

# Chung Yuan Christian University Regulation on the Faculty Evaluation

*2022.04.13 110 Academic Year 2<sup>nd</sup> Semester University Council Amended*

## Article 1 (Purpose and basis of this regulation)

In order to enhance the levels of teaching, research, consultation and service, Chung Yuan Christian University (hereinafter referred to as "the university") has promulgated this regulation in accordance with article 21 of the University Act and article 33-1 of the Organizational Regulation of the University.

## Article 2 (Evaluation targets and types)

Full-time faculty of the university shall be evaluated for performances of teaching, research and service (including consultation), except for the visiting faculty and the short-term contracted faculty.

The faculty evaluation of the university has been divided into the newly recruited faculty evaluation and the ordinary faculty evaluation.

Newly recruited faculty refer to faculty who have served in the university for less than three years, and ordinary faculty refer to faculty who have served in the university for at least three years and more .

The evaluation of newly recruited faculty shall be conducted in accordance with the "Regulation on the Renewal of Appointment and Evaluation of the Newly Recruited Faculty" promulgated by the university.

## Article 3 (Principles of calculation of evaluation seniority)

The seniority of the faculty evaluation is calculated from the date of reporting to the post at the university.

Ordinary faculty evaluation shall be conducted every full three years.

The calculation of evaluation seniority under this regulation does not include the period of leaves with or without pay.

Faculty who have been promoted after the implementation of this regulation, the evaluation seniorities shall be calculated starting from the position ranks after their promotions.

Those whose evaluations have failed but passed after reevaluations, the evaluation

seniorities shall be calculated based on their original ones.

#### Article 4 (Evaluation units and regulations of each college/school)

Each department (graduate school, center, office) shall be responsible for accumulating the faculty evaluations of the university, submitting the documents provided by the evaluated faculty to the teachers' review committee of the department to confirm, and after that send them to the teachers' review committee of the college/school to evaluate. The teacher's review committee of the college/school shall send the evaluation results to the teacher's review committee of the university to review.

Each college/school level council and the same level teacher's review committee of the physical education office shall stipulate the college/school detailed rules on faculty evaluation, providing matters on evaluation items, proportions, criteria, and procedures, etc., in accordance with this regulation, and report them to the teachers' review committee of the university to approve and implement.

#### Article 5 (Those who are exempted from evaluation)

Faculty who meet one of the following conditions are exempted from evaluation:

1. Elected as an academican of the Academia Sinica.
2. Received the Ministry of Education academic award or national chair.
3. Received the National Science and Technology Council, Executive Yuan outstanding research award.
4. Be the hosts of specific topic projects sponsored by the National Science and Technology Council, Executive Yuan (including Type A research awards on 1991 academic year and before) or of teaching realization research projects sponsored by the Ministry of Education for 12 years and more in total.
5. Former or current president of the university, full-time chair professor, honorary chair professor or received the outstanding lifetime research award.
6. Served as a full-time chair professor in a well-known university domestic and abroad, and has been approved by the teacher's review committees of the college/school and the university.
7. Ordinary faculty at the age of 62 and older.

#### Article 5-1 (Partial exemption from evaluation)

Faculty who meet one of the following conditions may be exempted some corresponding items from the current evaluation, however, other items shall still be evaluated:

1. Received the university outstanding research awards for three times, the university

-level premium teaching faculty for three times, or the university-level excellent advisor for three times; if the corresponding items have received perfect scores, those parts may be permanently exempted from the evaluation.

2. Received the university outstanding research award, the university-level premium teaching faculty or the university-level excellent advisor.

3. Received other teaching, research, consultation and service awards, or other outstanding specific achievements, which have been reviewed and the corresponding items have been approved by the teachers' review committees of the college and the university.

Faculty who apply for exemption from evaluation referred to in the preceding article or partial exemption referred to in the preceding section shall, within the prescribed application time period, submit materials related to the application for evaluation exemption to each department (graduate school, center, or office), and send them to the human resources office for requesting relevant units to review the qualifications and conditions that are conformed with the evaluation exemption.

After verification of the faculty who apply for evaluation exemption, the human resources office will send the relevant materials to the teacher's review committee of the university to make future reference.

Ordinary faculty who are concurrently in charge of supervising administrative and academic units may be waived from evaluation during their evaluation years. The seniority of the evaluation shall be started over from the date when the supervising term of office has been discharged.

#### Article 6 (Evaluation passing criteria and item allocation proportion)

The faculty evaluation of the university is divided into teaching, research and service (including consultation), with a total score of one hundred points, and the passing criteria for the faculty evaluation is seventy points.

The proportions of faculty evaluation items shall be thirty percent to fifty-five percent for teaching, thirty percent to fifty-five percent for research, fifteen percent to forty percent for service (including consultation), and the sum of the three allocation proportions shall be one hundred percent.

The proportions of faculty evaluation items in the physical education office shall be no less than thirty percent for teaching, no less than twenty percent for research, and no less than fifteen percent for service (including consultation).

Faculty to be evaluated may choose the allocation proportion for the evaluation items within the specified range prescribed under the provisions.

#### Article 7 (Evaluation items)

Faculty evaluation items are divided into basic point items and adding point items. Those who meet the basic point items will be given basic scores, but the scores may not exceed fifty points.

With respect to Teaching, research, and service (including consultation) that meet the contents prescribed in the adding point items, the adding points may be considered to increase; that does not meet the contents prescribed in the basic point items and the related provision of the university, the basic points may be considered to deduct.

The evaluation items and criteria for the parts of teaching and service (including consultation) of the faculty evaluation shall be respectively stipulated by the academic affairs office and the student affairs office, and sent to the teachers' evaluation committee of the university to review and implement.

The evaluation items and criteria for the part of research of the faculty evaluation shall be on its own stipulated by each college/school (office), and sent to the teacher's review committee to review and implement.

#### Article 8 (Evaluation procedures for newly recruited faculty)

For newly recruited faculty who reported to the posts at the university on the date before July 31, 2012, the evaluation procedures are as follows:

1. Newly recruited faculty who reported to the posts at the university in August shall carry on the first evaluation in the current academic year, and those who reported to the posts at the university in February shall carry on the first evaluation in the next academic year.
2. Those who do not pass the first evaluation shall be counseled and assisted by each college/school, and those who do not pass the second evaluation either shall be sent to the teacher's review committees at all levels to review, and may be denied renewal of appointment.
3. Those who pass the first evaluation but fail to pass the second one can be counseled and assisted by each college/school and reevaluated in the next academic year. Those who fail to pass the reevaluation shall be sent to the teacher's review committees at all levels to review, and may be denied renewal of appointment.

#### Article 9 (Ordinary faculty evaluation procedures and counseling mechanism)

Those who do not pass the ordinary faculty evaluation shall be counseled and reevaluated in the next academic year, and those who do not pass the reevaluation either shall be further reevaluated in the next academic year. Faculty who fail to pass the further reevaluation shall be sent to the teachers' review committee at all levels to review, and may be denied renewal of appointment. Faculty who meet the qualifications for applying for retirement or severance may otherwise apply for

retirement or severance in the next semester.

The teachers' review committee of the university, without giving the faculty to be evaluated the opportunity to be heard, shall not make any decisions on failing to pass the evaluation.

The guidelines on the consultation of the faculty who have not passed the evaluation shall be stipulated separately.

#### Article 10 (Evaluation schedule)

Each college/school shall complete the ordinary faculty evaluation process before the end of October per year, and send it to the teachers' review committee of the university to review.

#### Article 11 (Evaluation effectiveness)

The one who has not passed the most immediate evaluation may not apply for promotion, and the salary rank of his or hers shall not be upgraded starting from the next academic year, may not exceed the teaching hours, may not apply for the sabbatical leave, the secondment, extension of service, concurrent off-campus position, and part-time teaching, or serve as any member of teachers' review committees on campus at all levels and any administrative supervisor. The one who has passed the reevaluation or the further reevaluation shall restore the various rights mentioned above, starting from the next academic year, however the restorations of the various rights shall comply with the relevant provisions.

If the faculty fail to pass the reevaluation, the year-end work bonus for the current year will be suspended.

#### Article 12 (Provisions on handling not proposing and postponing evaluation)

Those who shall be evaluated but fail to provide materials to bear evaluation or intentionally provide false materials to affect the evaluation results will be deemed fail to pass the evaluation.

Those who fail to propose the evaluation due to leaves with or without pay in the evaluation year will postpone their handing of evaluation until returning campus for service.

Due to giving birth, child-raising or undergone major mishaps, the faculty may submit supporting evidences to the teachers' review committees of the college/school and the university to review, and the evaluation will be postponed to handle after the approval.

#### Article 13 (Procedure for dissatisfaction)

Faculty to be evaluated who have objections to the evaluation results may apply in writing to the teachers' grievance review committee for reexamination in accordance with the provisions of the "Organizational and Review Guidelines of Chung Yuan Christian University Teachers' Grievance Review Committee."

#### Article 14 (Provisions on Voting and Recusal)

The faculty evaluation committee of the college/school or the university shall be attended by members at least two-thirds of the total membership before the meeting. Decisions on failing to pass the evaluation shall be approved and done by at least two-thirds of the attending members, and decisions on the rest shall be approved and done by more than half of the attending members.

When an evaluation member is the one to be evaluated, he or she shall recuse from discussions and making decisions on matters related to his own evaluation.

#### Article 15 (Evaluation of the faculty who undertake mainly the administrative works)

With respect to the faculty who undertake mainly the administrative works, whose evaluation processes shall be carried on by the college/school which has appointed them. The respective proportions of the evaluation items shall not be subject to the limitations prescribed in Article 6, Section 2 of this regulation. It will be separately stipulated by the appointing college/school and reported to the teachers' review committee of the university to approve and implement, but the proportion of service (including consultation) shall be sixty percent to eighty percent.

#### Article 16 (Time of implementation)

Newly recruited faculty who reported to the posts at the university after August 1, 2012 shall carry on the evaluation in accordance with the "Regulation on the Renewal of Appointment and Evaluation of the Newly Recruited Faculty" promulgated by the university." Newly recruited faculty who reported to the posts at the university before July 31, 2012 shall carry on the evaluation in accordance with the provisions of this regulation prior to its amendment in 2012.

Ordinary faculty who have not yet completed the evaluation shall carry on the evaluation in accordance with the provisions of this regulation prior to its amendment in 2012; the rest who have completed the evaluation and have not yet completed the evaluation after promotion shall apply the provisions of this regulation after its amendment in 2012.

The university starting from 2008 academic year shall conduct the ordinary faculty evaluations in accordance with this regulation.

Article 17 (Supplementary laws and regulations)

Matters not covered in this regulation shall be handled by the decisions of the teachers' review committee in accordance with the relevant regulations of the university.

Article 18 (Enabling process of this regulation)

This regulation has been approved by the university council and reported to the president for promulgation and implementation, and the same also applies for amendments.

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