

Ming Chuan University Procedures for Faculty Member Evaluations

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(Revised Article 4 applies to Visiting Professors and faculty members with extension of service appointed from 2022-23 AY on; they must accept this evaluation.)

Revised and Passed at the Administrative Council Meeting on November 14, 2022

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Chapter I General Provisions

- Article 1 These procedures were established in accordance with Article 5, 19, 20, and 21 of the University Act, Article 17 of Enforcement Rules of the University Act, and Article 47-1 of the Ming Chuan University Organizational Code. The purpose of these procedures is to improve teaching effectiveness, to inspire professional growth of faculty members, and to groom high-quality faculty members.
- Article 2 Faculty members in these procedures refer to all Full-time Faculty Members and Special Program Faculty Members appointed by Ming Chuan University, and faculty member evaluations are differentiated as annual evaluations and comprehensive evaluations. Faculty members who are evaluated are divided into three tracks: General Faculty Member, Teaching Track Faculty Member, and Research Track Faculty Member.
- Article 3 Faculty members at all ranks who have served the university for one or more years must be evaluated. For Special Program Faculty Members who are transferred to be full-time faculty members, service years as a Special Program Faculty Member will be calculated into the evaluation schedule.
- Faculty members who refuse to be evaluated will be reported to all levels of Faculty Hiring and Promotion Committee for non-renewal of contract or dismissal.
- Faculty members who do not submit evaluation documents, and after being notified to provide an explanation to the Departmental Faculty Evaluation Committee, still fail to provide relevant evaluation documents will be deemed as refusing to be evaluated. Departmental Faculty Evaluation Committee should record these matters in meeting minutes.
- However, faculty members who have served the university less than one year and who are willing to accept the evaluation may do so with the consent of the department.
- Article 4 Faculty members who possess any of the following qualifications are exempted from the evaluation:
1. Fellow of Academia Sinica.
 2. Have received the Ministry of Education Academic Award or been invited as a lecturer by the government.

3. Serves as Full-time Invited Professor of this university.
4. Have received the National Science and Technology Council Excellent Research Award.
5. Faculty member who serves (has served) as the president of this university.

Article 4-1 Faculty members whose average student feedback score is 80 or above during the evaluation period of the comprehensive evaluation, and meet the following qualifications, may be exempted from the evaluation for that period:

1. Achieve one of the following excellent teaching, counseling, or service performance qualifications:
 - (1) Received a Teaching Excellence Award, Superior Teaching Award, or Outstanding Teaching Award from the institution during the evaluation period.
 - (2) Received a university-level or department-level Outstanding Class Advisor Award from the institution during the evaluation period.
2. Earned 4 or more points for outstanding research performance:
 - (1) Completed one MOE Teaching Practice Research Project as the principal investigator during the evaluation period, with 1 point awarded.
 - (2) Completed one National Science and Technology Council Project as the principal investigator during the evaluation period, with 1 point awarded.
 - (3) Completed one Civil-Industrial-Academic Collaboration Project as the principal investigator during the evaluation period, with a project amount over NTD 300,000, with 1 point awarded.
 - (4) Published one journal article indexed by SCIE, SSCI, A&HCI, EI, TSSCI, THCI, or CSSCI as the first or corresponding author during the evaluation period, with 1 point awarded.
 - (5) Published one journal article indexed by SCIE or SSCI that ranked in the top 10% of JCR as the first or corresponding author during the evaluation period, with 2 points awarded.
 - (6) Applied for and obtained one patent or technology transfer during the evaluation period, with 1 point awarded.
 - (7) Received a grant from MOE University Social Responsibility Project (USR-HUB) as the principal investigator during the evaluation period, with 1 point awarded.
 - (8) Received a grant from MOE University Social Responsibility Project (including Budding and Sprout independent projects under USR-HUB) as the principal investigator during the evaluation period, with 2 points awarded.

During the comprehensive evaluation period, if a faculty member meets the criteria outlined in Clause 2 of the previous paragraph, their research for that evaluation period may be exempted from evaluation.

Article 5 Faculty members may postpone their evaluation with the approval of the school and the university if relevant proof of pregnancy, maternal leave, child rearing, temporary transfer, sabbatical leave, paid leave of absence for further study, or encounter with a serious accident is provided. Enforcement Rules for Postponed Evaluations will be established separately.

Article 6 Faculty member evaluations include the department, school or college, and university-level evaluations. Each department and school or college, and the university should establish their own Faculty Evaluation Committee and the committee's requirements and regulations.

Faculty member evaluations in the Specialized Degree Programs, General Education Center, Teacher Education Center, Physical Education Office and English Language Center should be in line with those of schools or college.

Members of each Department, School (College), and University Faculty Evaluation Committee can be the same as those on the Department, School (College), and University Faculty Hiring and Promotion Committee, depending on needs. The department or school can hire off-campus professors in their discipline(s) to act as committee members if there are not enough faculty members in their departments or schools or not enough faculty members are qualified at the position ranks. However, committee members must have an equivalent or higher position rank to evaluate others in the research category.

Article 7

Faculty members will be evaluated on basic items and elective items.

Basic items are stipulated by the university. Each school or college is to designate its elective items and percentage standards on the evaluation table in accordance with the attributes of the discipline(s) concerned. In addition, the school or college should authorize its department faculty members to choose other evaluation items and percentage standards according to individual development.

Upon being passed at the University Faculty Evaluation Committee Meeting and approved by the president, these evaluation items and percentage standards are implemented. Any revision must follow the same procedure.

Article 8

Faculty member evaluation procedures are as follows:

1. The processing period for all level of Faculty Evaluation Committees will be announced by the responsible unit at the end of second semester in the preceding academic year. Faculty member evaluations, including annual and comprehensive evaluations, should be completed before the end of the first semester in each academic year.
2. Faculty members should complete the evaluation forms in a given period and provide relevant documents for initial review by the Department Faculty Evaluation Committee.
3. Each Department Faculty Evaluation Committee should finish its initial review in a given period and report the evaluation results and relevant documents for the second review of the School (College) Faculty Evaluation Committee. The school or college should inform respective faculty members of the evaluation results through a written notice within ten days of the meeting.
4. The School (College) Faculty Evaluation Committee should complete the second review in a given period and provide the evaluation results, evaluation meeting record, and faculty members who are exempt from evaluation to the University Faculty Evaluation Committee. The University Faculty Evaluation Committee should inform respective faculty members in writing within two weeks of the evaluation results.

Chapter II Annual Evaluations

Article 9

Faculty member annual evaluation scores are based on teaching, counseling, and service performance of the previous academic year.

Annual evaluations will be implemented for faculty members at all ranks once each academic

year. Faculty will be evaluated on three items with a weighting of 70% for teaching and 30% for counseling and service. If the overall average score on the evaluation is 70 points or more, faculty members will be considered to have passed the evaluation. If faculty members receive less than 70 points, faculty members will be considered to have failed the evaluation.

Article 10 When annual evaluations and comprehensive evaluations coincide, the comprehensive evaluation results will be used for the current academic year evaluations. Faculty members whose position ranks changed due to promotion can then adapt to a new comprehensive evaluation cycle.

Article 11 Faculty members who do not pass annual evaluations will remain at the same salary rank for the coming academic year. Such cases are dealt with in accordance with Article 16 Clause 2 below regarding Comprehensive Evaluations, wherein one fails an evaluation item in teaching, or counseling and service.

Chapter III Comprehensive Evaluations

Article 12 Faculty member comprehensive evaluation scores are based on teaching, research, counseling, and service performance of the last three academic years.

Article 13 Comprehensive evaluations are conducted every three years; the data attached for evaluation is divided by academic year.

Article 14 Comprehensive evaluations are implemented for faculty members with the following evaluation items and weightings in accordance with their position ranks:

1. General full-time faculty members who do not have administrative appointments will be evaluated with a weighting of 30-40% for teaching, 30-40% for research, and 20-30% for counseling and service.
2. General full-time faculty members with administrative appointments will be evaluated with a weighting of 20-40% for teaching, 20-40% for research, and 20-40% for counseling and service. The percentage assigned to each evaluated item may be adjusted with five percent increments, to maintain an overall percentage of 100% after the adjustment.
3. Qualified full-time teaching track faculty members may file an application each academic year to increase 4 hours of basic teaching hours to waive the research evaluation after the faculty member's application passes the three-level review. They will be evaluated with a weighting of 70% for teaching and 30% for counseling and service.
4. Qualified full-time research track faculty members may apply to reduce 3 hours of basic teaching hours after the faculty member's application passes the three-level review. They will be evaluated with a weighting of 30% for teaching, 50% for research and 20% for counseling and service. If the review is approved, research may be exempted from evaluation, with a weighting of 40 to 60% for teaching, and 40 to 60% for counseling and service.
5. For faculty members who meet the criteria for outstanding research in Article 4-1, Clause 2, the weight of teaching will account for 40% to 60%, and the weight of counseling and service will account for 40% to 60%.

6. General full-time faculty members who serve in administrator positions or general full-time faculty members with administrative duty as stated in Ming Chuan University Faculty Employment and Service Regulations Article 33 or general faculty members who reach the age of 64 in the current semester or are approved to retire within one year of their evaluation may apply for research evaluation exemption during the evaluation period with a weighting of 40-60% for teaching and 40-60% for counseling and service. General full-time faculty members who formerly served in administrator positions or general full-time faculty members who had administrative duty stated in MCU Faculty Employment and Service Regulations Article 33 may apply for research evaluation exemption during their part-time administration period with a weighting of 40-60% for teaching and 40-60% for counseling and service. The abovementioned applications should be reviewed and passed at the Faculty Evaluation Committee Meeting.

The percentage assigned to each evaluated item **for the preceding clauses** above may be adjusted in five percent increments, to maintain an overall percentage of 100% for teaching, research, and counseling and service after the adjustment.

Article 15 If the overall average score on the evaluation is 70 points or more, faculty members will be considered to have passed the evaluation. If faculty members receive less than 70 points, faculty members will be considered to have failed the evaluation.

The total score of each single item including teaching, research, or counseling and service shall not exceed 100 points.

If faculty members do not reach an average score on research item, they should publish at least one article in refereed conference proceedings or academic journal, or hold a public exhibition of creative work to be considered passing.

Faculty members who pass all evaluated items with outstanding scores will be recommended for outstanding teacher candidates and are suitable for to be faculty consultants.

Article 16 Depending on evaluation results, cases will be processed as follows:

1. Cases of faculty members who do not pass the most recent evaluation will be processed according to the following:
 - (1) Not allowed to apply for promotion, research award, paid leave of absence for further study, or sabbatical leave.
 - (2) Salary rank for the coming academic year will remain the same. Not permitted to take any part-time positions at other institutions.
 - (3) Not allowed to extend their service, or to take any position at any level of Faculty Evaluation Committee or in administrative units.
 - (4) The school or college should assist faculty members who do not pass the evaluation with two years of consultation in the department to which they belong. Moreover, the faculty member may apply for re-evaluation a year early with the approval of the department, school or college. Consultation follow-up should be processed every semester. After passing the re-evaluation, faculty members regain their rights in the next **semester**.
2. Cases of faculty members who pass the comprehensive evaluations but fail one evaluation

item (less than 70 points) will be processed according to the following:

- (1) Teaching:
 - a. Only allowed to schedule the required basic teaching hours.
 - b. Not permitted to take any part-time positions at other institutions.
 - c. Not allowed to apply for promotion until consultation and re-evaluation is passed.
 - d. Required to receive consultation and re-evaluation.
- (2) Research:
 - a. Only allowed to schedule the required basic teaching hours.
 - b. May not serve in any position at any level of Faculty Evaluation Committee.
 - c. Not allowed to apply for paid leave of absence for further study or sabbatical leave.
 - d. Not permitted to take any part-time positions at other institutions.
 - e. Not allowed to apply for promotion before consultation and re-evaluation is passed.
 - f. Required to receive consultation and re-evaluation.
- (3) Counseling and Service:
 - a. Only allowed to schedule the required basic teaching hours.
 - b. Not permitted to take any part-time positions at other institutions.
 - c. Required to receive consultation and re-evaluation.
- (4) Faculty members who pass the comprehensive evaluation but fail an evaluation item will receive consultation according to the following:
 - a. Consultation for not passing the teaching item (less than 70 points) will be provided by the Teaching and Learning Resources Center, the department, and the school or college.
 - b. Consultation for not passing the research item (less than 70 points) will be given by the department, the school or college.
 - c. Consultation for not passing a counseling and service item will be provided by the department, the school or college.
 - d. Faculty members who do not pass an evaluation item will receive two years of consultation. Moreover, they may apply for re-evaluation a year early with the approval of the department, school or college. Consultation follow-up should be processed every semester. After passing the re-evaluation, faculty members regain their rights in the next semester.
- (5) Research track faculty members who do not meet the research standard must return the payment for course reduction hours based on the set ratio. The set ratio is to be handled in accordance with the Application and Review Guidelines.
- (6) Cases of teaching track faculty members who fail in teaching, counseling or service will be processed according to application and evaluation procedures.

The consultation for faculty members who do not pass the evaluation items in the Clause above will be dealt with in accordance with the respective School Guidelines for Faculty Evaluation Consultation.

1. Re-evaluation procedures should be processed in accordance with Clause 2 to 4 of Article 8.
2. The re-evaluation scoring after consultation of faculty members who do not pass the comprehensive evaluation should be in compliance with the relevant regulations for the comprehensive evaluations.
3. Cases of faculty members who do not pass the re-evaluation will be processed according to the following:
 - (1) Faculty members who do not pass the comprehensive evaluation and fail the re-evaluation after consultation will be dealt with in accordance with Ming Chuan University Faculty Employment and Service Regulations.
 - (2) Faculty members who do not pass the re-evaluation of an evaluation item after consultation but pass the comprehensive evaluation should receive another year of consultation from the School (College) Faculty Evaluation Committee. After the consultation, the second re-evaluation should proceed in the following academic year. If faculty members fail the second re-evaluation, they will be dealt with in accordance with Ming Chuan University Faculty Employment and Service Regulations.

Chapter IV Supplementary Provisions

Article 18 Faculty members who object to the School (College) evaluation result may raise an appeal to the School (College) Faculty Evaluation Committee with relevant documents within ten days of receiving the written notice. Faculty members may only appeal once.

The School (College) Faculty Evaluation Committee should form a School (College) Faculty Appeal and Review Committee upon receiving an appeal request.

Procedures for Establishing School (College) Faculty Appeal and Review Committee will be established separately.

Article 19 Faculty members who object to the University evaluation result may raise an appeal to the Faculty Appeal and Review Committee through a written report supported by concrete evidence within 30 days of receiving the written notice. Faculty members may only appeal once.

Article 20 Each department and school or college should establish its own evaluation regulations in accordance with the university evaluation procedures regarding evaluation items, standards, and procedures, and report to the university for reference.

Article 21 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****