

國立中山大學理學院新聘教師評鑑實施要點

Guidelines on the Implementation of New Faculty Performance Assessment in the College of Science

109 年 4 月 22 日 108 學年度第 2 次院務會議訂定

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Approved at the 400th University Faculty Evaluation Committee meeting on June 11, 2020

- 一、國立中山大學理學院(以下簡稱「本院」)為提昇本院新聘教師教學、研究及服務品質，特依本校教師評鑑辦法訂定本院新聘教師評鑑實施要點(以下簡稱「本要點」)。
 - I. These guidelines are formulated to enhance the quality of teaching, research, and services of the new faculty in the College of Science (hereinafter referred to as the “College”) in accordance with the University’s *Regulations for Faculty Performance Assessment*.
- 二、本要點所稱新聘教師，係指本院 109 學年度起到職之新聘專任助理教授、副教授。
 - II. The new faculty stipulated herein refer to the full-time assistant professors and associate professors employed after the 2020-21 academic year.
- 三、本院新聘教師，任職滿五年須依本要點評鑑，通過後，每五年再依本院教師評鑑實施要點評鑑。
 - III. The new faculty shall be initially assessed after five years of employment. After passing the assessment, the faculty shall be assessed every five years in accordance with *Guidelines on the Implementation of Faculty Performance Assessment in the College of Science*.
- 四、本院新聘教師評鑑項目計研究、教學及服務三項，三項評鑑項目均應達七十分，即為通過評鑑，其指標計分表如附件一。
 - IV. The new faculty performance assessment is conducted on the three categories of research, teaching, and counseling & services. Passing the assessment shall require a score of at least 70 in each category. The New Faculty Assessment Form is attached as the Appendix 1.
- 五、本院新聘教師到校任教滿三年者，針對本院訂定之教學、研究、服務項目之進展提出書面說明。由院長邀集該教師系所主管以及校內外資深教師等三至五人組成評鑑輔導小組。評鑑輔導小組針對教師所提出書面說明，提供建議或輔導方式並作成紀錄，該紀錄送交系教評會。院長應指定傳授教師(mentor)協助需輔導教師，而其所屬系所確實依評鑑輔導小組建議提供協助

及資源。

- V. The new faculty who have served at the University for three years shall submit a written report on their progress in research, teaching, and counseling & services, as stipulated by the College. The dean of the College shall appoint the chair of the faculty's affiliated unit and several internal/external senior faculty members to form an ad hoc assessment guidance team of three to five members. The team shall provide documented guidance with suggestions based on the faculty's report and submit it to the department/institute/degree program faculty evaluation committee (hereinafter referred to as the department faculty evaluation committee, the "DFEC") for reference. Additionally, the dean of the College shall appoint a mentor to assist the faculty, with support and resources provided by their affiliated unit based on the documented guidance.

六、本院新聘教師評鑑結果為「條件式通過」與「未通過」之教師，應依其評鑑項目表現，接受本院評鑑輔導小組之輔導，其所屬系所應提供相關資源與協助，輔導及協助項目可包含教學或研究經費補助、提供研究合作方案、督促參與教學研習會與申請科技部或建教合作計畫、鼓勵參與校內外服務並參與導師會議等項目。「條件式通過」教師輔導期間至間隔一學年後之一月底止，「未通過」教師輔導期間至次學年一月底止，並將輔導過程作成紀錄，該紀錄送交系教評會及院教評會備查。

- VI. The new faculty "conditionally passing" or "failing" the assessment shall follow the advice of assessment guidance team, with relevant support and resources provided and documented by the affiliated unit. These support and resources may include granting teaching or research subsidies, providing research collaboration plans, urging participation in teaching seminars or applications for NSTC or cooperative education projects, and encouraging participation of in-services on/off campus as well as attendance in mentor meetings. Those "conditionally passing" the assessment shall fulfill the requirements by the end of January after one full academic year, while those "failing" the assessment shall do so by the end of January in the next academic year, with the process of guidance documented by their affiliated unit and submitted to the DFEC and the College Faculty Evaluation Committee (CFEC) for reference.

七、「條件式通過」與「未通過」之教師於輔導期間結束後，應提交其改善方案/事項成效報告書至原教師評鑑委員會審議是否通過，再送交教務處彙整後送校教評決議。

- VII. The new faculty "conditionally passing" and those "failing" the assessment shall submit their *Report on Improvement Plan* and *Report on Improvement of Assessed Areas, respectively*, to the FAC. The report shall be reviewed by the FAC for approval and, through compilation by the OAA, then submitted to the

University Faculty Evaluation Committee (UFEC) for resolution.

八、新聘教師評鑑時程與作業流程，依本校教師評鑑辦法、本校教師評鑑作業細則、本院教師評鑑實施要點及本要點規定辦理。

VIII. The new faculty performance assessment shall be scheduled and conducted in accordance with the University's *Regulations for Faculty Performance Assessment* and *Guidelines on the Detailed Implementation of Faculty Performance Assessment*, as well as *Guidelines on the Implementation of Faculty Performance Assessment in the College of Science* and these guidelines.

九、本要點未盡事宜，悉依相關規定辦理。

IX. Matters not covered herein shall be handled in accordance with relevant regulations.

十、本要點經院務會議訂定後，送校教師評審委員會審議通過後實施，修正時亦同。

X. The guidelines are formulated by the College Council and approved by the University Faculty Evaluation Committee before implementation. Amendments to these guidelines shall follow the same procedure.

國立中山大學理學院新聘教師評鑑指標總表 New Faculty Performance Assessment Form in the College of Science

一、研究部分

I. Research

項目 Items	審核 單位 Verifying units	評分標準 Scoring criteria	自評 Self- assessment	核定 Approval
專門 著作 academic publications	系所 主管 head of the affiliated unit	SCIE、SSCI、AHCI 期刊論文，10 分/篇； 若以第一或通訊作者發表者每篇加 5 分，最多計 40 分。 a max. of 40 points: • 10 points for publishing each paper in SCIE, SSCI, or AHCI journals • 5 extra points for publishing each paper as the first author or the corresponding author		
研究計畫 及 成就 research projects and achievements	各 相關單位 relevant units	依本校評鑑指標表之研究榮譽 B1(上限 10 分)及計畫爭取績效 B2-1 計分，最多計 40 分。 a max. of 40 points:		

		receiving honorary awards B1 (a max. of 10) and having projects B2-1, as stipulated in the University's Faculty Assessment Form		
綜合評分 holistic assessment	評鑑 委員 FAC members	委員綜合評分(上限 20 分)：= _____ 分 holistic assessment by the FAC: _____ points (a max. of 20 points)		
總分：專門著作____分+研究計畫____分+委員綜合評分____分=____分 Total score: _____ points = academic publications (____points) + research projects and achievements (____points) + the holistic assessment by the FAC (____points)				

二、教學部分

II. Teaching

項目 Items	審核 單位 Verifying units	評分標準 Scoring criteria	自評 Self- assessment	核定 Approval
教學 基本門檻 teaching threshold	教務處 Office of Academic Affairs	符合新聘教師評鑑指標-教學項目之教學基本門 檻，即獲60分基本分。若基本門檻未達成者，即 教學項目未通過評鑑。 The new faculty under assessment shall receive 60 points when fulfilling the required teaching threshold, as stipulated in the University’s New Faculty Assessment Criteria. Those who do not meet the teaching threshold shall be considered not passing the assessment in teaching.		
教學成效 teaching effectiveness	各 相關單位 relevant units	新聘教師評鑑指標之各項教學成效加分 extra points for fulfilling each item of the teaching effectiveness, as stipulated in the University’s New Faculty Assessment Criteria.		
小計 subtotal	以上各項合計之總分最多 80 分 a max. of 80 points from the above items			
綜合評分 holistic assessment	評鑑 委員 FAC members	委員綜合評分(上限 20 分)：= _____ 分 holistic assessment by the FAC: _____ points (a max. of 20 points)		
總分：教學基本門檻及教學成效(小計)____分+委員綜合評分____分=____分 Total score: _____ points = the subtotal of teaching threshold & teaching effectiveness (_____ points) + the holistic assessment by the FAC (_____ points)				

三、輔導及服務部分

III. Counseling & Services

項目 Items	審核 單位 Verifying units	評分標準 Scoring criteria	自評 Self- assessment	核定 Approval
榮譽 honors	系所 主管 head of the affiliated unit	依本校教師評鑑指標表之輔導及服務榮譽，最多 10 分。 a max. of 10 points for receiving the counseling & services honors, as stipulated in the University's Faculty Assessment Form		
校內輔導服務及院、系所服務 counseling & services on campus and services for the affiliated department/institute and College		依本校教師評鑑指標表之校內輔導服務，最多 40 分。 a max. of 40 points for fulfilling counseling & services on campus, as stilulated in the University's Faculty Assessment Form		
		依本校教師評鑑指標表之院、系所服務，最多 40 分。 a max. of 40 points for fulfilling services for the affiliated department/institute and College, as stipulated in the University's Faculty Assessment Form		
小計 subtotal	以上各項合計之總分最多 60 分 a max. of 60 points from the above items			
綜合評分 holistic assessment	評鑑 委員 FAC members	委員綜合評分(上限 30 分)：= _____ 分 holistic assessment by the FAC: _____ points (a max. of 30 points)		
總分：榮譽____分+校內輔導服務及院、系所服務(小計)____分+委員綜合評分____分 =____分 Total score: _____ points = honors (_____ points) + the subtotal of counseling & services on campus and services for the affiliated department/institute and the College (_____ points) + the holistic assessment by the FAC (_____ points)				

受評教師 The new faculty member under assessment: _____

系所主管 The head of their affiliated unit: _____