

TKU Regulations Governing the Assessment of Faculty Members' Instruction and Service (and Attached Guidelines)

Secretariat Regulation No. 1060000033 (06/12/2017)

Article 1

The *TKU Regulations Governing the Assessment of Faculty Members' Instruction and Service* (Herein referred to as "These Regulations") were formulated in accordance with related laws set by the Ministry of Education and the *TKU Regulations on Faculty Promotion* to establish rules with which to handle the review of teacher credentials and the assessment of instruction and service-based performance.

Article 2

When undergoing the review of materials for teacher promotion, the department-level and college-level teachers' evaluation committees assessment of teaching and assessment of service should each reach 80 points or higher; and for related works or artistic type works based on TKU's external works and external results: those following the academic research model must have the recommendation of two or more external reviewers, those following the artistic type research model and those following the teaching research model or applied technology model should have two external reviewers or more with each giving a score of 70 points or higher for their application for promotion to be submitted to the university-level Faculty Review Committee for consideration. Newly-employed faculty members (or those continuing their employment) who undergo a review of teacher credentials will be assessed based on their previously published works; their instruction and service-based performance will not be considered.

Article 3

TKU faculty members who apply for promotion will be assessed based on the items listed below, and a copy of an assessment scoring sheet is also provided to follow (see attachment):

1. Instruction:

- a) Results of the TKU Teaching Assessment.
- b) Supervision of master's and PhD dissertations.
- c) Production of teaching materials and syllabi.
- d) Attendance of courses taught.
- e) Attendance of international symposiums or conferences.
- f) Other factors related to instruction.

2. Service:

- a) Performance in a simultaneously-held TKU administrative role.
- b) Fundraising proposals and actual obtainment of funds.
- c) Participation in the promotion of education.
- d) Participation in university affairs.
- e) Rendering of specialized services outside of TKU.
- f) Any other instances of service.

Article 4

The assessment form used to evaluate teachers' instruction and service-based performance for promotion, as well as the methods for scoring, are formulated separately by each first-tier or second-tier contract-issuing unit in accordance with the *Guidelines for the Evaluation of Instruction and Service*.

Article 5

Before teachers apply for promotion they must first submit all information related to instruction and service for the three years prior to application. After doing so, the Faculty Review Committee from their department-level institute must carry out an initial review by examining the submitted information with reference to each of the assessment criteria. The Committee must then fill in an Instruction and Service Assessment Form and outline in writing the status of the application. The mark given in the initial review should be combined with the result of the review of the written publication and sent to the college-level Faculty Review Committee, which will consider the application in accordance with the *TKU Regulations on Faculty Promotion*.

Article 6

When the college-level Faculty Review Committee holds the secondary review, it examines the result of the applicant's externally reviewed published works along with the assessment scores for the preliminary review carried out by the department-level Faculty Review Committee. If it feels the submitted information is insufficient, it must request that the applicant provide further information or directly subject the applicant to review. After being passed by the college-level Faculty Review Committee (in the secondary review), the information should be issued to the Office of Human Resources, which must pass the information about the applicant's previously published work (written publication) to the Council of Academic Review and Evaluation, Ministry of Education, for external review.

After being passed by the Council, the Office of Human Resources will notify the college-level Faculty Review Committee, which must then collect, compile, and edit all information, bind it in booklet format, and, along with the applicant's published works originally sent for review, send it to the Office of Human Resources at least 10 days before the meeting of the university-level Faculty Review Committee is held.

The Office of Human Resources will then distribute all printed information regarding the application for promotion to the members of the university-level Faculty Review Committee to refer to before the meeting convenes.

Article 7

When the university-level Faculty Review Committee finds it necessary, the Committee Chair may appoint a Special-Case Panel – comprised of committee members – to review all information regarding faculty instruction and service in a promotion case and thus prepare for the Committee meeting.

Article 8

This set of regulations will take effect on the date of its publication after being passed by the university-level Faculty Review Committee and approved by the TKU President. The same applies to any later amendments made.

Appendix Guidelines for the Assessment of Instruction and Service

Instruction	Basic Score	Detailed Criteria and Method of Scoring (The number of marks given for each criterion is to be determined by the corresponding college, office, or center)
Results of the TKU Teaching Assessment	80	Addition or deduction of marks based on the applicant's TKU Teaching Assessment score.
Supervision of Master's and PhD dissertations	75	1.For promotion applications for lecturers or corresponding for departments without graduate institutes, this item can be omitted from the overall score. 2.Additional points for teachers whose students pass their dissertation defense.

Production of teaching materials and syllabi	80	1.Deduction of points for not submitting course syllabi online. 2.Additional points for publishing textbooks for college studies (or higher) or publishing a series of teaching materials.
Attendance of courses taught	80	1.Deduction of points for not making up missed classes. 2.Additional points for exceeding a set number of teaching hours.
Attendance of international symposiums or conferences	70	1.Additional points for attending TKU internally and externally-held academic conferences and symposiums.
Other factors	80	An additional 10 marks for each Outstanding Teacher Award bestowed by TKU.

Note:

1. Marks given for criteria not listed in this guideline are determined separately by each college, office, or center.
2. Information submitted by teachers applying for promotion, regarding their performance over the previous three years, must be assessed, by issuing scores based on each detailed criterion above. The maximum score that may be issued for one individual criterion is 100.

Service	Basic Score	Detailed Criteria and Method of Scoring
---------	-------------	---

Performance in a simultaneously-held TKU administrative role	80	Additional points for simultaneously holding a TKU administrative position.
Fundraising proposal and actual obtainment of funds	80	1. Additional points for each fundraising proposal obtained. 2. Additional points for funds obtained.
Participation in the promotion of education	80	1. Additional 1 point for each credit class or health education and training class instructed. 2. Additional 1 point for each period in which TKU teachers teach 10 hours or more of external specialized study classes. 3. Additional 1 point for each summer school course offered.
Participation in university affairs	70	1. Additional 3 points per academic year for serving as a student mentor. 2. Additional 1 point per academic year for serving as a committee member on a TKU committee at any level; additional 2 points for serving as the committee convener. 3. Additional 3 points per academic year for serving as the editor of a TKU academic journal. 4. Additional 1 point per academic year for serving as the supervisor of a student club or a publication; additional 2 points for serving as the supervisor of a TKU representative team.
Rendering of specialized services outside of TKU	70	1. Additional points for hosting or helping to host academic conferences, lectures, or symposiums for TKU-external guests and attendees. 2. Additional points for participating in administrative service work in a civic group. 3. Additional 3 points per academic year for serving as the editor of a TKU-external academic journal. 4. Additional points for serving as a consultant or assessment panel member in a special project commissioned by a government body. 5. Additional points for hosting an international conference. 6. Additional points for delivering academic speeches outside of TKU. 7. Additional points for receiving an Outstanding Professional Service Award.
Other factors	80	Deduction of points for not fulfilling the required

[4-6]

		office time of four days per week.
--	--	------------------------------------

Note:

1. Marks given for criteria not listed in this guideline are determined separately by each college, office, or center.
2. Information submitted by teachers applying for promotion, regarding their performance over the previous three years, must be assessed, by issuing scores based on each detailed criterion above. The maximum score that may be issued for one individual criterion is 100.