

國立中山大學理學院物理學系教師評鑑實施要點

100.12.07 一 00 學年第四次系務會議通過

100.12.21 一 00 學年度理學院第 5 次院教評會修正通過

101.01.12 本校第 339 次校教評會審議通過

101.03.23 本校 100 學年度第 3 次校務會議審議通過

103.02.18 一 0 二學年第六次系務會議通過

103.03.19 一 0 二學年第八次系務會議通過

103.06.17 一 0 二學年第十二次系務會議通過

103.09.22 一 0 三學年度理學院第 1 次教評會審議通過

103.12.26 一 0 三學年度第 2 次校務會議通過

一、國立中山大學物理學系（以下簡稱「本系」）為提升本系教學、研究、輔導及服務品質，特依本校教師評鑑辦法訂定本系教師評鑑實施要點（以下簡稱「本要點」）。

二、凡符合「國立中山大學教師評鑑辦法」免評鑑資格者，得免予評鑑，其餘專任教師均應依本要點接受評鑑。凡自接受第一次評鑑通過後，每任教滿五年需再次接受評鑑。通過評鑑者，以通過評鑑之學年為下次評鑑之起算學年。受評鑑女性教師，評鑑當學年度懷孕分娩得申請延後一學年評鑑。教師本人領有輕度或中度「身心障礙手冊」者得申請延後一學年評鑑；領有重度(含)以上「身心障礙手冊」或「重大傷病卡」者得申請延後兩學年評鑑。

三、新聘各級專任教師依本校教師及研究人員聘任規則規定，第一次通過續聘者，視為通過一次評鑑。各級專任教師於聘任後通過升等者，視為通過一次評鑑。

四、本系教師之受評項目計教學、研究、輔導及服務三項，總分為一百分。教學、研究、輔導及服務所佔比重，分別為 40%、40%、20%。教師本人領有「重大傷病卡」或「身心障礙手冊」，教師得於範圍內調整各評鑑項目之百分比。

五、教師評鑑項目及分數之計算方式皆參照學校教師評鑑指標表辦理。

六、本系辦理評鑑程序如下：

- (一) 由理學院公佈免受評鑑教師及須接受評鑑教師名單。該學年度留職留薪或留職停薪不在校致未能提出相關資料者，得俟返校服務後順延辦理。

(二) 須接受評鑑教師應備齊評鑑表格之各項相關資料，依教務處擬訂之時程提送系教師評審委員會，未繳交相關資料者視同該年度未通過評鑑。

(三) 本系教師評審委員會就教師受評資料查核確認後，依理學院訂定時程送院教師評鑑委員會。

七、院教師評鑑委員會應將教師評鑑結果（含教師評鑑委員審查意見）送教務處彙整，並同時以書面通知受評人及所屬系（所），受評教師如有異議得於接到通知後次日起 15 個上班天內向院教師評審委員會提出書面申覆。對申覆結果不服者，得向校教師評審委員會提出書面再申覆。對再申覆結果不服者，得向學校教師申訴評議委員會提出書面申訴。

八、本要點未盡事宜，悉依院、校相關規定辦理。

九、本要點經本系系務會議通過後，提院教師評審委員會、校教師評審委員會通過後實施，修正時亦同。

NATIONAL SUN YAT-SEN UNIVERSITY

College of Science

Department of Physics Guidelines for Faculty

Evaluation

Approved by the 4th Department General Meeting on December 7, 2011, School Year 100.

Amended and approved by the 5th College of Science Faculty Evaluation Committee Meeting on December 21, 2011, School Year 100.

Approved by the 339th University Faculty Evaluation Committee Meeting on
January 12, 2012.

Approved by the 3rd University Executive Meeting on March 23, 2012, School Year
100.

Approved by the 6th Department General Meeting on February 18, 2014, School
Year 102.

Approved by the 8th Department General Meeting on March 19, 2013, School Year
102.

Approved by the 12th Department General Meeting on June 17, 2013, School Year
102.

Approved by the 1st College of Science Faculty Evaluation Committee Meeting on
September 22, 2014, School Year 103.

Approved by the 2nd University Executive Meeting on December 26, 2014, School
Year 103.

- I. The Department of Physics (hereafter referred to as “the Department”) has established the present guidelines based on “National Sun Yat-sen University Guidelines for Faculty Evaluation” to improve teaching, research, as well as counseling and service qualities of the Department.
- II. Faculty members that meet exemption eligibility criteria set out in “National Sun Yat-sen University Guidelines for Faculty Evaluation” are exempt from evaluation. All other full-time faculty members shall undergo evaluation in accordance with the present guidelines. After faculty members pass their first evaluation, they are required to receive an evaluation every five years. The current year of evaluation shall be regarded as the first year for the next evaluation. Female faculty members that are pregnant in their evaluation year may apply for a deference of one year. Faculty members with mild- or moderate-level Disability Manuals may apply for a deference of one year, and those with severe-level Disability Manuals or IC cards for severe illnesses may apply for a deference of two years.
- III. Appointments of new **full-time** faculty members at all levels shall be handled in accordance with “National Sun Yat-sen University

Regulations for Appointments of Teaching and Research Personnel.” Faculty members that pass their **first** re-appointment review are considered to have passed their evaluations. **Full-time** faculty members at **all levels** that pass their promotion reviews are considered to have passed their evaluations.

IV. Evaluation scores are allocated based on teaching, research, as well as counseling and service, for a total score of 100. Teaching, research, and counseling and service performances constitute 40%, 40%, and 20% of the overall score, respectively. The evaluation scope for faculty members with IC cards for severe illnesses or Disability Cards may be adjusted accordingly.

V. The evaluation items and scores are handled in accordance with “National Sun Yat-sen University Faculty Evaluation Table.”

VI. The evaluation procedures for the Department are as follows:

A. The College of Science announces name lists for evaluation and exemption. Faculty members on paid leaves or unpaid leaves in the evaluation year that are unable to provide relevant information shall be deferred to the year of their returns.

B. Faculty members under evaluation must prepare all documents listed on the evaluation form. These documents must be submitted to the department-level faculty evaluation committee at the designated time. Failure to submit relevant information shall be regarded **failed evaluation** for the current year.

C. Once the department-level faculty evaluation committee has reviewed and approved the submitted documents, the documents are submitted to the college-level faculty evaluation committee for evaluation.

VII. The college-level faculty evaluation committee shall send the evaluation results (incl., evaluation comments) to the Office of Academic Affairs, as well as written notifications to the faculty members under evaluation and their respective department (division). In cases of faculty members being dissatisfied with the evaluation results, appeals must be submitted to the college-level faculty evaluation committee in writing within 15 working days from the reception of the notifications. Faculty members who are dissatisfied

with the appeal outcomes may apply for a re-appeal in writing to the university-level faculty evaluation committee. Faculty members who are dissatisfied with the re-appeal outcomes may submit a written grievance to the University Faculty Grievances and Appraisal Committee.

VIII. Matters not mentioned in the present guidelines shall be handled in accordance with relevant college and university regulations.

IX. The present regulations shall be implemented following approvals of the department-level, college-level, and university-level faculty evaluation committees. The same procedure shall be carried out when amendments are to be made.