

Measures for Evaluation of Teachers of Jinwen University of Science and Technology

(Ren 701)

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- Article 1 To reinforce the performance of teachers in teaching, research and mentoring & service, Jinwen University of Science and Technology (hereinafter referred to as the "University") hereby formulates these Measures for Evaluation of Teachers of the University (hereinafter referred to as "these Measures") according to Article 21 of the University Act, as a key reference for the promotion, renewed employment, dismissal, non-renewed employment and reward.
- Article 2 All full-time teachers with formal posts at each level of the University shall be evaluated on an annual basis according to these Measures, provided that those that meet one of the following conditions will be exempted from the evaluation, who, however, may also apply for the evaluation:
- I. One who has quit the job with post retention and salary suspension, has prolonged sick leave, or has a length of service less than one year.
 - II. One who applies for retirement in the next academic year.
 - III. A female teacher who applies for maternity leave.
 - IV. One who is a tenured professor.
 - V. One who is recognized as an excellent or outstanding teacher in the previous academic year.
- A professor of the University that is recognized as an outstanding teacher may be exempted from the evaluation for three years.
- Article 3 The scope of evaluation for teachers of the University shall cover three categories, including teaching performance, research performance and mentoring & service performance.
- Article 4 Indicators for the evaluation of teaching performance shall include:
- I. Teaching preparation performance.
 - II. Lecturing performance.

- III. After-class mentoring performance.
- IV. Cooperation in teaching administration.
- V. Teaching awards.
- VI. Other teaching-related matters.

Article 5 Indicators for the evaluation of research performance shall include:

- I. Papers and works published.
- II. Creation or patent achievements.
- III. Monographic study programs.
- IV. Industry-university-research achievements.
- V. Other special performances.

Article 6 Indicators for the evaluation of mentoring performance shall include:

- I. Performance as a supervisor.
- II. Mentoring for students seeking advice.
- III. Mentoring for student associations.
- IV. Other mentoring contributions for students.

Article 7 Indicators for the evaluation of service performance shall include:

- I. Administrative service performance.
- II. Enrollment service performance.
- III. Promotional educational performance.
- IV. Academic service performance.
- V. Social service performance.
- VI. Service performance in reputation enhancement for the University.
- VII. Other service performances.

Article 8 The Teaching Affairs Office, the R&D Office and the Academic Affairs Office (hereinafter referred to as the "Related Administrative Departments") shall formulate various performance evaluation points based on the evaluation indicators in the three categories including teaching, research and mentoring & service respectively, and send them to the Administrative Meeting for consideration as a key review basis for the evaluation of teachers.

Article 9 A three-level and three-review system is adopted for the evaluation of teachers. Prior to review by the Teachers Evaluation Committee at each level, each teacher evaluated shall fill out and submit the "Teacher Self-evaluation" form according to the date under the teacher evaluation schedule of the year first, and then the performance review in the three categories including teaching, research and mentoring & service shall be completed by the Related Administrative Departments. In the event that the submission is not completed before the deadline, no additional submission will be allowed.

Article 10 Each school shall confirm the roster of evaluation for each academic unit two months prior to the evaluation and send it to the Teachers Evaluation Committee of the University for review; the Personnel Office shall determine a schedule for the evaluation of teachers, and complete the evaluation of teachers prior to the term of the University begins.

Article 11 The results and contents of the evaluation of teachers are as follows:

- I. Pass:
 - (I) The performance in all the three categories passes the evaluation.

- (II) The teaching performance passes the evaluation, with the performance in one of the other two categories being recognized as high-standard performance.
- II. To be improved:
 - (I) The teaching performance passes the evaluation, with the performance in the other two categories failing the evaluation or the performance in only one of the other two categories passing the evaluation.
 - (II) The teaching performance fails the evaluation, with the performance in the other two categories passing the evaluation or the performance in only one of the other two categories being recognized as high-standard performance.
 - (III) The teaching performance fails the evaluation, with the performance in the other two categories being recognized as high-standard performance.
- III. Fail:
 - (I) The teaching performance fails to the evaluation, with the performance in only one of the other two categories passing the evaluation.
 - (II) The performance in all the three categories fails the evaluation.
- IV. Those who should accept the evaluation yet do not accept the evaluation shall be deemed to fail the evaluation.

Article 12 Each Related Administrative Department shall formulate the key points for selection, procedures for selection and composition of the selection panel of excellent and outstanding teachers in the categories of "Teaching" , "Research" and "Mentoring & Service" respectively, and send them to the Teachers Evaluation Committee of the University for review.

Article 13 Each school shall formulate the key points for recommendation, and upon approval by the school council, at most 20% of the teachers with specific performance, whose performance in all the three categories including teaching, research and mentoring & service has passes the performance standard based on the above key points, shall be recommended to the selection panel of each category for the selection of excellent and outstanding teachers.

Article 14 The results of the annual evaluation of teachers shall be handled subject to the following provisions:

- I. Pass: The base salary or the seniority wage shall be promoted to the next level.
- II. To be improved: The original salary level shall be retained, no application for promotion shall be submitted in the next academic year, no extra lecturing hours or lecturing outside the University will be allowed, and the year-end performance bonus for the current year shall be reduced.
- III. Fail: The original salary level shall be retained, no application for promotion shall be submitted in the next academic year, no extra lecturing hours and no lecturing or part-time job outside the University will be allowed, and no year-end performance bonus for the current year will be paid.

Whether a teacher has passed the annual evaluation will be taken as a reference for the amount of the year-end performance bonus.

A teacher who is exempted from the evaluation with both the post and salary being retained as set forth in Paragraph 1, Article 2 hereof shall be deemed as an in-depth participant in the cultivation service, whose salary promotion shall be verified by the President of the University, while the salary for any other teacher with the post being retained and salary being suspended (retained) shall remain at the original level in the next academic year; and teachers mentioned in all the other paragraphs shall be eligible for promotion; in the event that a teacher exempted from the evaluation chooses to accept the evaluation and passes the evaluation, he/she may participate in the selection of excellent and outstanding teachers in all categories.

Article 15 Excellent and outstanding teachers in the categories of "Teaching", "Research" and "Mentoring & Service" shall be selected by the selection panel of each Related Administrative Department from teachers recommended by each school based on their performance, and the result shall be sent to the Teachers Evaluation Committee of the University for consideration, excellent and outstanding teachers in each category may be selected repeatedly. The number of excellent teachers in each category shall be no more than ten; the number of outstanding teachers in each category shall be no more than three, who shall be selected from the excellent teachers.

Each teacher selected as an outstanding or excellent teacher as set forth in the preceding paragraph shall receive one medal, which shall be presented in public, and the performance bonus shall be paid according to the implementation measures for year-end performance bonus for the faculty of the University. A teacher who has received the outstanding teacher reward shall demonstrate his/her achievements, provide his/her experience at teaching seminars for other teachers of the University to observe and learn, and assist in the counseling for teachers who need improving or fail the evaluation; a teacher who has received the excellent teacher reward shall assist in the counseling for newly recruited teachers.

Article 16 In the event that the evaluation result of a teacher is "to be improved" or "fail", the academic unit shall give appropriate care and assistance. In the event that the evaluation result is "fail" for two consecutive years or is not "pass" in three consecutive years, the case shall be submitted to the Teachers Evaluation Committee at all levels for consideration of not renewing the employment for the next academic year.

Article 17 A teacher who is dissatisfied with the evaluation result may submit an appeal to the school, the department (institute/degree program) or the Related Administrative Department within one month upon receipt of the notification about the evaluation result; in the event that he/she is still dissatisfied, he/she may submit an appeal to the Teachers Evaluation Committee of the University only once.

In the event that such teacher is still dissatisfied with the decision made by the Teachers Evaluation Committee of the University, he/she may submit an appeal to the Teacher Appeal Review Committee of the University.

Article 18 The evaluation of professional technicians of the University shall be carried out by reference to these Measures.

Article 19 Any matters not covered herein shall be handled subject to other relevant regulations of the University.

Article 20 These Measures are adopted at the Teaching Affairs Meeting, and released and implemented upon approval by the President.