

National Sun Yat-sen University

Department of Photonics

Guidelines for Faculty Evaluation

Mar. 2, 2006	Approved at the 1 st institute affairs meeting in the 2 nd semester of Academic Year 2005.
Mar. 30, 2006	Approved at the meeting of the College of Technology in Academic Year 2005.
Jun. 15, 2006	Amended and approved at the 303 th meeting of the Faculty Evaluation Committee of the University.
Jun. 20, 2006	Amended and approved at the 4 th school affairs meeting of Academic Year 2005.
Nov. 2, 2007	Amended and approved at the 2 nd institute affairs meeting of Academic Year 2007.
Dec. 27, 2007	Approved at the 1 st college affairs meeting of College of Technology of Academic Year 2007.
Jan. 14, 2008	Approved as per approval of the President.
Jan. 15, 2008	Amended and approved at the 312 th meeting of the Faculty Evaluation Committee of the University.
Mar. 28, 2008	Amended and approved at the 3 rd school affairs meeting in Academic Year 2007.
Sep. 11, 2008	Amended and approved at the 2 nd department affairs meeting in Academic Year 2008.
Oct. 8, 2008	Amended and approved at the 1 st college affairs meeting of College of Technology of Academic Year 2008.
Oct. 28, 2008	Amended and approved at the 317 th meeting of the Faculty Evaluation Committee of the University.
Nov. 21, 2008	Amended and approved at the 1 st school affairs meeting in Academic Year 2008.
Jan. 18, 2009	Amended and approved at the 4 th Regulation Subcommittee meeting in Academic Year 2009.
Mar. 3, 2010	Amended and approved at the 5 th department affairs meeting in Academic Year 2009.
Apr. 9, 2010	Approved at the 4 th college affairs meeting in Academic Year 2009.
May. 13, 2010	Amended and approved at the 327 th meeting of the Faculty Evaluation Committee of the University.
Jun. 4, 2010	Amended and approved at the 4 th school affairs meeting in Academic Year 2009.
Dec. 7, 2011	Amended and approved at the 6 th department affairs meeting in Academic Year 2011.
Mar. 7, 2012	Amended and approved at the 3 rd college affairs meeting in Academic Year 2011.
Apr. 19, 2012	Approved at the 342 th meeting of the Faculty Evaluation Committee of the University.
Mar. 19, 2014	Amended and approved at the 8 th department affairs meeting in Academic Year 2013.
Apr. 23, 2014	Amended and approved at the 4 th college affairs meeting in Academic Year 2013.
May. 15, 2014	Approved at the 361 th meeting of the Faculty Evaluation Committee of the University.
Jun. 6, 2014	Approved at the 4 th school affairs meeting in Academic Year 2013.
Mar. 18, 2015	Amended and approved at the 6 th department affairs meeting in Academic Year 2014.
Apr. 15, 2015	Approved at the 2 nd college affairs meeting in Academic Year 2014.
May. 14, 2015	Amended and approved at the 367 th meeting of the Faculty Evaluation Committee of the University.

Article 1 The Department of Photonics, National Sun Yat-sen University (hereinafter referred to as the Department) established the Guidelines for Faculty Evaluation (hereinafter referred to as the Guidelines) based on the “National Sun Yat-sen University Guidelines for Faculty Evaluation” in order to improve the quality of teaching, researches, counseling and services of the teachers in the Department.

Article 2 The full-time teachers at all levels of the Department are required to receive an evaluation after they have been teaching in the University for 5 years. Those who are eligible to apply for exemption from evaluation according to the “Regulations for Faculty Evaluation” of the University may apply to the University for exemption from the evaluation. All other full-time teachers shall undergo evaluation in accordance with the Guidelines. However, if the teachers fail to submit the application because they are on paid leaves or unpaid leaves in the evaluation year (such as sabbatical leaves, secondment, overseas lecturing, advanced study abroad or major incidents, etc.), the evaluation may be postponed to the year of their returns. Female teachers who are pregnant in their evaluation year may apply to postpone the evaluation for one year.

Article 3 The evaluation items and scores calculation methods are handled in accordance with the **“National Sun Yat-sen University Faculty Evaluation Indicators”**.

Article 4 According to the evaluation indicators of the Department, the evaluation scores are allocated based on three items: teaching, researches, as well as **counseling and services**. The assessment ratios are 40% for teaching, 50% for researches, and 10% for **counseling and services**. The evaluation scope for faculty members with “IC Cards for Severe Illnesses” or “Disability Cards” may be adjusted according to the “Regulations for Faculty Evaluation” of the University.

Article 5 The evaluation results are divided into “passed”, “conditionally passed”, and “failed”.

Article 6 Evaluation procedures:

- (1) The name lists of faculty members exempted from evaluation and teachers applying for evaluation shall be compiled according to the evaluation schedule.
- (2) Faculty members applying for evaluation shall prepare all documents listed on the evaluation form and teaching-related materials, and submit them to the college-level faculty evaluation committee at the designated time. Any applications that are filed along with incomplete information or filed after the specified period shall not be accepted.
- (3) After the faculty evaluation committee of the Department has reviewed and verified the documents submitted by the faculty members under evaluation, the documents will be submitted to the college-level faculty evaluation committee for evaluation. Any applications that are filed along with incomplete information or filed after the specified period shall not be accepted.
- (4) Faculty members with “IC Cards” for mild or moderate illness may apply for a postponement of the evaluation for one academic year; faculty members with “IC Cards” for severe illnesses or above or “Disability Cards” may apply for a postponement of the evaluation for two academic years.

Article 7 The faculty evaluation schedule shall be handled in accordance with the regulations of the **University**.

Article 8 The faculty evaluation committee shall submit the results of the faculty evaluation (including the review opinions of the faculty evaluation committee) to the **Office of Academic Affairs**, and shall notify the faculty members under evaluation and the department (institution) in writing **at the same time**. The faculty members who are dissatisfied with the evaluation results may submit appeals to the Faculty Evaluation Committee of **the College of Technology** 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 Faculty Grievances and Appraisal Committee of the University.

Article 9 Matters not mentioned in the Guidelines shall be handled in accordance with relevant regulations.

Article 10 The Guidelines shall be implemented after being **reviewed** and approved by the department affairs meeting, the academic affairs meeting, and the faculty evaluation committee of the University. The same procedure shall apply when amendments are to be made.