

教師評鑑填表說明

Instructions for Faculty Evaluation Forms

一、評鑑期程 Evaluation Period

(一) 年度評鑑 Annual Evaluations

本校各級專任教師每學年實施年度評鑑乙次，年度評鑑以受評教師前一學年之教學、輔導與服務表現，為其評鑑成績。

Annual evaluations will be implemented for full-time faculty members of all ranks once each academic year. Faculty member annual evaluation scores are based on teaching, counseling, and service performance of the previous academic year.

(二) 綜合評鑑 Comprehensive Evaluations

綜合評鑑之期程區分為二類，教授、副教授每五年循環一次；助理教授、講師每三年循環一次。

There are two categories for Comprehensive evaluations: Associate Professors and Professors are evaluated every five years; Instructors and Assistant Professors every three years.

評鑑項目為教學、研究、輔導與服務等三項。說明如下：

The evaluation items are teaching, research, counseling, and service performance, as follows:

1. 教授、副教授 Professors and Associate Professors

每五年實施一次綜合評鑑，105 學年度教授、副教授綜合評鑑成績填入之期程為 100、101、102、103、104 五個學年度，本評分項目適用於 100、101、102、103、104 學年度之成績。

Faculty members' performance over the past five academic years (AY2011-12, AY2012-13, AY2013-14, AY2014-15 and AY2015-16) will be evaluated in the comprehensive evaluation of the academic year 2016-17. A comprehensive evaluation to be conducted in the academic year 2016-17 will be separated for AY2011-12, AY2012-13, AY2013-14, AY2014-15 and AY2015-16 scoring by these procedures.

2. 助理教授、講師 Assistant Professors and Instructors

每三年實施一次綜合評鑑，105 學年度助理教授、講師綜合評鑑成績填入之期程為 102、103、104 三個學年度。本評分項目適用於 102、103 及 104 學年度。

Faculty members' performance in the past three academic years (AY2013-14, AY2014-15 and AY2015-16) will be evaluated in the comprehensive evaluation of the academic year 2016-17. A comprehensive evaluation to be conducted in the academic year 2016-17 will be

separated for AY2013-14, AY2014-15 and AY2015-16 scoring by these procedures.

二、教師評鑑評分項目、權重與評分 Evaluation Items, Weighting and Scoring

(一) 評分項目 Evaluation Items

1. 基本項目 Basic Evaluation Items

教學、研究、輔導與服務皆須符合基本項目規定之要件，方能獲得 60 分。
未符合要件即為 0 分。

All items must be completed to achieve a passing score of 60. Any failed item will result in Zero score for this section.

2. 選評項目 Self-selected Evaluation Items

包含必選與自選，共計 40 分：

Including school-designated and self-selected items, for a total of 40 points:

(1) 必選項目：依其各學院所訂項目而定，此部分為必填

School-designated items: Established in accordance with needs; the sections required by each School must be filled in.

(2) 自選項目：依其各學院所訂項目而定，此部分之自選項目須先扣除院訂必選項目分數後，受評教師再選擇自選項目

Self-selected items: Established in accordance with needs; the items set by each School can be selected by faculty members items after deducting the portion of total score from School-designated items

➤ 例如：管理學院「教學項目」的必選有「無缺課紀錄」10 分、「學生教學反應評量平均 80 分(含)以上」10 分，則自選項目僅剩 20 分可選擇(基本項目 60 分+必選項目 20 分+自選項目 20 分=100 分)

Example: The School-designated items for School of Management are 10 point for “No absences” and 10 points for “Average student feedback score of above 80”, so there are only 20 points left for the self-selected items (60 points for Basic Evaluation Items + 20 points for School-designated Items = 100 points)

(二) 權重 Weighting

1. 年度評鑑：教學權重 70% + 輔導與服務 30% = 100%

Annual Evaluations: 70% Weighted overall score of teaching evaluation + 30% Weighted overall score of counseling and service evaluation = 100%

2. 綜合評鑑 Comprehensive Evaluations

(1) 一般專任教師: Full-time Faculty Members

教學權重：30%~40%；研究權重：30%~40%；輔導與服務權重：20%~30%

Weighting for Teaching: 30%~40%; Weighting for Research: 30%~40%; Weighting for Counseling and Service: 20%~30%

(2) 擔任行政職務教師: Faculty members with administrative positions

教學權重：20%~40%；研究權重：20%~40%；輔導與服務權重：20%~40%

Weighting for Teaching: 20%~40%; Weighting for Research: 20%~40%; Weighting for Counseling and Service: 20%~40%

(3) 提高基本教學時數三小時以教學為重之教學講師、專任講師級專技人員：

Language Instructors who focus on teaching, and add three additional teaching hours:

教學權重：50%；研究權重：10%；輔導與服務權重：40%。

Weighting for Teaching: 50%; Weighting for Research: 10%; Weighting for Counseling and Service: 40%

(4) 兼任行政職務期間之研究項目得申請予以免評之教師：

Full-time faculty members who had administrative duty and apply for research evaluation exemption during their part-time administration period:

教學權重：40%~60%；輔導與服務權重：40%~60%。

Weighting for Teaching: 40%~60%; Weighting for Counseling and Service: 40%~60%

◇ 上述教學權重、研究權重、輔導與服務權重三者合計須為 100%。

The percentage assigned to each evaluated item may be adjusted with five percent increments, to maintain an overall percentage of 100% after the adjustment.

(三) 評分 Scoring

1. 年度評鑑 Annual Evaluations

年度評鑑之評分，以前一學年度之教學、輔導與服務之成果表現，依評分項目表之規定，填入評分，並依教學權重 70%、輔導與服務權重 30%，計算加權平均後，即為年度評鑑結果。

The Annual Evaluation is to evaluate faculty members' performance for the previous academic year. Please key in the score in accordance with the evaluated items. The score of the Annual Evaluation is calculated on a weighted average basis with 70% Weighted overall

score for teaching evaluation and 30% Weighted overall score for counseling and service evaluation.

2. 綜合評鑑 Comprehensive Evaluations

(1) 教學 Teaching

基本項目與選評項目皆為每年評分，每年二者合計以 100 分(小數點第一位四捨五入)為上限，教學自評分數為評鑑期程之平均分數，亦即：The Basic Evaluation Items and Self-selected Evaluation items are evaluated for each year, and the total score is a maximum 100 (rounded up to the nearest score). The score of Teaching Self-evaluation is the average for the evaluation period. Such as:

- 年度教學自評分數 = 年度基本項目評分 + 年度選評項目評分
Score of Annual Teaching Self-evaluation = Score of Annual Basic Evaluation Items + Score of Annual Self-selected Evaluation Items
- 教學自評分數 = 各年度評鑑期程教學自評分數之合計 ÷ 評鑑期程年數
Score of Teaching Self-evaluation = Total of each score for Annual Teaching Self-evaluation ÷ Number of years during the evaluation period
- 教學加權分數 = 教學自評分數 × 自選權重
Weighted overall score of teaching evaluation = Self-evaluation score × Self-selected weighting percentage

(2) 研究 Research

A. 基本項目：

Basic Evaluation Items

- 一般教師適用：平均每學年至少於具審稿制度之研討會、或期刊發表論文一篇、或產學合作計畫一件或公開展演一場
Annually, at least one: presentation of peer-refereed conference paper, or publication of peer-refereed journal article, or academia-industry cooperation project or publicly performed work.

備註：研討會或期刊發表論文、產學合作計畫、公開展演列計於基本項目者以一次為限。(即已於基本項目計分者，不得再於選評項目計分)

Note: Presentation of peer-refereed conference paper, publication of peer-refereed journal article, or academia-industry cooperation project or publicly performed work may only be counted once under the basic evaluation items.

(Having been counted under basic evaluation items, a paper or article may not be counted again under self-selected evaluation items.)

- 以教學為重，提高授課三小時之語文教學講師為限：三年評鑑期間內，必須參加有益於提升教學品質的國際性學術研討會五場，並以文字在 moodle 數位教學平台或以口頭方式在系、所（組）主辦的教學分享會，公開向所屬教學單位的教師分享其學習心得
Attendance at least 5 education-related international conferences over the past 3 years and posting of a written reflection report on Moodle or orally present feedback and findings during a unit meeting following each conference.

備註：1. 三學年度出席國際性學術研討會 5 場並分享學習心得 5 次者，則 102、103、104 學年度均得 60 分；未達前述條件者，則 102、103、104 學年均得 0 分。

2. 已於基本項目計分者，不得再於選評項目計分。

Note: 1. Attend 5 international conferences and present reflection reports 5 times within 3 academic year, the points for academic year 2013-14, 2014-15 and 2015-16 are all 60 points; Those who fail to meet the criteria will get 0 points for academic year 2013-14, 2014-15 and 2015-16.

2. Having been counted under basic evaluation items, the same items may not be counted again under self-selected evaluation items.

B. 選評項目：研究選評項目分年度評分，分數無上限。

Self-selected Evaluation items: The score of Self-selected Evaluation Items is calculated for each academic year with no upper limit.

C. 研究加權分數：

Weighted Overall Score of Research Evaluation:

- 年度研究選評項目評分 = 依學院必選及授權教師自選逐項累計分數 = 無上限

The annual score for all the Research Self-selected Evaluation Items = accumulated score for both school-designated and self-selected items = No upper limit

- 研究自評分數 = (各年度評鑑期程研究自評分數 + 各年度評鑑期程研究選評項目評分) 之合計 ÷ 評鑑期程年數

The score for Research Self-evaluation = total of each annual score for Research Self-evaluation during the evaluation period + total of each annual score for Research Self-selected Items during the evaluation period ÷ number of years during the evaluation period.

- 若研究自評分數 > 100 分，則以 100 分計。

If the score of Research Self-evaluation is greater than 100, the score will be recorded as 100.

- 研究加權分數 = 研究自評分數 × 自選權重
Weighted overall score of Research Evaluation = score of Research Self-evaluation x Self-selected weighting percentage

例：某一位助理教授符合平均每學年於具審稿制度之研討會、期刊發表論文一篇、產學合作計畫一件或公開展演一場，其基本項目分數即每一年度皆為 60 分。且該教師研究選評項目分別為 60 分、70 分、80 分，教師研究自選權重為 30%，則其研究評分計算方如下：

For an Assistant Professor who meets the criteria for publishing at least one conference paper or publicly performed work in a peer-reviewed conference annually, the score for the basic evaluation item is 60 for each academic year. The scores for Research Self-selected Items are 60, 70 and 80, and the percentage of weighted overall score of research self-selected evaluation is 30%, so the Weighted overall score of Research Evaluation is as below:

- 年度研究自評分數 = 年度基本項目評分 + 年度選評項目評分 = 三年度分別為 (60 + 60)、(60 + 70)、(60 + 80) = 390 分

Annual Research Self-evaluation score = Annual score for Basic Evaluation Items + Annual Self-selected evaluation items = (60 + 60)、(60 + 70)、(60 + 80) = 390

- 研究自評分數 = 各年度評鑑期程研究自評分數之合計 ÷ 評鑑期程年數 = 390 ÷ 3 = 130 > 100，故研究自評分數為 100 分

Research Self-evaluation Score = total score of Research Self-selected Evaluation Items during the evaluation period ÷ number of years during the evaluation period = 390 ÷ 3 = 130 > 100, for no more than 100 points for Research Self-evaluation.

- 研究加權分數 = 研究自評分數 × 自選權重 = 100 × 30% = 30 分

Weighted overall score of Research Evaluation = score of Research Self-evaluation x Self-selected weighting percentage = 100 × 30% = 30

註：若有小數點，計算方式與教學同為第一位小數點四捨五入。

Note: The calculation is handled the same as that for teaching; rounded up to the nearest score.

(3) 輔導與服務 Counseling and service

評分計算方式皆與教學相同。

The evaluation method is the same as for teaching.

3. 評鑑總分 Comprehensive Evaluation Score

- (1) 綜合評鑑總分 = 教學加權分數 + 研究加權分數 + 輔導與服務加權分數，滿分為 100 分。

Comprehensive Evaluation Score = Weighted overall score of teaching evaluation + Weighted Overall Score of Research Evaluation + Weighted Overall Score of Counseling and Service, a total of 100 points.

- (2) 年度評鑑總分 = 教學加權分數 + 輔導與服務加權分數，滿分為 100 分。

Annual Evaluation Score = Weighted Overall Score of Teaching Evaluation + Weighted Overall Score of Counseling and Service, a total of 100 points.

三、加權分數小數點進位方式 Weighted Overall Score Rounding

若教師計算加權分數時產生小數情形，請以計算至小數點一位之分數填入，並採四捨五入方式，以整數呈現教師最終評分結果。

Please use rounding up to the nearest score for weighted overall scores and present the final evaluation score as a round number.

四、審查暨評鑑結果之認定 Review of Evaluation Results

- (一) 系（所）、院教師評鑑委員會依受評教師所附之 e-portfolio 基本資料，及參採所附之佐證資料，經公平審查後，得同意或修正教師自評成績。學位學程、通識教育中心、師資培育中心、體育室及英語教學中心之教師評鑑，比照系（所）辦理。

Faculty members may correct their self-evaluation points with the approval of the Department (Graduate Programs) Faculty Evaluation Committee if relevant proof and e-portfolio basic information are provided. The evaluation of faculty members in Specialized Degree Programs, General Education Center, Teacher Education Center, Physical Education Office and English Language Center must follow the precedent of the Department (Graduate Programs/School) Faculty Evaluation Committee.

- (二) 研討會論文及展演以發表當日計算；期刊以刊登日期計算，若有 online 版，以 online 版刊登日期即可。

Presentation of research papers is calculated based on the presentation date; periodical publications are based on the publication date, and the posting date is used for online periodicals.

- (三) 產學計畫案計算之認定比照科技部標準，即以獲得該計畫為認定標準(非以

執行完成為標準)。

The standards for Academia-Industry Projects are the same as those for MOST Projects, which is when the grant is approved (not when the project is completed).

- (四) 懷孕、生產之教師，研究項目部分得延長 2 年期程成果計算，但教學、輔導與服務項目不適用，懷孕、生產之認定依教育部之規定。

Faculty members who are pregnant or have just given birth may extend the research evaluation period for two years; however, this extension does not apply to teaching, counseling and service results. Pregnancy and maternity definitions follow the regulations established by the Ministry of Education.

- (五) 經各級教師評鑑委員會審議，教學、研究、輔導與服務評鑑加權後總分達 70 (含) 分以上，評鑑結果即為通過；否則即為未通過。教學、研究、輔導與服務單項分數未達 70 分，即為單項未通過。

Upon being reviewed by the Faculty Hiring and Promotion Committee of all levels, faculty members who receive 70 points or more as the weighted overall score for the Comprehensive Faculty Evaluation will be considered to have passed the evaluation. Those who don't attain 70 points will be considered to have failed the evaluation. Once the score for teaching, research, counseling or service is less than 70, that item will be recorded as failed.