

Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University

Considered and reviewed on September 22, 1999 under the Ministry of Education's Letter No. Tai-88-Shen-Tzu 88115148

Considered and reviewed on February 26, 2002 under the Ministry of Education's Letter No. Tai-91-Shen-Tzu 91025267

Amendments adopted on October 23, 2002 at the first meeting of the University-level Teacher Review Committee in the first semester of the academic year 2002

Amendments adopted on November 13, 2002 at the second meeting of the University-level Teacher Review Committee in the first semester of the academic year 2002

Amendments adopted on April 20, 2004 at the first meeting of the University-level Teacher Review Committee in the second semester of the academic year 2003

Amendments adopted on December 14, 2005 at the first meeting of the University-level Teacher Review Committee in the first semester of the academic year 2005

Amendments adopted on April 19, 2006 at the first meeting of the University-level Teacher Review Committee in the second semester of the academic year 2005

Amendments adopted on December 3, 2008 at the fourth meeting of the University-level Teacher Review Committee in the first semester of the academic year 2008

Amendments adopted on January 20, 2009 at the sixth meeting of the University-level Teacher Review Committee in the first semester of the academic year 2008

Amendments to Provisions I, II, IV, VII and VIII ratified and promulgated by the President on June 11, 2011

Amendments to Provision IV ratified and promulgated by the President on November 4, 2011

Amendments to Provisions IV-XI ratified and promulgated by the President on December 5, 2011

Amendments to Provision IV ratified and promulgated by the President on February 17, 2012

Amendments to Provisions IV and V ratified and promulgated by the President on October 21, 2013

Amendments to Provisions IV-XI ratified and promulgated by the President on July 27, 2015

Amendments to Provisions VI and IX ratified and promulgated by the President on March 30, 2017

Amendments to the Guidelines ratified and promulgated by the President on April 16, 2018

- I. The Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University (hereinafter referred to as “the Guidelines”) are made pursuant to the Regulations for Faculty Promotion System at I-Shou University to serve as the legal basis for the evaluation of the overall performance on teaching and counseling & service of faculty members applying for promotion.
- II. The evaluation of the performance on teaching and counseling & service of faculty members applying for promotion shall be carried out under the Guidelines. Any matter not mentioned herein shall be subject to the Regulations for Faculty Promotion System at I-Shou University and other applicable rules.
The term “Teacher Review Committee” used herein is hereinafter referred to as “the Committee.”
- III. To evaluate the performance on teaching and counseling & service of faculty members applying for promotion, the scoring method is based on a 100-point scale, with 100 being the highest possible score for teaching and counseling & service, respectively. The proportion of the score for teaching and counseling & service to the total score, respectively, is as follows:
 1. Promotion to professor or associate professor: 25% for teaching and 15% for counseling & service.
 2. Promotion to assistant professor: 35% for teaching and 15% for counseling & service.
- IV. The Chinese name of the faculty evaluation was changed from *Jiaoshi jixiao pingjian* (literally teacher performance evaluation) to *Jiaoshi pingjian* (literally teacher evaluation) starting the ninth faculty evaluation, but the English name remains the same.
- V. Before applying for faculty promotion, faculty members shall first provide the results of three out of the most recent four faculty evaluations they have completed (including both basic and

advanced performance), and the result of the most recent faculty evaluation shall be included. A faculty member is eligible to apply for faculty promotion only when one of the following requirements is met:

1. having received a score of 70 or higher for teaching and counseling & service, respectively, and having been ranked among the top 80% in the group he/she belongs to, if the results of the seventh and/or eighth faculty evaluations are considered:
 - a. Teaching-oriented Group:
 - (1) the score for teaching: having been ranked among the top 80% in the Teaching-oriented group; and
 - (2) the score for counseling & service: having been ranked among the top 80% within the college (or the Center for General Education) he/she belongs to.
 - b. Teaching-and-research-oriented Group: having been ranked among the top 80% within the college (or the Center for General Education) he/she belongs to in terms of the score for teaching and counseling & service, respectively.

The passing criteria of the performance on teaching are liberalized for faculty members serving concurrently as administrative heads; in other words, they shall be ranked among the top 90% in terms of the score for teaching.

2. If the results of the ninth and/or subsequent faculty evaluations are considered, except having been ranked among the top 80% in the group he/she belongs to as referred to in the preceding subparagraph, a) a faculty member will also be deemed satisfying the passing criteria if his/her score under the most recent faculty evaluation fell within the top 80% in the group he/she belonged to in the preceding faculty evaluation; b) for a faculty member serving concurrently as an administrative head, he/she will also be deemed satisfying the passing criteria if his/her score for teaching fell within the top 90% in the group he/she belonged to in the preceding faculty evaluation.

The recognition of the scores under the most recent faculty evaluation shall be subject to the scores announced by the Office of Research and Development before the department-level Committees call a meeting.

Full-time clinical teachers are required to have received a score of 70 or higher for teaching and counseling & service, respectively, regardless of which faculty evaluations are considered, but they are exempt from the restriction of being ranked among the top 80% in the sub-category (group) they belong to.

Upon completion of the annual faculty evaluation, the Office of Research and Development shall announce details about the scores within the top 80% for each group and deliver the evaluation results to the Office of Human Resources for future reference.

- VI. To apply for faculty promotion, faculty members satisfying one of the following requirements

shall provide the results of at least two faculty evaluations they have completed (including the result of the most recent faculty evaluation) and meet the passing criteria as referred to in Provision V, and at the same time they are exempt from the restrictions as referred to in Paragraph 1 of Provision V:

1. having served at the University for less than four years, or having completed only three or fewer faculty evaluations at the University;
2. having been temporarily transferred to another institution of higher education, a state-run or private enterprise, or an organization within the most recent four years; or
3. having been approved to be exempted from the faculty evaluation under the Regulations for Faculty Evaluation at I-Shou University.

Faculty members who have been exempted from any of the faculty evaluations under Article 3 of the Regulations for Faculty Evaluation at I-Shou University will be deemed satisfying the passing criteria of both teaching and counseling & service and meeting the requirements as referred to in Provision V.

VII. The evaluation of the performance on teaching and counseling & service is carried out at two levels. The primary review is conducted by the department-level Committees, while the second review is carried out by the college-level Committees. A faculty member is deemed passing the evaluation as long as he/she has passed the second review.

The formula below is used to moderate the original scores for teaching (counseling & service):

$$60 + (x-60) * 0.3$$

where x represents the average of the original scores for teaching (counseling & service) under the faculty evaluations submitted by a faculty member seeking faculty promotion.

If the moderated score exceeds 100 points, only 100 points will be recognized.

To calculate the primary review score, the moderated score for teaching (counseling & service) accounts for 60%, and the average of the scores given by department-level committee members for teaching (counseling & service) accounts for 40%.

To calculate the second review score, the primary review score for teaching (counseling & service) accounts for 70%, and the average of the scores given by college-level committee members for teaching (counseling & service) accounts for 30%.

The scoring sheet and the result report are shown in the attachment.

VIII. Faculty members applying for faculty promotion shall provide the Committees with supporting documents about their performance on teaching and counseling & service within the most recent five years after the accreditation of the current academic rank for the purpose of evaluation and scoring.

IX. Before applying for promotion to his/her department (institute or program) or to the Center

for General Education, a faculty member may download faculty evaluation results and a performance ranking certificate on the ISU T-Portfolio of the Center for Teaching and Learning Development, Office of Academic Affairs. Clinical teachers and faculty members serving concurrently as administrative heads may directly apply to the Office of Research and Development for faculty evaluation results.

Departments (institutes or programs) or the Center for General Education shall then submit supporting documents about the performance on teaching and counseling & service to the competent department-level Committees for primary review.

- X. During the second review, the college-level Committee conducts a review on the applications and supporting documents submitted by the department-level Committee. When the college-level Committee believes that more information is required, the Committee may ask the applicant concerned to submit supplementary documents.
- XI. The Guidelines become effective on the third day of promulgation after being adopted by the University-level Teacher Review Committee and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.