

Teacher Appraisal and Self-Assessment Checklist for Teachers at College of Engineering in National Chung Hsing University

Name of the Teacher:

Department:

Title:

Length of Service:

Year(s)

Date of Evaluation: yyyy/mm/dd

Signature of the Teacher:

Sub-item	Item & Description	Self-Assessment (Please check the following box)		Unit countersignature and comments
		Compliant	Non-compliant	
Teaching	Whether the number of teaching hours (including classroom and internship hours) complies with the "Regulations on Accounting for Teachers' Teaching Hours and Overtime Hourly Rates in National Chung Hsing University."			Countersignature or comments by the Office of Academic Affairs
Research	Whether there are publications (journal papers, conference papers, monographs, patents, others, etc.) within six years, or any research projects from the Ministry of Science and Technology. ^{Note 1}			Countersignature or comments by the College of Engineering
Service	Whether there are departmental and other On-campus/Off-campus Services ^{Note 2} .			Countersignature or comments by the head of the Department

Note 1: Applicants must publish as the first author or corresponding author and attach two representative publications within six years (or one if the applicant has less than six years of experience). The representative publications must be SCI or EI accredited. The research performance (including academic awards and funded research projects) should be supported by a table of the results of the last five years by the project coordinator of the Department of Engineering, Ministry of Science and Technology.

Note 2: The performance statement should be attached as an annex and should include a list of all departmental and other internal and external duties or events held in the past five years with supporting information.

Agree with the results of the self-assessment.

Disagree with the results of the self-assessment. (Reason: _____)

Signature of the Evaluator:

Teacher Assistant Appraisal and Self-Assessment Checklist for Teachers Assistant at College of Engineering in National Chung Hsing University

Name of the Teacher Assistant:

Department:

Length of Service: Year(s)

Date of Evaluation: yyyy/mm/dd

Signature of the Teacher Assistant:

Sub-item	Item & Description	Self-Assessment (Please check the following box)		Unit countersignature and comments
		Compliant	Non-compliant	
Assisting in teaching and research	The hours in assisting teaching (including classroom and practical hours, and the total teaching hours must be at least 6 hours per week.)			Countersignature or comments by the Office of Academic Affairs
	Description of performance in assisting teaching (including recognition of good teachers, development of course materials, student questionnaire scores, participation in teaching and research activities, etc.)			Countersignature or comments by the Department
	Description of performance in assisting research. (including published works in a name, academic awards, sponsored research projects, etc.)			Countersignature or comments by the College of Engineering
Administration service performance	Responsible for departmental administrative affairs and service internal and external matters. (academic and non-profit committees, activities or awards, etc.)			Countersignature or comments by the head of the Department

Note: The evaluated teaching assistant should select the performance of assisting teaching, research, and administrative services in the past five years and attach supporting materials. The department evaluates administrative service performance sub-items

Agree with the results of the self-assessment.

Disagree with the results of the self-assessment. (Reason: _____)

Signature of the Evaluator: