

NATIONAL CHUNG HSING UNIVERSITY

College of Electrical Engineering and Computer Science

Faculty Evaluation Regulations

October 25, 2018 — Formulated and passed by the College Affairs Meeting

March 7, 2019 — Amended by the College Affairs Meeting (Articles 2 and 10)

March 19, 2020 — Amended by the College Affairs Meeting (Article 2)

October 8, 2020 — Amended by the College Affairs Meeting (Article 5)

March 10, 2022 — Amended by the College Affairs Meeting (Article 2)

March 2, 2023 — Amended by the College Affairs Meeting (Article 2)

September 19, 2023 — Amended by the College Affairs Meeting (Articles 2 and 9)

Article 1 National Chung Hsing University (hereinafter referred to as NCHU or “the University”) College of Electrical Engineering and Computer Science (hereinafter referred to as “the College”) has formulated the *Faculty Evaluation Regulations* (hereinafter referred to as “the Regulations”) to improve the teaching, research, and service performance of its faculty members.

Article 2 All permanent full-time faculty members of the College shall undergo evaluations at least once every five years in accordance with the Regulations. Newly appointed faculty members shall undergo their first evaluation three years after their appointment. Each faculty member is limited to one evaluation per academic year. Faculty members who fail their evaluation must undergo a re-evaluation the following year. If they fail the re-evaluation, they shall undergo another re-evaluation the year after. In principle, the maximum number of re-evaluations is two. Failure to undergo evaluations as required will be deemed as having failed the evaluation for the year. Faculty members who pass the evaluation (or re-evaluation) will return to the standard cycle of being evaluated at least once every five years. However, faculty members who meet any of the following conditions are exempt from evaluations:

1. Individuals aged 60 or above.
2. Recipients of the title of academician from national academic research institutes.
3. Recipients of the Ministry of Education Academic Award/ Outstanding Teacher Award or higher domestic or international honors recognized by the University Faculty Evaluation Committee.
4. Individuals who have served as professors in prominent academic lectureships domestically or internationally.
5. Recipients of the National Science and Technology Council Outstanding Research Award.
6. Individuals awarded the Lifetime Distinguished Professor in accordance with the University’s *Regulations for the Establishment of Distinguished Professorships*.
7. Individuals who are University Chair Professors or Distinguished Professors and who received such titles within the past five years.
8. Individuals who received the National Science and Technology Council Type A Research Award or who have served as the principal investigator for 10 or more National Science and Technology Council research projects (including industry-academia collaboration

projects), as of the academic year of evaluation. Only projects with durations of at least one year are eligible for consideration, with a maximum of one project counted per year.

Faculty members who meet any of the following conditions may apply for (re-)evaluation deferrals by providing relevant evidence in accordance with the applicable administrative approval procedures: they are on a sabbatical leave, study abroad leave, leave without pay, or parental leave; they possess a National Health Insurance Card indicating a severe illness or injury; they experience a sudden major personal crisis; or they undergo other circumstances as stipulated under Article 9, Paragraph 5 of the University's *Faculty Evaluation Guidelines*.

Article 3 College faculty evaluations are performed by the College Faculty Evaluation Team (hereinafter referred to as "the Team.") The Team shall comprise 10 members and shall be organized as follows:

1. The dean shall serve as an ex officio member and the convener of the Team.
2. Each department/graduate institute shall recommend two external members, from which the dean shall appoint five distinguished external scholars and experts as Team members. At least one of the recommended members from each department/graduate institute shall be appointed.
3. The remaining Committee members are recommended by each department/graduate institute, with each department/graduate institute recommending one member. Faculty members undergoing evaluation in the same year are not eligible to serve as members of the Team. If the dean is being evaluated, they shall recuse themselves from their own evaluations.

Article 4 Team members must attend College faculty evaluation meetings in person; proxy attendance is not permitted. Meetings require the presence of at least two-thirds of the members to proceed. When necessary, the Team may invite faculty members under evaluation to attend its meetings to provide explanations or statements. After completing the evaluations, the Team shall forward the results to the faculty members being evaluated.

Article 5 The Team shall compile a list of faculty members due for evaluations by the end of March each year and shall notify the relevant departments/graduate institutes to prepare the required evaluation materials, which must be submitted to the College by the end of April. The dean will then convene Team meetings to perform the evaluations, which shall be completed by the end of May.

If fewer than 10 faculty members are due for evaluation in any given year, or if other special circumstances arise, evaluations may be deferred to the following year upon administrative approval by the University President.

Article 6 Faculty evaluation items shall include teaching, research, and service. Each item is graded out of 100, with 70 being the passing score. Faculty members are considered to have passed if at least half of the Team members present score the faculty members at least 70. The detailed evaluation criteria for each category are outlined in the College of Electrical Engineering and Computer Science Faculty Evaluation Scoring Table.

Faculty members must choose one of the following two scoring weight distributions for their evaluations:

Option A: Teaching, research, and service account for 30%, 50%, and 20%, respectively.

Option B: Teaching, research, and service account for 50%, 30%, and 20%, respectively.

The College shall develop a faculty member self-evaluation form separately.

Article 7 Faculty members who pass the evaluations but fail in any single category (i.e., teaching, research, or service) shall be listed as candidates for guidance. Departments/graduate institutes shall demand that the faculty members submit their improvement plans by June 30, which will be forwarded to the College for follow-up guidance.

Article 8 Faculty members who fail the evaluations must submit their improvement plans to their respective departments/graduate institutes by June 30 of the same year. The departments/graduate institutes shall provide appropriate assistance and guidance, and administrative approval may be sought to involve relevant units when necessary. The faculty members shall undergo a re-evaluation the following year.

Article 9 For faculty members who fail the re-evaluation, the Team shall promptly submit the case to the College Faculty Evaluation Committee for review and subsequently to the University Faculty Evaluation Committee for further deliberation. The committees shall determine the appropriate actions based on the reasons for the failure. If any actions are required, they shall be carried out in accordance with the NCHU *Faculty Evaluation Guidelines*. Faculty members subject to such actions will have their original faculty member rights and privileges reinstated upon successfully passing the re-evaluation. Newly appointed faculty members who fail two re-evaluation shall not be reappointed. Newly appointed assistant professors and associate professors who fail to be promoted within the time frame stipulated in Article 9 of the *University Faculty Evaluation Guidelines* shall also not be reappointed.

Article 10 Faculty members who wish to dispute the evaluation results may file an appeal in writing within 30 days of receiving the written notification. The appeal must include specific evidence and follow the procedures outlined in the University's *Guidelines for the Organization of the Faculty Appeal Committee and Its Review Procedures*.

If the appellants are dissatisfied with the decisions made by the University Faculty Member Appeal Committee, they may file a further appeal to the Central Faculty Appeal Committee of the Ministry of Education.

Article 11 Matters unaddressed herein shall be handled in accordance with the relevant University regulations.

Article 12 The Regulations and any amendments hereto shall come into effect once they are passed by the College Affairs Meetings and subsequently reported to and approved by the President.