

**NATIONAL SUN YAT-SEN UNIVERSITY**  
**College of Marine Sciences**

**Guidelines on Faculty Evaluation**

Amended and approved by the 400<sup>th</sup> University Faculty Evaluation Committee Meeting on June 11, 2020, School Year 108.

- I. The present guidelines have been established by the College of Marine Sciences (hereafter referred to as “the College”) in accordance with “National Sun Yat-sen University Regulations for Faculty Evaluations” to improve the quality of teaching, research, counseling and service of faculty members.
- II. Those who meet the evaluation exemption qualifications of the University’s “Regulations for Faculty Evaluations” are exempt from evaluation, and the rest of the full-time faculty should accept the evaluation in accordance with the University’s “Regulations for Faculty Evaluations” and “Faculty Evaluation Implementation Guidelines”, and the present guidelines.  

Full-time faculty of any level who are promoted after their appointment are considered to have passed the faculty evaluation once.

Newly-hired full-time faculty who have been employed since school year 109 will be evaluated according to the “Guidelines on Newly-hired Faculty Evaluation”.
- III. The faculty evaluation items including teaching, research and counseling and service.
- IV. The calculation method of the evaluation item scores is based on the Faculty Evaluation Indicators of the University.  

All faculty to be evaluated should achieve more than 70 points in each evaluation item and the average total score of the three items is more than 75 points to pass the evaluation.

The passing standards for faculty holding a “Severe Illness Card” or “Disability Identification Certification” shall be decided by the College Faculty Evaluation Committee in the current school year.
- V. The evaluation procedure:
  - (1) At the beginning of evaluation year, each department/institute compiles the list of faculty who are exempt from evaluation and faculty who shall be evaluated.
  - (2) Faculty who need to be evaluated should prepare the relevant materials of the evaluation items and submit to the Department/Institute Evaluation Committee for check according to the schedule.
  - (3) After the Department/Institute Evaluation Committee checks the evaluation materials, it will be submitted to the College Faculty Evaluation Committee for review according to the schedule.
  - (4) The composition of the College Faculty Evaluation Committee shall be handled in accordance with the provisions of Article 6 of the University’s Regulations for Faculty Evaluations.
- VI. The schedule of faculty evaluation is handled in accordance with the regulations of the University.
- VII. The evaluation results are divided into “pass”, “conditionally pass” and “fail”.

VIII. The College Faculty Evaluation Committee shall send the evaluation result (including the comments of the Committee) to the Office of Academic Affairs for compiling, and, in the meantime, issue a written notice to the evaluated faculty and the department/institute to which the faculty belongs.

Where objection is to be made, the evaluated faculty may file an appeal with evidence within 15 work days from the day receiving the notice, according to the University's "Regulations for Faculty Evaluations".

IX. Matters not included in the guidelines shall be processed in accordance to the University's relative regulations.

X. The present guidelines shall be implemented following the formulation of the College Faculty Evaluation Committee, and submitted to the University Faculty Evaluation Committee for approval. The same procedure shall be carried out when amendments are to be made.

(The guidelines in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.)