

Regulations on Teacher Evaluation for the College of Engineering in National Chung Hsing University

Formulated by the Management Meeting of the College on 18 June 2002

Revised and approved by the Management Meeting of the College on 12 July 2002 (Articles 2, 3, 5)

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Revised and approved by the Management Meeting of the College on 7 October 2016 (Article 9)

Revised and approved by the Management Meeting of the College on 25 October 2017 (Articles 2 and 10)

Revised and approved by the Management Meeting of the College on 12 March 2018 (Article 2, the Evaluation Score Sheet)

Revised and approved by the Management Meeting of the College on 22 February 2019 (Article 2)

Article 1. The College of Engineering in National Chung Hsing University (hereinafter referred to as the College) hereby establishes Regulations on Teacher Evaluation for the College of Engineering (hereinafter referred to as the Regulations) in accordance with the Teacher Evaluation Criteria for National Chung Hsing University in order to enhance the performance of teachers in teaching, research, and service.

Article 2. Full-time teachers at all levels of the College's establishment (including professors, associate professors, assistant professors, lecturers, and former teaching assistants who obtained their teaching certificates before 19 March 1997) shall be evaluated at least once every five years in accordance with the Regulations. Newly recruited teachers will be evaluated at the end of their third year of service. The number of evaluations for each teacher shall be limited to one per year. Those who do not pass the evaluation will be subject to "re-evaluation" in the following year, and the re-evaluation is limited to two times. Failure to undergo an evaluation in accordance with the regulations shall be deemed to be a failure to pass the evaluation standard for that year. Those who pass the evaluation criteria will resume evaluation at least once every five years. However, an evaluated teacher may be exempted from evaluation if he/she:

1. Has reached the age of 60.
2. Has been elected as a member of the National Academic Research Institute.
3. Have been awarded the Ministry of Education's Academic Award, the Ministry of Education's Distinguished Teacher Award, or a higher national or international honor, as determined by the School's Teacher Evaluation Committee.

4. Has been a professor of prestigious academic lectures in Taiwan and abroad.
5. Has been awarded the Outstanding Research Award from the Ministry of Science and Technology.
6. Has been awarded the title of Distinguished Professor for life in line with the regulations governing the establishment of Distinguished Professors at the University.
7. Has been a Chair Professor or a Distinguished Professor of the University within five years from the year of the award. Teachers who are on sabbatical leave, study abroad, leave without pay, being impacted by serious injury or illness, childcare, sudden and serious change, or who are subject to the "University's Teacher Evaluation Criteria, Article 9, Item 6", may apply for administrative approval to postpone the evaluation or re-evaluation.

Article 3. The College's Teacher Evaluation Panel shall be responsible for the evaluation of the teachers in the College. The College's Teacher Evaluation Panel is composed of 11 members as follows:

- I. The Teacher Evaluation Panel shall have the Dean of the College as its ex-officio member and convener.
- II. The Dean of the College shall appoint six distinguished academics and experts from outside the University to serve as members of the College.
- III. The remaining members of the College shall be voted on by the full-time professors of the College from among themselves, with the Dean of the College selecting four of the top ten distinguished professors to serve as members. In principle, there shall be at most one representative from each department. The teacher being evaluated for the year shall not serve as a member. However, the Dean of the College shall recuse himself/herself from the evaluation when he/she is evaluated.

Article 3.1. The College's Teacher Evaluation Meeting shall be attended by members of the Evaluation Panel in person and no member of the Evaluation Panel shall be represented by another person. A meeting shall be convened only if at least two-thirds of the members of the Evaluation Panel are present. If necessary, the Evaluation Panel may invite the appraised teacher to the evaluation meeting to explain or report. The Evaluation Panel shall send the results of the evaluation to the appraised teacher upon completion of the evaluation.

Article 4. The College's Teacher Evaluation Panel shall, by the end of March each year, compile a list of teachers to be evaluated for that year and notify each department (institute) to submit a list of teachers who have applied for evaluation. Once the list is ready, the relevant department (institute) will be informed to prepare the information of the teachers to be evaluated and send it to the College for processing by the end of April. The Dean of the College convenes the College's Teacher Evaluation Panel to conduct teacher evaluation meetings. The evaluation shall be completed by the end of May. If there are less than ten teachers to be evaluated in a year or any other special circumstances, the evaluation may be postponed to the next year after the approval of the President in accordance with administrative procedures.

Article 5. Teachers may be evaluated based on teaching, research, and service. The evaluation of the old teaching assistantship may be evaluated based on teaching and research assistance and administrative service performance. The total score for each item is 100, with a pass mark of 70. A teacher will be deemed to have passed the evaluation if he/she achieves an average score of 70 points or more in the aggregate. The Teacher Evaluation Score Sheet for the College of Engineering is set out below for each of the detailed evaluation items. Except for the old teaching assistants, teachers are evaluated on one of the following two scales.

A: 30 points for teaching, 50 points for research, and 20 points for service.

B: 50 points for teaching, 30 points for research, and 20 points for service.

A self-evaluation form for the evaluation of teachers in the College of Engineering is provided

separately.

- Article 6. Teachers will be evaluated first by each department through self-evaluation. If the teacher fails self-evaluation, the College's Teacher Evaluation Panel will then conduct the evaluation.
- Article 7. The College shall provide counseling to teachers who fail in any of the categories of teaching performance, research performance, and service performance, although the evaluation results of the appraised teachers have been approved. Each department shall request the teacher to submit an improvement plan to the University by 30 June for follow-up and counseling.
- Article 8. Teachers who have not passed the assessment should submit improvement plans to their departments by 30 June of the year. In addition, the departments to which they belong shall provide appropriate assistance and counseling. If necessary, the department may request assistance from relevant units in accordance with administrative procedures and undergo a "re-evaluation" after one year.
- Article 9. The College's Evaluation Panel shall, as soon as possible, refer a teacher who has not yet passed the re-evaluation to the College's Teacher Evaluation Committee for consideration, and the College's Teacher Evaluation Panel shall promptly submit the case to the College's Teacher Evaluation Committee for review and then to the University's Teacher Evaluation Panel to decide on the appropriate course of action for the reasons of failure. If disciplinary action is required, it will be in accordance with the Teacher Evaluation Criteria for National Chung Hsing University. Teachers who have been sanctioned will be reinstated after they have been evaluated successfully. Newly appointed teachers and former teaching assistants who fail to pass the re-evaluation criteria twice shall not be re-appointed. Newly-appointed lecturers, assistant professors, and associate professors who have not completed their promotion within the time limit set by Article 9 of the University's Teacher Evaluation Criteria shall not be re-appointed.
- Article 10. If an appraised teacher disagrees with the appraisal results, he/she may, within 30 days of receiving written notice, submit a written appeal with specific evidence in accordance with the "Key Points of the Organization of the Teachers' Grievance Review Committee of the University and the Key Points of Review."
- Article 11. If the Regulations are not exhaustive, the University's relevant regulations shall apply.
- Article 12. The Regulations shall come into operation with the consent of the Management Meeting of the College of Engineering and on the approval of the President. The same shall apply for amendments.