

Regulations for Faculty Performance Assessment at the College of International Affairs, NCCU (教師績效評量辦法)

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Article 1 The College of International Affairs (hereinafter referred to as "CIA") at National Chengchi University (hereinafter referred to as "NCCU") has formulated these Regulations in accordance with the University's Faculty Performance Assessment Guidelines to strive to improve their performance in teaching, research, and service (including counseling) of the College's full-time faculty, promote professional development, and improve the quality of education.

Article 2 Full-time faculty members of the College shall comply with laws and regulations, fulfill their contractual obligations, and adhere to professional ethics by diligently performing the following duties:

1. Uphold professionalism in teaching, inspiring students to develop independent thinking, encouraging self-discipline, and safeguarding their right to education.
2. Consistently engage in academic research and present research findings.
3. Proactively mentor students to cultivate well-rounded character development.
4. Participate in university affairs.

Article 3 These regulations apply to the full-time faculty members of the College (hereinafter referred to as "faculty").

Full-time associate professors, assistant professors, and lecturers who are newly appointed and have not yet been promoted shall be subject to the NCCU's Guidelines for Regulations Governing Promotion Schedule of New Faculty. Those who pass the promotion process will be deemed to have passed their first assessment.

Faculty members who pass a promotion may be deemed to have passed one assessment. For faculty who substitute an assessment with a promotion, the next assessment date shall be calculated as the semester following five full academic years from the effective semester of the promotion.

The following situations occurring prior to the enforcement of the amendments to these regulations in 2024 (113 of the ROC era) shall remain unaffected:

1. Faculty who has already obtained exemptions from overall or individual assessments.
2. Faculty previously subject to both these regulations and the NCCU's Basic Faculty Performance Assessment Guidelines, who are restricted during the reassessment period.
3. Faculty for whom the University Faculty Evaluation Committee has resolved not to renew their appointments.
4. Faculty for whom the University Faculty Evaluation Committee has resolved to postpone the assessment process.

Article 4 Faculty members must update their annual work summary each year, and department (or program) heads and the Dean may provide suggestions regarding its content.

Faculty shall undergo a comprehensive assessment every five years of service. Those who pass the NCCU's Timely Promotion Guidelines shall undergo a comprehensive assessment every five years, starting from the effective semester of the promotion.

The semester in which faculty members are subject to assessment is the semester immediately following the completion of the assessment cycle.

Article 5 Faculty members with 15 years of service and aged 60 or above are exempt from assessments.

Faculty who meets any of the following criteria are permanently exempt from research assessments:

1. Selected as domestic or international academicians.
2. Awarded the Ministry of Education's National Professorship or Academic Award.
3. Served as a chair professor at a renowned international university.
4. Received domestic or international Research Achievement Awards recognized by NCCU.
5. Received the Outstanding Research Award by the National Science Council (hereinafter referred to as "NSC") once or served as the principal investigator for Research Projects of the NSC more than 12 times (including Category A Research Awards prior to the 2002 academic year).
6. Received a combination of two NCCU awards, including the Academic Research Award, the Outstanding Achievement in

Research Internationalization Award, or the Distinguished Research Chair Award.

Faculty who has received the NCCU's Distinguished Teaching Award or Outstanding Teaching Award (including the Excellence in Teaching Award before the 2008 academic year) a total of two or more times are permanently exempt from teaching assessments.

Faculty who has received the NCCU's Distinguished Service Award two or more times are permanently exempt from service assessments.

If a faculty member qualifies for assessment exemption during the reassessment or postponed assessment period, or in the semester in which the assessment is due, they must first pass the current assessment before applying for exemption.

Article 6 Faculty members who take maternity leave, unpaid parental leave, suffer from serious illness, or encounter other significant circumstances may submit supporting documents to apply for a postponement of their assessment. Such applications must be approved by the relevant Faculty Evaluation Committees, and each postponement shall not exceed two years.

For applications under the preceding paragraph, postponements due to maternity leave, unpaid parental leave, or serious illness are not subject to limits on the number of occurrences. For other significant reasons, only one postponement for the same cause is permitted.

Faculty members serving concurrently in the following administrative positions are exempt from assessments during their tenure and may postpone their assessments upon stepping down, subject to the following provisions. However, the postponement period shall not exceed the duration of their tenure:

1. **President:** Postponement of up to four years.
2. **Vice President:** Postponement of up to three years.
3. **Administrative Heads**, including Deans of Academic Affairs, Student Affairs, General Affairs, Research and Development, International Cooperation, Chief Secretary, College Deans, and equivalent positions: Postponement of up to two years. This includes the University Librarian, Directors of the Center for Public and Business Administration Education, Computer Center, Office of Institutional Research, Audit Office, and principals of affiliated schools (senior high school and elementary school).

Faculty members serving in subordinate administrative positions, such as Deputy Heads, Directors of Departments (including degree programs), Heads of Research Centers, the Mandarin Teaching Center, the Innovation and Incubation Center, the Physical Education Office, or other second-tier administrative units, may postpone their assessments for up to one year upon stepping down, provided the postponement does not exceed the length of their tenure.

The semester in which faculty members are due for assessment shall not be deferred due to reassessments.

Faculty members may apply for early assessments. However, the assessment results shall be based solely on achievements made after the previous assessment. The semester for their next assessment shall still be calculated according to Article 5, without extension due to early assessments.

Article 7 The comprehensive assessment for faculty includes three components: teaching, research, and service (including counseling).

The minimum proportion for each component is 20%. The maximum proportion for teaching and research is 60%, while the maximum for service is 30%. The total of all three components must be 100%. Faculty may adjust the proportions of each component in increments of 5%, provided such adjustments comply with the regulations of the College and departments (or programs).

Each component—teaching, research, and service (including counseling)—is graded on a 100-point scale. The weighted total score, calculated by multiplying each component's score by its respective proportion and summing the results, is also based on a 100-point scale. A score below 60 in any individual component, or a total score below 70, is considered a failing assessment.

For components exempt from assessment, the score for the exempted component will be considered as 100 points.

Faculty members who pass the Timely Promotion Guidelines and have received at least one university-level or college-level award for excellence, or whose teaching evaluation results for the three years prior to the assessment period rank in the top 30% within the College each year, may set teaching as the highest proportion component.

Article 8 The scoring standards for teaching in the faculty assessment of the College are as follows:

During the evaluation period, faculty members who meet the NCCU's weekly teaching hour requirements will receive 10 basic points per semester, totaling 60 points over six semesters. Faculty members on approved leave, lectureships, secondments, research, or further studies will have their teaching assessment during such periods calculated based on the basic points.

For course load, 1 point will be added for each hour exceeding the required teaching hours per semester, up to a maximum of 3 points per semester. For each hour below the required teaching hours, 1 point will be deducted. Teaching hours for extension education and in-service programs are not included in the calculation.

Syllabus must be uploaded online, student grades must be submitted on time each semester, annual teaching hours must comply with relevant regulations, and any classes missed due to leave must be made up. The average teaching evaluation score for courses taught during the assessment period must reach at least 70 points. Failure to meet any of these requirements will result in a deduction of 1 point per item.

For thesis supervision, faculty members will receive 3 points for each Ph.D. student and 2 points for each master's student (including in-service programs) they supervise to graduation. For co-supervised theses, the points will be divided among the supervisors. A maximum of 20 points can be awarded during the evaluation period.

Faculty members who lead teaching communities or implement innovative teaching project proposals will receive 5 points for each. Faculty members who record Massive Open Online Courses (hereinafter "MOOC") courses will receive 10 points for each course.

Faculty members who lead students to participate in academic conferences (where students must present papers), participate in activities recognized by the department (or program) teaching evaluation committee, or serve as advisors for research projects funded by the Ministry of Science and Technology or other agencies recognized by the teaching evaluation committee will receive 3 points per instance. For international activities or projects (the former), 5 points will be awarded per instance. For co-led or co-advised activities (the latter), the points will be divided among the advisors. A maximum of 15 points can be awarded during the evaluation period.

Faculty members who receive the NCCU's Excellence in Teaching Award or Outstanding Teaching Award will receive 50 and 30 points, respectively.

Article 9 The scoring standards for research in the faculty assessment of the College are as follows:

1. Books:

- (1) Books formally published through a review process (with anonymous review proof required) are awarded 50 points per book.
- (2) Books published by top-tier international publishers and recognized by the department (or program) teaching evaluation committee are awarded 10 points per book.
- (3) Books published without a review process are awarded 30 points per book.
- (4) Editors of books are awarded 5 points per book.
- (5) If any journal article listed in Item 2 overlaps with chapters of a book in this category, the journal article will not be awarded points.

2. Journal Articles:

- (1) Articles published in professional journals with an anonymous review process (domestic or international) are awarded 30 points each. Articles listed as top-tier by the department (or program) are awarded an additional 10 points per article.
- (2) Articles published in third-tier journals recognized by the department (or program) or professional journals without an anonymous review process approved by the teaching evaluation committee are awarded 20 points each.

3. Book Chapters or Conference Papers:

- (1) Book chapters formally published through a review process (with proof provided) are awarded 20 points each. Chapters without review proof are awarded 10 points each.
- (2) Papers presented and read at domestic academic conferences are awarded 10 points each. If selected and proof is provided, an additional 2 points are awarded per paper. Papers presented at international conferences (including mainland China, Hong Kong, and Macau) are awarded 15 points each, with an additional 2 points if selected and proof is provided. A maximum of 50 points can be awarded during the evaluation period.
- (3) If the content of a book in Item 1 or a journal article in Item 2 overlaps by 80% or more with a book chapter or conference paper in this category, the latter will not be awarded points.

4. Review Articles:

- (1) Review articles published in professional journals with an anonymous review process are awarded 10 points each. Those published in third-tier journals or professional journals without an anonymous review process, as approved by the teaching evaluation

committee, are awarded 5 points each. A maximum of 20 points can be awarded during the evaluation period.

(2) Review articles with length and content equivalent to professional journal articles, approved by the teaching evaluation committee, will be awarded points according to Item 1.

5. Research Projects:

(1) With approval from the College Faculty Evaluation Committee, faculty members serving as the principal investigator, co-investigator (or collaborator), or researcher for large-scale or inter-university research projects funded by the Ministry of Education will be awarded 40 points, 25 points, and 20 points per project, respectively.

(2) Serving as the principal investigator, co-investigator, or researcher for integrated research projects under the Ministry of Science and Technology will be awarded 30, 20, and 10 points per project, respectively.

(3) Serving as the principal investigator, co-investigator, or researcher for projects under the Ministry of Science and Technology, Ministry of Education, Ministry of Foreign Affairs, Mainland Affairs Council, or other agencies recognized by the teaching evaluation committee will be awarded 15, 10, and 5 points per project, respectively.

(4) Relevant documentation must be provided for research projects. A maximum of 50 points can be awarded during the evaluation period.

6. Awards:

Faculty members receiving the NCCU's Outstanding Research Award or other awards recognized by the teaching evaluation committee will be awarded 30 points per award. Those receiving the Excellence in Research Award will be awarded 15 points per award. A maximum of 45 points can be awarded during the evaluation period.

7. Eligibility of Publications:

Publications to be assessed must have been published, accepted (with proof provided), or formally presented to the department (or program) before submission. For co-authored or co-edited works, the points will be calculated using the formula $2/(N+1)$, where N represents the number of authors.

Article 10 The evaluation criteria for service performance of the College's faculty are as follows: each service activity is awarded 10 points per semester.

1. Serving in administrative roles at the university, college, or department/program level.
2. Providing guidance to students within the university (including roles as advisors, supervisors for student organizations, publications, or representative teams).
3. Participating in university-level service activities (e.g., representing in committees at the department, program, college, or university level, or organizing/co-organizing domestic or international academic conferences).
4. Engaging in off-campus service or social practice activities that enhance the university's reputation.
5. Achieving an average attendance rate of at least 75% for department/program meetings, program affairs meetings, and other required on-campus meetings during the evaluation period. Failure to meet this standard results in a 2-point deduction. Faculty members on approved leave for sabbaticals, lecturing, secondments, research, or further studies will receive the basic score of 10 points per semester for service evaluation during the respective period.

Article 11 A faculty member who fails to conduct the assessment during the designated semester or does not meet the standards set forth in this policy in the comprehensive assessment shall be deemed to have failed the evaluation.

Faculty members who fail the assessment must, within three years, undergo counseling provided by their affiliated unit or the Center for Teaching and Learning Development and submit an improvement plan to be reviewed by the College and University Faculty Evaluation Committees. They must also pass a reassessment.

Faculty members who fail the comprehensive assessment will not receive salary increments starting from the next academic year. Beginning the following semester, they will be prohibited from applying for promotion, receiving overtime pay, holding dual positions or teaching outside the university, serving on any level of Faculty Evaluation Committees, applying for secondment, research leave, or sabbaticals, or engaging in paid overseas teaching, research, or professional development.

The restrictions mentioned in the preceding paragraph, except for salary increments which will resume starting from the next academic year after the successful reassessment, shall be lifted once the reassessment becomes effective.

If a faculty member fails in only one assessment category, they must still undergo a comprehensive reassessment covering teaching, research, and service (including counseling).

Article 12 The timeline for the faculty performance evaluation process in this college is as follows:

1. Faculty members applying for evaluation must prepare the evaluation forms and print their self-assessment reports (including summaries for teaching, research, and service). These should be submitted to their respective departments (institutes, or programs) by March 31 and September 30 each year to avoid delays in subsequent procedures and potential impact on their rights.
2. After verifying the evaluation materials submitted by the faculty members, the Department (Institute, or Program) Faculty Evaluation Committee must forward them to the College Faculty Evaluation Committee for review by April 30 and October 31 each year.
3. The College Faculty Evaluation Committee must submit the evaluation results to the University Faculty Evaluation Committee for record-keeping or further review by May 15 and November 15 each year.

Article 13 The results of the faculty performance evaluations in this college, upon review and approval by the respective Faculty Evaluation Committees at all levels in accordance with relevant regulations, may serve as key references for faculty promotions, contract renewals, long-term appointments, terminations, non-renewals, and awards.

For faculty members required to undergo evaluation but who fail to pass or fail to submit a re-evaluation by the deadline, they may apply for retirement if they meet the retirement eligibility criteria. Otherwise, with the approval of two-thirds of the Faculty Evaluation Committee members in attendance and a two-thirds majority vote of those present, and following approval from the competent educational authority, their contracts will not be renewed.

The review process and handling timeline for non-renewal cases by the Department (Institute, or Program) and College Faculty Evaluation Committees shall comply with the university's procedures for addressing cases where full-time faculty fail to pass re-evaluation.

Article 14 Faculty members who are dissatisfied with the evaluation results may file an appeal with the university's Faculty Grievance Committee.

Article 15 Matters not covered in these regulations shall be handled in accordance with relevant laws and regulations.

Article 16 These regulations shall be implemented after being approved by the College Faculty Evaluation Committee and submitted to the University Faculty Evaluation Committee for record, and the same procedure shall apply for any amendments.