

Directions for Faculty Evaluation of the College of Engineering, National Chiao Tung University

Amendment adopted at the 1st College Teaching Review Meeting on October 15th 1999

Amendment adopted at the 3rd Teaching Review Meeting, College of Engineering on November 2nd, 2007

Amendment adopted at the 1st Teaching Review Meeting, College of Engineering on September 17th, 2009

Amendment adopted at the 1st Teaching Review Meeting, College of Engineering on June 13th, 2013

Article 1 In order to elevate the faculty's teaching, research and service quality of the College of Engineering ("the College"), the Directions for Faculty Evaluation of the College of Engineering, National Chiao Tung University ("Directions") are stipulated in accordance with Article 4 of the Regulations for Faculty Evaluation, National Chiao Tung University.

Article 2 The full-time faculty members, except for those exempt from evaluation in accordance with Article 3 of the Directions, shall be evaluated every five years in accordance with the Directions. Since Oct 3, 2007, full-time faculty members of the College are subject to the first evaluation if in service for five years, and can opt for early evaluation if in service less than five years. **The period of unpaid leave does not count towards the total length in service. However, half of the length of the period on secondment counts towards total length in service. The calculation of total years in service starts at the effected date of the promoted faculty members' latest promotion.**

Article 3 The full-time faculty members of the College who meet one of the following criteria are exempted from the evaluation:

1. Permanently exempted from the evaluation:
 - (1) Selected as the Academician of the Academia Sinica.
 - (2) Awarded the academic award of the Ministry of Education or the National Professorship.
 - (3) Awarded the Outstanding Research Award of the National Science Council for three times (or above).
 - (4) Awarded the Research Award of the National Science Council for 12 times (or above) (one Outstanding Research Award equals three Research Awards; one Distinguished Award equals two Research Awards).
 - (5) Awarded the Best Teaching Award of NCTU for three times (or above).
 - (6) Awarded internationally renowned academic award(s), approved by the college-level

faculty review committee.

(7) 60 years old (or above) and having passed the evaluation for at least once and/or having met other criteria of this Article.

(8) Evaluated as permanently exempted from the evaluation by NCTU in the academic year 1999 - 2000 or 2000 - 01.

2. Temporarily exempted from the evaluation:

(1) Incumbent Chair Professor of NCTU and incumbent Visiting Professor of domestic or international outstanding universities.

(2) Awarded the Outstanding Research Award of the National Science Council for one time (or above) in the past five years.

(3) Having fulfilled the hours of course offering during the evaluation period, having averaged 3.0 or above in the section 'Overall impression on this course' in the Questionnaire of Teaching, and 1. having been granted the 研究主持費 for four years (or above) by the National Science Council in the past five years, or 2. having had excellent academic contributions in the past five years, approved by the college-level faculty review committee.

(4) Awarded the Best Teaching Award in the past five years.

(5) Having served at the managerial level for one term (or above) in the department.

(6) Having had substantial and excellent accomplishment in teaching, research and service in the past five years, the documents of which are submitted by the department-level teaching review committee ("Department Committee") to the college- and university-level teaching review committees ("College Committee" and "University Committee") for evaluation exempt.

Article 4 The faculty evaluation of the College is first reviewed by the Department Committee, and then the evaluation result, meeting minutes, along with the annual list of faculty members exempted from the evaluation are submitted by the College Committee to the University Committee for reference.

Article 5 For the College faculty members, three items — teaching, research and service — are subject to the evaluation. The ratio of each item is rated in accordance with the evaluated faculty members' category. The evaluated faculty members who are graded 70 (or above) out of 100 pass the evaluation. The item 'teaching' shall include teaching hours. According to the Principles

of the Calculation of Teaching Hours, faculty members whose teaching hours do not meet the total of basic weekly teaching hours shall make up the deficiency within one academic year. A flunk record shall be given in the item “teaching” for those who do not meet the standards of the Directions.

The Department Committee can stipulated the grading criteria which shall be executed upon the review and approval of the College Committee.

Article 6 For those who do not pass the evaluation, no merit or elevation of salary shall be granted since next academic year. He/she cannot apply for research leave, training leave, secondment, holding other jobs concurrently. He/she shall not apply for extensive service or be recruited as member of teaching review committee of all level, nor shall he/she be allocated as administrative chair. Those full-time faculty members who do not pass the evaluation shall apply for re-evaluation within two years. Upon passing the re-evaluation, his/her merit system of payment shall be reactivated as well as his/her application for research leave, training leave, secondment and concurrent external jobs allowed. For those who do not pass the re-evaluation, his/her recruitment shall be discussed in teaching review committee of all three levels.

Article 7 Faculty members who need to be evaluated shall offer relevant dossiers for review. In case where the dossiers are not submitted or insufficient, the case shall be graded as fail. However, on conditions of leave without pay or absence with post paid (such as research leave, training leave, secondment, lecturing abroad or further study, etc.) where he/she cannot submit dossiers due to his/her absence, the evaluation shall be activated after he/she return to the University. One year extension shall thus be granted.

Article 8 If the reviewed applicant is by chance a member of the Committee, he/she shall avoid participation in any discussion or decision concerning his/her case. Every meeting shall only be held upon the presence of two third of the Committee members. The decision shall only be made upon the agreement of half of the attended committee members. If a committee member fails to attend during the review, he/she cannot exercise his/her voting rights, nor can he/her warrants any other people to attend on his/her behalf.

Article 9 Faculty members who encounter great change such as pregnancy, child-raising

or great incident can get two-year extension for evaluation by providing proof and by gaining the approval of College teaching review committee.

Article 10 Department or college teaching review committee shall indicate the reasons for the fail of the evaluation. If faculty member has any objection concerning the result of the Committee, he/she shall file a grievance to the upper level teaching review committee by offering explanation in writing within twenty days after receiving the notification. Those who still held objection against the result can file a grievance to the very Committee in accordance with “Regulations on Faculty Member Grievance Review Committee and Guidelines on the Review of National Chiao Tung University”.

Article 11 The promotion of new faculty members shall be proceeded in accordance with Guidelines on New Faculty Member Promotion of National Chiao Tung University.

Article 12 The cases shall be attended to in accordance with related regulations if not covered in the Regulations herein.

Article 13 The Guidelines are passed by the College Teaching Review Committee before being approved by the University Teaching Review Committee, and the same procedures apply to any amendment thereto.

Faculty Member Evaluation List of College of Engineering, National Chiao Tung University

姓名 Name : _____ 職稱 Post :

壹、請教師擇一勾選，並填入計分比重（百分比），三項合計100%

I. Please select one condition below and fill out the percentage. The total of the three items shall be 100%.

<input type="checkbox"/>	研究型教師 Research-inclined professor	教學（10%-30%） Teaching (10%-30%)	研究（50%-80%） Research (50%-80%)	服務（10%-20%） Service (10%-20%)
	請自填計分比重 Please fill in the blank the percentage of the three items yourself	%	%	%
<input type="checkbox"/>	教學型教師 Teaching-inclined professors	教學（50%-80%） Teaching (10%-30%)	研究（10%-30%） Research (50%-80%)	服務（10%-20%） Service (10%-20%)
	請自填計分比重 Please fill in the blank the percentage of the three items yourself	%	%	%
<input type="checkbox"/>	服務型教師 Service	教學（10%-30%） Teaching (10%-30%)	研究（20%-40%） Research (50%-80%)	服務（40%-70%） Service (10%-20%)
	請自填計分比重 Please fill in the blank the percentage of the three items yourself	%	%	%

貳：評量項目分教學、研究、服務三項，請教師依評量項目自我評述並填寫附表一。

II. Evaluation items are divided into teaching, research and service. Please describe/evaluate yourself in accordance with evaluation items, and fill out Form 1.

一、 近五年教學績效：

I. Teaching performance in the past five years.

(一) 參考指標：教學授課表現(請提供教學反應問卷調查表)、指導學生學術研究之績效、教學行政配合、教學獲獎情形、英語授課數、教學專業進修及成長、其它與教學相關事項。

A. Reference index: Teaching performance (please offer teaching survey), advisees' research contributions, teaching-administration coordination, teaching awards, courses taught in English, further professional training and development, etc.

(二) 自我評述：

B. Self-evaluation and description:

二、 近五年研究績效(含著作目錄、研究計畫清單、擔任國內、外重要學術期刊之編輯委員或審查人、學術演講、出席國際學術會議、學術研習會、重要學術資料庫之建置、論文指導等)

II. Research performances in the past five years (including the table of contents of published books, list of research projects, editor or reviewer for important domestic and foreign journals, academic lectures, attendance in international academic conference, academic training, allocation/installation of important databases, advising, etc.)

(一) 參考指標：學術論文：期刊論文數(Impact Factor)總量、前20%SCI 論文數、前21-40%論文數)、會議論文(頂尖會議篇數)、其它(如最佳論文獎、國內外學術競賽優勝等)、年度研究經費：政府部門研究計畫經費、建教合作研究經費、其它(如設備捐贈、研究資源等)、技術移轉成效：技轉經費總額、專利申請與取得件數、校方新創事業輔導件數。

(1) Reference index: academic essays: total number of Impact Factor, top 20% SCI papers, top 21-40 papers, (top) conference papers, others (e.g. best paper awards, excellence in domestic and foreign competitions), annual research funding: government sector research project funding, academy-industry cooperation research funding, others (e.g. equipment donation, research resources), technology transfer: technology transfer total amount, patent applied and obtained, University newly established enterprises counseling.

(二) 自我評述：(並填寫附表一)

(2) Self-evaluation: (Please fill out Form 1)

附表一：近五年內研究成果發表統計表 Appendix I: Statistical tables of the publication of research results in the past five years

指標項目 indices		評量年度 year of evaluation	_學年度 year	_學年度 year	_學年度 year	_學年度 year	_學年度 year
期刊論文 Journal papers	SCI / SSCI 篇數 papers		/	/	/	/	/
	SCI / SSCI Impact Factor 總計 ¹		/	/	/	/	/
	EI 篇數(EI 數 / 同為 EI 及 SCI 之篇數) EI papers (EI only/EI and SCI)		/	/	/	/	/
	非 SCI or EI 篇數 Non-SCI, non-EI papers						
國外研討會論文篇數 international conference papers							
國內研討會論文篇數 domestic conference papers							
國外專利獲得件數 international patents							
國內專利獲得件數 domestic patents							
技術移轉件數 technology transfer							
技術移轉金總計(千元)technology transfer in total (thousand NTD)							
衍生利益金總計(千元)derivative profits (thousand NTD)							
技術報告篇數 technology reports							
電腦軟體件數 computer software							
專書出版 monographs	國內出版社與書名 domestic publishing house and book title						
	國外出版社與書名 international publishing house and book title						
國內計畫 Domestic projects	國科會件數與金額 National Science Council projects and sum						
	建教合作件數與金額 academy-industry cooperation projects and sum						
	政府科專計畫件數與金額 governmental projects and sum						
國外計畫 International projects	產學計畫件數與金額 Industry-university projects and sum						
期刊 Journals	編輯 editor						
	主編 editor in chief						
學術榮譽獎 Academic honors							
赴國外著名大學訪問研究與講學 Visiting research and lecture in prestigious foreign universities							
參與國際學會與會議 Attendance in international academic associations and conferences							
其它與研究相關事項 Other research-related items							

敘述式自評：Narrative self-evaluation:

註：1. Impact Factor 以 ISI 資料庫之資料為準。該資料可透過 Web of Science 會員，利用網路資料庫查詢，Web of Science 會員名單詳下列網頁：<http://www.stic.gov.tw/fdb/wos/wosmem.html>，或至相關單位檢索光碟資料。

1. The ISI database is referred to in terms of the Impact Factor. The data can be accessed and searched through Web of Science membership. For the list of members of Web of Science, please see the following link: <http://www.stic.gov.tw/fdb/wos/wosmem.html>, or search the CD at the related office.