

Regulations on Faculty Evaluation at National Dong Hwa University

2007.05.09 approved by the 1st University Council of the
2nd Semester of Academic Year 2006/07
2008.06.11 amended and approved by the 2nd University
Council of the 2nd Semester of Academic Year 2007/08
2009.05.20 amended and approved by the 1st University
Council of the 2nd Semester of Academic Year 2008/09
2009.10.28 reviewed and approved by the 1st University
Council of the 1st Semester of Academic Year 2009/10
2012.05.23 amended and approved by the 1st University
Council of the 2nd Semester of Academic Year 2011/12
2014.11.26 amended and approved by the 1st University
Council of the 1st Semester of Academic Year 2014/15
2017.05.31 amended and approved by the 1st University
Council of the 2nd Semester of Academic Year 2016/17
2019.05.29 amended and approved by the 2nd University
Council of the 2nd Semester of Academic Year 2018/19
2020.11.25 amended and approved by the 1st University
Council of the 1st Semester of Academic Year 2020/21
2022.05.23 amended and approved by the 1st University
Council of the 2nd Semester of Academic Year 2021/22
2023.05.25 amended and approved by the 2nd University
Council of the 2nd Semester of Academic Year 2022/23
2024.06.05 amended and approved by the 1st University
Council of the 2nd Semester of Academic Year 2023/24

- I. This Regulations on Faculty Evaluation at National Dong Hwa University (hereinafter referred to as “the Regulations”) have been formulated by National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) in accordance with Article 21 of the *University Act* in order to enhance the competitiveness of the University and improve the standards of teaching, research, service, and counseling of faculty members.
- II. After passing the previous evaluation, faculty members of the University must undergo an evaluation once every three academic years. The initial review and final review shall be conducted sequentially by the College and University Evaluation Committees.
Full-time faculty members at the Meilun campus of the University shall be subject to the abovementioned provisions from the date of the merger (August 1, 2008).
Faculty members at the Meilun campus who have already passed the evaluation for the academic year 2007 must undergo a second evaluation in the academic year 2012.
Research time during faculty members' vacation leave shall not be deducted. Evaluation shall still be conducted during the research period, and the teaching performance shall be adjusted based on the evaluation year in accordance with the credit allocation by the Office of Academic Affairs, excluding years of service.
- III. The evaluation consists of teaching, research, service, and counseling, with a maximum score of 100. The passing criteria are a total score of 70 or above, with a minimum of 20 points in research. For teaching, a minimum of 20 points is required, and for service and counseling, a minimum of 10 points is required, with a maximum of 20 points.
- IV. The calculation standards for teaching are as follows (choose one option):
 1. Awarded as an Excellent Teacher (choose one of the following):

- (1) Faculty members who have been recognized as the University Excellent Teacher once in the past three years shall receive 60 points.
 - (2) Faculty members who have been recognized as the College Excellent Teacher once in the past three years shall receive 50 points; twice, 60 points.
2. Points calculated by each College in accordance with the following items:
- (1) Teaching Conditions (42 points in total; each sub-item must not have a zero score):
 - i. Courses meet the basic required hours (2 points per semester; 12 points in total).
 - ii. Teaching plans and semester grades are uploaded on time (2 points per semester; 12 points in total).
 - iii. Class attendance and make-up classes comply with regulations (2 points per semester; 12 points in total).
 - iv. Teaching opinion survey scores 3.5 or above (6 points).
 - (2) Teaching Improvement: Additional Points, chosen by each college from the following three to five items, with points allocated accordingly; 18 points in total.
 - i. Awarded for excellent courses by the University.
 - ii. Implementation of digital courses and production of teaching videos.
 - iii. Production of MOOCs courses.
 - iv. Participation in teaching improvement projects related to course teaching at the Center for Teaching Excellence.
 - v. Participation in teaching enhancement projects related to teaching skills at the Center for Teaching Excellence.
 - vi. Awarded a Ministry of Education teaching practice research project.
 - vii. Participation in workshops or obtaining professional certification related to improving teaching quality and skills held inside or outside the University.
 - viii. English-taught courses in accordance with the *Guidelines for Encouraging Teachers to Teach in English*.
 - ix. Others.

This article shall be fully implemented from the Academic Year 2026/2027.

- V. The calculation standards for research shall refer to the relevant regulations set by the University, including each college, the Center for Teacher Education, and the College of Huilan.
- VI. The calculation standards for service and counseling are as follows:
 1. The performance in service and counseling both within and outside the University over the past three years shall be evaluated by the College Evaluation Committee, with a maximum of 20 points.
 2. Holding a position of deputy director or higher within the University's formal structure shall be granted 10 points annually.
- VII. Each college, the Center for Teacher Education, and the College of Huilan may establish more stringent rules for faculty evaluation in accordance with the Regulations, including

evaluation details, standards, grades, and operating procedures. These rules shall be submitted to the University Evaluation Committee for approval before implementation.

VIII. Full-time faculty members of the University who meet one of the following conditions shall be exempted from evaluation upon the submission of a report by the College Evaluation Committee:

1. Those who have been selected as Academicians of the Academia Sinica.
2. Those who have been awarded the Academic Award of Ministry of Education or the National Professorship, other professorships from prestigious universities domestically or internationally recognized by the University, or have other equivalent academic achievements recognized by the University.
3. Those who have met the standards in four consecutive evaluations after being promoted to the rank of professor.
4. Those who have reached the age of 60, have been promoted to the rank of professor, and have passed the most recent evaluation.

Faculty members who meet the conditions specified in the abovementioned Paragraphs 3 and 4 shall be investigated and listed by the Personnel Office for submission to the College Evaluation Committee.

IX. Full-time faculty members of the University who meet one of the following conditions, upon approval by the relevant levels of Evaluation Committees, shall be exempted from evaluation:

1. Those who have received the Outstanding Research Award from the National Science and Technology Council (including the former Ministry of Science and Technology and the former National Science Council) once or have received the Type A Award from the former Ministry of Science and Technology for a cumulative total of twelve years or have served as project directors for research projects of the National Science and Technology Council (including the former Ministry of Science and Technology and the former National Science Council) or other government agencies (years counted until the application year).
2. Those who have received the University Teaching Excellence Award twice or the College Teaching Excellence Award six times.
3. Those who have received other teaching, research, or service awards, or have made outstanding specific achievements, with approval from the departments, institutes, colleges, and the University to be exempted from evaluation.

X. Newly hired associate professors and newly hired lecturers after the academic year 2022 shall be exempt from evaluation within the first six years of employment. However, if there are stricter regulations set by individual colleges, those regulations shall apply.

Newly hired associate professors and newly hired lecturers after the academic year 2022 must meet the basic promotion requirements of their department within six years of employment and submit their first promotion application, and they must also be promoted within eight years. Newly hired assistant professors must meet the basic promotion

requirements of their department within eight years of employment and submit their first promotion application, and they must be promoted to full professors within ten years. However, this limitation does not apply to assistant professors who are promoted to associate professors. For faculty members who were originally employed by the National Hualien University of Education and have been newly hired as assistant professors since the second semester of the academic year 2005, if they have not been promoted to associate professor within six years of employment, the University shall provide assistance and actively arrange for them to teach the minimum required hours for a period of two academic years without exceeding the maximum teaching hours and without taking on administrative work in order to encourage their promotion and enhance their teaching, research, and service levels.

Teachers mentioned in the abovementioned 2 paragraphs who fail to apply for promotion within the specified timeframe or whose promotion application is not approved shall be subject to dismissal, suspension, or non-renewal of employment in accordance with the *Regulations on Dismissal, Suspension, and Non-Renewal of Faculty at National Dong Hwa University*.

- XI. The promotion of faculty members at all levels in the University shall be considered equivalent to passing an evaluation. If the promotion is approved on August 1st of the academic year, the next evaluation period shall be counted from August 1st of the same academic year. If the promotion is approved on February 1st of the academic year, the next evaluation period shall be counted from August 1st of the next academic year.
- XII. Each College Evaluation Committee shall complete the initial evaluation of its affiliated faculty members in accordance with the evaluation regulations before the end of October each year. The committee shall assess whether the faculty members' performance and achievements in teaching, research, service, and counseling meet the established standards. The initial evaluation report shall be submitted to the University Evaluation Committee for further review.
- XIII. The University Evaluation Committee shall complete the review of evaluations by the end of November each year.
 1. Those who fail to meet the standards in the evaluation shall not be promoted or receive a salary increase, and the following measures may be taken depending on the circumstances: Adjusting their basic teaching hours, prohibiting them from serving as members of any level of the Faculty Evaluation Committee, prohibiting them from taking on part-time teaching or administrative positions within or outside the University, prohibiting them from applying for research leave, and prohibiting them from applying for overseas teaching, research, or further studies with salary support.
 2. For those who fail to meet the standards in the evaluation, the following procedures may be initiated by the departments (institutes):
 - (1) The department or institute shall notify the faculty members in writing, stating the reasons for not meeting the standards.

(2) The department or institute shall discuss the written reasons provided by the abovementioned faculty members and propose subsequent counseling measures and necessary support in a special session of the Department Evaluation Committee. The proposals shall be available for review by the College and University Evaluation Committees.

3. Faculty members who fail to meet the standards in the evaluation shall undergo a re-evaluation of their overall performance over the past four to five years, starting from the next academic year. The passing criteria shall be adjusted according to the proportion of evaluated years. If they still fail to meet the standards, apart from being eligible for retirement under the provisions of the *Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools*, those eligible for retirement may apply for retirement, and those who meet the requirements for severance may be dismissed as appropriate. For those who fail to meet the standards in the same evaluation item for two consecutive evaluations, with two or more sub-items, or if the same evaluation item is not met in three consecutive evaluations, it shall be considered a significant violation of the *Employment Contract*. The matter shall be reviewed by the Department, the College, and the University Evaluation Committees, and a resolution shall be passed by at least two-thirds of the attending members of the committee and at least two-thirds of the attending members of the Evaluation Committee. After approval from the competent educational administrative authority, the teacher shall not be reappointed.
4. In cases where faculty members fail to pass consecutive evaluations but their behaviors do not meet the criteria for a significant violation of the *Employment Contract*, a review by the Department, the College, and the University Evaluation Committees may be conducted. Depending on the severity of the situation, appropriate disciplinary actions shall be imposed in accordance with Article 7 of the *Regulations on the Establishment of the National Dong Hwa University Faculty Evaluation Committee*.

XIV. Faculty members who meet one of the following conditions may apply for a postponement of evaluation and shall be processed in accordance with Article 2 of the Regulations after the disappearance of the reasons.

1. Female faculty members who are pregnant or have experienced a miscarriage may apply for a one-year extension each time.
2. Female faculty members who have given birth and are raising a child under the age of three may apply for a two-year extension each time.
3. Faculty members who have not applied for parental leave without pay for raising a child under the age of three may apply for a one-year extension each time.
4. Faculty members who have applied for leave without pay for a period exceeding one year may have their evaluation postponed for the duration of their leave, up to a maximum of two years.
5. Faculty members who have been seconded for a period exceeding one year may have

their evaluation postponed for the duration of the secondment.

6. Faculty members who have other significant reasons may apply for a one-year extension each time.

Those who meet the conditions stipulated in Article 14, Paragraphs 1 to 5, should submit supporting documents for their application and receive approval from the President before the evaluation is postponed. Those who meet the condition stipulated in Article 14, Paragraph 6, should submit supporting documents and receive approval through the review of the three-tier Faculty Evaluation Committee. When Paragraphs 2, 3, and 4 of Article 14 occur simultaneously, if both spouses are faculty members at higher education institutions, only one of the spouses can apply for the extension.

Faculty members who are granted a postponement of evaluation according to the Article 14 shall have the option to undergo evaluation for a period of three academic years, starting from the originally scheduled evaluation period or the end of the postponement period.

- XV. The Regulations have been approved by the University Council, and sent to the President for approval before implementation.