

# **National Tsing Hua University College of Technology and Management Enforcement Rules for Faculty Evaluation**

Approved at 3rd College Faculty Evaluation Committee Meeting for  
Academic Year 2006 on April 11, 2007  
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- Article 1 With the aim of enhancing faculty teaching, research, mentoring, and service qualities, the National Tsing Hua University (hereinafter referred to as the University) College of Technology and Management (hereinafter referred to as the College) formulates the College's Enforcement Rules for Faculty Evaluation (hereinafter referred to as the Rules) in accordance with the University's Full-time Faculty Evaluation Regulations.
- Article 2 Areas for a faculty evaluation include teaching, research, mentoring, and service. The evaluation includes first-stage review and second-stage review, which are separately conducted by department (institute)-level faculty evaluation committees and the College's Faculty Evaluation Committee (hereinafter referred to as College Evaluation Committee). If the faculty member being evaluated have specific outstanding achievements in any one of the above-listed respects, the evaluation may be conducted based on the weighted review criteria set by the departments/institutes.
- Article 3 In order to assist assistant professors in passing promotion reviews, assistant professors are required to propose and submit teaching, research, mentoring, and service progression plans for mentoring evaluation after serving three full years. A pass/fail decision is not made regarding this evaluation. The department-level faculty evaluation committees shall complete the mentoring evaluation by April 15, and submit the results to the Dean for future reference. The college-level major appointing unit's college-level faculty evaluation committee shall complete the mentoring evaluation by May 15. Assistant

professors with a mentoring evaluation and a promotion application scheduled in the same year are not subject to the mentoring evaluation.

Article 4 With respect to the University's full-time faculty, except for those who meet the criteria for evaluation exemption, for every five-year period after initial appointment, associate professors and professors shall undergo one evaluation. Assistant professors shall undergo a mentoring evaluation after serving three full years in accordance with Article 10. One evaluation shall be conducted for every five-year period after the mentoring evaluation.

Article 5 Periods of faculty secondment shall not be counted when calculating the number of years subject to evaluation. The evaluation deadline may be postponed for female faculty due to pregnancy/childbirth, at one year per extension. The evaluation may be postponed for cases involving special reasons, after being approved by department (institute)-level faculty evaluation committees and the College Faculty Evaluation Committee, at one year per extension. An evaluation may be postponed no more than twice.

Article 6 The College Evaluation Committee is formed by five to seven committee members appointed by the Dean. The members serve a term of one year. The Dean serves as the convener of the committee.

Article 7 When deliberating affairs related to faculty evaluation, the College Evaluation Committee meetings shall be attended by two-thirds or more of members, in which secret ballot shall be adopted, and a pass decision can only be made when approval by half or more of attendees is obtained.

Article 8 The procedures for College Evaluation are as follows:

1. Departments/institutes shall complete first-stage review by April 15, and submit first-stage review results to the College Evaluation Committee for the second-stage review.
2. The College Evaluation Committee shall complete second-stage review by May 15, and submit second-stage review results to the University Faculty Evaluation Committee for recordation and future review.

Article 9 The College Evaluation Committee shall notify those who do not pass the second-stage review in writing. Faculty members who do not pass the evaluation and are not satisfied with the second-stage review results shall submit a written application for re-review to the University Faculty Evaluation Committee within 15 days from the day after receiving notice of the second-stage review results.

Article 10 Faculty members who do not pass an evaluation shall not be granted salary increase, leaves, or advanced study opportunities, nor allowed to perform on/off campus part-time jobs/course-delivery, nor can they be assigned for secondment, apply for service extension, or serve as members in any level of

faculty review/evaluation committees, beginning with the next academic year. Moreover, they need to be re-evaluated within two years. Only once they pass a re-evaluation may salary increase, leaves, and advanced study opportunities be granted, part-time jobs/course-delivery be performed, and other privileges listed in the preceding paragraph be restored. In the event of failing evaluations three times, the matter shall be sent to all levels of faculty evaluation committees by the University Faculty Evaluation Committee to discuss fitness for the position.

Article 11 Any matters not fully stipulated in these Rules shall be handled in accordance with regulations.

Article 12 These Rules are formulated by the College Faculty Evaluation Committee, and take effect after being approved and recorded by the University Faculty Evaluation Committee. The same applies with any amendments/revisions.