

NATIONAL SUN YAT-SEN UNIVERSITY
College of Marine Sciences

Guidelines on Newly-hired Faculty Evaluation

Amended and approved by the 7th College Faculty Evaluation Committee Meeting on March 5, 2020, School Year 108.

Amended and approved by the 3rd College General Meeting on June 1, 2020, School Year 108.

Amended and approved by the 400th 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. The “newly-hired faculty” mentioned in this guidelines refers to the newly-hired full-time assistant professors and associate professors who have been employed since school year 109.
- III. The pre-evaluation will be conducted after 3 years of appointment for the newly-hired faculty in the College, and counseling will be provided according to the results of the pre-evaluation. The formal evaluations shall be conducted after 5 years of appointment.
- IV. The newly-hired faculty evaluation items including teaching, research and counseling and service. The calculation method of the evaluation item scores is based on the Faculty Evaluation Indicators of the University. The total score of each item is 100 points, the faculty should achieve more than 70 points in each item to pass the evaluation.
- V. The evaluation results are divided into “pass”, “conditionally pass” and “fail”.
- VI. 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, after checking by administrative units, then 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.
- VII. The pre-evaluation procedure:
 - (1) The newly-hired faculty who have been employed for 3 years shall provide written explanations on the progress of teaching, research and service stipulated by the College.
 - (2) The Evaluation and Counseling Group is composed of three to five people invited by the dean, including the department chairman of the pre-evaluated faculty, and senior teachers of the University or other University.

The Evaluation and Counseling Group shall provide advice or counseling method in response to the written explanations, and makes records which are then submit to the Department Faculty Evaluation Committee.

The dean shall designate a mentor to assist faculty in need, and the Department/Institute shall provide assistance and resources according to the advice of the Evaluation and Counseling Group.

- VIII. Faculty whose formal evaluation results are “conditionally pass” or “fail” should be counseled by the Evaluation and Counseling Group according to the evaluation performance, and the Department/Institute shall provide assistance and resources.

The counseling period is the second semester after the announcement of evaluation result, and the counseling process will be recorded.

- IX. After the counseling period is over, the faculty whose evaluation results are “conditionally pass” or “fail” should handout improvement plan effectiveness report to the original Faculty Evaluation Committee for review, then sent to the Office of Academic Affairs for compiling, and submit to the University Faculty Evaluation Committee for resolution.

- X. 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”.

- XI. Matters not included in the guidelines shall be processed in accordance to the University’s relative regulations.

- XII. 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.)