

National Chengchi University College of Education Regulations for the Examination of Faculty Performance

Approved at the 132nd College Faculty Evaluation Committee Meeting on September 30, 2024

Article 1

In order to enhance the teaching, research, and service (including student guidance) standards of full-time faculty members of the College of Education (hereinafter “the College”), and to promote professional growth and educational quality, these Regulations are enacted pursuant to Article 7 of the National Chengchi University Regulations for the Examination of Faculty Performance.

Article 2

Faculty members of the College shall fulfill their contractual obligations in accordance with applicable laws and regulations and uphold the principles of professional ethics, bearing the following duties:

1. To engage in teaching with professional dedication, inspire independent thinking, encourage self-discipline among students, and safeguard the right to education.
2. To continuously engage in academic research and present scholarly results.
3. To provide guidance to students in fostering sound character.
4. To participate in university affairs.

Article 3

These Regulations apply to full-time faculty members of the College (hereinafter “faculty”).

Newly appointed associate professors, assistant professors, and lecturers prior to their first promotion shall be governed by the University’s Regulations Governing the Promotion Schedule of New Faculty. Upon successful promotion, such faculty shall be deemed to have passed their first evaluation.

Faculty members who pass promotion shall be deemed to have passed one performance evaluation. For faculty who substitute promotion for one evaluation, their next required evaluation shall take place in the semester immediately following the completion of five academic years from the effective date of the promotion.

The following circumstances prior to the enforcement of these Regulations shall remain valid:

1. Faculty members already granted full or partial exemption from evaluation.
2. Faculty previously subject to the University’s Regulations for the Examination of Faculty Performance or Basic Faculty Performance Examination Regulations, including any restrictions imposed during reevaluation periods.

3. Faculty for whom the University Faculty Evaluation Committee has resolved not to renew appointment.
4. Faculty whose evaluation has been postponed by resolution of the University Faculty Evaluation Committee.

Article 4

Each faculty member shall annually update a work summary report, on which department (institute or program) chairs and the Dean may provide comments.

Faculty shall undergo comprehensive evaluation once every five years of service. Those promoted under the University's promotion deadline regulations shall undergo comprehensive evaluation once every five years starting from the effective semester of promotion.

The evaluation semester shall be the semester immediately following the expiration of the five-year evaluation cycle.

Article 5

Faculty members who have served fifteen years and reached the age of sixty may be exempted from further evaluations.

Permanent exemptions from research evaluation shall be granted to those meeting any of the following criteria:

1. Election as an academician in Taiwan or abroad.
2. Recipient of the Ministry of Education's National Chair Professorship or Academic Award.
3. Appointment as a chaired professor at a prestigious foreign university.
4. Recipient of distinguished academic achievement awards, recognized by the University.
5. Recipient of the NSTC Outstanding Research Award once, or principal investigator of twelve or more NSTC projects (including Category A research awards prior to Academic Year 2002).
6. Recipient of the University Academic Research Award, Outstanding International Research Award, or Distinguished Research Professorship Award, with a cumulative total of two awards.

Faculty who have received two or more University Distinguished Teaching Awards or Excellent Teaching Awards (including the "Outstanding Teaching Award" prior to Academic Year 2008) shall be permanently exempted from teaching evaluation.

Faculty who have received two or more University Distinguished Service Awards shall be permanently exempted from service (including guidance) evaluation.

Faculty who meet exemption criteria during reevaluation, postponement, or the semester subject to evaluation must first pass the current evaluation before applying for exemption.

Article 6

Faculty members unable to undergo evaluation due to childbirth, parental leave, serious illness, or other major reasons may, with supporting documentation and approval of the relevant faculty evaluation committee(s), postpone evaluation for up to two years.

Except in cases of childbirth, parental leave, or serious illness, postponement for the same reason shall not be granted more than once.

Faculty concurrently serving as administrative officers are exempt from evaluation during their term of office. After leaving office, they may apply for postponement of evaluation for a period not exceeding their length of service:

1. President: up to four years.
2. Vice President: up to three years.
3. Senior administrators (Academic Affairs Dean, Student Affairs Dean, General Affairs Dean, Research and Development Dean, Vice President for International Cooperation, Chief Secretary, College Dean, and equivalent or lower positions such as Library Director, Director of Center for Public and Business Administration Education, Computer Center Director, Office of Institutional Research Director, Audit Office Director, multiple concurrent administrative posts, or Principal of the affiliated Senior High School or Elementary School): up to two years.

Deputy chairs, heads of departments/institutes/programs/centers, Director of the Chinese Language Center, Director of the Center for Industry Collaboration and Innovation Incubation, Director of Physical Education Office, or second-level administrative heads: up to one year.

Faculty must still undergo evaluation in the designated semester; postponement does not extend the reevaluation cycle.

Faculty may apply for early evaluation. In such cases, performance will be assessed only on achievements since the prior evaluation. The subsequent evaluation cycle shall still be calculated in accordance with Article 4 and shall not be extended by early evaluation.

Article 7

The overall faculty evaluation comprises three categories: Teaching, Research, and Service (including Advising).

Each category shall account for no less than twenty percent (20%); Teaching and

Research may each account for up to sixty percent (60%); Service (including Advising) may account for up to thirty percent (30%). The three weightings must total one hundred percent (100%). Subject to the regulations of the College (department, institute, or program), a faculty member may adjust the category weightings in increments of five percent (5%).

Each category is scored on a scale of 0–100; the weighted aggregate score is calculated out of 100. A score below sixty (60) in any single category, or an aggregate score below seventy (70), shall be deemed a failure. Any category exempted from evaluation shall be assigned a score of one hundred (100).

Article 8

Teaching evaluation shall include the following elements:

1. Scoring standards:

(1) For each semester within the assessment period, if the teaching hours meet the University's requirement, a base score of 12 points per semester shall be awarded. Faculty on sabbatical, lectureship, secondment, overseas research, or further study shall be awarded the base score during such period.

(2) For each semester, +1 point for every hour taught in excess of the required teaching hours, up to a maximum of +3 points per semester; –1 point for each hour short of the requirement. Hours taught in extension education and in-service programs are excluded from this computation.

(3) The following are mandatory each semester: posting the syllabus online; submitting grades on time as required; arranging make-up classes for approved leave; and achieving an average course-evaluation score of 70 or above for the courses taught during the assessment semester. –1 point per item per semester shall be deducted for any shortfall.

(4) Supervision to completion of NCCU doctoral and master's theses: +5 points per doctoral graduate and +3 points per master's graduate, up to three (3) students per semester; for co-advised theses, the points are divided by the number of advisors.

(5) English-medium instruction course: +2 points per course per semester.

(6) Leading teaching communities, implementing innovative teaching plans, Teaching Practice Research plans, University Social Responsibility (USR) plans, or producing MOOCs with concrete outcomes: +2 points per item per semester.

(7) Receiving the University's Excellent Digital Learning Course Award: +10 points per award.

2. A faculty member who, during the assessment period, receives the University's Distinguished Teaching Award shall be assigned a score of 100 in the Teaching category.

Article 9

Research evaluation shall include the following elements:

1. Scoring standards:

(1) Journal articles: those indexed in Scopus, TSSCI, SSCI, SCI(E), A&HCI, or EI: 40 points per article; those in TSSCI/SSCI/SCI(E)/A&HCI/EI but not indexed in Scopus: 30 points per article; articles with proof of peer review: 20 points per article.

(2) Book chapters or conference papers with proof of peer review: 20 points per piece.

(3) Monographs (books): formally published under a review system with review proof attached: 50 points per volume.

(4) Completion of NSTC projects or MOE Teaching Practice Research projects, with final report submitted (or, for multi-year projects, interim report submitted): Principal Investigator (PI) 40 points per project; Co-Principal Investigator (co-PI) 20 points; Co-Investigator 10 points.

(5) The NSTC projects referred to in the preceding subparagraph exclude: Overseas Travel Grants, grants for recruiting research scholars or technology talents, academic research website grants, conference grants, bilateral cooperative workshops (domestic) and bilateral cooperative symposiums (overseas).

(6) Completion of government-commissioned projects or industry-academia collaboration projects other than those described in subparagraph (4), with final report submitted (or, for multi-year projects, interim report submitted): PI 20 points; co-PI 10 points; co-investigator 5 points.

(7) The projects in the preceding subparagraph exclude: University Affairs Development Projects, University Town Planning Projects, and the MOE Higher Education Sprout Project.

(8) Co-authored works shall be scored in proportion to each co-author's contribution to the work, as certified by the evaluated faculty member and jointly signed by all co-authors; where no certification can be provided, the score shall be equally divided among all authors. Where a work is co-authored with students, such works shall not exceed one-half of the total number of works submitted.

2. A faculty member who, during the assessment period, receives the University's Academic Research Award shall be assigned a score of 100 in the Research category.

Article 10

Service evaluation (including student guidance) shall include the following elements:

1. Scoring standards (10 points per item per semester):

(1) Performing administrative duties, committee representation, or supervisory roles at the University, College, department, institute, center, program, or special program.

- (2) Undertaking student advising within the University (class advisor; advisor to student clubs, publications, or representative teams).
 - (3) Organizing or co-organizing domestic or international academic conferences.
 - (4) Offering service-learning courses at the University.
 - (5) Off-campus service and social practice that enhance the University's reputation (however, points for off-campus service shall not exceed one-half of the total points under the Service category)
 - (6) Receiving the University's Outstanding Advisor Award: +5 points per award.
 - (7) Serving as PI of an industry-academia collaboration project in a relevant field.
 - (8) Serving as Editor-in-Chief of a domestic or international academic journal in a relevant field.
 - (9) Serving as President or Secretary-General of an academic society/association in a relevant field.
 - (10) Serving as convener of a government committee.
 - (11) During the assessment period, achieving an average attendance rate of at least 75% at meetings of the department/institute/center/program and other required University meetings; -2 points if the standard is not met.
2. A faculty member who, during the assessment period, receives the University's Outstanding Service Award shall be assigned a score of 100 in the Service (including Advising) category. Faculty on sabbatical, lectureship, secondment, overseas research, or further study shall be awarded a base score of 10 points per semester in this category during such period.

Article 11

A faculty member who fails to undergo evaluation in the semester when required, or whose overall evaluation fails to meet the standards prescribed by these Regulations and by the University, shall be deemed to have failed the evaluation.

A faculty member who fails shall, within the re-evaluation period, receive guidance from the home unit or the Teaching Development Center and submit an improvement plan to the College and University Faculty Review Committees for record, and pass re-evaluation.

The re-evaluation period is three (3) years.

Beginning the next academic year after failing the overall evaluation, the faculty member shall not receive a salary step increase; beginning the next semester, the faculty member shall not: apply for promotion; receive overtime teaching remuneration; hold additional on- or off-campus employment or part-time teaching; serve on faculty review committees at any level; apply for secondment; apply for sabbatical; or apply to go overseas with pay to lecture, conduct research, or pursue

further study.

Except for salary step increases, which are restored from the academic year following the effective date of passing re-evaluation, all other restricted rights are restored from the effective date of passing re-evaluation.

Where only a single category failed, the re-evaluation shall nevertheless cover the overall evaluation of Teaching, Research, and Service (including Advising).

Article 12

The evaluation procedures shall be as follows:

1. The Personnel Office shall notify the faculty members due for evaluation by February 15 and August 15 of each year; by August 15, it shall also notify faculty to update the Annual Work Summary Form, which faculty shall complete by September 30.
2. Faculty under evaluation shall, by March 31 and September 30, prepare the evaluation form, print their self-assessment report, and compile supporting materials for Teaching, Research, and Service (including Advising), and submit them to their department/institute/program.
3. After verifying the submitted materials, the unit-level Faculty Evaluation Committee shall forward them to the College Faculty Evaluation Committee by April 30 and October 31. Incomplete or late submissions shall not be accepted.
4. The College Committee shall forward the evaluation results and minutes to the University Faculty Review Committee for record by May 15 and November 15.

For those who did not pass, the Personnel Office shall notify the faculty member and the home unit together with the notices required under Article 11.

Article 13

Evaluation results, upon approval by the competent Faculty Review Committees at each level in accordance with relevant regulations, may serve as important references for promotion, renewal, long-term appointment, suspension, non-renewal, and awards.

A faculty member required to undergo evaluation who either fails the evaluation or fails to submit for re-evaluation by the deadline—unless eligible to retire and applying for retirement—may be not renewed upon a resolution adopted by a meeting at which at least two-thirds of committee members are present and at least two-thirds of those present vote in favor; the resolution shall be submitted to the competent educational authority for approval.

The procedures and processing time limits for non-renewal cases shall follow the University's Procedures for Handling Failure to Pass Re-evaluation by Full-time Faculty.

Article 14

A faculty member dissatisfied with the evaluation result may file an appeal with the University's Faculty Appeals and Grievances Committee.

Article 15

Any matters not addressed in these Regulations shall be governed by other applicable laws and regulations.

Article 16

These Regulations shall take effect upon approval by the College Faculty Evaluation Committee and confirmation by the University Faculty Evaluation Committee. Amendments shall follow the same procedure.