

國立中山大學醫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 Medicine

111年11月02日 111學年度第1學期院務會議制定通過
111年11月17日 111學年度第418次校教師評審委員會會議通過

114年6月12日 本校第448次校教評會通過

Approved at the 448th University Faculty Evaluation Committee meeting on June 12, 2025

- 一、國立中山大學醫學院(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 Medicine (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 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後，每五年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 Medicine*.
- 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，其指標計分表如醫學院新聘教師評鑑指標表。
 - IV. The new faculty performance assessment is conducted on the three categories of research, teaching, and counseling & services. The new faculty are deemed passing the assessment when receiving a score of at least 70 in each category, with the New Faculty Assessment Form in the College of Medicine attached as the Appendix 1.

本院新聘臨床教師適用之評鑑指標表另訂之。

The New Clinical Faculty Assessment Form shall be separately established by the College for the newly-appointed clinical faculty.

- 五、本院新聘教師到校任教滿三年者，依本院訂定之教學、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，該紀錄送交系級教評會。院長應指定傳授教師(mentor)協助需輔導教師，而其所屬系所應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 department/institute faculty evaluation committees (hereinafter referred to as 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國科會或建教合作計畫、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。評鑑輔導小組將輔導過程作成紀錄送交系級教評會及院級教評會備查。

- 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會議決。

- 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 Faculty Assessment Committee (FAC) of the College. The report shall be reviewed by the FAC for approval, and through compilation by the Office of Academic Affairs, 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 Medicine* 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 UFEC before implementation. Amendments to these guidelines shall follow the same procedure.

國立中山大學醫學院新聘教師評鑑指標表

New Faculty Assessment Form in the College of Medicine

一、研究部分

I. Research

(一) 評鑑指標項目包含：

(1) The assessed items include:

1. **A1專門著作(至多40分)：**

i. **A1. Academic research works** (a maximum of 40 points):

評鑑期間正式刊登之各項論文著作所得成績，最多計40分。包括：

publishing papers in journals within the assessment period as detailed below, with a maximum of 40 points:

(1) SCIE、SSCI、AHCI 期刊論文，15分/篇；若以第一或通訊作者發表者每篇加5分。

(i) published in SCIE, SSCI, or AHCI journals: 15 points per paper, with 5 extra points for each paper published as the first author or corresponding author

(2) TSSCI期刊論文，5分/篇。

(ii) published in TSSCI journals: 5 points per paper

(3) 具審查機制的專書或專章，6分/本或3分/篇。

(iii) published in books or chapters with a review mechanism: 6 points per book or 3 points per chapter

2. **A2研究計畫獎助及相關學術產學績效(至多40分)：**

ii. **A2. Research projects and other relevant academia-industry achievements** (a maximum of 40 points):

依本校院系(所)教師評鑑評分指標表之研究榮譽B1及計畫爭取績效B2-1項評定之成績，所得成績最多計40分。

The scoring shall be conducted based on the B1 (honorary awards) and B2-1 (projects) specified in the University's Faculty Assessment Form, with a maximum of 40 points.

3. **A3委員綜合評分(至多20分)：**

iii. **A3. Holistic assessment by the FAC** (a maximum of 20 points)

依受評教師檢附A1及A2資料及其他有利審查研究績效資料核予綜合成績。

The holistic assessment score shall be assigned based on documents for A1 and A2 submitted by the faculty under assessment, along with any other supporting materials relevant to the research performance.

(二) 總分：A1+A2+A3

(2) Total: A1+A2+A3

二、教學部分

II. Teaching

項目 Items	審核 單位 Verifying units	評分標準 Scoring criteria	符合者(請勾選) Please tick the box.		備註 Notes
			自評 Self- assessment	核定 Approval	
教學基本門檻 teaching threshold	教務處 Office of Academic Affairs (OAA)	至少三學年度之授課時數符合規定。 The faculty shall fulfill the required teaching hours over at least three academic years.			基本門檻 (必要條件) threshold (required)
		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。 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.			基本門檻 (4選3) threshold (3 out of 4)
		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。 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.			
		參與新進教師研習及教學觀課(含教學演示及微型教學)至少各1場。 The faculty participates in at least one new faculty workshop and one class observation (including teaching demonstration and micro-teaching).			
		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 in at least five of the following activities: model sessions and teaching-related seminars/workshops.			
	醫學院 College of Medicine	評鑑年限內，擔任系所科(含跨系所)課程負責人 The faculty serves as a course coordinator for courses offered by their affiliated unit (including those offered by other units under the College) within the assessment period.			基本門檻 (2選1) threshold (1 out of 2)

項目 Items	審核 單位 Verifying units	評分標準 Scoring criteria	符合者(請勾選) Please tick the box.		備註 Notes
			自評 Self- assessment	核定 Approval	
		評鑑年限內，擔任PBL、TBL課程或臨床實習課程授課教師 The faculty offers PBL, TBL, or clinical clerkship courses within the assessment period.			
教學基本門檻各項目至少達成五項(教務處：必要+4選3，醫學院：2選1)，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 faculty shall receive 60 points when fulfilling at least five sub-items (the OAA: required sub-items and any three of the remaining four; the College of Medicine: one out of two sub-items) specified in the teaching threshold. However, those failing to meet the teaching threshold shall be deemed not passing the assessment in 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 加分項目 additional items for teaching	教務處 Office of Academic Affairs	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 (beyond the required five sessions stipulated in the teaching threshold): 1 point per session, with a maximum of 6 points		
		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		
		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		
		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		
		開設全英語授課課程，2分/每門，至多6分。 offering EMI courses: 2 points per course, with a maximum of 6 points		
		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, EMI advisor with actual tutoring		

		experiences, and obtaining the certificate of EMI Professional Development Program): 2 points per program/certificate, with a maximum of 10 points		
		通過教育部教學實踐研究計畫，10 分/件。 having projects approved by the MOE Teaching Practice Research Program: 10 points per project		
		參與本校舉辦其他教學優良獎項/活動，1分/件，至多4分。 receiving the University's outstanding teaching awards or participating in its activities: 1 point per award/activity, with a maximum of 4 points		
	醫學院 College of Medicine	演練式小組教學(例如溝通演練、實驗操作、田野調查)、服務學習參與老師，每項2分，至多10分。 involved in practice-based group teaching (e.g., communication exercises, lab operations, fieldwork) or service learning activities: 2 points per case, with a maximum of 10 points		
		擔任研究生、大專生專題研究指導老師，本國籍學生每位2分，外國籍學生每位4分，至多10分。 supervising graduate or undergraduate students on their research projects: 2 points per domestic student and 4 points per international student, with a maximum of 10 points		
		參與整合課程授課，每門2分，至多10分。 teaching integrated courses: 2 points per course, with a maximum of 10 points		
		優良教材或新教具開發，經院評鑑委員會審議通過，10分/件。 developing outstanding teaching materials or new teaching apparatus, and approved by the Faculty Assessment Committee (FAC) of the College : 10 points per item		
		發表教學相關論文、壁報或口頭報告，論文每件5分，壁報或口頭報告每件3分，至多10分。 publishing, presenting, and delivering teaching-related papers, posters, or oral presentations: 5 points per paper and 3 points per poster or oral presentation, with a maximum of 10 points		
		其他非上述各項所列之教學相關資料，請自行陳述並佐證，每件2分，至多10分。 Other teaching-related items not listed above may be described by the faculty with supporting materials: 2 points per case, with a maximum of 10 points		
		小計(以上醫學院各細項，合計之總分不得超過 20 分) subtotal (The total score from the above sub-items specified by the College of Medicine shall not exceed 20 points.)		
	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 (a maximum of 20 points): ＝ points	
	總分：教學基本門檻60分+教學加分項目____分+委員綜合評分____分＝____分 Total: teaching threshold (60 points) + additional items for teaching ____ points + holistic assessment by the FAC _____ points = _____ points			

三、輔導及服務部分

III. Counseling & Services

C1、輔導及服務榮譽(至多 10 分) C1. Honors (a maximum of 10 points) 總分(C1):= 分 (C1-1~C1-10 總和) Subtotal of C1: = points (C1-1 to C1-10)			
項目 Items	計分 Scoring	得分數 Points	教師/系所複核 Reviewed/approved by the faculty and the affiliated unit
C1-1、本校優良導師 receiving the University Outstanding Mentor Award	10 分/次 10 points per award		
C1-2、院優良導師 receiving the College Outstanding Mentor Award	6 分/次 6 points per award		
C1-3、系所推薦之優良導師 being the outstanding mentor recommended by the affiliated unit	3 分/次 3 points per case		
C1-4、指導運動代表隊代表本校參加全 國大專比賽獲得 1~3 名 coaching varsity teams that achieve first to third place in national intercollegiate competitions	6 分/次 6 points per case		
C1-5、指導運動代表隊代表本校參加全 國大專比賽獲得 4~6 名 couching varsity teams that achieve fourth to sixth place in national intercollegiate competitions	3 分/次 3 points per case		
C1-6、擔任國際性期刊主編或副主編、 編輯或審查委員。需排除本校公告之加 強實質審查期刊。 serving as a chief editor, associate editor, editor, or reviewer for international journals, excluding those under substantive scrutiny as announced by the University	主編或副主編 10分/ 次 chief editor or associate editor: 10 points per case 編輯 5分/次 editor: 5 points per case 審查委員 2分/次 reviewer: 2 points per case		
C1-7、擔任國家考試考官或命題委員 serving as an examiner or member in charge of composing papers for national examinations	10 分/次 10 points per case		
C1-8、受邀請主持或發表專題演講 being invited to chair or deliver keynote speeches/lectures	5 分/次 5 points per case		

C1-9、擔任國科會或政府機構計畫審查委員 serving as a reviewer for projects funded by the National Science and Technology Council (NSTC) or other government agencies	5 分/次 5 points per case		
C1-10、擔任醫學教育或醫院評鑑委員 conducting medical education accreditation or hospital accreditation	召集人10分/次 convener: 10 points per case 委員 5分/次 member: 5 points per case		
C2、輔導及服務(至多60分)總分(C2)=C2-1+C2-2 分 C2. Counseling & services (a maximum of 60 points) Subtotal of C2 = C2-1 + C2-2 points			
C2-1、校內輔導及服務(至多 40 分)(C2-1):= 分(C2-1-1~C2-1-10 總和) C2-1. Counseling & services on campus (a maximum of 40 points) Subtotal of C2-1: = points (C2-1-1 to C2-1-10)			
項目 Items	計分 Scoring	得分數 Points	教師/系所複核 Reviewed/approved by the faculty and affiliated unit
C2-1-1、擔任導師(須附活動證明) serving as a mentor (supporting documents required)	5分/學年 5 points per academic year		
C2-1-2、一、二級單位主管工作 serving as the first or second level supervisor	15分/學期 15 points per semester		
C2-1-3、校、院、系所會議委員會代表 serving as a representative for the affiliated unit, the College, or the University committees/councils	2分/學期 2 points per semester		
C2-1-4、招生宣導 recruitment promotion	5分/次 5 points per case		
C2-1-5、本校辦理的考試之監考 serving as a proctor for the exams handled by the University	2分/次 2 points per case		
C2-1-6、擔任學生活動指導 serving as an advisor for student activities	3分/次 3 points per case		
C2-1-7、本校績優社團指導老師 receiving the NSYSU Advisor Award for Student Club	10分/次 10 points per case		
C2-1-8、擔任學生社團指導老師 serving as an advisor for student clubs	3分/學期 3 points per semester		
C2-1-9、輔導國家專業技術證照考試 providing guidance for students taking national professional certification examinations	5分/次 5 points per case		
C2-1-10、擔任醫療服務團指導老師 serving as an instructor of medical service teams	10分/次 10 points per case		

C2-2、院、系所服務(至多 40 分) (C2-2):= 分 (C2-2-1~C2-2-11 總和) Services for the affiliated unit and the College (a maximum 40 points) Subtotal of C2-2: = points (C2-2-1 to C2-2-11)			
項目 Items	計分 Scoring	得分數 Points	教師/系所複核 Reviewed/approved by the faculty and affiliated unit
C2-2-1、實驗室服務、實驗室安全衛生認證 conducting laboratory experiment and following safety & sanitation provisions	(由各院系所認定，每項2 分/次) (to be approved by the affiliated unit and the College, with 2 points per case)		
C2-2-2、編輯院、系所刊物、簡介 editing the publications and brochures for the affiliated unit or the College			
C2-2-3、招生命題各項甄試委員或閱卷 composing or grading entrance exam papers, or serving as the exam committee member			
C2-2-4、各種推廣科學教育輔導工作 promoting various science education			
C2-2-5、協助院、系所辦理重要學術會議 assisting in important academic seminars for the affiliated unit or the College			
C2-2-6、參加系所學生活動 attending student activities organized by the affiliated unit			
C2-2-7、推廣教育開課 offering continuing education courses			
C2-2-8、奉派代表系所、院、校參加外校活 動 attending external activities and events on behalf of the affiliated unit, the College, and the University			
C2-2-9、看診及開刀績效、會診品質與效 率、病歷書寫、創意性的醫療服務 performance in clinical consultations and surgeries, quality and efficiency of medical consultations, accuracy of medical documentation, and delivery of innovative medical services			
C2-2-10、參與個案討會、跨領域臨床會 議、協助其他醫療機構臨床工作或社區之發 展 participating in case discussions and interdisciplinary clinical meetings, as well as supporting clinical practices at other medical institutions and community development			
C2-2-11、其他重要服務 other important services			

C3、委員綜合評分 (至多30 分)(由評鑑教師提供資料) 委員分數(C3)= 分
 C3. Holistic assessment by the FAC (a maximum of 30 points): points (Supporting documents shall be provided by the faculty under assessment.)

委員就受評鑑教師教學歷程檔案(Teaching Portfolio)內之校內、外服務及學生輔導情形進行綜合評分。
 The FAC members shall conduct the assessment based on the faculty's teaching portfolio regarding their services on/off campus and counseling for students.

輔導及服務總分(C) = C1+C2+C3= 分
 Total of counseling & services (C) = C1 + C2 + C3 = points