

National Chengchi University

Faculty Performance Evaluation Regulations

Approved at the 187th the Affairs Committee on Jan 18, 2016
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Revision of the full text approved at the 226th the Affairs Committee on Nov 13, 2023

Article 1 To ensure the quality of teaching, research, and service (including counseling) and promote professional growth of all full-time faculty members, the NCCU Faculty Performance Evaluation Regulations (hereafter, “the Regulations”) were formulated in accordance with Article 21 of the University Act.

Article 2 All full-time NCCU faculty members shall comply with the ROC laws, observe their employment contracts, adhere to teacher ethics, and fulfill the following obligations:

- 1.Uphold professional integrity as educators, inspire students’ independent thinking abilities, encourage them to set high goals for their education, and safeguard their rights to education.
- 2.Continuously engage in academic research and publish research outcomes.
- 3.Actively provide necessary consultation to students and foster their well-rounded personal growth in all aspects.
- 4.Participate in university-wide activities.

Article 3 These regulations apply to all full-time NCCU faculty members (hereafter faculty members).

Newly appointed associate professors, assistant professors, and lecturers who have not yet been promoted in NCCU shall follow the NCCU New Faculty Time-limited Promotion Regulations. Those who successfully gained promotion after arrival in their NCCU faculty member position shall be considered to have passed their first evaluation.

A faculty member who has been promoted is considered to have passed one evaluation. A recently promoted faculty member who waives their evaluation due to their promotion will have their next evaluation date scheduled five years after the semester in which their promotion takes effect. The following situations prior to the amendment and implementation of these regulations on November 13, 2023 are unaffected:

- 1.Those who have been granted an overall or partial waiver of evaluation.
- 2.Faculty members who have originally been subject to these regulations and the basic performance evaluation regulations during the re-evaluation period.
- 3.Those who have not been reappointed by the NCCU faculty evaluation committee.
- 4.Those whose evaluations have been postponed by the NCCU faculty evaluation committee.

Full-time researchers and full-time professional technical staff of NCCU shall apply these regulations *mutatis mutandis*.

Article 4 Faculty members must update their annual work summary sheets every year. The department's, institute's or degree program's head and the dean of the college may offer suggestions based on the content of their annual report. Faculty members shall undergo a comprehensive evaluation every five years of service. Those who pass the NCCU Faculty Time-limited Promotion Regulations shall be evaluated every five years from the semester in which the promotion takes effect.

The semester in which faculty members are due for evaluation refers to the semester that follows the end of the evaluation cycle.

Article 5 Faculty members with fifteen years of service and who are sixty years old or above may be exempted from evaluation.

Exemption from research evaluation for life is granted under any of the following conditions:

- 1.Those who have been elected as a domestic or foreign academic fellow.
- 2.Those who have won a National Chair Professorship or a Ministry of Education Academic Award.
- 3.Those who have previously held a Chair Professor position at a distinguished university abroad.
- 4.Those who once received a domestic or international award for outstanding academic achievement and whose award has been acknowledged by NCCU.
- 5.Those who have once received the National Science and Technology Council (NSTC)'s Outstanding Research Award or hosted more than twelve NSTC project grants (including Class A research award before 2002).

6. Those who have twice received the Academic Research Award, Award for Excellence in Internationalizing Academic Publishing, or Award for Distinguished Achievements in Academic Research by NCCU.

Faculty members who have received the NCCU Distinguished Teaching Award or Excellence in Teaching Award (including the Special Excellence in Teaching Award before 2008) at least twice may be exempt for life from teaching evaluation.

Faculty members who have received the NCCU Outstanding Service Award twice or more may be exempt for life from service evaluation.

Faculty members who meet the exemption criteria during a re-evaluation period, a postponed evaluation period, or the semester when they are due for evaluation must first pass that evaluation before applying for an exemption.

Article 6 Faculty members may apply for evaluation deferral due to childbirth, parental leave, serious illness, or other significant reasons by providing relevant documentation. Evaluation may be deferred for a maximum of two years per case if approved by the Teacher Review Committees at all levels.

Except for reasons of childbirth, parental leave, or serious illness, the same cause may only be used once for deferral of the evaluation.

Faculty members holding the following administrative positions are exempt from evaluation during their tenure. Upon leaving the position, they may postpone their evaluation according to the following regulations; however, the postponement period shall not exceed the duration of their tenure:

1. The President may postpone evaluation for up to four years.
2. The Vice President may postpone evaluation for up to three years.
3. Positions such as Dean of Academic Affairs, Dean of Student Affairs, Chief Financial Officer, Dean of Research and Development, Head of International Affairs, Executive Secretary, and Deans of colleges, as well as heads of administrative units such as the Library Director, Director of the Center for Public and Business Administration Education, Director of the Computer Center, Director of the Office Institutional Research, Director of the Audit Office, those holding two or more administrative positions, head of affiliated high school, and principal of experimental elementary school, may postpone evaluation for up to two years.

Deputy heads of departments (including degree programs), heads of the research centers, the Chinese Language Center, the Center for Industry Collaboration and Innovation Incubation, and the Physical Education Office, as well as those holding two or more administrative positions at the secondary level after stepping down, may postpone evaluation for up to one year; however, the postponed duration may not exceed their tenure. The semester in which faculty members are due for evaluation shall not be postponed due to re-evaluation.

Faculty members may apply for an evaluation in advance, and the performance evaluation will be based on the results achieved since the last evaluation. The semester of the next evaluation will still be calculated according to the provisions of Article 5, and the period will not be extended due to the advance evaluation.

Article 7 The performance evaluation operations for faculty members are managed by the department, institute, degree program or centers, as well as the collegiate and university faculty evaluation committees.

Colleges shall stipulate their respective rules for faculty evaluation, specifying evaluation items, standards, and procedures in accordance with the Regulations. Colleges with stricter rules for faculty evaluation may follow their own regulations.

These rules, once reviewed and approved by the collegiate faculty evaluation committee, are submitted to NCCU faculty evaluation committee for record.

If the standards set by each college are met, the faculty evaluation is considered passed.

Each college must complete the revision of its faculty evaluation by November 13, 2024, report the changes to the NCCU faculty evaluation committee for record, and implement them from the date of promulgation. The Center for International Relations, the Election Study Center, and the Physical Education Office shall handle faculty evaluation matters in accordance with the standards of college-level Faculty Review Committees.

The evaluation items, standards, and procedures for NCCU full-time researchers and professional technical staff may be separately established by the hiring units in accordance with these regulations.

Article 8 The comprehensive faculty performance evaluation items include teaching, research, and services (including counseling).

The minimum percentage for each of the three items is 20%, with teaching and research separately up to 60% and services up to 30%. The total of the three items amounts to 100%. Faculty members are allowed to adjust the percentages of each item based on individual considerations, which must accord with the department's, institute's, or degree program's regulations. However, adjustments must be made in multiples of 5%.

For teaching, research, and services (including counseling), the full score for each item is 100 points, and the scores for each item multiplied by their respective percentages are added together to make a full score of 100 points. Faculty members who have been evaluated with a score below 60 points for an individual item or a total score below 70 points will not pass their evaluation.

If a teacher's evaluation is exempted from a certain item, his/her score for that exempted item will be counted as 100 points.

Article 9 The reference indicators for research evaluation include:

1. Leading or co-leading research projects.
2. Academic works (including patents and creative works) that meet professional standards as verified by peer review.
3. Other academic research achievements or honorary awards recognized by the collegiate faculty evaluation committee.

The reference indicators for teaching evaluation include:

1. Compliance with basic teaching requirements, such as uploading teaching syllabus on time, submitting student scores on time, meeting basic teaching hours each semester, ensuring that the annual teaching hours comply with relevant regulations, and making up for missed classes when taking leave.
2. Courses taught during the evaluation period must meet the minimum standards of teaching quality as determined by each college, to be reviewed by NCCU faculty evaluation committee. If the same course has been taught for two consecutive semesters or two courses per semester receive scores below 70 points based on Course Evaluation Survey, full participation in teaching workshops organized by the Center for Teaching and Learning Development is required. Additionally, it must be confirmed that improvements have been made based on the Course Evaluation Survey.

3. Supervision of master's or doctoral theses or undergraduate research projects.
4. Implementation of projects aimed at improving teaching quality, such as university social responsibility projects or practical teaching projects and achieve concrete results.
5. Offering international courses, fostering an international teaching environment.
6. Offering courses related to university social responsibility and sustainable development, fulfilling the university's social responsibilities.
7. Other teaching achievements or honorary awards recognized by the collegiate faculty evaluation committee.

The reference indicators for Services (including counseling) evaluation include:

1. Actual participation in holding concurrent administrative positions at the university, college, department (institute, program, office, center), and other related levels.
2. Involvement in on-campus student counseling activities (e.g., as a mentor, club advisor, publication advisor, team coach).
3. Achievements in practicing university social responsibilities.
4. Efforts or actions to promote the internationalization of the campus.
5. Other service achievements or honorary awards recognized by the collegiate faculty evaluation committee.

Each college should refer to the aforementioned indicators and, in accordance with the characteristics of each college, establish its own evaluation scoring standards.

Article 10 If a faculty member fails to undergo the evaluation during the designated semester, or if the overall evaluation does not meet the standards set by these regulations or those established by the respective college, it will be considered as failing the evaluation.

Faculty members who do not pass their evaluation must receive guidance from their department or the Center for Teaching and Learning Development, and submit an improvement plan that will be reviewed by the college and faculty evaluation committees, and must pass the re-evaluation.

The re-evaluation period for faculty members is three years.

Faculty members who fail the overall evaluation are ineligible for salary increase starting from the subsequent academic year; starting from the subsequent semester, they may not apply for promotion, receive additional payment for extra hours, holding off-campus part-time jobs/teaching positions, serving as members of any level of faculty evaluation committees, applying for temporary transfer applying for research leave, or applying for paid overseas teaching, research, or further education.

The aforementioned restricted rights, except for salary increases which are reinstated starting from the subsequent academic year following the passing of the re-evaluation, are reinstated upon the effective date of the passing of the re-evaluation.

If a faculty member fails only one component of their evaluation, they must still undergo a comprehensive evaluation of teaching, research, and service (including counseling) during the re-evaluation.

Article 11 Evaluation schedules for faculty members performance at the university are as follows:

1. The Personnel Office notifies the faculty members due for evaluation of the semester by February 15 and August 15 respectively, and notifies them to update their work summary sheets by August 15. Faculty members must complete the supplementation and review of their work summary sheets by September 30.

2. Faculty members under review must submit their self-evaluation reports to their college and department (institute) for review by March 31 if they were notified in the Spring semester and by September 30 if they were notified in the Fall semester.

Each college must send the evaluation results and the records of the evaluation meetings to the university teacher evaluation committee for record by May 15 and November 15 respectively. For those who fail the evaluation, the Personnel Office will notify the evaluated teacher and the teacher's affiliated unit of the evaluation results and the provisions of Article 10 of these regulations.

Article 12 The results of the faculty performance evaluations at this university, upon approval by the respective Teacher Review Committees at each level in accordance with relevant regulations, shall serve as important references for faculty promotion, reappointment, long-term appointment, suspension, non-reappointment, awards, and so forth.

Teachers who are required to undergo evaluation and either fail to pass or do not submit a re-evaluation by the due date, unless eligible for retirement and applying accordingly, shall not be reappointed. This decision is subject to the approval of the Teacher Review Committee, with at least two-thirds of the members in attendance and a two-thirds majority vote of the attending members. The final decision requires approval from the supervisory educational administration authority.

The procedure and time limits for handling cases of non-renewal by the faculty evaluation committees of all ranks are handled according to the university's process for dealing with faculty members who fail re-evaluation.

- Article 13 Faculty members who disagree with the results of the evaluation may file an appeal with NCCU Faculty Appeals Review Committee.
- Article 14 Matters not addressed herein shall be subject to other applicable regulations.
- Article 15 These Regulations shall be promulgated and implemented after approval by the University Affairs Committee, and the same applies to any amendments.