

# 國立中山大學社會科學院新進教師評鑑實施要點

## Guidelines on the Implementation of New Faculty Performance Assessment in the College of Social Sciences

108.11.12 社科院 108 學年度第 2 次教師評審委員會修正通過

109.03.04 社科院 108 學年度第 3 次院務會議通過

109.05.06 本校 108 學年度第 2 學期第 3 次協調會報修正通過

109.05.20 社科院 108 學年度第 4 次院務會議確認通過

109.06.11 本校第 400 次教評會議修正通過

Amended and approved at the 400th University Faculty Evaluation Committee meeting on June 11, 2020

一、國立中山大學社會科學院(以下簡稱「本院」)為提升本院新進教師教學、研究、輔導及服務品質，依據國立中山大學教師評鑑辦法之規定訂定「國立中山大學社會科學院新進教師評鑑實施要點」(以下簡稱本要點)。

I. These guidelines are formulated to enhance the quality of teaching, research, and counseling & services of new faculty in the College of Social Sciences (hereinafter referred to as the “College”) in accordance with the University’s *Regulations for Faculty Performance Assessment*.

二、受評年限:本院 109 學年度起到職之新聘專任助理教授與副教授職級教師，應於任教滿三到五年後接受新進教師評鑑，對於應接受評鑑年數之計算有疑義時，由人事室解釋之。

II. Assessment period: New full-time assistant professors and associate professors employed after 2020-21 academic year shall be assessed after three to five years of employment. When there exist doubts regarding the calculation of years for assessment, the Office of Personnel services shall prevail.

三、評鑑項目與計分比例：

III. Assessed items and scoring criteria:

(一) 本院新進教師評鑑項目計有研究、教學及服務三項，上開三項成績均應達七十分(含)以上者，始為通過新進教師評鑑，各項評鑑項目分數之計算方式，悉依本院各類新進教師評鑑指標表評定之。

(1) The new faculty performance assessment is conducted on three categories of teaching, teaching, and counseling & services. New faculty deemed passing the assessment shall receive a score of at least 70 in each category. Each category shall be scored in accordance with the New Faculty Assessment Form in the College of Social Sciences.

(二) 本人領有「重大傷病卡」或「身心障礙手冊」之教師其通過標準，由

當學年度本院教師評鑑委員會決議。

- (2) The passing criteria for new faculty holding a “Major Illness Card” or a “Disability Card” shall be deliberated by the Faculty Assessment Committee (FAC) of the College in the current academic year.

#### 四、評鑑程序：

#### IV. Assessment procedure:

- (一) 各系所於評鑑學年初彙整當學年須接受新進教師評鑑及免受評鑑新進教師名單。

- (1) Each department/institute/degree program/center shall compile the lists of new faculty who will be assessed and who will not at the beginning of the academic year.

- (二) 須接受評鑑新進教師應備齊評鑑項目相關資料，依時程提交所屬系所教師評審委員會查核確認。

- (2) The faculty to be assessed shall submit relevant documents to their affiliated department/institute/degree program/center faculty evaluation committee (hereinafter referred to as the department faculty evaluation committee, the “DFEC”) for verification according to the schedule timeline.

- (三) 系所教師評審委員會就新進教師受評資料查核確認後，依院訂定時程送本院教師評鑑委員會審議。

- (3) The DFEC shall submit the verified documents to the FAC for deliberation according to the scheduled timeline.

- (四) 本院教師評鑑委員會之組成，依本校教師評鑑辦法第六條規定辦理。

- (4) The FAC shall be established in accordance with Article 6 of the University’s *Regulations for Faculty Performance Assessment*.

- 五、預先輔導：本院新進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. Pre-assessment guidance: New faculty who have served at the University for

three years shall submit a written report on their progress in teaching, research, and counseling & service, as 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 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、評鑑結果：新進教師評鑑結果分為「通過」、「條件式通過」、「未通過」。

VI. Assessment results: The results shall be classified into “pass,” “conditionally pass,” and “fail.”

七、申覆程序：

VII. Grievance procedure:

(一) 本院教師評鑑委員會應將新進教師評鑑結果（含教師評鑑委員審查意見）以書面通知受評人及所屬系（所），並同時送教務處彙整，再送校教師評審委員會決議。

(1) The FAC shall notify new faculty under assessment and their affiliated unit of the assessment results with the review opinions in writing, and submit the results to the Office of Academic Affairs for compilation. The final resolution shall be made by the University Faculty Evaluation Committee (UFEC).

(二) 受評人如有異議，得於接到通知後次日起十五個工作日內向本院教師評審委員會提出書面申覆。對申覆結果不服者，得向校教師評審委員會提出書面再申覆。對再申覆結果不服者，得向學校教師申訴評議委員會提出書面申訴。

(2) The faculty under assessment objecting to the resolution may file a written grievance to the College Faculty Evaluation Committee (CFEC) within fifteen days starting from the next day if receiving the notification. The faculty objecting to the resolution of the CFEC may file a written grievance to the UFEC. The faculty objecting to the resolution of the UFEC may file a written appeal to the Faculty Appeal Handling

Committee.

八、輔導與複評程序：

VIII. Guidance and reassessment procedure

- (一) 評鑑結果為「條件式通過」與「未通過」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。
- (1) 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.
- (二) 「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，輔導活動以每學期實施三次為原則，其內容由資深教師與受輔導教師依需求自行訂定，可包含個別面談、教學觀摩與試教演練等項目。
- (2) The faculty “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 guidance conducted three times per semester, in principle. The scope of guidance shall be jointly determined by the faculty under assessment and their mentor, based on individual needs, which may include one-on-one consultation, model sessions, and trial teaching sessions.
- (三) 「條件式通過」與「未通過」教師應於輔導期間結束後，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核通過後，視為通過評鑑。審核未通過者，應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。
- (3) The 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 for review and approval. Reports not approved by the FAC shall be compiled by the OAA and then submitted to the UFEC for resolution. Those who do not pass the reassessment with resolution from the UFEC, or fail to submit

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 Appointment Qualifications of Faculty and Researchers*.

(四)教師若因特殊狀況無法如期繳交「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。

(4) The faculty failing to submit their *Report on Improvement of Assessed Areas* by the stipulated deadline due to special circumstances may request the President's approval for postponing the submission.

九、 準用規範：本要點未盡事宜，悉依本校教師評鑑相關規定辦理。

IX. Supplementary provision: Matters not covered herein shall be handled in accordance with the University's relevant regulations.

十、 立法程序：本要點經院教師評審委員會議與院務會議訂定後，送校教師評審委員會通過後實施，修正時亦同。

X. Legislative procedure: These guidelines are formulated by the CFEC and the College Council and approved by the UFEC before implementation. Amendments to these guidelines shall follow the same procedure.