

Regulations for Teacher Performance Appraisal at I-Shou University

The Regulations ratified and promulgated by the President
on August 31, 2010

Amendments to Article 3 ratified and promulgated by the
President on August 7, 2013

- Article 1 The Regulations for Teacher Performance Appraisal at I-Shou University (hereinafter referred to as the “Regulations”) are enacted in accordance with the Regulations for Seniority Pay to Teachers at Institutions of Higher Education, in order to boost teaching performance and safeguard the faculty’s rights and benefits concerning seniority-oriented salary elevation.
- Article 2 As long as a faculty member’s performance on teaching, research, and counseling & service is reviewed and considered satisfactory by the university-level Teacher Review Committee at the end of every academic year, he or she merits one grade up on base pay rate. Anyone who has already reached the highest grade of his/her base pay rate is entitled to one grade up to seniority pay rate until reaching the highest grade of his or her seniority pay rate.
- Article 3 Faculty members getting involved in any of the following situations are disqualified from salary elevation:
1. not having taught at the University for one full academic year at the time of appraisal after the current academic rank has been accredited. The foregoing rule does not apply to faculty members promoted at the University during the academic year before appraisal, or faculty members transferring from public schools at all levels to the University during the academic year before appraisal with the base pay rate is not changed, or faculty members whose previous experiences in teaching at private university/colleges at comparable academic rank plus the length of teaching at the University equal one full academic year.
 2. having left the University with the position retained and no pay for one month or more during the academic year before appraisal.
 3. having had three or more days of unexcused absence from the University during the academic year before appraisal.
 4. having failed to meet the criteria of the faculty evaluation for the academic year before appraisal.
 5. Faculty members getting involved in any of the following situations are

disqualified from salary elevation after being reviewed by the university-level Teacher Review Committee:

- a. a serious violation of laws and decrees;
- b. indiscretions or misconduct, leading to serious damage to other faculty members' reputation;
- c. deliberate misinterpretation of laws and decrees, leading to great damage to students' rights and benefits;
- d. having bungled official duties due to a gross mistake, leading to adverse consequences;
- e. having illegally punished students, leading to great harm to their physical and/or mental health, which is considered a serious violation;
- f. being found to have changed the class schedule, suspended a class, or failed to arrange a makeup class after taking a leave during the semester, leading to damage to students' rights to education;
- g. having violated the code of faculty ethics of the University;
- h. being found to have worked as a cram school teacher or take part-time (teaching) jobs outside the University without prior consent of the University, or engaged in profit-seeking practices by taking advantage of his or her position, and showing no sign of improvement after corrective measures have been put in place.
- i. having made false and misleading statements or shown improper behaviors, leading to damage to the University's reputation.

Article 4 One month before the end of every academic year, the Office of Human Resources shall collect and compile a register for teacher performance appraisal, and then submit the register to the university-level Teacher Review Committee for review. Review results shall become effective on August 1st (i.e. the beginning date of the next academic year) after being ratified by the President. The Office of Human Resources shall issue a Notification of Performance Appraisal & Salary Elevation to faculty members.

Article 5 If a faculty member raises an objection to the appraisal results and has concrete evidence, he or she may refer an application for reconsideration to the university-level Teacher Review Committee or an appeal to the university-level Faculty Plea and Arbitration Committee through the Office of Human Resources within thirty days of receiving the Notification of Performance Appraisal & Salary Elevation. If a faculty member raises an objection to the reconsideration results, he or she may refer an appeal to the university-level Faculty Plea and Arbitration Committee through the

Office of Human Resources within thirty days of receiving the notice of reconsideration results.

Article 6 The Regulations 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 Regulations, the Chinese language version shall prevail.