

國立臺北大學永續創新國際學院

教師評鑑準則

National Taipei University International College of Sustainability Innovations

Guidelines Governing the Evaluation of Faculty Members

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第一條 本院為提升教師教學、研究、輔導與服務水準，特依本校教師評鑑辦法第二條及本校約聘教學人員聘任辦法第七條規定，訂定本準則。

Article 1: To improve the quality and effectiveness in teaching, research, guidance, and services, these guidelines are specifically formulated by the International College of Sustainability Innovations (hereinafter referred to as the College) in accordance with Article 2 of the Faculty Evaluation Regulations and Article 7 of the Regulations Governing the Recruitment of Contract-based Teaching Staff of the National Taipei University (hereinafter referred to as the University).

第二條 凡在本校支薪之本院約聘教學人員（專案教師）均應接受評鑑。約聘教學人員之聘期依據本校約聘教學人員聘任辦法辦理。

Article 2: All contract-based faculty members (contract-based assistant/associate professor or full professor) recruited by the College and paid by the University shall undergo a performance evaluation. The period of employment for the contract-based faculty members shall be based on the Regulations Governing the Recruitment of Contract-based Teaching Staff of the University.

第三條 每次聘期屆滿前，如擬續聘時應比照專任教師辦理評鑑以作為續聘與晉薪之依據，聘期屆滿如未經用人單位簽請續聘者，視同不續聘，應無條件離職。於每次聘任屆滿日四個月前，應由各學位學程辦理教學、研究、輔導及服務之預評考核，其考核細則由各學位學程另行訂定之。並於第三次續聘聘期屆滿日三個月前，應由院教師評審委員會辦理教學、研究、輔導及服務之評鑑。

Article 3: Prior to the ending of the employment period, contract-based faculty members who wish to renew their employment shall undergo a performance evaluation similar to full-time faculty members to serve as a reference for renewed employment and salary increase. Those who fail to submit their request for renewed employment upon the completion of their period of employment shall be deemed as non-renewal of contract and resign unconditionally. Four and a half months prior to the end of each period of employment, contract-based faculty shall undergo a preliminary examination organized by each of their affiliated program degree program(s) regarding their teaching, research, counseling, and services, in which the

details of the examination are to be determined by each degree program. Before the 3rd time renewed, three months prior to the end of the period of employment, contract-based faculty shall undergo an evaluation organized by the Faculty Evaluation Committee of the College regarding their teaching, research, counseling, and services.

第四條 本院教師之評鑑，由受評教師依據第五條及第六條規定之評鑑項目，整理評鑑資料，依行政程序送院教師評審委員會辦理評鑑。院教師評審委員會應將評鑑結果以書面通知受評教師。依第六條規定計算評鑑總分未滿七十分者，為評鑑未通過。評鑑未通過者，則不予續聘。

Article 4: Evaluations of the College's faculty members shall be implemented in accordance with the evaluation items delineated in Articles 5 and 6, in which the faculty member under evaluation shall compile the relevant documents and submit them to the Faculty Evaluation Committee of the College for evaluation. The Faculty Evaluation Committee of the College shall notify the faculty member under evaluation of their evaluation results in writing. As per Article 6, faculty members who received less than a total of 70 points in their evaluation are deemed to have failed the evaluation and shall not have their employment renewed.

第五條 本院教師評鑑項目如下：

- 一、教學：受評期間之教學時數、教學效果及其他有關事項。
 - 二、研究：受評期間之學術研究成果及其他有關事項。
 - 三、輔導及服務：受評期間對學生輔導及對校、院、系有貢獻之服務。
- 評鑑項目所佔比例由受評教師就以下二者擇一評鑑之：
- 一、教學佔 30%，研究佔 50%，輔導及服務佔 20%。
 - 二、教學佔 50%，研究佔 30%，輔導及服務佔 20%。
- 各評鑑項目分數乘以所佔比例後加總為評鑑總分。

Article 5: The evaluation items for faculty members of the College are as follows:

1. Teaching: The teaching hours and teaching effectiveness during the evaluation period as well as other related affairs.
2. Research: The outcome of academic research conducted during the evaluation period as well as other related affairs.
3. Counseling and services: The counseling provided to students as well as services that contributed to the University, College, and degree program (s) during the evaluation period.

With regard to the weighting of evaluation conditions, faculty members under evaluation shall choose between the following two options:

1. Teaching accounting for 30%, research accounting for 50%, counseling and services accounting for 20%.
2. Teaching accounting for 50%, research accounting for 30%, counseling and services accounting for 20%.

The total score of the evaluation is taken as the sum of the score of each condition multiplied by the proportionate value.

第六條 本院評分標準如下：

Article 6: The evaluation guidelines of the College are as follows:

一、教學項目

本項目依教師受評期間之教學時數、教學效果及其他有關事項計分，最高為 100 分。凡符合本校之基本授課時數要求者，給予基本分 70 分，不符合者，以 70 分為基準向下減分。

(一) 加分項目：

1. 受評期間獲得院級最佳教學獎者每次加 5 分，校級最佳教學獎者每次加 10 分。
2. 其他可資證明可提高教學品質、教學效果之項目（須由教師自行提供證明），每項加 2 分，最多加 6 分。

(二) 減分項目：

1. 受評期間不符合授課時數要求者，每小時減 1 分。
2. 若無正當理由，未按學校規定時間繳交學期成績者，每學期每一次減 1 分（依教務單位資料為準）。
3. 依教務處通知，教學評量意見調查結果待改善者，每學期扣 2 分。
4. 其他可資證明教學品質不佳項目，每項扣 2 分，最多扣 10 分。

1. Teaching

The teaching hours and teaching results of faculty members during the evaluation period as well as other related affairs shall be scored, with 100 points as the maximum score. Those who meet the required minimum teaching hours shall be given a baseline score of 70 points; those who fail the requirement will have points deducted from the baseline score of 70 points.

(1) Extra points:

1. 5 points shall be given to faculty members for each College-level Outstanding Teaching Award received during the evaluation period; 10 points shall be given for each University-level Outstanding Teaching Award received.

2. 2 points shall be given for every other item proven to increase the faculty member's quality and teaching outcome, for a maximum of 6 points. Faculty members under evaluation shall provide such credentials on their own.

(2) Demerits:

1. 1 point per hour shall be deducted from faculty members under evaluation who failed to meet the required teaching hours.
2. 1 point per semester shall be deducted from faculty members who, without proper reason, failed to submit their academic records within the timeframe specified by the University. This demerit point shall be based on the information provided by academic affairs units.
3. 2 points per semester shall be deducted from faculty members whose teaching evaluation results demonstrate the need for improvement, in accordance with the notices issued by the Office of Academic Affairs.
4. 2 points shall be deducted for every other item which demonstrates the faculty

member's poor quality of teaching, for a maximum of 10 points.

二、研究項目：

本項目依教師受評期間之學術研究成果及其他有關事項計分，最高為 100 分。凡過去 5 年發表五篇學術著作（含期刊、教科書或研討會論文），其中至少一篇為期刊論文。凡符合資格者給予基本分 70 分，不符合者，以 70 分為基準向下減分，每短少一篇減 10 分。

加分項目：

1. 獲國科會傑出研究獎每次加 20 分。
2. 獲國科會或同等級彈性薪資補助者每次加 5 分。
3. 其他可資證明可提高學術研究成果之項目（須由教師自行提供證明），每項加 2 分，最多加 6 分。

2. Research

The outcome of academic research conducted by faculty members during the evaluation period as well as other related affairs shall be scored, with 100 points as the maximum score. Those who meet the requirement to publish five academic manuscripts (in journals, textbooks, or conference proceedings) during the course of five years, one of which must be a dissertation published in a journal, shall be given a baseline score of 70 points; those who fail the requirement will have points deducted from the baseline score of 70 points, in which 10 points shall be deducted for each failure to publish.

Extra points:

1. 20 points shall be given to faculty members for each National Science and Technology Council Award received.
2. 5 points shall be given for each merit pay granted by the National Science and Technology Council or other entities at an equal level.
3. 2 points shall be given for every other item proven to increase the faculty member's academic research outcome, for a maximum of 6 points. Faculty members under evaluation shall provide such credentials on their own.

三、輔導與服務項目

本項目輔導與服務各佔 10%，依教師受評期間對學生輔導及對校、院、系有貢獻之服務項目計分，最高為 100 分。凡符合本校對教師輔導及服務之基本要求者，給予基本分 70 分，不符合者，以 70 分為基準向下減分。

（一）輔導項目

1. 加分項目：

- (1) 受評期間曾獲選為優良導師每一次加 5 分。
- (2) 其他具體輔導事項者（須由教師自行提供證明），每一項目加 1 分，最多加 3 分。

減分項目：其他可證明輔導不力之具體事項，每一項目減 2 分。

（二）服務項目

1. 加分項目：

- 甲、受評期間兼任校級或院級無給職委員或代表職務，每擔任 1 次加 1 分，最多加 3 分。
- 乙、其他有助於提升校、院、系聲譽之事項(須由教師自行提供證明)，每一項目加 1 分，最多加 3 分。

2. 減分項目：其他可證明有損校、院、系聲譽之具體事項，每一項目減 2 分。

3. Counseling and services

Counseling and services each account for 10%. The counseling provided by faculty members to students as well as their services that contributed to the University, College, and degree program (s) during the evaluation period shall be scored with 100 points as the maximum score. Those who met the minimum required guidance and services shall be given a baseline score of 70 points; those who failed the requirement will have points deducted from the baseline score of 70 points.

(1) Counseling

1. Extra points:

- (1) 5 points shall be given to faculty members for each Excellent Advisor Award received during the evaluation period.
- (2) 1 point shall be given for every other item which demonstrates proof of faculty member's counseling, for a maximum of 3 points. Faculty members under evaluation shall provide such credentials on their own.

2. Demerits: 2 points shall be deducted for every other item which demonstrates the faculty member's inability to provide counseling.

(2) Services

1. Extra points:

- (1) 1 point shall be given to faculty members who served as university-level or college-level non-paid committee members or representatives during the evaluation period, for a maximum of 3 points.
- (2) 1 point shall be given for every other item which demonstrates assistance in enhancing the reputation of the University, College, and degree program (s), for a maximum of 3 points. Faculty members under evaluation shall provide such credentials on their own.

2. Demerits: 2 points shall be deducted for every other item which demonstrates that the faculty member had damaged the reputation of the University, College, and degree program (s).

第七條 各學位學程應於每學年依據第五條及第六條規定評鑑項目彙整資料，於當年 12 月 31 日前，將評鑑資料送院教師評審委員會辦理評鑑，院教師評審委員會應於隔年 4 月底前完成作業後報校備查。

Article 7: In every academic year, each degree program shall compile the required evaluation documents in accordance with Articles 5 and 6 and submit the documents for review by the Faculty Evaluation Committee of the College before December 31. The Faculty

Evaluation Committee of the College shall complete the review by April of the following year and submit the results to the University for future reference.

第八條 本準則未盡事宜，悉依相關規定辦理。

Article 8: Matters not covered herein should be handled in accordance with the relevant regulations of the College and the University.

第九條 本準則應經院務會議決議提請校教師評審委員會核備後施行，修正時亦同。

Article 9: These Guidelines shall be implemented after evaluation and approval by the College Affairs Meeting and after review by the Faculty Evaluation Committee of the University. The same shall apply to amendments.