

國立臺灣師範大學社會科學學院教師

評鑑準則

National Taiwan Normal University College of International Studies and Social Sciences Faculty Evaluation Guidelines

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Article 1 The National Taiwan Normal University (“the University”) College of International Studies and Social Sciences (“the College”) *Faculty Evaluation Guidelines* (“the Guidelines”) have been formulated under the University’s *Faculty Evaluation Regulations* to improve the quality of teaching, research, and service and consultation quality of faculty members and to facilitate their professional development.

Article 2 The targets of evaluation for the Guidelines are full-time faculty members (including technical specialist) of the College.

Article 3 The teaching, research, and service and consultation of faculty members shall be evaluated through self, peer, and student evaluations, among others. The departmental evaluation committee shall perform preliminary evaluations, and the College faculty evaluation committee shall perform the secondary evaluations. Faculty members are considered to have passed evaluations if they pass all 3 aspects of (teaching, research, and service and consultation).

Article 3-1 Full-time faculty members at all levels are required to take courses of academic ethics and integrity for at least 3 hours before evaluation and provide proof.

Article 4 Evaluation items and passing criteria are as follows:

1. Teaching: The average score on the Student Opinion of Instruction Survey during the evaluation period must be 3.5 or above with the required teaching hours fulfilled and no specific instance of dereliction of duty or incompetency (please provide written explanations as necessary).

2. Research: Academic performance and research projects shall meet the following requirements:

(1) Academic performance shall be original in nature and comply with one of the following regulations:

1. Monographs or book chapters: Lecturers and assistant professors shall publish or co-author a monograph or 3 book chapters within 3 years (associate professors and professors within 5 years) with a domestic or foreign publisher that meet the review requirements of the University.

2. Journal papers: Lecturers and assistant professors shall have 2 journal papers within the

previous 3 years (3 for associate professors and professors within the previous 5 years) published by SCI(E), SCI, SSCI, A&HCI, EI, EconLit, TSSCI, THCI (previously THCI Core before 2016), SCOPUS, or others recognized by various departments. Lecturers and assistant professors are required to have only 1 journal paper (2 for associate professors and professors) published by the top 20% or top 50 journals of SSCI IF. For these purposes, 3 conference papers published by SCOPUS will be recognized as 1 journal paper (as the first authors or corresponding authors).

3. Others: An academic performance passed in a review conducted by a Faculty Evaluation Committee at any level is equivalent to the achievements above.

Lecturers and assistant professors shall have written at least one preface (as the first or corresponding author) of their book chapters or journal papers; associate professors and professors shall have written at least 2 prefaces.

The University must be named as the first publisher for faculty members who are concurrently serving another institute.

(2) Research projects: Lecturers shall host or co-host at least one none-NTNU research project every 3 years. Assistant professors shall host (excluding co-hosting) at least one none-NTNU research project every 3 years. Associate professors and professors shall host (excluding co-hosting) at least one none-NTNU research project every 5 years. Off-campus research projects (including industry-academia collaborations) must be undertaken in the name of the University. The principal investigator (PI) of a collaborative research sub-project of the Ministry of Science and Technology (formerly the National Science Council) shall be recognized as a research project PI.

3. Service and consultation: Over 80 points rated by the College according to the following:

- (1) On-campus services.
- (2) Off-campus services.
- (3) Life counseling.
- (4) Academic counseling.

Article 4-1 Academic performances prescribed in the preceding article are accumulative as follows: a monograph or book chapter co-authored by 3 or more faculty members may be recognized as one journal article. Standards for mutual recognitions are as follows, restricted to once per evaluation:

1. Journal papers: One Ministry of Science and Technology (formerly the National Science Council) research project (as the principal investigator) may be recognized as a journal paper.

2. Research project:

(1) A book chapter or journal paper (as the first or corresponding author) may be recognized as a none-NTNU research project.

(2) Special contributions may be recognized as one none-NTNU research project (formulated and executed at university-level twice including Higher Education Sprout or Teaching Excellence Project).

Article 5 Full-time College faculty members with over 25 years of seniority may opt for evaluations pursuant to Article 4 or following regulations:

1. Teaching: The average score on the Student Opinion of Instruction Survey during the evaluation period must be 3.5 or above with the required teaching hours fulfilled and no specific instance of dereliction of duty or incompetency (please provide written explanation as necessary).

2. Research: All academic performance and research projects shall meet the following requirements:

(1) All academic performance shall be original and meet one of the following requirements:

1. Monographs or book chapters: Lecturers and assistant professors shall publish or co-author a monograph or 3 book chapters within 3 years (associate professors and professors within 5 years) with a domestic or foreign publisher that meet the review

requirements of the University.

2. Journal papers: Lecturers and assistant professors shall have 2 journal papers within the previous 3 years (3 for associate professors and professors within the previous 5 years) published by SCI(E), SCI, SSCI, A&HCI, EI, EconLit, TSSCI, THCI (previously THCI Core before 2016), SCOPUS, or others recognized by various departments. Lecturers and assistant professors are required to have only 1 journal paper (2 for associate professors and professors) published by the top 20% or top 50 journals of SSCI IF. For these purposes, 3 conference papers published by SCOPUS will be recognized as 1 journal paper (as the first authors or corresponding authors).

3. Others: An academic performance passed in a review conducted by a Faculty Evaluation Committee at any level is equivalent to the achievements above. Academic performances prescribed in the preceding article are accumulative. The standards identical to Article 4-1 are in effect.

The University must be named as the first publisher for faculty members who are concurrently serving another institute

(2) Lecturers and assistant professors shall host or co-host at least one none-NTNU research project every 3 years. Associate professors and professors shall host or co-host at least one none-NTNU research project every 5 years. The standards identical to Articles 4 and 4.1

3. Service and consultation: Over 80 points rated as stipulated in Article 4.

Article 6 Evaluation results for lecturers and assistant professors shall be processed as follows:

1. They shall be evaluated by the College departments every 3 years. Those who fail will not receive a raise, teach excess courses, or concurrently hold positions (in-service program, school of continuing education, and summer courses) in and outside NTNU starting the following academic year. The employing College department shall provide assistance, propose improvement plans, and re-evaluate within 2 years, which if failed again will be reported to Faculty Evaluation Committees at any level of dismissal.

2. Those who failed their most recent evaluation may not apply for a promotion.

Data shall be collected on a semester basis and calculated for 3 years following the previous evaluation. Various performances during the given semester shall be included in the next evaluation.

If they have been promoted, the evaluation period shall be rescheduled from the effective date of the promotion. The results of those hired before September 29, 1999 shall be processed under Article 7 (for associate professors and professors).

Article 7 Evaluation results of associate professors and professors shall be processed as follows:

1. They are evaluated by the College departments every 5 years. Those who fail will not receive a raise, teach excess courses, concurrently hold positions (in-service program, school of continuing education, and summer courses), allowed to transfer, apply for sabbatical leave, teach overseas, apply for leave with pay for researching or studying abroad, or serve as Faculty Evaluation Committee members, administrative, or academic director at any level starting the following academic year. Those who fail the evaluation shall apply for re-evaluation within 2 years with the restrictions removed the year after passing.

2. Those who fail their most recent evaluation may not apply for a promotion.

Data shall be collected on a semester basis and calculated for 5 years following the previous evaluation. Various performances during the given semester shall be included in the next evaluation.

If they have been promoted, the evaluation period shall be rescheduled from the effective date of the promotion.

The employing College department shall provide assistance, propose improvement plans, and report to Faculty Evaluation Committees at all levels for discussion. However, improvement plans are not required for those who will **retire in the following 2 semesters**.

Article 8 New full-time faculty members hired from August 1, 2019 onwards are required to pass their evaluation in their 7th semester (first after the 3rd year) at the latest, which will follow

the provisions of Article 4 (for lecturers and assistant professors) with 4 semesters of Student Opinion of Instruction Survey Non-first-time faculty members (appointed at other universities or served as NTNU project faculty members) shall have 2 semesters of Student Opinion of Instruction Surveys.

New full-time faculty members at all levels hired from February 1, 2016 onwards shall participate in the New Teacher Workshop organized by the Office of Academic Affairs within their first year of service pursuant to the NTNU *Guidelines on the Professional Development of Full-Time Faculty Members*. Additionally, they shall participate in the “lesson observation and feedback organized by the Office of Academic Affairs and “research consultation” organized by the Office of Research and Development. Those who fail to participate for any reason must complete the courses in the following academic year to pass the evaluation required in Paragraph 1 of this Article.

New full-time faculty members at all levels hired on February 1, 2016 onwards who work at departments with laboratory (internship) facilities assigned by the department to accept training courses from the NTNU Environmental Safety Center, are required to complete the courses in accordance with relevant regulations of the aforementioned Center within their first year of service before they can pass the evaluations required in Paragraph 1 of this Article.

Those who fail will not receive a raise, teach excess courses, or concurrently hold positions (in-service program, school of continuing education, and summer courses) in and outside NTNU starting the following academic year. The employing College/department shall provide assistance, propose improvement plans, and re-evaluate within 2 years, which if failed again will be reported to Faculty Evaluation Committees at any level of dismissal.

New full-time faculty members at all levels hired from August 1, 2011 onwards may apply for exemption from evaluations required in Paragraph 1 of this Article provided they meet the criteria stipulated in Articles 9–11.

Full-time faculty members hired from August 1, 2011 onwards who pass the evaluations required in this Article will be managed under the rules stipulated in Articles 6 and 7. Those who fail the re-evaluations will be reported to Faculty Evaluation Committees at any level of dismissal.

Dismissals shall be determined by consensus from over two-thirds of the Faculty Evaluation Committee members present at the meeting.

Article 8-1 Lecturers and assistant professors who fail the evaluations must receive counseling/assistance, their teaching, research, and service and consultation achievements for only the 3 years prior to the re-evaluations are counted. Associate professors and professors who fail the evaluations, their teaching, research, and service and consultation achievements for only the 5 years prior to the re-evaluations are counted.

Article 9 Lecturers and assistant professors who meet any of the following criteria during the 3 years prior to evaluation may apply for an exemption. Associate professors and professors who meet any of the following criteria during the 5 years prior to the evaluations may apply for an exemption:

1. Served as an NTNU Research Chair Professor.
2. Received the NTNU Exceptional (Outstanding) Teaching Award.
3. Received the NTNU Exceptional Service Award.
4. To **retire within 2 semesters** from the date of evaluation.
5. Received the Excellent Teacher Award issued by the Ministry of Education.

Article 10 Associate professors or above who have any of the following research achievements may apply for a permanent evaluation exemption.

1. Elected as a member of Academica Sinica.
2. Received the Ministry of Education Academic Award, National Chair Professorship, National Award for Arts, or the Executive Yuan National Cultural Award.
3. Served as an NTNU chair professor.
4. Served as a lecturer for a renowned domestic or foreign university recognized by NTNU.
5. Awarded research organization grants from the research program (including industry-academia collaboration projects) of the Ministry of Science and Technology (formerly the

National Science Council) at least 15 times. A Class-A Research Award may be recognized as an organization grant for research project; one Outstanding Research Award may be recognized as 3 organization grants for research projects. The execution period must be at least one year long, and only one project can be counted per year.

The number of organization grants for research projects in the preceding paragraph that pass the standards are increased from 10 once every 2 years starting 2015. The increases are explained as follows:

1. Applications submitted in 2016 and 2017: 11 times.
2. Applications submitted in 2018 and 2019: 12 times.
3. Applications submitted in 2020 and 2021: 13 times.
4. Applications submitted in 2022 and 2023: 14 times.
5. Applications submitted in 2024 and onwards: 15 principal investigator fees.

One NTNU Teaching Excellence Award may be recognized as one organization grant for research project (3 for the Outstanding Teaching Award). However, an Award of Teaching Excellence and an organization grant for research project may not both be recognized if awarded in the same year. Organization grant for research projects awarded within 3 years from the year of an Outstanding Teaching Award was issued may not be counted twice.

Article 11 Associate professors or above who have any of the following teaching achievements may apply for a permanent evaluation exemption:

Have been awarded the NTNU Award of Teaching Excellence at least 15 times (one Outstanding Teaching Award can be redeemed as 3 Awards of Teaching Excellence).

Article 12 Faculty members who have received approval for leave with pay or leave without pay for more than half a year due to reasons such as vacation research, studying abroad, lecturing abroad, temporary transfers, parental leave, family care leave, and major accidents shall apply evaluation extensions according to their leave durations after returning to campus.

In respect of female faculty members who have given birth (or who have suffered a miscarriage), an evaluation grace period of 2 years may be given, and the leave without pay condition stipulated above shall not be enforced.

Faculty members who serve as NTNU second-level supervisors or deputy supervisors or above may apply for an evaluation postponement according to their years of service.

The data for postponed evaluations shall be calculated from the previous evaluation semester, and the performance of the current evaluation semester shall be included as data in the next evaluation.

Article 13 Faculty members whose evaluation data have been confirmed to have been plagiarized, forged, altered, or in violation of academic ethics and integrity will be deemed to have failed the evaluation. In such circumstances, the relevant NTNU rules will apply.

Article 14 Faculty members to be evaluated must provide relevant data. Failure to do so will be deemed to have failed the evaluation.

Article 15 The departments of this College shall, pursuant to the department faculty evaluation directives stipulated in these Guidelines, report related matters to the faculty evaluation committees to deliberate after they have been approved during the department affairs meetings. Following review by the President, matters are announced and implemented.

Grading standards for all faculty evaluation items shall be fully established pursuant to the rules stipulated in Articles 4 and 5 of these Guidelines.

Each department and faculty evaluation committee of this College shall list the faculty evaluation cases as items to be deliberated, perform evaluations after carefully checking the materials, and hold anonymous votes.

Article 16 The schedule for evaluation is as follows:

1. Initial evaluation schedule

- (1) Each departments of this College shall notify faculty members who are to receive a faculty evaluation in the next semester before the end of September/March each year. Should a faculty member meet the conditions for an evaluation exemption, they shall submit an application and go through relevant procedures the semester before the evaluation so that the list of faculty members to be evaluated can be confirmed. The list

should be submitted to the office of this College.

(2) Faculty members to be evaluated in the current semester shall send the evaluation data to their department offices before the end of August/February. The department faculty evaluation committees shall complete the initial evaluations according to the evaluation standards set by the respective departments before the end of the subsequent October/April. The evaluation committees shall submit the initial evaluation results and relevant evaluation data to the office of this College.

2. Re-evaluation schedule

The faculty evaluation committee of this College must complete the re-evaluations before the end of November/May, and report the re-evaluation results and relevant evaluation data to the President as well as submit them to the University Faculty Evaluation Meeting for future reference.

For faculty members who are being evaluated and are applying for a promotion in the same semester, the faculty evaluation committees at all levels shall evaluate the faculty members before their promotion application.

Article 17 Once the faculty evaluation results have passed the University Faculty Evaluation Meeting reviews and have been submitted for future reference, this College will notify the relevant departments and individuals of the evaluation results.

Article 18 All department faculty members of this College who have doubts about the evaluation procedures and results of the current year may submit an appeal in accordance with the administrative procedures within 15 days of receiving the results.

Regarding such appeal, this College shall request that the faculty evaluation committee hold a discussion, and shall notify the appellant of the final decision within ten days of the discussion.

Article 19 Relevant regulations shall apply to the evaluation of research fellows, contracted faculty members, and faculty members from teacher training institutes.

Article 20 Matters not covered in these Guidelines shall be handled under University's relevant regulations.

Article 21 The Guidelines are in effect for the evaluation of full-time and newly-hired faculty members starting August 1, 2014.

Article 22 Following approval by the college affairs meetings, these Guidelines are to be approved and announced by the president. The same shall apply to any future amendments made hereto.