

國立中興大學生命科學院教師評鑑辦法

Faculty Evaluation Regulations

College of Life Sciences, National Chung Hsing University

92 年 1 月 15 日院務會議通過
January 15, 2003—Passed by the College Affairs Meeting
95 年 1 月 3 日院務會議修正通過
January 3, 2006—Amended by the College Affairs Meeting
96 年 3 月 14 日院務會議修正通過
March 14, 2007—Amended by the College Affairs Meeting
97 年 4 月 7 日院務會議修正通過
April 7, 2008—Amended by the College Affairs Meeting
97 年 9 月 26 日院務會議修正通過
September 26, 2008—Amended by the College Affairs Meeting
98 年 9 月 24 日院務會議修正通過
September 24, 2009—Amended by the College Affairs Meeting
99 年 3 月 8 日院務會議修正通過
March 8, 2010—Amended by the College Affairs Meeting
101 年 2 月 21 日院務會議修正通過
February 21, 2012—Amended by the College Affairs Meeting
102 年 3 月 6 日院務會議修正通過
March 6, 2013—Amended by the College Affairs Meeting
104 年 11 月 25 日院務會議修正通過
November 25, 2015—Amended by the College Affairs Meeting
105 年 2 月 25 日院務會議修正通過
February 25, 2016—Amended by the College Affairs Meeting
106 年 3 月 6 日院務會議修正通過(第四、七條)
March 6, 2017—(Articles 4 and 7) amended by the College Affairs Meeting
106 年 10 月 31 日院務會議修正通過(第二、四條)
October 31, 2017—(Articles 2 and 4) amended by the College Affairs Meeting
107 年 4 月 18 日院務會議修正通過(第二、三、四、七條)
April 18, 2018—(Articles 2, 3, 4, and 7) amended by the College Affairs Meeting
107 年 10 月 11 日院務會議修正通過(第二條)
October 11, 2018—(Article 2) amended by the College Affairs Meeting
109 年 3 月 23 日-4 月 6 日院務會議書審修正通過(第四條)
March 23 - April 6, 2020—(Article 4) reviewed and amended by the College Affairs Meeting
111 年 2 月 22 日院務會議修正通過(第八條)
February 22, 2022—(Article 8) amended by the College Affairs Meeting

第一條 國立中興大學生命科學院（以下簡稱本院）為協助教師提升教學、研究與服務水準，特依本校教師評鑑準則訂定生命科學院教師評鑑辦法（以下簡稱本辦法）。

Article 1 The College of Life Sciences at National Chung Hsing University (hereinafter referred to as "the College") has established these Faculty Evaluation Regulations (hereinafter referred to as "the Regulations") to assist faculty members in enhancing their teaching, research, and service standards, in accordance with the NCHU Faculty Evaluation Guidelines.

第二條 凡本院專任教授、副教授、助理教授、講師及八十六年三月十九日前取得教師證書之助教（以下簡稱舊制助教）均應依照本辦法接受評鑑。但符合本校教師評鑑準則（以下簡稱校準則）第二條規定免接受評鑑情形，且未曾發生違反本校專任教師聘約規定者，得免接受評鑑。

Article 2 All full-time professors, associate professors, assistant professors, lecturers, and teaching assistants who obtained their teaching certificates before March 19, 1997 (hereinafter referred to as "legacy teaching assistants") are subject to evaluation under these Regulations. However, those exempted under Article 2 of the NCHU Faculty Evaluation Guidelines (hereinafter referred to as "University Guidelines") and those without violations of their full-time faculty employment contracts may be exempt from evaluation.

第三條 本院教師評鑑工作由院教師評鑑小組（以下簡稱評鑑小組）負責，評鑑委員五至九人，其組成方式及相關規定如下：

Article 3 The faculty evaluation process is managed by the College Faculty Evaluation Committee (hereinafter referred to as "the Committee"), which consists of five to nine members. The composition and rules are as follows:

（一）院長為當然委員兼召集人。惟院長當學年度若需接受評鑑或因故不能出席會議時，改由候補委員遞補之，並由全體委員互推一人擔任會議主席。

1. The Dean serves as an ex officio member and convener. If the Dean is subject to evaluation during the academic year or is unable to attend, a substitute committee member will be appointed, and the committee members will elect a chair for the meeting.

(二)其餘委員由本院各系所及院長分別推薦校外傑出學者專家二人及本校(非隸屬本院)講座、特聘教授一人，推薦名單彙齊後，再由院長敦聘之，其中校外委員至少二分之一以上，並酌列候補委員數人。委員任期一年。

2. Other committee members include two external distinguished scholars and one internal faculty member (not affiliated with the College) recommended by departments and the Dean. The Dean appoints the final members, ensuring that at least half are external. Additional substitute members may be designated. The term of service is one year.

(三)評鑑小組委員應親自出席會議，並應有三分之二以上委員出席始得開議。必要時，評鑑小組得邀請受評教師或所屬單位主管列席說明或報告。

3. Committee members must attend meetings in person. Meetings require at least two-thirds attendance to proceed. If necessary, the Committee may invite the evaluated faculty member or relevant department heads to attend and provide explanations or reports.

第四條 本辦法第二條所列各級專任教師每五年應接受一次評鑑。新聘教師於到校滿三年開始接受評鑑。通過評鑑(再評鑑)者，每隔五年再接受評鑑。任何一次評鑑結果未達通過標準者，下一年均應接受「再評鑑」。「再評鑑」仍未達通過標準者，下一年應繼續接受「再評鑑」，並以二次為原則。本辦法年資以在本校任教期間、並依校準則相關規定計算之。教師如有校準則第九條所列事證者，得檢具證明依行政程序簽請同意延後辦理評鑑。

Article 4 Faculty members listed in Article 2 must undergo evaluation every five years. Newly hired faculty must undergo their first evaluation after three years. Faculty who pass the evaluation (or re-evaluation) must repeat the process every five years. If a faculty member fails an evaluation, they must undergo re-evaluation the following year. If they fail the re-evaluation, they must continue undergoing re-evaluations annually, with a maximum of two attempts. Faculty seniority is calculated based on the University Guidelines and the faculty member's tenure at the university. Faculty members with justifiable reasons under Article 9 of the University Guidelines may request evaluation deferral through administrative approval.

第五條 本院應於每年三月底前，通知各系所提出當年度應接受評鑑及主動申請評鑑之教師名單。名單備妥後，通知相關系所依本院評鑑評分表提供受評教師評鑑資料，於四月底前送院辦理。當年度受評鑑教師不足 10 人或其他特殊狀況，得另訂評鑑時程並依行政程序報請校長核定後實施。

Article 5 The College must notify departments by the end of March each year to submit lists of faculty members due for evaluation or those applying for evaluation. Departments must submit evaluation materials to the College by the end of April. If fewer than ten faculty members require evaluation in a given year or under special circumstances, an alternative schedule may be proposed and implemented with the President's approval.

第六條 受評教師應據實填妥評鑑資料及表格，並附必要之佐證資料，送至評鑑小組，以便進行評鑑。受評鑑教師無故不提出資料者，視同未通過評鑑。

Article 6 Faculty members must accurately complete evaluation documents and provide supporting materials. Failure to submit required materials without valid reasons will be considered a failure in the evaluation.

第七條 教師評鑑項目分教學、研究與服務，各項目總和滿分為一百分。每位教師應依本院評鑑評分表選擇各單項比例接受評鑑。以各委員所評總分之平均值達七十分者，為通過評鑑。本院受評鑑教師評鑑結果雖達通過標準，任一單項成績亦須達該項目總分百分之七十以上為及格，如有任一單項評鑑成績不及格應列為輔導對象，各系所應要求需輔導教師提改善計畫及給予適當之輔導，並送院追蹤。評鑑小組完成評鑑作業後，院應將評鑑結果及評鑑紀錄，連同當年度合於免評鑑條件者，於六月十日前報請學校核備。並通知各系所、受評教師。經過「再評鑑」仍未達通過標準之教師，應儘速提本院教師評審委員會審議後提本校教師評審委員會。

Article 7 Faculty evaluation includes teaching, research, and service, with a total score of 100 points. Faculty members select evaluation weightings based on the College's evaluation scoring table. A passing score requires an average of 70 points or higher from all committee members. Even if a faculty member meets the passing standard, each individual evaluation category must also exceed 70% of its total possible score. Faculty failing any category must be assigned improvement measures by their department, which must submit a remediation plan and provide appropriate support. The Committee reports results and exemption cases to the university for approval by June 10. Faculty who fail re-evaluation must be reviewed by both the College and University Faculty Review Committees.

第八條 本院受評鑑教師於評鑑區間內如有下列各項情事，經評鑑小組審議後，增減其評鑑分項評分或評鑑總分：

Article 8 Faculty members undergoing evaluation may have their scores adjusted by the Committee under the following conditions:

一、曾參與全英語教學者應於教學績效項目加分。

1. Additional points for participation in English-taught courses.

二、曾執行大學社會責任實踐計畫 (University Social Responsibility) 者，應於服務績效項目下予以加分。

2. Additional points for implementing University Social Responsibility (USR) projects.

三、如有下列各項情事則扣減評鑑分項評分或評鑑總分

3. Score deductions for the following violations:

(一). 違反本校教師聘約，情節重大者。

1. Severe violations of the university's employment contract.

(二). 未透過學校行政作業許可程序逕與各機關訂約接受委託研究或以兼任各專業學會職務，以學會名義接受委辦計畫，未由學校具名簽訂合約者。

2. Conducting commissioned research or holding professional society positions without proper administrative approval.

(三). 涉嫌詐領研究費經法院一審判決有罪。

3. Conviction in the first trial for fraudulent research fund claims.

(四). 辦理採購案件疏失遭審計單位調查確有違法失職情事。

4. Administrative violations in procurement cases confirmed by audit investigations.

(五). 研究生學位論文與專業領域有不符之事實並經所屬系(所、學位學程)、學院調查屬實者，應於教學績效項目下予以減分。

5. Mismatches between a graduate thesis and its designated academic field, confirmed by departmental and college investigations.

第九條 本辦法若有未盡事宜，悉依本校相關規定辦理。

Article 9 Matters not covered in these Regulations shall be handled according to relevant university policies.

第十條 本辦法及評分表經院務會議通過報請校長核備後施行，修正時亦同。

Article 10 These Guidelines and any amendments made hereto shall be implemented upon passage by the college affairs meeting and approval by the NCHU President

