

**National Sun Yat-sen University**  
**The Department of Computer Science and Engineering**  
**Principles of Teaching and Service Evaluation for Promotion**  
**of Tenure-track Faculty**

Approved at the Department General Meeting on July 23, 2003  
Amended and approved at the Department General Meeting on June 8, 2005  
Amended and approved at the Faculty Evaluation Committee Meeting of the College of Engineering  
on June 10, 2005  
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Amended and approved at the Faculty Evaluation Committee Meeting of the College of Engineering  
on March 5, 2014

- I. Principles of Teaching and Service Evaluation for Promotion of Tenure-track Faculty (hereinafter referred to as “the Principles”) are formulated in order to evaluate teaching and service performances for faculty promotion of the Department of Computer Science and Engineering (hereinafter referred to as “the Department”).
- II. Any score mentioned in the Principles refers to teaching and service performances demonstrated at the current rank at National Sun Yat-sen University (hereinafter referred to as “NSYSU”) except seniority.
- III. **Score Calculation for teaching performances:**
  1. Seniority: 50 points for three years of service at the current rank at NSYSU and 1 point for one additional teaching semester. A maximum of 70 points can be given. Half of the seniority served at other universities and the period of unpaid maternity leave may be included.
  2. The average teaching hours per semester within five years at the current rank: 2.5 points per hour. The maximum points will be 25. Deductible hours for administrative or other positions shall be added back after calculation for average teaching hours.
  3. Special achievements:
    - (1) Outstanding/Distinguished Teaching Award: 10 points for the Outstanding Teaching Award of the Ministry of Education; 8 points for the Outstanding Teaching Award of NSYSU; 5 points for the Distinguished Teaching Award of NSYSU; 1.5 points for the Outstanding Teaching Award of the College of Engineering. If the faculty member receives the Outstanding Teaching Award at both the university and college levels in the same academic year, only the award at the university level will be recognized. If the faculty member receives both the Distinguished Teaching Award of NSYSU and the Outstanding Teaching Award of the College of Engineering at the same time, only the Distinguished Teaching Award of NSYSU will be recognized. Points can be given twice at most for this item.
    - (2) General Education Course (including inter-college electives, liberal arts and service-learning courses): 1 point per course offered or co-taught at the current rank; a maximum of 5 points can be given.
    - (3) Full English-Taught Courses: 1 point per course offered or co-teaching at

- the current rank; a maximum of 5 points can be given.
- (4) Compulsory Courses: 1 point per course for undergraduate, Master's degree and Ph.D. degree programs (lecture-based courses only) offered or co-teaching at the current rank; a maximum of 5 points can be given.
  - (5) E-learning Teaching Materials and Course Certification: Obtaining e-learning teaching materials and course certification from the Ministry of Education at the current rank; 5 points per piece of material or course; 5 points per course taught by multiple instructors. A maximum of 10 points can be given.
  - (6) Teaching Workload: 1 point for the faculty member's teaching workload at the current rank is ranked among the top 10% of faculty members of the College of Engineering per semester. A maximum of 5 points can be given.
  - (7) 1 point will be added when the faculty member or a student coached by the faculty member participates in an academic competition (excluding competitions related to research paper) and receives an award at a national level or above. A maximum of 3 points can be given.
  - (8) If one of the following conditions is met, items stated in (2) – (4) above will not be recognized according to the "Regulations for Follow-up of the Teaching Survey and Improvement of the Teaching Quality:"
    - a. The evaluation score of the Teaching Assessment Survey is below 4.2 (7-point scale).
    - b. The evaluation score of the Teaching Assessment Survey is below 4.9 (7-point scale) and more than 10 questionnaires of the "Survey on Graduating Students' Satisfaction with the Department/Institute and Faculty" are collected and received with an average evaluation score below 3.5 (5-point scale) or 4.9 (7-point scale).
4. Departmental teaching support: A maximum of 5 points can be given.
- (1) 1 point per student for advising undergraduate level students creating projects. The calculation method for the student's number will be the average of the number of undergraduate students instructed to create projects by the faculty within five years.
  - (2) 1 point per plan for assisting writing of departmental teaching improvement plans of the Ministry of Education.
5. Other performance: If the faculty has clearly demonstrated good or poor teaching performance with specific evidence, addition or deduction of 1 to 10 points will be made accordingly by the Department Faculty Evaluation Meeting.
6. The total score for items listed above cannot exceed 100 points.

#### **IV. Scoring method for service performances:**

1. Seniority: 50 points for three years of service at the current rank at NSYSU and 2.5 point for one additional teaching semester. A maximum of 60 points can be given. Half of the seniority served at other universities and the period of unpaid maternity leave may be included.
2. Special achievements:
  - (1) Outstanding Mentor Award: 8 points per Outstanding Mentor Award of NSYSU; 3 points per Outstanding Mentor Award of the College of Engineering. If the faculty receives this award at both the university and college levels in the same academic year, only the award at the university level will be recognized. Points can be given for this award twice at most.
  - (2) 1 to 3 points for organizing a conference/competition or being selected as a journal editor. A maximum of 5 points can be given.

3. Serving as the head of an administrative or academic unit at NSYSU:  
2 points per semester for a division chief position; 1.5 points per semester for a section chief position (this rule also applies to the period of service shorter than a semester); a maximum of 20 points can be given.
  4. General Point Addition/Deduction:
    - (1) 1 point per semester for serving as a mentor. A maximum of 20 points can be given.
    - (2) 0.5 points per exam for supervising an entrance exam (paper-based) for an undergraduate/Master's/Ph.D. program or setting (grading) an entrance exam paper for a graduate program. A maximum of 5 points can be given.
    - (3) Other services: Performing tasks of exam General (setting, grading, reviewing, etc.) at the national level for the Ministry of Examination or student recruitment tasks of NSYSU, serving as the member of a committee at the department/college/university level, participating in extension education, providing service to external academic associations, and other ~~good~~ services can be recognized. Points will be added or deducted accordingly by the Department Faculty Evaluation Meeting. A maximum of 10 points can be given.
  5. The total score for items listed above cannot exceed 100 points.
- V. The Principles become effective after being approved at the Department General Meeting and submitted to the Faculty Evaluation Committee of the College of Engineering for approval. Amendments to the Principles shall follow the same procedure.