Award. Each college and department (graduate institute) may also establish their own awards based on the evaluation results.
- 第八條 第一次未通過評鑑教師,應於六月三十日前向所屬系所提出改善計畫。系所應做適 當協助與輔導,必要時得依行政程序簽請相關單位協助之,一年後應接受「再評 鑑」。

教師接受任何一次「再評鑑」之結果,如果仍然未達通過之標準,除了應繼續接受 「再評鑑之外,各系(所)應要求該教師再提改善計畫並做適當之輔導。必要時, 得請相關單位協助之。

Article 8 Faculty members who fail the evaluation shall submit an improvement plan to their department/graduate institute by June 30 of the same year. The department/graduate institute shall intervene to provide the necessary assistance and guidance and may, if necessary, refer such faculty members to the competent unit for further assistance in accordance with internal administrative procedures. Faculty members who fail the evaluation shall be subject to a re-evaluation in the following year.

Faculty members who fail the re-evaluation shall be subject to a second re-evaluation and shall submit another improvement plan to their department/graduate institute. Intervention from other competent units may be requested if necessary.

- 第九條 經過「再評鑑」仍未達通過標準之教師,各學院應儘速提院(中心、室)教師評審 委員會審議後提校教師評審委員會。校教師評審委員會應在六月三十日前針對未能 通過之原因,議決適當之處理方式。如須處置,可採下列一項或多項方式,且其處 置時間以到該教師通過評鑑,再恢復其權益:
 - 一、下年度不准申請休假研究。
 - 二、下年度不准在校內、外兼職。
 - 三、下年度不准在校外兼課。
 - 四、下年度不准借調。

五、下年度減學術研究費百分之五至百分之十。

- 六、下年度不准申請升等或改聘。
- 七、當年度不發給年終獎金或減少年終獎金之額度。
- 八、當年度不予晉支薪俸。

九、下年度停聘。

十、一年後不予續聘。

教師及舊制助教經二次「再評鑑」仍未達通過標準者,應不予續聘。新聘講師、助 理教授、副教授應依下列所定之期限內完成升等,但依本校進用專案計畫教學人員 及研究人員聘辦法第十三條第二項規定聘任者不在此限:

- 一、民國九十一年五月十日本校訂定教師評鑑準則前聘任之講師與助理教授不受限 期升等之規範。
- 二、民國九十一年五月十一日起至民國九十四年五月十三日止聘任之講師與助理教授,超過十年未能升等且經二次「再評鑑」仍未達標準者,不予續聘。
- 三、民國九十四年五月十四日起至民國一百零三年一月三十一日止聘任之講師與助 理教授超過八年未升等或經二次「再評鑑」仍未達標準者,不予續聘。
- 四、民國一百零三年二月一日起聘任之講師、助理教授及副教授,須於六年內申請 升等並獲審查通過,未通過者,不予晉薪。第七年期滿仍未獲升等審查通過者 不予續聘。

前項定採學年制,未於八月應聘之學年,不計入升等年限計算,符合前項第二款至 第四款者,提經各級教師評審委員會委員三分之二以上出席及出席委員三分之二以 上之審議通過,於聘約期滿不予續聘,依行政程序報請教育部核准;教師限期升等 已屆,除第二款通過評鑑或再評鑑者外,聘約期滿前不得提出升等之申請。

新聘講師、助理教授、副教授未依第二項第三款及第四款所定之之期限內完成升等 者,除不予續聘外,教師尚得依第五項申請延長限期升等年限或依本校進用專案計 畫教學人員及研究人員聘任辦法第十三條規定申請轉任專案教師。

本條第二項年資之計算,教師有下列情事之一者,得申請延長升等年限,並提經各 級教師評審委員會審議通過:

- 一、因懷孕、生產、申請育嬰留職停薪、領有全民健康保險重大傷病卡或遭遇重大變故者,每次以延長二年為限,其中以重大傷病或遭遇重大變故申請者,同一事由以一次為限,並應檢附足資佐證之資料及升等輔導計畫書,計畫書應載明延長升等年限期間之升等規劃。
- 二、因配偶有懷孕、生產者,每次至多延長一年。
- 三、因借調至政府機關、公立研究機構、公營事業機構或政府捐助之財團法人者, 延長年限等同借調年限,惟延長後之升等年限期滿日與該學期結束日不同時, 得以該學期結束日為升等年限期滿日。

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、 突遭重大變故或有前項事實者,得檢具證明依行政程序簽請同意延後辦理評鑑或再 評鑑。

受評鑑教師有下列情事之一者,應列為輔導對象:

- 一、已達第二項第二款至第四款規定升等年限之三分之二者。
- 二、評鑑結果雖達各學院通過標準,惟如有教學績效、研究績效及服務績效等項目

中,其中任一單項評鑑成績未達本準則第四條第三項最低通過標準者。

各系所應要求前項受評教師提改善計畫,並送各學院追踪輔導。

Article 9 Each college shall, at its earliest convenience, refer faculty members who fail the reevaluation to the college- (or center- or office-) level faculty evaluation committee and then to the NCHU Faculty Evaluation Committee for review, the latter of which shall, based on the evaluation results, determine the necessary measures to be taken by June 30. One or more of the following disciplinary actions may be taken, and shall remain in effect until the faculty member in question passes the evaluation:

- 1. No sabbatical leave in the following year
- 2. No part-time engagements on or off campus in the following year
- 3. No part-time teaching at another institution in the following year
- 4. No secondment in the following year
- 5. Reduction of academic research funding by 5% to 10% in the following year
- 6. No promotions or changes of appointment in the following year
- 7. No or a reduced year-end bonus in the current year
- 8. No pay raise in the current year
- 9. Suspension of appointment in the following year
- 10.Non-renewal of appointment in the following year

Faculty members and old-system teaching assistants shall be subject to non-renewal of appointment after failing the re-evaluation twice. Except for those appointed under Article 13, Paragraph 2 of the University's *Regulations Governing the Appointment of Project Teachers and Researchers*, all newly appointed lecturers, assistant professors, and associate professors must obtain a promotion by the following deadlines:

- 1. Lecturers and assistant professors appointed prior to the formulation of the University's Faculty Evaluation Guidelines on May 10, 2002 shall be exempt from deadlines for promotion.
- 2. Lecturers and assistant professors appointed on or between May 11, 2002 and May 13, 2005 who are unable to obtain two promotions within 10 years AND who fail two reevaluations consecutively shall be subject to non-renewal of appointment.
- 3. Lecturers and assistant professors appointed on or between May 14, 2005 and January 31, 2014 who are unable to obtain a promotion within eight years OR who fail two reevaluations consecutively shall be subject to non-renewal of appointment.
- 4. Lecturers, assistant professors, and associate professors appointed on or after February 1, 2014 who fail to obtain a promotion within six years shall be ineligible for a pay raise. Those who still fail to obtain a promotion by the seventh year shall be subject to non-renewal of appointment.

The calculation of years of service in the preceding paragraph shall be based on academic years. Partial years of service (for faculty members who are appointed after August) shall be disregarded. To issue a resolution of non-renewal of appointment for faculty members described in Subparagraphs 2 through 4 of the preceding paragraph, the competent faculty evaluation committee must convene with at least two thirds of its members in attendance and vote with two thirds of the attending members in concurrence. The resolution shall then be presented to the Ministry of Education for approval in accordance with the applicable administrative procedures. Except for those who pass an evaluation or re-evaluation under Subparagraph 2 above, faculty members who miss the promotion deadline may no longer request a promotion before the expiry of their appointment.

Instead of facing non-renewal of appointment, any newly appointed lecturers, assistant professors, and associate professors who are unable to obtain a promotion under Paragraph 2, Subparagraphs 3 and 4 herein may request an extension of the promotion deadline in accordance with Paragraph 5 herein or apply for a change of appointment to the position of project teacher pursuant to Article 13 of the University's *Regulations Governing the Appointment of Project Teachers and Researchers*.

Faculty members who experience any of the following circumstances during the review

period may be granted an extension of the promotion deadline as described in Paragraph 2 herein with the approval of the competent faculty evaluation committee:

- 1. A two-year extension may be granted to faculty members who have been pregnant, given birth, or been on unpaid maternity leave, or who hold a certificate of major illness or injury or who have encountered a major accident during the review period. Faculty members may only request an extension once for each major illness or injury. To receive an extension, faculty members must submit a promotion proposal and the relevant supporting documents. The proposal shall clearly indicate the faculty member's plans during the extension period.
- 2. A one-year extension may be granted to faculty members whose spouse has been pregnant or given birth during the review period.
- 3. Faculty members who are seconded to a government agency, public research institute, state-owned enterprise, or government-funded foundation may be granted an extension of the same duration as their period of secondment. However, if the last day of the secondment falls within a semester, the extension shall only be effective until the end of that semester.

Faculty members who are on sabbatical, abroad for further studies, or on unpaid leave, or who hold a certificate of major illness or injury, are caring for a toddler, encounter a major accident, or experience any of the circumstances described in the preceding paragraph may present the relevant proof to request a deferred (re-)evaluation in accordance with internal administrative procedures.

Under any of the following circumstances, faculty members under evaluation shall be placed under supervision:

- 1. The faculty member is more than two thirds into their mandatory promotion period, as described under Paragraph 2, Subparagraphs 2 through 4 herein.
- 2. The faculty member received a passing score from the college, but their teaching, research, or service grade falls below the passing threshold described in Article 4, Paragraph 3 herein.

Departments and graduate institutes shall require the faculty members described in the preceding paragraph to submit an improvement plan, which shall be forwarded to the competent college for progress tracking.

第十條 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。

Article 10 Faculty members who wish to dispute the evaluation results may file an appeal in writing and submit the necessary supporting documents for review within 30 days of receiving the written notification in accordance with the University's *Guidelines for the Organization of the Faculty Appeal Committee and Its Review Procedures*.

Appellants who wish to dispute the results of an appeal may file a further appeal with the Ministry of Education's Central Committee for Teacher Appeals.

- 第十一條 不隸屬學院之教師,其評鑑辦法、評鑑小組、與評鑑作業,由各單位比照學院辦理。
- Article 11 Matters pertaining to evaluation regulations, evaluation task forces, and evaluation tasks for faculty members who are not affiliated with any college shall be handled by the competent unit in accordance with the provisions applicable to colleges.
- 第十二條 本校專任研究人員比照專任教師接受評鑑,由各學院(室、中心)、分別訂定其研究人員評鑑辦法,包括評鑑項目、標準及程序,並經報校核備後實施。
- Article 12 The provisions set forth herein shall apply *mutatis mutandis* to full-time research fellows at the University. Each college (or office or center) shall establish a set of research fellow evaluation guidelines (including evaluation methods, scoring categories, criteria, and procedures) and shall submit them to the University for recordation and implementation.

- 第十三條 本校專任教授(含講座與特聘教授)、副教授、助理教授、講師、研究人員及舊制 助教如有下列各項情事,應列入評鑑指標:
 - 一、未透過學校行政作業許可程序逕與各機關訂約接受委託研究或以兼任各專業學 會職務,以學會名義接受委辦計畫,未由學校具名簽訂合約者。
 - 二、涉嫌詐領研究費經法院一審判決有罪。
 - 三、辦理採購案件疏失遭審計單位調查確有違法失職情事。
- Article 13 Full-time professors (including chair professors and distinguished professors), associate professors, assistant professors, lecturers, research fellows, and old-system teaching assistants who are found to have engaged in any of the following acts shall have the fact considered in the evaluation:
 - 1. Having directly signed a research project contract with a government agency, accepted a full-time or part-time position at an academic association, or undertaken a research project under the auspices of an academic association without going through the necessary internal administrative and contract signing procedures of the University
 - 2. Having been found guilty of fraudulent use of research funds by a court of first instance
 - 3. Having been found to be in violation of procurement regulations by an auditing agency
- 第十四條 本準則如有未盡事宜,悉依本校其他相關規定辦理。
- Article 14 Matters unaddressed herein shall be subject to other applicable regulations of the University.
- 第十五條 本準則經校務會議通過後施行,修訂時亦同。
- Article 15 These Guidelines and any amendments made hereto shall be implemented upon passage by the University Council.