

# 國立中山大學管理學院新聘助理教授、副教授第一次評鑑 實施要點

## Guidelines on the First Faculty Performance Assessment of New Assistant and Associate Professors

109.05.12 108 學年度第4 次院務會議通過

109.06.11 108 學年第400 次校教評會通過

113.09.24 113 學年度第1 次院務會議通過

113.12.26 113 學年第440 次校教評會通過

Approved at the 440th University Faculty Evaluation Committee meeting on December 26, 2024

一、國立中山大學管理學院(以下簡稱「本院」)為提昇本院教師教學、研究、輔導及服務品質，辦理教師評鑑事宜，依本校教師評鑑辦法特設置本院教師評鑑實施要點。

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

二、適用對象：

II. Faculty applicable:

本院自109學年起新聘編制內助理教授、副教授於第一次接受評鑑時適用本要點。

These guidelines apply to new assistant and associate professors within the manning quota employed after the 2020-21 academic year who shall undergo their first assessment.

三、評鑑程序：

III. Assessment procedure:

本院受評教師應配合本院教師評審委員會議時間於11月提供教師個人評鑑資料，提經院教評會審定後，續依本校教師評鑑辦法及本校教師評鑑作業細則組成教師評鑑委員會與辦理評鑑作業。

New faculty to be assessed shall submit their assessment documents in November to the College Faculty Evaluation Committee (CFEC) for deliberation according to the meeting schedule. After approval from the CFEC, the Faculty Assessment Committee (FAC) of the College shall be formed to conduct the assessment in accordance with the University's *Regulations for Faculty Performance Assessment and Guidelines on the Detailed Implementation of Faculty Performance Assessment*.

四、評鑑年限、評鑑項目、通過標準：

IV. Assessment period, items, and passing criteria:

(一)評鑑年限：新聘專任教師除符合本校教師評鑑辦法免評、或延後評

鑑等規定外，任教滿五年應接受教師評鑑。

- (1) Assessment period: New faculty shall undergo their assessment after five years of employment, unless they are exempted or granted a deferral according to the University's *Regulations for Faculty Performance Assessment*.
- (二) 評鑑項目：新聘專任教師任教滿五年者，應配合應接受第一次評鑑，分為研究、教學、及服務三大項目，本院新進教師評鑑指標計分表如附件1。
- (2) Assessment items: The faculty shall undergo their first assessment after five years of employment, which covers three categories of teaching, research, and counseling & services, as stipulated in the New Faculty Assessment Form in the College of Management (Appendix 1).
- (三) 通過標準：新聘專任教師三大評鑑項目均應達七十分，且研究項目應至少有三件科技部專題研究計畫或教育部教學實踐研究計畫，並須以第一作者或通訊作者發表收錄於SCIE、SSCI、AHCI及TSSCI之期刊論文始為通過評鑑。
- (3) Passing criteria: The faculty are deemed passing the assessment when receiving a score of at least 70 in each category, with at least three research projects or teaching practice research programs granted by the National Science and Technology Council (NSTC) or the Ministry of Education (MOE) respectively and papers published in SCIE, SSCI, AHCI, or TSSCI journals as the first author or corresponding author.

#### 五、 輔導機制：

#### V. Assessment mechanism:

- (一) 新聘專任教師任教滿三年者，應綜合教學、研究、輔導及服務三大評鑑項目，由受評教師依評鑑指標計分表提出書面資料，送所屬系所教評會審查，系所教評會應就其說明內容進行職涯評量並給予具體建議，並提院教評報告，並就其教學、研究、服務方向所提出之改善建議；如各項成績未達42分者，應由系所啟動輔導機制，由系所主管指派與該受評教師相近領域教師1-2位擔任該名教師輔導人員，並作成紀錄。
- (1) New faculty who have served at the University for three years shall submit a written report on their performance in teaching, research, and counseling & services, as stipulated in the New Faculty Assessment Form in the College of Management, to the department/institute/degree program faculty evaluation committees (hereinafter referred to as the "DFEC") of their affiliate unit. Subsequently, the DFEC shall conduct the assessment and provide concrete suggestions based on the faculty's report and submit the case to the CFEC for further review. The affiliated units shall provide assessment guidance when the faculty fail to receive a score of 42 or above in one of the three categories, and the heads of the

units shall assign one or two faculty members in a similar field as the mentor(s) for the faculty.

(二)經初評後為「條件式通過」或「未通過」教師，應依其評鑑項目表現，接受系所啟動之輔導機制，由系所主管指派與該受評教師相近領域教師1-2位擔任該名教師輔導人員。

(2) The faculty “conditionally passing” or “failing” the assessment shall follow the assessment guidance provided by their affiliated unit, and the head of the affiliated unit shall assign one or two faculty members in a similar field as the mentor(s) for the faculty.

(三)「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。

(3) 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 process of guidance documented by their affiliated unit and submitted to the DFEC and the CFEC for reference.

(四)「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。

(4) 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. The report shall be reviewed by the FAC for approval and, through compilation by the Office of Academic Affairs (OAA), then submitted to the University Faculty Evaluation Committee (UFEC) for final resolution.

六、本要點未竟事宜悉依本校教師評鑑辦法及本校教師評鑑作業細則規定。

VI. Matters not covered herein shall be handled in accordance with the University's *Regulations for Faculty Performance Assessment* and *Guidelines on the Detailed Implementation of Faculty Performance Assessment*.

七、本要點經本院院教師評審委員會、院務會議、校教師評審委員會審查通過後實施，修正時亦同。

VII. These guidelines are approved by the CFEC, the College Council, and the UFEC before implementation. Amendments to these guidelines shall follow the same procedure.

附件1

Appendix 1

國立中山大學管理學院 新進教師評鑑指標計分表  
New Faculty Assessment Form in the College of Management

系 / 所 / 學位學程 XXX

老師

Department/institute/degree program: \_\_\_\_\_

Name of the faculty member: \_\_\_\_\_

項目 Categories	內容 Items	評分標準 Scoring criteria	審核 Approval	自評 Self-assessment
A. 研究 Research	A1 論文(參考本院研究績優) Papers (with reference to Guidelines on the Evaluation of Prominent Faculty in Academic Research in the College of Management)	A11-1、 頂尖期刊 <sup>註1</sup> 屬第一作者或通訊作者 40 分/篇 papers as the first or the corresponding author in the top-tier journals (see Note 1): 40 points per paper		
		A11-2、 頂尖期刊 <sup>註1</sup> 屬其他作者 20 分/篇 papers as an author other than the first or the corresponding author in top-tier journals (see Note 1): 20 points per paper		
		A12-1、 SSCI 排名前 10%(含) 屬第一作者或通訊作者 24 分/篇 papers as the first or the corresponding author in SSCI journals ranked in the top 10% (inclusive): 24 points per paper		
		A12-2、 SSCI 排名前 10%(含) 屬其他作者 12 分/篇 papers as an author other than the first or the corresponding author in SSCI journals ranked in the top 10% (inclusive): 12 points per paper		
		A13-1、 SSCI 排名 10%(不含)~30%(含) 屬第一作者或通訊作者 18 分/篇 papers as the first or the corresponding author in SSCI journals ranked beyond 10% but within 30%: 18 points per paper		
		A13-2、 SSCI 排名 10%(不含)~30%(含) 屬其他作者 9 分/篇 papers as an author other than the first author or the corresponding author in SSCI journals ranked beyond 10% but within 30%: 9 points per paper		
		A14-1、 SSCI 排名 30%(不含)~70%(含) 屬第一作者或通訊作者 12 分/篇		

	papers as the first or the corresponding author in SSCI journals ranked beyond 30% but within 70%: 12 points per paper		
	A14-2、 SSCI 排名 30%(不含)~70%(含) 屬其他作者 6 分/篇 papers as an author other than the first or the corresponding author in SSCI journals ranked beyond 30% but within 70%: 6 points per paper		
	A15-1、 SCI 排名前 10%(含) 屬第一作者或通訊作者 12 分/篇 papers as the first or the corresponding author in SCI journals ranked in the top 10% (inclusive): 12 points per paper		
	A15-2、 SCI 排名前 10%(含) 屬其他作者 6 分/篇 papers as an author other than the first or the corresponding author in SCI journals ranked in the top 10% (inclusive): 6 points per paper		
	A16-1、 SCI 排名 10%(不含)~30%(含) 屬第一作者或通訊作者 9 分/篇 papers as the first or the corresponding author in SCI journals ranked beyond 10% but within 30%: 9 points per paper		
	A16-2、 SCI 排名 10%(不含)~30%(含) 屬其他作者 4.5 分/篇 papers as an author other than the first or the corresponding author in SCI journals ranked beyond 10% but within 30%: 4.5 points per paper		
	A17-1、 SCI 排名 30%(不含)~70%(含) 屬第一作者或通訊作者 6 分/篇 papers as the first or the corresponding author in SCI journals ranked beyond 30% but within 70%: 6 points per paper		
	A17-2、 SCI 排名 30%(不含)~70%(含) 屬其他作者		

3 分/篇 papers as an author other than the first or the corresponding author in SCI journals ranked beyond 30% but within 70%: 3 points per paper		
A18-1、 TSSCI 為評比第一級期刊 屬第一作者或通訊作者 6 分/篇 papers as the first or the corresponding author in TSSCI journals ranked as Level 1: 6 points per paper		
A18-2、 TSSCI 為評比第一級期刊 屬其他作者 3 分/篇 papers as an author other than the first or the corresponding author in TSSCI journals ranked as Level 1: 3 points per paper		
A19-1、 通過 <b>科技部</b> 審查獲得補助之專書，或經正式審查程序通過並出版具有 ISBN 之學術專書 英文專書 24 分/本(以 2 本為限) academic research books in English either funded by the NSTC or with an ISBN through a formal review process: 24 points per book (a maximum of 2 books)		
A19-2、 通過 <b>科技部</b> 審查獲得補助之專書，或經正式審查程序通過並出版具有 ISBN 之學術專書 中文專書 9 分/本(以 2 本為限) academic research books in Chinese either funded by the NSTC or with an ISBN through a formal review process: 9 points per book (a maximum of 2 books)		
A19-3、 通過 <b>科技部</b> 審查獲得補助之專書，或經正式審查程序通過並出版具有 ISBN 之學術專書 英文專章 5 分/章(以 2 篇為限，同一篇專書或專章不得重複) academic research books in English either funded by the NSTC or with an ISBN through a formal review process: 5 points per chapter (a maximum of 2 chapters and duplication not		

		allowed)		
		A19-4、 通過 <b>科技部</b> 審查獲得補助之專書，或經正式 審查程序通過並出版具有 ISBN 之學術專書 中文專章 3 分/章(以 2 篇為限，同一篇專書 或專章不得重複) academic research books in Chinese either funded by the NSTC or with an ISBN through a formal review process: 3 points per chapter (a maximum of 2 chapters and duplication not allowed)		
		A1 論文(上限 40 分)小計 Subtotal of A1 (a maximum of 40 points)		
	A2 計畫(參考升等指標及計分) Research projects (with reference to the University's Scoring Principles for Application of Professorship Rank Promotion)	A21、 經研發處認定之 <b>科技部</b> 研究計畫： 專題研究計畫 六個月(含)以上，每年每件 12 分；未達六個月，每年每件 6 分  NSTC research projects recognized by the Office of Research and Development: 12 points per project of more than 6 months or 6 points per project of less than 6 months, both on yearly base		
		A22、 教育部教學實踐研究計畫，每年每件 12 分。  MOE's teaching practice research programs: 12 points per program each year		
		A2 計畫(上限 60 分)小計 Subtotal of A2 (a maximum of 60 points)		
		研究(至多 100 分)小計 Total of A Category (a maximum of 100 points)		



B. 教學 (教務處訂)  
Teaching (formulated by the OAA)

B0 教學基本門檻  
Teaching threshold

\*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。

\*Teaching threshold:

The faculty under assessment shall receive 60 points when fulfilling both the required teaching hours over at least three academic years, as stipulated in *Guidelines on the Calculation of Hourly Pay for Faculty Members* and three of the following four requirements from B01 to B04. Those who do not meet the teaching threshold shall be considered not passing the assessment in teaching.

B01、

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)

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 with relevant data over the past years for reference.)

B02、

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)

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 the College.

(The OAA shall provide the FAC with relevant data over the past years for reference.)

B03、

評鑑年限內，參與新進教師研習及教學觀

B1 加分項 Additional point	B11 校 University-level	課(含教學演示及微型教學)至少各1場。 The faculty participates in at least 1 new faculty workshop and 1 class observation (including teaching demonstration and micro-teaching) within the assessment period.		
		B04、 評鑑年限內，參與教學觀摩及各類教師教學知能相關研習/工作坊至少5場。 The faculty participates at least 5 times in either model sessions or various seminars/workshops related to teaching knowledge within the assessment period.		
		B11-1、 參與教學觀摩、各類跨領域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。 participating in model sessions, various interdisciplinary seminars or workshops related to teaching knowledge, teaching demonstrations, and class observations: 1 point per session with a maximum of 6 points (beyond the required 5 sessions stipulated in B04)		
		B11-2、 獲頒教學優良課程，2分/每門每次，至多6分 receiving the award of the University's Outstanding Course: 2 points per award with a maximum of 6 points		
		B11-3、 本校教學績優獎，10分/次 receiving the Award of the University's Prominent Faculty in teaching: 10 points per award		
		B11-4、 開設通識課程，2分/每門，至多6分。 offering general education courses: 2 points per course with a maximum of 6 points		
		B11-5、 開設全英語授課課程，2分/每門，至多6分		

		<p>offering EMI courses: 2 points per course with a maximum of 6 points</p>		
		<p>B11-6、 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)，2分/件(學程/群/證)，至多10分。 conducting the HESP Course Innovation Project, digital learning projects, or other EMI-related projects (including serving as a course module coordinator, pilot teacher, or EMI advisor with actual tutoring experiences or obtaining the certificate of EMI Professional Development Program): 2 points per project/certificate with a maximum of 10 points</p>		
		<p>B11-7、 參與各院舉辦其他教學優良獎項/活動，1分/件，至多4分。 receiving college outstanding teaching awards or participating in its activities: 1 point per award/activity with a maximum of 4 points</p>		
	B12 院 College-level	<p>B12 合計至多 4 分 a maximum of 4 points</p> <ul style="list-style-type: none"> <li>• B12-1、 配合本院開設核心課程，2 分/每門每次。 offering core courses within the College: 2 points per course</li> <li>• B12-2、 配合 AoL 規劃教師課程施作 Rubrics 量測，每門課給 1 分。 implementing Rubrics assessment aligned with the AoL (Assurance of Learning): 1 point per course</li> </ul>		

		教學(至多 100 分)小計			
		Total of B Category (a maximum of 100 points)			
C. 輔導及服務 (參考教師評鑑指標) Counseling and services (with reference to the University's Faculty Assessment Form)	C1 榮譽 Honors	C11、 本校優良導師 10 分/次 receiving the University Outstanding Mentor Award: 10 points per award			
		C12、 院優良導師 6 分/次 receiving the College Outstanding Mentor Award: 6 points per award			
		C13、 系所推薦之優良導師 3 分/次 being the outstanding mentor recommended by the affiliated department/institute/degree program: 3 points per award			
		C1(至多 10 分) 小計 Subtotal of C1 (a maximum of 10 points)			
	C21 校內輔導及服務 Counseling and services on campus	C21-1、 擔任導師 5 分/學年 serving as a mentor: 5 points per academic year			
		C21-2、 一、二級單位主管工作 15 分/學期 serving as the first or second level supervisor: 15 points per semester			
		C21-3、 校、院、系所會議委員會 2 分/學期 serving as a representative for the department/institute/degree program, the College, or the University committees/councils: 2 points per semester			
		C21-4、 招生宣導 5 分/次 recruitment promotion: 5 points per case			
		C21-5、 本校辦理考試之監考 2 分/次 serving as the proctor for the exams handled by the University: 2 points per case			

		C21-6、 擔任學生活動指導 3 分/次 serving as the advisor for student activities: 3 points per case		
		C21-7、 本校績優社團指導老師 10 分/次 receiving the NSYSU Advisor Award for Student Club: 10 points per award		
		C21-8、 擔任學生社團指導老師 3 分/次 serving as the advisor for student club: 3 points per case		
		C21(至多 40 分)小計 Subtotal of C21 (a maximum of 40 points)		
	C22 院、系所服務 Services for the affiliated department/institute/degree program and the College	C22-1、 擔任院非編制內主管 10 分/學期、非主管 職務 5 分/學期 • serving as the supervisor of units not stipulated in <i>NSYSU Charter</i> : 10 points per semester • holding a non-supervisory position: 5 points per semester		
		C22-2、 編輯院、系所刊物、簡介 5 分/次 editing the publications and brochures for the department/institute/degree program or the College: 5 points per case		
		C22-3、 招生命題 各項甄試委員或閱卷 4 分/次 Composing or grading entrance exam papers, or serving as the exam committee member: 4 points per case		
		C22-4、 協助院、系所辦理重要學術會議 5 分/次 assisting in important academic seminars for the department/institute/degree program or the College: 5 points per case		
		C22(至多 40 分)小計 Subtotal of C22 (a maximum of 40 points)		

	其他重要服務 至多 10 分(由系複核，院教評評分) other important services: a maximum of 10 points (to be verified by the affiliated unit and approved by the CFEC)		
	服務小計 Total of C Category		

註 1：所稱頂尖期刊為管理學院學術研究績優教師審查要點所列期刊。

Note: Top-tier journals herein refer to those stipulated in *Guidelines on the Evaluation of Prominent Faculty in Academic Research in the College of Management*.