

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Mechanical and Electromechanical Engineering Guidelines for Faculty Evaluation

Approved by the 4<sup>th</sup> Department Faculty Evaluation Committee Meeting on March 13, 2006, School Year 94.  
Approved by the 7<sup>th</sup> Department General Meeting on March 22, 2006, School Year 94.  
Approved by the 3<sup>rd</sup> College General Meeting on March 30, 2006, School Year 94.  
Amended and approved by the 303<sup>rd</sup> University Faculty Evaluation Committee Meeting on June 15, 2006.  
Approved by the University General Meeting on June 20, 2006.  
Approved by the 2<sup>nd</sup> Department General Meeting on October 24, 2007, School Year 96.  
Approved by the 1<sup>st</sup> College General Meeting on December 27, 2007, School Year 96.  
Authorized by the president on January 14, 2008.  
Amended and approved by the 312<sup>th</sup> University Faculty Evaluation Committee Meeting on January 15, 2008.  
Amended and approved by the 3<sup>rd</sup> University General Meeting on March 28, 2008, School Year 96.  
Amended and approved by the 8<sup>th</sup> Department Faculty Evaluation Committee Meeting on March 17, 2010, School Year 98.  
Approved by the 5<sup>th</sup> Department General Meeting on March 30, 2010, School Year 98.  
Approved by the 4<sup>th</sup> College General Meeting on April 09, 2010, School Year 98.  
Amended and approved by the 327<sup>th</sup> University Faculty Evaluation Committee Meeting on May 13, 2010.  
Amended and approved by the 3<sup>rd</sup> Department Faculty Evaluation Committee Meeting on November 22, 2011, School Year 100.  
Approved by the 3<sup>rd</sup> Department General Meeting on November 23, 2011, School Year 100.  
Amended and approved by the 3<sup>rd</sup> College General Meeting on March 07, 2012, School Year 100.  
Approved by the 342<sup>nd</sup> University Faculty Evaluation Committee Meeting on April 19, 2012.  
Approved by the 4<sup>th</sup> Department Faculty Evaluation Committee Meeting on February 20, 2014, School Year 102.  
Approved by the 9<sup>th</sup> Department General Meeting on February 25, 2014, School Year 102.  
Amended and approved by the 4<sup>th</sup> College General Meeting on April 23, 2014, School Year 102.  
Approved by the 361<sup>st</sup> University Faculty Evaluation Committee Meeting on May 15, 2014.  
**Approved by the 4<sup>th</sup> University General Meeting on June 6, 2014, School Year 102.**

- I. “The Guidelines for Faculty Evaluation” (hereafter referred to as “the Guidelines”) is issued by the Department of Mechanical and Electromechanical Engineering (hereafter referred to as “the Department”) in order to improve teaching, research, and mentor and service quality of the Department’s faculty members in accordance with “National Sun Yat-sen University (NSYSU) Regulations for Faculty Evaluation.”
- II. Full-time faculty members of all levels in the department must be evaluated after five full years in office in accordance to the Guidelines. Faculty members who are applicable for exemption from evaluation in accordance with NSYSU’s “Regulations for Faculty Evaluation” must apply for exemption following administrative procedures of the Department. Faculty members who are required to be evaluated but failed to submit the required documents will be considered as having failed the evaluation.  
  
Full-time faculty members of all levels already serving in their respective positions at the time of amendments and approval of the Guidelines may be qualified for exemption from their first evaluation after the amendments are made, in accordance with Article II of the Guidelines approved by the 327<sup>th</sup> University Faculty Evaluation Committee Meeting.
- III. Newly appointed faculty members of all levels who are successfully reappointed are considered to have passed their first evaluation in accordance with Article VI in NSYSU’s “Regulations for Appointments of Teaching and Research Personnel.” Newly appointed faculty members of all levels who are promoted after eight years of services are considered to have passed their next evaluation.
- IV. Faculty members who are unable to provide necessary materials for evaluation due to paid or unpaid leaves of absence at the required year of evaluation must provide the required materials upon their return to the university. Female faculty members absent due to

pregnancy or maternity leaves may apply to postpone the evaluation for one school year. Faculty members holding mild or moderate-level Disability Manuals may apply to postpone the evaluation for one year. Faculty members with severe-level Disability Manuals or Catastrophic Illness Cards may apply to postpone the evaluation for two years.

- V. Items and scoring for faculty evaluations follow the details stated in the “College of Engineering Regulations for Evaluation Standards.” The proportions of the three items—teaching, research, and service performances—within standards are as follows: teaching accounts for 40%, research accounted for 50%, and service accounts for 10% of the total.
- VI. Faculty evaluations are conducted at the time otherwise stated by the College of Engineering.
- VII. Evaluation procedures are as follows:
  - A. For the evaluation school year, a list of faculty members required for evaluation and a list of faculty members exempt from evaluation must be compiled.
  - B. Faculty members required to be evaluated must provide evaluation forms and relevant materials to the Department Faculty Evaluation Committee within the timeframe for evaluation in that school year. Incomplete materials or late submissions will not be processed.
  - C. The Department Faculty Evaluation Committee must confirm that all information is correct and submit the documents to the College of Engineering Faculty Evaluation Committee within the timeframe for evaluation in that school year.
- VIII. The evaluation results are “passed,” “passed with conditions,” and “failed.”
- IX. Faculty members dissatisfied with evaluation results may file appeals in writing to the College of Engineering Faculty Evaluation Committee within fifteen working days after being notified of the results. Faculty members dissatisfied with results of the appeals may file second appeals in writing to the University Faculty Evaluation Committee. Those still dissatisfied with the results of the appeals may file third appeals in writing to the University Faculty Appeal Assessment Committee.
- X. Matters unaddressed in the Guidelines are handled in accordance with relevant regulations.
- XI. The present regulations shall be implemented following approvals of the Department Faculty Evaluation Committee, the Department’s general meetings, college general meetings, the University Faculty Evaluation Committee, and university executive meetings. The same procedure shall be carried out when amendments are to be made.