

National Sun Yat-Sen University Faculty Evaluation Implementation Guidelines

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- Article 1 The Faculty Evaluation Implementation Guidelines (hereinafter referred to as the "Guidelines") are established for evaluation of the teachers to improve the teaching quality and academic level of National Sun Yat-Sen University (hereinafter referred to as the "University").
- Article 2 The Faculty Evaluation Committee of **each** college and the Center for General Education must be established before January 15th in the academic year in which the evaluation is to be conducted.
- Article 3 The evaluation score must be calculated for the teachers of all departments (institutes) on the same proportional basis. The department (institute) may determine the proportion but the calculation method of the evaluation score must comply with the range of the proportion specified in the Guidelines.
- The teachers **who have** the **“Physical and Mental Disability Manual”** or the “Severe Disease Card” can adjust the percentage of each evaluation item within the range of the proportion. Department (including the unit with both department and institute and the Center for Teacher Education): Teaching 40% - 60%; research (exhibition & performance) 30% – 50%; service and guidance 10% - 30%;
Independent institute: Teaching 20% - 50%; research (exhibition & performance) 40% - 70%; service and guidance 10% - 30%;
Center for General Education: Teaching 60% – 80%; research 10% - 30%; service and guidance 10% - 30%;
Lecturers of the department and the Center **for** General Education: Determined by the unit to which the originally belonged or teaching 60% - 70%; research 0 – 10%; service and guidance 20% - 30%.
- Article 4 The evaluation of a teacher is conducted based on the documents within five academic years (the years for leaves with or without pay as well as long sick leaves are not included) before the evaluation. The documents mentioned above are limited to those provided by the teacher.
- Article 5 The Faculty Evaluation Committee of **each** college and the Center **for** General Education shall compile the name list of the teachers who “need to undertake the evaluation” and “do not need to undertake the evaluation” and send it to related units for review and approval. It shall then submit the name list to the Office of Academic Affairs for reference at the end of January.

Article 6 When conducting the evaluation of teachers, **each** college and the Center **for** General Education must describe the process and method of the evaluation to the Faculty Evaluation Committee. The responsible unit can be asked to attend the meeting and give a description, if necessary.

Article 7 Resolution of the Faculty Evaluation Committee of **each** college and the Center **for** General Education:

- (1) Establishing the minimum **"pass criteria"** and the guidelines for the "pass criteria" according to the evaluation **indicators** as determined at the University Assembly.
- (2) Determining the name list of the teachers who "pass", "conditionally pass" and "fail" the evaluation.

Article 8 Process of the evaluation:

- (1) The Committee members make the name list of the teachers who "pass" the evaluation and "need to improve" based on the initial evaluation of their overall performance in teaching, research, guidance and service.
- (2) The teachers who "need to improve" must submit a two-year improvement plan to the Faculty Evaluation Committee within 10 days after receiving the notice. They will be deemed as "conditionally passing" the evaluation when the improvement plan is approved by the Committee. The teachers who do not submit the improvement plan or if the plan is not approved are deemed as failing the evaluation, unless Subsection (3) is applicable.

The Faculty Evaluation Committee shall list the items to be improved and request the teachers who do not pass the evaluation to carry it out within one year.

- (3) For the teachers who "need to improve" and are not in the position to submit the improvement plan within 10 days for special reasons, they may apply to the Faculty Evaluation Committee. They will be deemed as not undertaking the evaluation in the current academic year if the application is approved by the Committee, and the evaluation will be postponed until the special reasons disappear.

Article 9 The Faculty Evaluation Committee of **each** college and the Center **for** General Education must finish the review before April 1st specified in Article **14** of the Faculty Evaluation Guidelines of the university. It shall compile the name list of the teachers who "need to undertake the evaluation" and "do not need to undertake the evaluation" and send it to

the Office of Academic Affairs. It shall then send the name list to the University Teacher **Review** Committee for final resolution.

Article 10 The teachers who "conditionally pass" the evaluation shall submit the "Effectiveness Report of the Improvement Plan" to the college and the Center **for** General Education before the end of February in the academic year next to the following year. After compiling the reports, the college and the Center **for** General Education will send them to at least three external members of the Faculty Evaluation Committee for review. The result of the review will be sent to the Office of Academic Affairs and forwarded to the University Teacher **Review** Committee for final resolution. The teachers who do not submit the Effectiveness Report of the Improvement Plan or whose Effectiveness Report of the Improvement Plan fails the resolution will not be appointed as teachers for the next semester. Article 14 of the Guidelines for Appointment of Teachers and Researcher shall apply.

The teachers who "fail" the evaluation shall submit the "Effectiveness Report of Improvement Items" to the college and the Center **for** General Education before the end

of February in the next academic year. After compiling the reports, the college and the Center **for** General Education will send them to at least three external members of the Faculty Evaluation Committee for review. The result of the review will be sent to the Office of Academic Affairs and forwarded to the University Teacher **Review** Committee for final resolution. The teachers who do not submit the Effectiveness Report of Improvement Items or whose Effectiveness Report of Improvement Items fails the resolution will not be appointed as teachers for the next semester. Article 14 of the Guidelines for Appointment of Teachers and Researcher shall apply.

For the teacher who is not in the position to submit the “Effectiveness Report of the Improvement Plan” or the “Effectiveness Report of Improvement Items” within the timeframe for special reasons, the Report will, subject to approval of the president, be postponed until the special reasons disappear.

Article 11 The teachers who "conditionally pass" the evaluation may only have a "pass" or "fail" in the next evaluation.

Article 12 The Faculty Evaluation Committee shall send the result of the evaluation (including the comments of the Committee) to the Office of Academic Affairs for compiling, and, in the meantime, issue a written notice to the evaluated teacher and the department (institute) to which the teacher belongs.

Where objection is to be made, the evaluated teacher may file an appeal with evidence within 15 work days after receiving the notice according to Article 15 of the Faculty Evaluation **Regulations** of the University.

Article 13 The matters that are not covered by the Guidelines are subject to related regulations.

Article 14 The Guidelines are approved at the University Assembly and implemented after approval by the president. The same procedure is applicable to the amendment of the Guidelines.

※These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.