

# 國立中山大學西灣學院新進教師評鑑實施要點

## Guidelines on the Implementation of New Faculty Performance Assessment in the Si Wan College

108.9.19 西灣學院 108 學年度第 1 次教評會議修正通過  
108.9.25 西灣學院 108 學年度第 1 次院務會議修正通過  
109.5.6 本校 108 學年度第 2 學期第 3 次協調會報修正通過  
109.6.4 西灣學院 108 學年度第 9 次教評會議修正通過  
109.6.11 本校 108 學年度第 400 次教評會議修正通過  
113.5.16 西灣學院 112 學年度第 8 次教評會議修正通過  
113.12.26 本校 113 學年度第 440 次教評會議修正通過

Amended and approved at the 440th University Faculty Evaluation Committee meeting on December 26, 2024

- 一、國立中山大學西灣學院（以下簡稱「本院」）為辦理 109 學年度起到校新進教師第一次評鑑作業，以提昇教師教學與學術水準，特訂定本院新進教師評鑑實施要點（以下簡稱「本要點」）。
- I. These guidelines are formulated to conduct the first assessment of new faculty members in the Si Wan College (hereinafter referred to as the “College”) employed after the 2020-21 academic year to elevate their teaching and academic performance.
- 二、本院專任新進助理教授及副教授除符合本校教師評鑑辦法免評、或延後評鑑等規定外，在校任教滿 5 年需接受第一次評鑑。通過評鑑者，以通過評鑑之學年為下次評鑑之起算學年。通過後依本院教師評鑑實施要點每 5 年接受一次評鑑。
- II. New full-time assistant professors and associate professors shall undergo their first assessment after five years of employment, unless they are exempted or granted a deferral according to the University’s *Regulations for Faculty Performance Assessment*. Additionally, the academic year in which the faculty passes the assessment shall be counted as the first year of their next assessment. Those passing the assessment shall be assessed every five years thereafter in accordance with *Guidelines on the Implementation of Faculty Performance Assessment in the Si Wan College*.
- 三、新進教師必須每年至少參與協助 1 場次本院或所屬單位重要活動之外，第一次評鑑通過標準尚需符合以下任一項：
- III. To pass the first assessment, new faculty shall participate in at least one major event organized by the College or their affiliated unit, and fulfil one of the following requirements:
  - (一) 擔任國科會專題研究計畫(含國科會產學計畫)或教育部教學實踐研究計畫主持人至少 1 件。
  - (1) serving as the principal investigator (PI) of at least one research project (including industry-academia collaboration project) granted by the National Science and Technology Council (NSTC) or at least one

Teaching Practice Research Program granted by the Ministry of Education (MOE).

- (二) 擔任政府部門產學計畫主持人至少 2 件或累積金額達 50 萬以上。
  - (2) serving as the PI of at least two government industry-academia collaboration projects or receiving accumulated project grants exceeding TWD 500,000
- (三) 擔任非政府部門產學計畫主持人至少 2 件且累積金額達 60 萬以上。
  - (3) serving as the PI of at least two non-government industry-academia collaboration projects and receiving accumulated project grants exceeding TWD 600,000
- (四) 擔任國科會整合型計畫或教育部大型整合型研究計畫之共同主持人或協同主持人，為期至少 2 年。
  - (4) serving as the co-PI or associate PI of an NSTC integrated research project or an MOE large-scale integrated research project, with a duration of at least two years

新進教師應達到本校教務處新聘教師評鑑指標-教學項目之教學基本門檻。

The new faculty under assessment shall fulfil the required teaching threshold, as stipulated in the University's New Faculty Assessment Criteria stipulated by the Office of Academic Affairs (OAA).

- 四、新進教師評鑑委員會，置委員五至七人，由院長擔任召集人，並委由召集人自本院或其他學院或他校教師代表，遴聘教學、研究、服務績優者組成。上述三項符合任一項者，則當年度新進教師評鑑委員免邀請校外委員，但若遇有爭議時則視情況邀請校外委員。
- IV. The Faculty Assessment Committee (FAC) of the College shall consist of five to seven members with the dean of the College as the convener. Members of the FAC shall be appointed by the convener from the College, other colleges, or other universities with good performance in teaching, research, and services. If assessed faculty meet one of the three criteria (teaching, research, and counseling & services) before the comprehensive assessment by the FAC, the FAC may not invite members from other universities to conduct the assessment, unless their attendance is required due to any disputes.
- 五、新進教師到校任教滿三年者，針對所訂定評鑑通過標準之進展提出書面說明。由院長邀集該教師中心（學程）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，該紀錄送交中心（學程）教評會及院教評會備查。需輔導教師應由院長指定傳授教師 (mentor) 協助，而其所屬中心（學程）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 toward the passing criteria stipulated by the College. The dean of the College shall appoint the head 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 education center/degree program faculty evaluation committee (hereinafter referred to as the department faculty evaluation committee, the "DFEC") and the College Faculty Evaluation Committee (CFEC) 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、評鑑結果分為「通過」、「條件式通過」、「未通過」，作業流程如下：

- VI. Assessment results shall be classified into "pass," "conditionally pass," and "fail."

(一) 初評評鑑作業流程：

(1) Procedure for initial assessment:

1. 委員依據每位受評鑑教師之整體教學、研究及服務等表現於初次評鑑後提供「通過」及「待改進」之教師名單。
  - i. The FAC members shall make judgement based on the faculty's holistic performance in teaching, research, and counseling & services, and provide lists of the faculty who "pass" and "need improvement".
2. 「待改進」之教師於接獲通知後十日內應向教師評鑑委員會提供至間隔一學年後之一月底前之改善方案及需要協助及輔導項目，改善方案經評鑑委員會審查認可者，視為「條件式」通過，受評鑑教師應接受本院評鑑輔導小組之輔導，其所屬中心（學程）應提供相關資源與協助並作成記錄；「待改進」教師因特殊狀況無法於十日內提出改善方案者，得向教師評鑑委員會提出申請；理由經教師評鑑委員會認可者，視同本學年度未接受評鑑，俟其特殊狀況終止後順延辦理。未通過認可或未提出改善方案者，均視為評鑑未通過。
  - ii. The faculty who "need improvement" shall submit an improvement plan to the FAC within ten days after receiving the notice. The plan shall cover the improvement measures to be completed till the end of January after one full academic year, as well as needed support and resource. Those whose plan is approved by the FAC shall be deemed as "conditionally passing" the assessment, and follow the advice of assessment guidance team, with relevant support and resources provided and documented by the affiliated unit. Those who fail to submit the improvement plan within ten days due to special

circumstances may submit a petition with causes to the FAC for postponing the assessment. If the petition is approved, they shall be deemed as not being assessed for the current semester and shall be assessed when the special circumstances end. Nevertheless, those whose plan is disapproved or who fail to submit the plan shall be deemed as failing the assessment.

3. 針對未通過評鑑教師，教師評鑑委員會應提出至次學年一月底前之改善事項，要求受評鑑教師完成，受評鑑教師應接受本院評鑑輔導小組之輔導，其所屬中心(學程)應提供相關資源與協助並作成記錄。
- iii. For the faculty failing the assessment, the FAC shall specify the areas of improvement and ask them to complete by the end of January in the next academic year; the said faculty shall follow the advice of assessment guidance team, with relevant support and resources provided and documented by the affiliated unit.

(二) 複評評鑑作業流程：

(2) Reassessment procedure:

1. 「條件式通過」教師應於間隔一學年後之二月底前，提報「改善方案成效報告書」至原教師評鑑委員會審議是否通過後，再送教務處彙整後送校教師評審委員會決議。決議未通過或未提改善方案成效報告書者，不予續聘，並依本校教師及研究人員聘任規則第十四條規定辦理。
- i. The faculty “conditionally passing” the assessment shall submit their *Report on Improvement Plan* to the FAC by the end of February after one full academic year of improvement work. 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. The faculty failing in the resolution or not submitting the said report shall not have their appointment renewed, and the case shall be handled in accordance with Article 14 of the University’s *Regulations for the Appointment of Faculty and Researchers*.
2. 「未通過」教師應於次年二月底前，提報「改善事項成效報告書」至原教師評鑑委員會審議是否通過後，再送教務處彙整後送校教師評審委員會決議。決議未通過或未提改善事項成效報告書者，不予續聘，並依本校教師及研究人員聘任規則第十四條規定辦理。
- ii. The faculty “failing” the assessment shall submit their *Report on Improvement of Assessed Areas* to the FAC by the end of February of the next year. The report shall be reviewed by the FAC for

approval and, through compilation by the OAA, then submitted to the UFEC for resolution. The faculty failing in the resolution or not submitting the said report shall not have their appointment renewed, and the case shall be handled in accordance with Article 14 of the University's *Regulations for the Appointment of Faculty and Researchers*.

3. 受評教師若因特殊狀況無法如期繳交「改善方案成效報告書」或「改善事項成效報告書」，經校長核准，可俟其特殊狀況終止後順延繳交。

iii. The faculty failing to submit either reports by the stipulated deadline due to special circumstances may request the President's approval for postponing the submission.

七、 本要點未盡事宜，悉依本校相關法規辦理。

VII. Matters not covered herein shall be handled in accordance with the University's relevant regulations.

八、 本要點經本院教師評審委員會及校教師評審委員會審查通過後實施，修正時亦同。

VIII. These guidelines are approved by the CFEC and the UFEC before implementation. Amendments to these guidelines shall follow the same procedure.

## 教務處新聘教師評鑑指標-教學項目

### New Faculty Assessment Criteria in teaching (Office of Academic Affairs)

#### (一) 教學基本門檻

教師評鑑時至少三學年度之授課時數需達本校「教師授課鐘點核計準則」規定，並符合下列四項中之三項，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：

##### (1) Teaching threshold

The faculty under assessment shall receive 60 points when fulfilling the required teaching hours over at least three academic years, as stipulated in the *Guidelines on the Calculation of Hourly Pay for Faculty*, and three of the following four requirements. Nevertheless, those who do not meet the teaching threshold shall be considered not passing the assessment in teaching.

1. 教師至少三個學年度平均教學當量高於(等於)系所後 30% 之落點平均當量數。(由教務處提供歷年資料給各院教師評鑑委員會參考)
  - i. The faculty's average teaching equivalent over at least three academic years is at or above that of the last 30% of the faculty in the affiliated unit. (The OAA shall provide the FAC of each college with relevant data over the past years for reference.)
2. 教師至少六個學期授課之教學意見調查平均得分高於(等於)院後 5% 之落點平均得分。(由教務處提供歷年資料給各院教師評鑑委員會參考)
  - ii. The faculty's average score of teaching survey over at least six semesters is at or above that of the last 5% of the faculty in their affiliated college. (The OAA shall provide the FAC of each college with relevant data over the past years for reference.)
3. 評鑑年限內，參與新進教師研習及教學觀課<sup>註 1</sup>(含教學演示及微型教學)至少各 1 場。
  - iii. The faculty participates in at least 1 new faculty workshop and 1 class observation (including teaching demonstration and micro-teaching, as specified in Note 1) within the assessment period.
4. 評鑑年限內，參與教學觀摩<sup>註 2</sup>及各類教師教學知能相關研習/工作坊至少 5 場。
  - iv. The faculty participates at least 5 times in either model sessions or various seminars/workshops related to teaching knowledge as specified in Note 2 within the assessment period.

## (二) 加分項目

### (1) Additional points

1. 參與教學觀摩、各類教師教學知能相關研習/工作坊、教學演示、教學觀課滿 5 場後,每增加 1 場 1 分,至多 6 分。
  - i. participating in model sessions, various interdisciplinary seminars or workshops related to teaching knowledge, teaching demonstrations, and class observations (beyond the required 5 sessions stipulated in the preceding teaching threshold): 1 point per session with a maximum of 6 points
2. 獲頒教學優良課程, 2 分/每門每次, 至多 6 分。
  - ii. receiving the award of the University's Outstanding Course: 2 points per award with a maximum of 6 points
3. 本校教學績優獎, 10 分/次。
  - iii. receiving the award of the University's Prominent Faculty in teaching: 10 points per award
4. 開設通識課程, 2 分/每門(西灣學院所屬教師(不含人科學程及社創所): 1 分/每門), 至多 6 分。
  - iv. offering general education courses: 2 points per course with a maximum of 6 points (1 points per course for the faculty in the Si Wan College, excluding those from the Program in Interdisciplinary Studies or the Institute of Social Innovation)
5. 開設全英語授課課程, 2 分/每門, 至多 6 分。
  - v. offering EMI courses: 2 points per course with a maximum of 6 points
6. 申請通過高教深耕創新課程計畫、數位化學習計畫或執行雙語化相關計畫(含擔任學分學程負責人、擔任領航教師或 EMI 顧問教師有實際輔導事實者、取得本校 EMI 教師培訓認證、擔任 EMI 教師培訓計畫諮詢導師), 2 分/件(學程/群/證), 至多 10 分。
  - vi. conducting the HESP Course Innovation Project, digital learning projects, or other EMI-related projects (including serving as a course module coordinator, pilot teacher, EMI advisor with actual tutoring experiences, or advisor of the EMI Professional Development Program, and obtaining the certificate of EMI Professional Development Program): 2 points per project/certificate with a maximum of 10 points
7. 參與各院舉辦其他教學優良獎項/活動, 1 分/件, 至多 4 分。

- vii. receiving college outstanding teaching awards or participating in its activities: 1 point per award/activity with a maximum of 4 points

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<sup>註1</sup> 教學觀課/教學演示：係指由領航教師/EMI 顧問教師觀察教學現場教師授課並給予回饋，以達精進教學之目的，申請教師應為被觀者。

Note 1: Class observation/Teaching demonstration:

Pilot teachers or EMI advisors are present in the faculty's classroom to provide feedback to help enhance their teaching effectiveness. Faculty members who submit applications shall be observed.

<sup>註2</sup> 教學觀摩：係指由校級績優教師提供至少一門觀摩課程，申請者抵達教室觀摩其上課。

Note 2: Model session:

An awardee of the University's Prominent Faculty in teaching may conduct at least one model session. Faculty members who submit applications shall observe the session.