

Tamkang University Scoring Criteria for the
 “Counseling and Service” Component of Faculty Evaluations

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

College		Department	
Name of teacher being evaluated		Title	Employee no.
Evaluation period	From (year per month per day) to (year per month perday)		
I meet the criterion laid out in Paragraph 2, Article 2, of the <i>TKU Regulations Governing Service and Remuneration for Hired Teachers</i> , which states that full-time teachers must schedule four days of work at the school each week.			<input type="checkbox"/> Yes <input type="checkbox"/> No

A. Basic items for additional points (maximum 30 points)

Item	Evaluation Content	Scoring Criteria	Evaluating Unit
A1	Mentor	<input type="checkbox"/> 3 points per semester; no. of semesters _____; total points _____.	Office of Student Affairs, Office of Academic Affairs, Office of International Affairs or second-level hiring unit
	Supervising teacher in honor’s programs	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____.	
	Foreign student mentor	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____.	
A2	Served as a member of the University Committee and attended at least two-thirds of meetings.	<input type="checkbox"/> 3 points per semester; no. of committees _____; total points _____ (maximum 9 points).	All responsible units or second-level hiring unit
A3	Served as a convenor or member of various meetings for first-level hiring units and attended at least two-thirds of meetings.	<input type="checkbox"/> 3 points per semester; no. of meetings _____; total points _____ (maximum 9 points).	First-level hiring unit
A4	Served as a convenor or member of various meetings for second-level hiring units and attended at least two-thirds of meetings.	<input type="checkbox"/> 3 points per semester; no. of meetings _____; total points _____ (maximum 9 points).	Second-level hiring unit
A5	Updated personal information in the Teacher ePortfolio System each semester and provided first and second-level hiring units, as well as the college and University, with data required for evaluation.	<input type="checkbox"/> 3 points per semester; no. of semesters _____; total points _____ (maximum 9 points).	Second-level hiring unit

Note: Attendance as referred to in A2-A4 (above) is calculated based on the actual number of meetings attended. However, meetings in which official leave was taken may also be included in such calculations.

B. Items for additional points at the University level (maximum 30 points)

Item	Evaluation Content	Scoring Criteria	Evaluating Unit
B1	Assisted in carrying out various administrative measures of first and second-level hiring units and gained the approval of the unit supervisor for performing at least one item of service in each academic year.	<input type="checkbox"/> 5 points per semester; no. of semesters _____; total points _____ (maximum 15 points). Explanation of Supervisor in charge: _____ _____ _____ _____	First and second-level hiring units and all other responsible units
B2	Implemented the University Development Plan and reached the required KPIs.	<input type="checkbox"/> 5 points per semester; no. of semesters _____; total points _____.	Second-level hiring unit
B3	Assisted in the review of TKU's key research projects.	<input type="checkbox"/> 5 points per semester; no. of semesters _____; total points _____ (maximum 10 points).	Proof required
B4	Had a salaried part-time administrative or secretarial position within the University.	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____.	Office of Human Resources or second-level hiring unit
B5	Gained excellent results in fundraising.	<input type="checkbox"/> 10 points per semester with cumulative funds of \$1,000,000 or above. No. of semesters _____; total points _____. <input type="checkbox"/> 7 points per semester with cumulative funds between \$500,000 and \$1,000,000; no. of semesters _____; total points _____. <input type="checkbox"/> 5 points per semester with cumulative funds of between \$100,000 and \$500,000. No. of semesters _____; total points _____. <input type="checkbox"/> 3 points per semester with cumulative funds of between \$10,000 and \$100,000. No. of semesters _____; total points _____. <input type="checkbox"/> 1 point per semester with cumulative funds of between \$3,000 and \$10,000. No. of semesters _____; total points _____.	Office of Alumni Affairs or second-level hiring unit
B6	Was selected as an outstanding mentor.	<input type="checkbox"/> 5 points per award of exceptional mentor status. <input type="checkbox"/> 3 points per award of outstanding mentor status.	Office of Student Affairs or second-level hiring unit

Item	Evaluation Content	Scoring Criteria	Evaluating Unit
B7	Served as a supervising teacher for student clubs or study groups (book clubs) registered by administrative units.	<input type="checkbox"/> 5 points per semester; no. of semesters _____; total points _____ (maximum 10 points).	Proof required
B8	Engaged in student admission and marketing work assigned by the University.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____ (maximum 10 points).	Office of Academic Affairs or second-level hiring unit
B9	Went to high schools or vocational colleges to help students develop interview skills by conducting mock interviews.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____ (maximum 10 points).	Office of Academic Affairs or second-level hiring unit
B10	Participated in foreign student education expositions; took part in strategic alliance high school guidance courses.	<input type="checkbox"/> 5 points per foreign student education exposition; no. of expos _____; total points _____. <input type="checkbox"/> 3 points per strategic alliance high school guidance course; no. of courses _____; total points _____.	Second-level hiring unit
B11	Served as a career guidance counselor and carried out counseling work.	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____.	Office of Student Affairs or second-level hiring unit
B12	Served as a chief, co-, or sub-coordinator of a MOE “USR Project.”	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____ (maximum 8 points).	USR Project Office or second-level hiring unit
B13	Served as a keynote speaker and attending instructor at forums held for new students and their families by the Office of Alumni Services and Resource Development.	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____ (maximum 8 points).	Office of Alumni Affairs or second-level hiring unit
B14	Served as a supervising instructor on a NSTC college research project, with the application having been approved.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____ (maximum 10 points).	Office of Research and Development or second-level hiring unit

Item	Evaluation Content	Scoring Criteria	Evaluating Unit
B15	Guided students to take part in external competitions in which students received an award.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____ (maximum 10 points).	Proof required
B16	Served as a member or cadre of the TKU Staff Benefits Committee or the Female Faculty Association, or as a supervising teacher for their courses.	<input type="checkbox"/> 2 points per semester; no. of semesters _____; total points _____.	Proof required
B17	Made special achievements which were published by external media outlets.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____ (maximum 10 points).	Proof required
B18	After gaining approval, served as an unsalaried backup member for professional government committees at any level.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____ (maximum 10 points).	Proof required
B19	Served as a chairman, vice chairman, secretary general, vice secretary general, director, or supervisor of a government-registered academic organization in an unsalaried position and with no subsidies for transportation costs.	<input type="checkbox"/> 3 points per project for chairmen or vice chairmen; no. of projects _____; total points _____. <input type="checkbox"/> 2 points per project for secretary generals or vice secretary generals; no. of projects _____; total points _____. <input type="checkbox"/> 1 point per project for directors or supervisors; no. of projects _____; total points _____.	Proof required
B20	Served as a member of the Board of Examiners for national examinations, Ministry of Examination.	<input type="checkbox"/> 5 points per project; no. of projects _____; total points _____.	Proof required
B21	Served as an evaluation or on-site assessment commissioner for schools at any level.	<input type="checkbox"/> 3 points per project; no. of projects _____; total points _____.	Proof required
B22	Completed the training for the investigation of gender equality incidents on campus and participated in the incident investigation of Gender Equality Education Committee.	<input type="checkbox"/> Completed related trainings and was listed in “the investigation specialist database of MOE for campus sexual assault, sexual harassment, or sexual bullying cases”, and participated in the investigation of cases. 5 points per case, no. of cases _____; total points _____. (Maximum 15 points)	Office of the Secretariat or second-level hiring unit

C. Items for additional points from first and second-level hiring units (Such items should be customized by first-level hiring units, with a maximum of 20 points for each single item, and a maximum of 40 points for all items in total. They cannot be the same as those in Table A and B abovementioned, or in the Scoring Criteria for the “Teaching” or “Research” sections of the Teacher Evaluation. They should help establish the distinct nature of the hiring units, and will take effect after being considered and passed in a Faculty Review Committee meeting of a first-level hiring unit, and gaining the approval of the University president.)

Item	Evaluation Content	Scoring Criteria	Evaluating Unit
	Items to be customized by the first-level hiring unit		

Evaluation Results for Counseling and Service Items		
Self-assessment of the teacher being evaluated	Preliminary evaluation by the second-level Faculty Evaluation Committee	Secondary evaluation by the first-level Faculty Evaluation Committee
A: _____ B: _____ C: _____ Total _____ Signature:	A: _____ B: _____ C: _____ Total _____ Signature of second-level supervisor:	A: _____ B: _____ C: _____ Total _____ Signature of first-level supervisor: