

TKU Regulations Governing Faculty Evaluation

TKU Regulation No. 1110009001 (10/07/2022)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

Article 1

In order to enhance the effectiveness of faculty teaching, research, and counseling and service, Tamkang University (TKU) formulates TKU Regulations Governing Faculty Evaluation (hereinafter referred to as “the Regulations”), in accordance with Article 21 of the University Act and Article 13 of the TKU Regulations Regarding Faculty Service and Benefits.

Article 2

All full-time TKU faculty whose employment contracts are due to expire are subject to faculty evaluation once every two years. However, faculty members who meet one of the following criteria are entitled to be exempt from faculty evaluation:

1. Faculty members selected as academicians at Academia Sinica.
2. Faculty members who previously received the Academic Award or National Chair Professorship from the Ministry of Education (MOE).
3. Faculty members who previously received the Outstanding Research Award from National Science and Technology Council (NSTC).
4. TKU chair professors, research professors, or specially appointed professors.
5. Faculty members who earned Outstanding Teacher Award in the period covered by their current employment contracts.
6. Faculty members who served as conveners in any academic discipline at NSTC in the period covered by their current employment contracts.
7. Faculty members who served concurrently in TKU managerial administrative positions and gained at least 4.5 in the teaching assessment for each course that they teach in the period covered by their current contracts.
8. Faculty members scheduled to retire or resign in the following academic year.
9. Faculty members who have been on secondment, retained the position without pay, or on leave with pay exceeding one year in the period covered by their current contracts.
10. Faculty members who have pregnancy and childbirth in the period covered by their current contract.

11. Faculty members in any of the following categories, gained at least 4.5 in the teaching assessment for each course that they teach in the period covered by their current contracts.

- (1) Have executed research projects of NSTC for more than twelve times, and have at least one project under execution during the period of the current contract.
- (2) Have executed Teaching Practice Research Projects of MOE for more than four times, and have at least one project under execution during the period of the current contract (Co-Principal Investigator excluded).
- (3) Have executed University Social Responsibility (USR) Projects of MOE for more than 4 times, and have at least one project under execution during the period of the current contract (Sub-Investigator excluded).

The materials submitted for faculty evaluation should cover the four semesters prior to the semester the faculty members undergo the evaluations; however, the time span of the materials under evaluation from the faculty members who hold their first contracts for less than four semesters should be counted from the date that their first contracts were issued.

Article 3

The faculty evaluation process is divided into three phases: preliminary evaluation, secondary evaluation, and final evaluation. In accordance with the TKU Faculty Evaluation Table of Criteria (the “Faculty Evaluation Table”), each phase of the evaluation is held sequentially: the department-level Faculty Review Committee holds the preliminary evaluation, the college-level Faculty Review Committee holds the secondary evaluation, and the university-level Faculty Review Committee holds the final evaluation.

Article 3-1

From 2023 academic year, all faculty members who are subject to the faculty evaluation are categorized into three types on the basis of the faculty’s will: academic research, teaching practice and industry-academia cooperation.

1. Teachers of the type of academic research shall meet one of the following criteria in the time span that the submitted materials for faculty evaluation cover.
 - (1) Execute projects of NSTC.
 - (2) Publish academic articles in journals indexed in SCI, SSCI A&HCI, ESCI, EI, THCI, or TSSCI.

- (3) Publish academic journal papers, conference papers, monograph or papers in edited books that are recorded by SCOPUS.
 - (4) Publish international conference paper, where the definition of international conference is consistent with TKU commendation principles for staff in hosting academic seminar in the university.
 - (5) Publish academic monograph that conforms with TKU Regulations on Research Grants for Full-Time Faculty.
 - (6) Be awarded by TKU Regulations on Research Grants for Full-Time Faculty for Innovative works, exhibitions and performances.
 - (7) Publish papers in domestic or international academic journals that use anonymous peer review.
2. Teachers of the type of teaching practice shall meet the following criteria in the time span that the submitted materials for faculty evaluation cover.
- (1) Gain at least 4.5 points for each class of the course in the teaching assessment with at least 35% of recovery rate of the teaching assessment.
 - (2) Use online teaching platform for all courses that they teach.
 - (3) Without any record of absence from courses.
 - (4) Upload syllabus on time in each semester. However, newly appointed teachers or those who could not upload on time due to curriculum adjustment or course change shall be exempt.
 - (5) Upload midterm grades, final grades, and final grades of graduating seniors on time in each semester.
 - (6) Attend teaching workshops held by the university for the times that meet TKU's requirement.
 - (7) Have applied for Teaching Practice Research Projects of MOE or served as advisor of university students research projects of NSTC that have been approved.
3. Teachers of the type of industry-academia cooperation meet one of the following criteria in the time span that the submitted materials for faculty evaluation cover.
- (1) Execute USR Projects of MOE.
 - (2) Apply for patent or execute industry-academia cooperation and pay TKU for technology transfer royalties.
 - (3) Execute other research projects that are registered with the Office of Research and Development.
 - (4) Participate in international competitions and receive awards.
 - (5) Serve as chief curator of international exhibitions and be awarded by TKU Regulations on Research Grants for Full-Time Faculty.

Article 4

The categories of the criteria in the faculty evaluation include teaching, research, and counseling and service. These categories add up to produce a total score of 100. Each first-level hiring unit must formulate a grade-weighting scale for each evaluation category based on the permitted range for weighting listed below. Once decided, the weighting of each category will then be reviewed by the university-level Faculty Review Committee, and will become a fixed standard after being approved. The weighting of grades for each category must be between:

1. 40% – 60% (Teaching)
2. 20% – 40% (Research)
3. 15% – 35% (Counseling and Service)

The method of scoring used in the faculty evaluation shall comply with the respective Scoring Criteria for teaching, research, and counseling and service. The Scoring Criteria will take effect after being deliberated and passed in a university-level Faculty Review Committee meeting.

Faculty members shall choose the evaluation type according to their will. However, those who don't meet the criteria aforementioned will have their total score deducted by 10 points.

Article 5

Before their current employment contracts expire, faculty members who are subject to the faculty evaluation should provide all required documentary proof in accordance with the Grade Weighting Table and Faculty Evaluation Scoring Criteria formulated by first-level hiring units in the prescriptive time. These documents should be submitted to the Faculty Review Committee of the first or second-level hiring units to which the faculty members belong.

Article 6

Based on the results of the evaluation, the Faculty Review Committee at each level must issue the faculty member with a grade: either a "pass", "conditional pass", or "fail". The results of the evaluation lead to the following courses of action:

1. Faculty member with a "pass" grade (total score of 70 or more) will be granted continued contracts of two years or of separately agreed duration, and will receive a raise in their monthly salary or annual bonus (those whose contract duration are restricted will only gain one-year contracts).

2. Faculty member with a “conditional pass” grade (total score of 60 but less than 70) or faculty member with a “fail” grade (total mark of less than 60) will be granted a continued contract of one year – or a separately agreed on duration – but will not gain a raise in salary, and will not be permitted to take part-time teaching or part-time employment outside of TKU. In addition, the faculty member must not exceed the basic weekly teaching hours required for TKU faculty, and may not apply for leave or extended service.
3. From 2023 academic year, faculty member with two successive “conditional pass” or “fail” will not gain year-end bonus, in addition to the course of actions aforementioned.

Article 7

Faculty members who receive less than 70 points will be counseled and supported by their first or second-level hiring units in order to improve before the next evaluation. They must undergo another evaluation in the following academic year and submit evaluation materials of two semesters before the semester in which they undergo the evaluation. The follow-up results of improvement will be submitted to the university-level Faculty Review Committee for future reference.

The rules governing the process of faculty counseling and support are outlined in a separate set of regulations.

Article 8

Faculty members whose evaluation score is less than 70 points for three continuous times or less than 60 for two continuous times will be subjected to TKU Regulations Regarding Faculty Service and Benefits.

Article 9

Full-time assistant professors whose promotion application has not been approved within eight years shall receive one-year contracts and undergo teacher evaluation up until the academic year in which their promotion application is approved from the start of the ninth year; however, those who present a promotion application within the eight years that is still under review and not approved yet are not subject to this restriction. The period of the review materials being scrutinized will include the semester of the review plus the previous two semesters.

Article 10

If the record of “counseling and service” items the teacher being evaluated consists of

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fewer than four semesters of, scoring will be calculated based on a projected average ratio.

Article 11

To correspond with the holding of the TKU faculty review process, each first-level hiring unit must submit the results of the teacher evaluations, along with the minutes of meetings held by first or second-level units related to teacher evaluations, to the Office of Human Resources for future reference.

Article 12

Faculty members who do not agree with the result of their evaluation may submit a written reapplication to the TKU Faculty Review Committee within 20 days of the day after being notified or finding out about the result. Those who do not accept the results of the reapplication may submit an appeal to the TKU Faculty Appeal Review Committee.

Article 13

Matters not covered by these regulations should be handled in accordance with related rules and regulations.

Article 14

The Regulations come into effect on the date of its announcement after being approved in TKU school affairs meeting. The same applies to any later amendments made.

Attached file:

“Teaching” Component of Faculty Evaluations

“Research” Component of Faculty Evaluations

“Counselling and Service” Component of Faculty Evaluations