

國立中興大學法政學院教師評鑑辦法

Faculty Evaluation Guidelines of the College of Law and Politics at National Chung Hsing University

101 年 1 月 19 日院務會議通過
January 19, 2012 – Amended by the College Affairs Meeting
101 年 2 月 7 日校長核定
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105 年 6 月 21 日院務會議修正 (第 9.11 條) 105 年 6 月 29 日校長核定
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106 年 6 月 13 日院務會議修正 (第 6.9 條) 106 年 6 月 21 日校長核定
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106 年 12 月 15 日院務會議修正 (第 9 條) 106 年 12 月 28 日校長核定
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109 年 6 月 3 日院務會議修正 (第 7.9 條) 109 年 06 月 12 日校長核定
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111 年 9 月 7 日院務會議修正 (第 9 條) 111 年 9 月 21 日校長核定
September 7, 2022 – Amended by the College Affairs Meeting (Article 9)
September 21, 2022 – Approved by the President

第一條 國立中興大學法政學院(以下簡稱「本院」)為提升教師教學、研究與服務之績效，依據本校教師評鑑準則訂定「國立中興大學法政學院教師評鑑辦法」(以下簡稱「本辦法」)。

Article 1 The College of Law and Politics at National Chung Hsing University (hereinafter referred to as "the College") hereby establishes the "Faculty Evaluation Guidelines of the College of Law and Politics at National Chung Hsing University" (hereinafter referred to as "these Guidelines") by the University's Faculty Evaluation Criteria to enhance faculty performance in teaching, research, and service.

第二條 本院各級專任教師及 86 年 3 月 19 日前取得教師證書之助教(以下簡稱舊制助教)，均應依照本辦法之規定接受評鑑。專案教師及專任研究人員，除另有規定

者外，亦比照本法予以評鑑。但符合本校教師評鑑準則第二條資格者，得免接受評鑑。

Article 2 All full-time faculty members of the College at all ranks and teaching assistants who obtained their teaching certificates before March 19, 1997 (hereinafter referred to as "teaching assistants under the previous system") shall undergo evaluation by these Guidelines. Project faculty members and full-time researchers shall also be evaluated according to these Guidelines unless otherwise specified. However, those who meet the qualifications specified in Article 2 of the University's Faculty Evaluation Criteria may be exempt from evaluation.

第三條 本院設教師評鑑小組負責教師評鑑工作，置評鑑委員七人，於每學年開始時組成，其組成方式如下：

- 一、院長為當然委員兼召集人，會議時並擔任主席。
- 二、由院長聘請四名校外傑出學者專家擔任委員。
- 三、選任委員二名，由本院合格專任教師、專任研究人員、專案教師及舊制助教，就合格專任教授或專任研究員選舉產生，其中每系、所當選委員至多一人。委員任期一年，連選得連任。

Article 3 The College shall establish a Faculty Evaluation Committee of seven members to conduct faculty evaluations. The Committee shall be formed at the beginning of each academic year in the following manner:

1. The Dean shall serve as an ex officio member and convener and chair the committee meetings.
2. Four distinguished scholars and experts from outside the University shall be appointed committee members by the Dean.
3. Two elected committee members shall be selected from among qualified full professors or research fellows through an election by the College's qualified full-time faculty members, full-time researchers, project faculty members, and teaching assistants under the previous system. No more than one committee member may be elected from each department or graduate institute. Committee members shall serve a one-year term and may be re-elected for consecutive terms.

第四條 本院應於每年三月底前，列出當年度應接受評鑑之教師名單，並通知各系、所提出主動申請評鑑之教師名單。名單備妥後，通知相關系、所備妥受評教師資料，於4月底前送院辦理。由院長召集院教師評鑑小組召開教師評鑑會議，進行評鑑，評鑑工作應於五月底以前完成。其他相關規定如下：

- 一、教師評鑑會議應有全體委員三分之二以上（含）出席始得召開。
- 二、委員若為必須受評者，應迴避與自身評鑑有關之評分及議決。
- 三、委員須親自出席，不得由他人代理。
- 四、評鑑小組完成評鑑作業後，應將評鑑結果通知各系、所及受評鑑教師。
- 五、評鑑小組得邀請受評鑑教師到場說明或報告。

六、本院應將評鑑結果及評鑑紀錄，連同當年度合於免評鑑條件者，於6月10日前報請學校核備。

當年度受評鑑教師不足十人或其他特殊狀況，得依行政程序報請校長核定後，延後於次一年度辦理評鑑。

Article 4 The College shall prepare a list of faculty members due for evaluation in the current year by the end of March and notify each department and graduate institute to submit a list of faculty members who voluntarily apply for evaluation. Once the lists are prepared, relevant departments and graduate institutes shall be notified to prepare evaluation materials for the faculty members under evaluation and submit them to the College by the end of April. The Dean shall convene the Faculty Evaluation Committee to conduct evaluation meetings, which will be completed by May's end. Other relevant regulations are as follows:

1. Faculty evaluation meetings may only be convened when two-thirds or more of all committee members are present.
2. Committee members subject to evaluation shall recuse themselves from scoring and deliberations related to their review.
3. Committee members must attend in person and may not be represented by proxies.
4. After completing the evaluation process, the Evaluation Committee shall notify each department, graduate institute, and faculty member under evaluation of the evaluation results.
5. The Evaluation Committee may invite faculty members under evaluation to provide explanations or reports in person.
6. The College shall submit the evaluation results, records, and a list of faculty members who qualify for evaluation exemption to the University for approval by June 10.

If the number of faculty members to be evaluated in the current year is less than ten or in other special circumstances, the evaluation may be postponed to the following year upon approval by the President through administrative procedures.

第五條 教師評鑑項目分為教學、研究及服務，舊制助教評鑑項目分為協助教學、協助研究及行政服務績效等項目。各項目總和滿分為一百分。以評鑑小組委員二分之一以上所評總分達七十分者，為通過評鑑。

本辦法針對各分項之詳細評鑑項目之評分，訂定法政學院教師評鑑之配分比例類型如後。

專任教授、副教授、助理教授、講師須由下列四種配分比例類型中選定一種接受

評鑑：

甲：教學佔三十分、研究佔五十分、服務佔二十分。

乙：教學佔四十分、研究佔四十分、服務佔二十分。

丙：教學佔五十分、研究佔三十分、服務佔二十分。

丁：教學佔三十分、研究佔四十分、服務佔三十分。

戊：教學佔三十分、研究佔三十分、服務佔四十分。

舊制助教評鑑之配分比例：協助教學佔二十分、協助研究佔十分、行政服務佔七十分。各分項之詳細評鑑項目之評分另訂之。

Article 5 Faculty evaluation items are divided into teaching, research, and service categories. In contrast, evaluation items for teaching assistants under the previous system are divided into teaching assistance, research assistance, and administrative service performance. The total maximum score for all items is 100 points. A faculty member passes the evaluation if their total score, as determined by more than half of the Evaluation Committee members, reaches 70 points or above.

These Guidelines establish the following scoring proportion types for detailed evaluation items in each College of Law and Politics category.

Full-time professors, associate professors, assistant professors, and lecturers must select one of the following five scoring proportion types for evaluation:

Type A: Teaching accounts for 30 points, research for 50, and service for 20 points.

Type B: Teaching accounts for 40 points, research for 40 points, and service for 20 points.

Type C: Teaching accounts for 50 points, research for 30 points, and service for 20 points.

Type D: Teaching accounts for 30 points, research for 40 points, and service for 30 points.

Type E: Teaching accounts for 30 points, research for 30 points, and service for 40 points.

The scoring proportions for teaching assistants under the previous system are: teaching assistance accounts for 20 points, research assistance for 10 points, and administrative service for 70 points. Detailed scoring criteria for each evaluation item shall be established separately.

第六條 本院編制內之各級專任教師、舊制助教及專任研究人員每五年應接受評鑑壹次；新聘教師於到校滿三年開始接受評鑑。每年接受評鑑次數以壹次為限。評鑑未通過者，下一年均應接受「再評鑑」。「再評鑑」仍未達通過標準者，下一年應繼續接受「再評鑑」，並以二次為原則。

經評鑑應接受「再評鑑」者，本院應將結果併同本辦法之規定，通知受評鑑之教師。

受評教師對評鑑結果有異議者，得於接獲書面通知三十日內，以書面檢附具體證據，依本校教師申訴評議委員會組織及評議要點規定提起申訴。

申訴人不服本校教師申訴評議委員會之評議者，得向教育部中央教師申訴評議委員會提出再申訴。

Article 6 All full-time faculty members, teaching assistants under the previous system, and full-time researchers within the College's organizational structure shall undergo evaluation once every five years; newly appointed faculty members shall begin undergoing evaluation after completing three years of service at the University. Evaluations shall be limited to once per year. Those who fail the assessment shall undergo a "re-evaluation" the following year. Those who fail to meet the passing standards in the "re-evaluation" shall continue to undergo "re-evaluation" in the following year, generally limited to two times.

The College shall notify faculty members who must undergo "re-evaluation" of their results along with the provisions of these Guidelines. Faculty members who object to their evaluation results may file an appeal within thirty days of receiving written notification by submitting written documentation with concrete evidence by the University's Organization and Review Guidelines for Faculty Appeal Review Committee.

Suppose appellants are not satisfied with the review decision of the University's Faculty Appeal Review Committee. In that case, they may file a re-appeal to the Central Faculty Appeal Review Committee of the Ministry of Education.

第七條 本院受評鑑教師評鑑結果通過評鑑(再評鑑)者，每隔五年再接受評鑑。惟如有教學績效、研究績效及服務績效等項目中，其中任一單項評鑑成績不及格應列為輔導對象。

各系所應要求前項受評教師提改善計畫及做適當之輔導，並送院追蹤。

Article 7 Faculty members of the College who pass their evaluation (or re-evaluation) shall undergo evaluation again every five years thereafter. However, those who fail in any single category, such as teaching performance, research performance, or service performance, shall be designated as subjects for guidance.

The departments and graduate institutes shall require such faculty members to submit improvement plans and provide appropriate guidance, and they shall forward these to the College for follow-up monitoring.

第八條 教師評鑑小組應依據評鑑結果，就表現特優之教師建請院長，或建請其所屬系、所依據其績優事項性質，分別推薦至本校教學、研究、服務獎勵有關辦法中所列之受理單位，或向承辦單位申請獎勵或表揚。本院以及各系、所亦可針對評鑑結果，另行訂定獎勵措施。

Article 8 Based on the evaluation results, the Faculty Evaluation Committee shall recommend faculty members with outstanding performance to the Dean or recommend to their respective departments or graduate institutes to nominate such faculty members,

according to the nature of their excellence, to the appropriate units listed in the University's relevant regulations for teaching, research, and service awards, or to apply for awards or recognition from the responsible units. The College, departments, and graduate institutes may also establish additional incentive measures based on the evaluation results.

第九條 經本院教師評鑑小組「再評鑑」仍未達通過標準之教師，應於6月10日前通知校教師評審委員會審議。

教師及舊制助教經兩次「再評鑑」仍未達通過標準者，應不予續聘。講師、助理教授、副教授應依下列所定之期限內完成升等，但依本校進用專案計畫教學人員及研究人員聘任辦法第十二條第二項規定聘任者不在此限：

- 一、民國91年5月10日本校訂定教師評鑑準則前聘任之講師與助理教授不受限期升等之規範。
- 二、民國91年5月11日起至民國94年5月13日止聘任之講師與助理教授，超過十年未能升等且經二次「再評鑑」仍未達標準者，不予續聘。
- 三、民國94年5月13日起至民國103年1月31日止聘任之講師與助理教授超過八年未升等或經二次「再評鑑」仍未達標準者，不予續聘。
- 四、民國103年2月1日起聘任之講師、助理教授及副教授，須於六年內申請升等並獲審查通過，未通過者，不予晉薪。第七年期滿仍未獲升等審查通過者不予續聘。

前項規定採學年制，未於八月應聘之學年，不計入升等年限計算，符合前項第二款至第四款者，提經各級教師評審委員會委員三分之二以上出席及出席委員三分之二以上之審議通過，於聘約期滿不予續聘，依行政程序報請教育部核准；教師限期升等已屆，除第二款通過評鑑或再評鑑者外，聘約期滿前不得提出升等之申請。

本條第二項年資之計算，教師因有下列情事之一者，得申請延長升等年限，並提經各級教師評審委員會審議通過：

- 一、因懷孕、生產、申請育嬰留職停薪、領有全民健康保險重大傷病卡或遭遇重大變故者，每次以延長二年為限，其中以重大傷病或遭遇重大變故申請者，同一事由以一次為限，並應檢附足資佐證之資料及升等輔導計畫書，計畫書應載明延長升等年限期間之升等規劃。
- 二、因配偶有懷孕、生產者，每次至多延長一年。
- 三、因借調至政府機關、公立研究機構、公營事業機構或政府捐助之財團法人者，延長年限等同借調年限，惟延長後之升等年限期滿日與該學期結束日不同時，得以該學期結束日為升等年限期滿日。

教師因休假研究、出國進修研究、留職停薪、領有全民健康保險重大傷病卡、育兒、突遭重大變故或有前項事實者，得檢具證明依行政程序簽請同意延後辦理評鑑或再評鑑。

受評鑑教師有下列情事之一者，應列為輔導對象：

- 一、已達第二項第二款至第四款規定升等年限之三分之二者。
- 二、評鑑結果雖達本學院通過標準，惟如有教學績效、研究績效及服務績效等項目中，其中任一單項評鑑成績不及格者。

各系所應要求前項受評教師提改善計畫，並送本學院追蹤輔導。

Article 9 Faculty members who fail to meet the passing standards after the College Faculty Evaluation Committee's "re-evaluation" shall be reported to the University Faculty Review Committee for deliberation by June 10.

Faculty members and teaching assistants who fail to meet the passing standards after two "re-evaluations" shall not be reappointed under the previous system. Lecturers, assistant professors, and associate professors shall complete their promotion within the following specified periods, except for those appointed under Article 12, Paragraph 2 of the University's Regulations for Hiring Project-Based Teaching and Research Personnel:

1. Lecturers and assistant professors appointed before May 10, 2002, when the University established its Faculty Evaluation Criteria, are not subject to time-limited promotion requirements.
2. Lecturers and assistant professors appointed between May 11, 2002, and May 13, 2005, who fail to obtain promotion after ten years and meet standards after two "re-evaluations" shall not be reappointed.
3. Lecturers and assistant professors appointed between May 13, 2005, and January 31, 2014, who fail to obtain promotion after eight years or meet standards after two "re-evaluations" shall not be reappointed.
4. Lecturers, assistant professors, and associate professors appointed after February 1, 2014, must apply for and pass a promotion review within six years. Those who fail to pass shall not receive salary increases. Those who fail to pass the promotion review by the end of the seventh year shall not be reappointed.

The preceding regulations follow the academic year system. Academic years in which faculty members are not appointed in August shall not be counted toward the promotion time limit. For those who fall under Items 2 to 4 of the preceding paragraph, non-reappointment upon expiration of contract shall be approved by two-thirds or more of attending members at all levels of Faculty Review Committees, with two-thirds or more of committee members present, and shall be reported to the Ministry of Education for approval through administrative procedures. Faculty members who have reached their promotion deadline may not apply for promotion before the expiration of their contract, except for those under Item 2 who pass evaluation or re-evaluation.

The calculation of years of service mentioned in Paragraph 2 of this Article may be extended upon application and approval by all levels of Faculty Review Committees

under any of the following circumstances:

1. The extension is limited to two years each time due to pregnancy, childbirth, parental leave without pay, possession of a major illness/injury card under National Health Insurance, or encountering major misfortunes. For applications based on major illness/injury or major misfortunes, the same cause is limited to one extension, and applicants must submit supporting documentation and a promotion guidance plan that specifies the promotion planning during the extended period.
2. Due to the spouse's pregnancy or childbirth, the extension is limited to one year each time.
3. Due to temporary transfer to government agencies, public research institutions, state-owned enterprises, or government-endowed foundations, the extension period shall equal the transfer period. If the end date of the extended promotion period differs from the end of the semester, the semester end date may be considered the end of the promotion period.

Faculty members may apply for postponement of evaluation or re-evaluation through administrative procedures with supporting documentation in cases of research leave, overseas research study, leave without pay, possession of a major illness/injury card under National Health Insurance, childcare, sudden major misfortunes, or circumstances mentioned in the preceding paragraph.

Faculty members under evaluation shall be designated as subjects for guidance under any of the following circumstances:

1. Those who have reached two-thirds of the promotion time limit specified in Items 2 to 4 of Paragraph 2.
2. Those who pass the College's evaluation standards but fail any single category among teaching performance, research performance, or service performance.

The departments and graduate institutes shall require such faculty members to submit improvement plans and forward these to the College for guidance and follow-up monitoring.

第十條 第一次未通過評鑑教師，應於 6 月 30 日前向所屬系所提出改善計畫。系所應做適當協助與輔導，必要時得依行政程序簽請相關單位協助之，一年後應接受「再評鑑」。

教師接受任何一次「再評鑑」之結果，如仍未達通過標準，除應繼續接受「再評鑑」之外，各系、所應要求該教師再提改善計畫並做適當之輔導。必要時，得請相關單位協助之。

Article 10 Faculty members who fail their first evaluation shall submit improvement plans to their

respective departments or graduate institutes by June 30. The departments and graduate institutes shall provide appropriate assistance and guidance and, when necessary, may request assistance from relevant units through administrative procedures. These faculty members shall undergo "re-evaluation" after one year.

If faculty members fail to meet the passing standards in any "re-evaluation," they shall continue to undergo "re-evaluation," their departments or graduate institutes shall require them to submit another improvement plan and provide appropriate guidance. When necessary, assistance may be requested from relevant units.

- 第十一條 本校專任教授（含講座與特聘教授）、副教授、助理教授、講師、研究人員及舊制助教如有下列各項情事，應列入評鑑指標：
- 一、未透過學校行政作業許可程序逕與各機關訂約接受委託研究或以兼任各專業學會職務，以學會名義接受委辦計畫，未由學校具名簽訂合約者。
 - 二、涉嫌詐領研究費經法院一審判決有罪。
 - 三、辦理採購案件疏失遭審計單位調查確有違法失職情事。

Article 11 The following circumstances shall be included in the evaluation indicators for the University's full-time professors (including chair professors and distinguished professors), associate professors, assistant professors, lecturers, researchers, and teaching assistants under the previous system:

1. Directly entering into contracts with agencies for commissioned research without going through the University's administrative approval procedures or accepting commissioned projects in the name of professional associations through positions held in such associations, where the University is not a named party to the contract.
2. Being found guilty in a first-instance court judgment for suspected fraudulent claims of research funds.
3. Being investigated and confirmed by audit units for illegal dereliction of duty in procurement cases.

第十二條 本辦法若有未盡事宜，悉依本校相關規定辦理。

Article 12 Relevant University regulations shall handle matters not covered by these Guidelines.

第十三條 本辦法經院務會議通過，報請校長核定後實施，修正時亦同。

Article 13 These Guidelines shall be implemented upon approval by the College Affairs Meeting and the President's ratification. The same procedure shall apply to any amendments.

【In case of any dispute, the explanation should be based in the Chinese version.】