

國立中山大學管理學院教師評鑑實施要點

College of Management

Guidelines for Faculty Performance Evaluation

109.05.12 108 學年度第 4 次院務會議通過

109.06.11 108 學年第 400 次校教評會通過

Amended and Approved by the 4th College Affair Council on May 12, 2020, Academic Year 109

Amended and Approved by the 400th Faculty Evaluation Meeting on June 11, 2020, Academic Year 109

一、國立中山大學管理學院(以下簡稱「本院」)為提昇本院教師教學、研究、輔導及服務品質，辦理教師評鑑事宜，依本校教師評鑑辦法特設置本院教師評鑑實施要點。

1、Purpose

To improve the quality of teaching, research, and mentoring and service of faculty members, National Sun Yat-sen University College of Management (hereinafter as the College) conducts Faculty evaluations. The 'Guidelines for Faculty Performance Evaluations' is made in accordance with the 'University Regulations for Faculty Performance Evaluation'.

二、適用對象：

本院依本校教師評鑑辦法應受評鑑之編制內之專任教師，但本院自109學年起新聘助理教授、副教授於第一次接受評鑑時，另依本院新聘助理教授、副教授第一次評鑑實施要點辦理。

2、Recipient

Full-time College faculty members hired within the manning quota of National Sun Yat-sen University shall be evaluated according to the 'University Regulations for Faculty Evaluation'. But, starting from 2020 (academic year 109), the first-time evaluation for newly-hired assistant professor and associate professor at the College shall be conducted according to the 'Regulation for the Implementation of the First Evaluation of Newly-hired Assistant professors and Associate Professors'.

三、評鑑程序：

本院受評教師應配合本院教師評審委員會議時間提供教師個人評鑑資料，提經院教評會審定後，續依本校教師評鑑辦法及本校教師評鑑作業細則組成教師評鑑委員會與辦理評鑑作業。

3、Evaluation Process

The evaluated faculty members of the College shall provide evaluation documents according to the College-level Faculty Evaluation Committee schedule. After the review of the College-level Faculty Evaluation Committee, the documents shall be evaluated by the Faculty Evaluation Committee formed under the 'University Regulations for Faculty Evaluation' and the 'University Faculty Evaluation Implementation Guidelines'.

四、評鑑項目、評鑑年限、通過標準：

教師評鑑應綜合教學、研究、輔導及服務三大項目。

評鑑年限及通過標準等悉依本校教師評鑑辦法及本校教師評鑑作業細則規定。

4、Evaluation Items, Evaluation Period, Passing Standard

Faculty performance evaluation items fall into three categories, include teaching, research, and mentoring and service.

Faculty performance evaluation period and passing standard are set according to the 'University Regulations for Faculty Performance Evaluation' and 'University Faculty Performance Evaluation Guidelines'.

五、輔導機制：

- (一) 經初評後為「條件式通過」或「未通過」教師，應依其評鑑項目表現，接受系所啟動之輔導機制，由系所主管指派與該受評教師相近領域教師1-2位擔任該名教師輔導人員。
- (二) 「條件式通過」教師輔導期間至間隔一學年後之一月底止，「未通過」教師輔導期間至次學年一月底止，並將輔導過程作成紀錄，該紀錄送交系教評會及院教評會備查。
- (三) 「條件式通過」與「未通過」之教師於輔導期間結束後，應提交其改善方案/事項成效報告書至原教師評鑑委員會審議是否通過，再送交教務處彙整後送校教評決議。

5、Mentor System

- (1) Faculty members who received a "Conditional Pass" or "Fail" on their evaluation shall take mentoring provided by the department (or institute or degree program) on the evaluation items. The mentoring team consists of one to two faculty member(s) in similar fields as the evaluated faculty member and are assigned by the department's (or institute or degree program) director.
- (2) Faculty members who received a "Conditional Pass" on their evaluation are required to take mentoring for a period of at least three full semesters starting in the semester following the initial review and ending in January after three semesters. Faculty members who "Failed" their evaluation are required to take mentoring for a period of at least one full semester ending in January of the year following the initial review. At the end of the mentoring period, the evaluated faculty member needs to submit a mentoring report to the Department-level Faculty Evaluation Committee and the College-level Faculty Evaluation Committee.
- (3) Faculty members who received "Conditional Pass" or "Failed" must submit a report on improvement or improvement on evaluated items to the Faculty Evaluation Meeting for review. Then the report will be sent to the Office of Academic Affairs and the University-level Faculty Evaluation Committee for final review.

六、本要點未竟事宜悉依本校教師評鑑辦法及本校教師評鑑作業細則規定。

6、All matters not mentioned shall be handled according to the 'University Regulations for Faculty Performance Evaluation' and the 'University Faculty Performance Evaluation Guidelines'.

七、本要點經本院教師評審委員會、院務會議、校教師評審委員會審查通過後實施，修正時亦同。

7、These regulations, as well as its amendments, shall be effective upon approval by the College Faculty Evaluation Committee, the College Affairs Council and the University Faculty Evaluation Committee.

「中英文版本如有牴觸或不相符之處，應以中文版本為準。」

Above [meeting minutes /regulation] were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence. 」