

National Taiwan Normal University

College of Education

Department of Child and Family Science

教師評鑑作業要點

Directives for Teacher Evaluation

Amended and adopted at the 7th Department Affairs Meeting of the 112th Academic Year, May 3, 2024
Reviewed at the 6th Faculty Evaluation Meeting of the College of Education of the 112th Academic Year, May 29, 2024

Article 1. The Directives for Teacher Evaluation (hereinafter referred to as “the Directives”) of the Department of Child and Family Science (hereinafter referred to as “the Department”) has been formulated pursuant to Article 14 of the National Taiwan Normal University College of Education Teacher Evaluation Guidelines.

Article 2. The targets of evaluation for the Directives are full-time teachers of the Department (including professional technical personnel).

Article 3. The three aspects of evaluation in the Directives include teaching, research, service and consultation. Evaluation methods may include teachers' self-evaluations, peer evaluations, student evaluations, and other forms of evaluation. Teachers are required to pass all three aspects of evaluation, including teaching, research, service and consultations, in order to pass the evaluation..

Full-time teachers at each level are required to take courses of academic ethics and integrity for at least 3 hours before evaluation, and must provide proof of taking such courses.

Article 4. Evaluation items and passing standards for Teacher Evaluations are as follows:

1. Teaching: The average score on the Student Opinion of Instruction Survey for the evaluated period must be at least 3.5 points, the required teaching hours must be fulfilled, and there is no specific instance of not fulfilling a teacher’s duty or not competently perform their work. (The teacher evaluated may be required to provide related paper explanation if needed.).
2. Research: All academic performance and research projects shall meet the following requirements:
 - (1) Academic performance (including theses, publications, exhibitions, and related materials) shall be original in nature and comply with one of the following directives:
 - (a) Monographs or articles: Lecturers and assistant professors shall publish within three years, and associate professors and professors shall publish within five years, one book (maximum co-authorship of two individuals) or three articles in books that meet the review requirements of the NTNU.

- (b)Journal articles published in journals: Lecturers and assistant professors shall publish at least two theses in journals within three years, and associate professors and professors shall publish at least three articles in journals within five years. The aforementioned theses shall be published on SCI, SCIE、SSCI, A&HCI, EI, TSSCI, and the new THCI level journals (which was changed in 2016; originally THCI Core), EconLit and journal articles of SCOPUS or other popular journals recognized by each college. Lecturers and assistant professors shall meet requirements with one publication, for journals that rank in the top 20% of SCI IF or journals that rank in the top 50% of SSCI IF, whereas associate professors and professors shall meet requirements with two publications. Articles archived in SCOPUS may be regarded as journal publications at a conversion rate of three publications for one publication in the preceding journals (recognition granted only if the teacher is the main author or the corresponding author).
- (c)Patents: Lecturers and assistant professors shall obtain at least two patents with substantial examination within three years, and associate professors and professors shall obtain at least three patents with substantial examination within five years. The owner of preceding patents must be NTNU.
- (d)Other equivalent academic achievements not listed above: An academic performance passed in a review conducted by 3 level Faculty Evaluation Committees as being equivalent to the above.

Lecturers and assistant professors require at least one individual article in a book or foreword in a journal publication, and associate professors and professors require at least two articles for which they are the main authors or the corresponding authors.

If the applicant is serving concurrently at two institutes, the name of the institute for the thesis publication must be NTNU in the first position.

- (2) Research projects: Lecturers shall host or co-host at least one research project outside NTNU every three years; assistant professors shall host (co-hosting excluded) at least one research project outside NTNU every three years; associate professors and professors shall host (co-hosting excluded) at least one research project outside NTNU every five years. Research programs outside NTNU shall be projects undertaken in the name of NTNU (including industry-academia collaboration projects). Service as a principal investigator for a subsidiary research project of an individually integrated project of the Ministry of Science and Technology (formerly known as the National Science Council) shall be regarded as hosting a research program.

3. Service and consultation: Over 80 points. Evaluation standards shall be set by the Department.

Article 4-1. Academic performances mentioned in Article 4 may be calculated cumulatively: One book

published by over three individuals (inclusive), one article in a book, or one patent may be regarded as a journal publication.

The standards of the mutual replacement of journal publications and research projects are as follows, and the mutual replacement is restricted to once in an evaluation.

1. The replacement of journal publication:

- (1) A research project from the Ministry of Science and Technology may be regarded as one journal publication (recognition granted only if the teacher is the principal investigator).
- (2) A research project outside NTNU shall be projects undertaken in the name of NTNU (recognition granted only if the teacher is the principal investigator), with total amount of one million NTD or more and administrative management fees must be paid in accordance with regulations, may be regarded as one journal publication.

2. The replacement of research project:

- (1) One (book/article/time) academic performance may be regarded as one research project outside NTNU, and the replacement is granted only if the teacher is the main author or corresponding author of the book, individual article in a book, or journal publication.
- (2) Teachers who have made the following special contributions to NTNU within the evaluated period may be exempted from one research project outside NTNU: Two-time formulation and execution in University-level projects (such as Higher Education Sprout Project or Teaching Excellence Project).

Article 5. Full-time teachers of NTNU with over twenty-five years of seniority may opt for directives in Article 4 or accept evaluation in accordance with the following directives:

1. Teaching: The average score on the Student Opinion of Instruction Survey for the evaluated period must be at least 3.5 points, the required teaching hours must be fulfilled, and there is no specific instance of not fulfilling a teacher's duty or not competently perform their work. (The teacher evaluated may be required to provide related paper explanation if needed.)
2. Research: All academic performance and research projects shall meet the following requirements:
 - (1) Academic performance (including theses, publications, exhibitions, and related materials) shall be original in nature and comply with one of the following regulations:
 - (a) Monographs or articles: Lecturers and assistant professors shall publish within three years, and associate professors and professors shall publish within five years, one book (maximum co-authorship of two individuals) or two articles in books that meet the review requirements of the NTNU.
 - (b) Journal articles published in journals: Lecturers and assistant professors shall publish at least one thesis in journals within three years, and associate professors and

professors shall publish at least two articles in journals within five years. The aforementioned theses shall be published on SCI, SCIE、SSCI, A&HCI, EI, TSSCI, and the new THCI level journals (which was changed in 2016; originally THCI Core), EconLit and journal articles of SCOPUS or other popular journals recognized by each college. Associate professors and professors shall meet requirements with one publication, for journals that rank in the top 20% of SCI IF or journals that rank in the top 50% of SSCI IF. Articles archived in SCOPUS may be regarded as journal publications at a conversion rate of three publications for one publication in the preceding journals (recognition granted only if the teacher is the main author or the corresponding author).

(c) Patents: Lecturers and assistant professors shall obtain at least one patent with substantial examination within three years, and associate professors and professors shall obtain at least two patents with substantial examination within five years. The owner of preceding patents must be NTNU.

(d) Other equivalent academic achievements not listed above: An academic performance passed in a review conducted by 3 level Faculty Evaluation Committees as being equivalent to the above.

The number of academic performances (book/article/time) may be calculated cumulatively, and the standards shall be the same as provisions in Article 4-1.

If the applicant is serving concurrently at two institutes, the name of the institute for the thesis publication must be NTNU in the first position.

(2) Research projects: Lecturers and assistant professors shall host or co-host at least one research project outside NTNU every three years; associate professors and professors shall host or co-host at least one research project outside NTNU every five years. The standards for adoption and conversion of research projects outside NTNU shall be the same as provisions in Article 4 and Article 4-1.

3. Service and consultation: Over 80 points. Evaluation standards shall be set by the Department.

Article 6. Results of evaluation for lecturers and assistant professors shall be processed as follows:

1. Lecturers and assistant professors shall be evaluated by the Department and college of Education every three years. Individuals who fail to pass the evaluation shall not be granted salary increases, allowed to teach excess courses, concurrently hold positions or teach courses inside and outside NTNU (including in-service program, school of continuing education, and summer courses), permitted to apply for leave with pay for overseas research or further studies, or permitted to hold a second-level supervisor or deputy supervisor position at this school starting from the following academic year. The employing department (institute) shall assist the teacher to propose an improvement plan

for re-evaluation within two years. If the same individual still fails to pass the re-evaluation, the department (institute) shall submit proposals to terminate or not renew his/her employment to 3 level Faculty Evaluation Committees.

2. Individuals may not submit applications for promotion if they fail to pass the most recent evaluation..

The adoption of the aforementioned evaluation information shall be based on semesters as a unit and calculated for three years following the semester of the previous evaluation. Various performances during the semester of evaluation shall be included the next evaluation. Upon passing the evaluation for promotion, the evaluation schedule shall be recalculated on the semester starting from the effective date of the promotion.

If lecturers or assistant professors have been promoted, the evaluation schedule shall be recalculated on the effective date of the promotion.

The evaluation results of lecturers and assistant professors who were appointed prior to September 29, 1999, shall be processed in accordance with provisions in Article 7.

Article 7. Results of evaluation for associate professors and professors shall be processed as follows:

1. Associate professors and professors shall be evaluated by the Department and college of Education every five years. Individuals who fail to pass evaluation shall not be granted salary increases, allowed to teach excess courses, concurrently hold positions or teach courses inside and outside NTNU (including in-service program, school of continuing education, and summer courses), allowed to transfer, apply for sabbatical leaves, teach overseas, apply for retention without pay for researching or studying overseas, or allowed to serve as members of the Faculty Evaluation Committee at NTNU or administrative/academic supervisors of NTNU starting from the following academic year. Individuals who have not passed the evaluation shall apply for a re-evaluation within two years, and the preceding restrictions shall be removed in the academic year after passing the evaluation..
2. Individuals may not submit applications for promotion if they fail to pass the most recent evaluation..

The adoption of the aforementioned evaluation information shall be based on semesters as a unit and calculated for five years following the semester of the previous evaluation. Various performances during the semester of evaluation shall be included the next evaluation. Upon passing the evaluation for promotion, the evaluation schedule shall be recalculated on the semester starting from the effective date of the promotion.

If associate professors have been promoted, the evaluation schedule shall be recalculated on the effective date of the promotion.

NTNU associate professors and professors who have not passed teacher evaluation shall be provided with improvement plans by the employing department (institute), and the

improvement plans shall be submitted for discussion in 3 level Faculty Evaluation Committees. However, the improvement plans are not required for individuals who do not pass the evaluation if they are to retire in the following two semesters.

Article 8. Starting on August 1, 2011, newly-appointed full-time teachers of various levels are required to pass their evaluations during the following semester (the seventh semester) no later than three years of service, and the evaluation standards shall be the same as standards for lecturers and assistant professors stipulated in Article 4. The evaluated period of first-time teachers shall include at least four semesters of Student Opinion of Instruction Survey. The evaluated period of non-first-time teachers (appointed in other schools or served as NTNU project teachers) shall include at least two semesters of Student Opinion of Instruction Survey.

Starting on February 1, 2016, newly appointed full-time teachers at each level shall participate in the New Teacher Workshop organized by the Office of Academic Affairs within their first year of service in accordance with the NTNU Guidelines on the Professional Development of Full-Time Teachers. First-time teachers must participate in the “lesson observation and feedback” organized by the Office of Academic Affairs and “research consultation” organized by the Office of Research and Development. If newly appointed teachers fail to participate for any reason, they must complete the courses in the following academic year to pass the evaluation for newly-appointed teachers required in Paragraph 1 of this Article.

New full-time teachers of various levels appointed after February 1, 2016 who serve in NTNU departments or institutes with laboratory (internship) facilities, and those who have been assigned by the departments/institutes to accept training courses from the NTNU Environmental Safety Center, are required to complete training courses in accordance with related regulations of the aforementioned Center within the first year of service before they can pass the evaluation for newly-appointed teachers required in Paragraph 1 of this Article. Individuals who fail to pass evaluation shall not be granted salary increases, allowed to teach excess courses, concurrently hold positions or teach courses inside and outside NTNU (including in-service program, school of continuing education, and summer courses), allowed to transfer, apply for sabbatical leaves, teach overseas, apply for retention without pay for researching or studying overseas, or allowed to serve as members of the Faculty Evaluation Committee at NTNU or administrative/academic supervisors of NTNU starting from the following academic year. The employing department (institute) shall assist the teacher to propose an improvement plan for re-evaluation within two years. If the same individual still fails the re-evaluation, the department (institute) shall submit a proposal to not renew his/her employment to 3 level Faculty Evaluation Committees.

New full-time teachers of various levels appointed after August 1, 2011 who meet evaluation exemption requirements as stipulated in Article 9 to Article 11 may apply for exemption from

evaluations in accordance with the directives without the need to accept the evaluation for newly-appointed teachers required in Paragraph 1 of this Article.

Full-time teachers of various levels appointed after August 1, 2011 who have passed the evaluation for newly-appointed teachers under this Article shall be evaluated in accordance with provisions in Article 6 and Article 7 in future evaluations. If they fail the re-evaluation, their dismissal shall be determined in a resolution by 3 level Faculty Evaluation Committees. Dismissals shall be determined by consensus from more than two-thirds of the Faculty Evaluation Committee (with more than two-thirds of the entire committee present). The Faculty Evaluation Committee shall submit the decision to competent educational authorities. For individuals who did not pass their evaluations, the adoption period for the re-evaluation of their performance in teaching, research, service and consultation shall be advanced by three years (for lecturers and assistant professors), or five years (for associate professors and professors) after providing consultation or assistance. The adoption of performance may not begin on the first evaluation year.

Article 9. In the three years before NTNU lecturers and assistant professors are evaluated, or within five years before associate professors and professors are evaluated, individuals who meet one of the following conditions may apply to be exempt from the current performance evaluation:

1. Served as an NTNU Chair Professor.
2. Received the NTNU Exceptional (Outstanding) Teaching Award.
3. Received the NTNU Exceptional Service Award.
4. To retire in the following two semesters after the semester to be evaluated.
5. Received the Excellent Teacher Award from the Ministry of Education.

Article 10. Professors whose research performance qualifies for one of the following conditions may apply to be exempt from all performance evaluations:

1. Elected as a member of Academia Sinica.
2. Received the Ministry of Education Academic Award, National Chair Professorship, National Award for Arts, or the Executive Yuan National Cultural Awards.
3. Served as a Chair Professor for a renowned university domestically or abroad recognized by NTNU.
4. Awarded research organization grants (hereinafter referred to as research project organization grants) from the research program (including industry-academia collaboration projects) of the Ministry of Science and Technology for more than fifteen times. (A Class-A Research Award from MOST may be regarded as an organization grant for research projects; one Outstanding Research Award may be regarded as three organization grants for research projects). The project's execution period should be at least one year, and a maximum of one grant may be included in the calculation per year.

One NTNU Teaching Excellence Award may be counted as one research program

organization grant (a Teaching Exceptional Award may be counted as three research program organization grants). However, Teaching Excellence Awards and research program organization grants received within the same year as the award may not be counted repeatedly. Teaching Exceptional Awards and research program organization grants received within three years following the year of the award may not be counted repeatedly.

Article 10-1 Teachers who are sixty years old or older may be exempt from evaluation.

Article 11 Professors whose teaching performance qualifies for one of the following conditions may apply to be exempt from all performance evaluations:

Awarded the NTNU Teaching Excellence Award for over fifteen times (one Teaching Exceptional Award may be regarded as three Teaching Excellence Awards).

Article 12 Teachers who have been approved for work suspension with or without pay for over six months for reasons such as sabbatical leave, studying overseas, teaching overseas, temporary job transfer, taking parental leave, or attending to relatives shall have their evaluations deferred to after they return to work in accordance with the period of leave starting on the semester when the evaluation was due.

If a teacher experiences a major incident during the evaluation period, they may submit supporting documents and, upon approval by the school, defer the evaluation starting from the semester in which the evaluation was originally due.

Female teachers who are pregnant, who have given birth (or miscarriage) may be given a two-year grace period for postponing evaluation without the requirement to apply for retention without pay.

Teachers who serve as NTNU Level 2 directors, deputy directors, or above may apply for deferred evaluation starting on the semester where the evaluation was due in accordance with their service period.

Data for the deferred evaluation shall be calculated from the semester of the previous evaluation. Various performances during the semester of evaluation shall be included the next evaluation.

Article 13 In the event that evaluation information provided by a teacher involves plagiarism, falsification, alteration, or other actions in violation of academic ethics or integrity, once verified, the teacher shall be deemed as having failed the evaluation and processed in accordance with relevant NTNU regulations.

Article 14 Teachers that are required to be evaluated must provide data for evaluation. Teachers who fail to provide data shall be deemed to have failed the evaluation.

Article 15 Regarding the evaluation items, the Department should adopt specific and clear scoring standards in accordance with the provisions of Article 4 and Article 5 of the Directives.

The faculty evaluation committees of the Department and the College of Education should place each evaluation case on its agenda, carefully review the evaluation materials, and vote

in secret.

Article 16 The timeline for evaluations is as follows:

1. Initial evaluation

- (1) By the end of September / March each year, the Department should notify the teachers who are to be evaluated in the next semester. Applications for exemption from evaluation should be made one semester before the evaluation is due to take place, to facilitate the preparation of a list of teachers to be evaluated in the next semester.
- (2) Teachers due to be evaluated should submit their evaluation materials to the Department office by the end of August / February. The department's faculty evaluation committee shall convene by the end of October / April and conduct the initial evaluation according to the grading standards set by the Department, the results of which, along with the related materials, should be forwarded to the College of Education office.

2. Second evaluation

- (1) The Education College Faculty Evaluation Committee shall convene by the end of November / May and conduct the second evaluation, the results of which, along with the related materials, should be forwarded to the president and the University Faculty Evaluation Committee for review.
- (2) Following the review by the University Faculty Evaluation Committee, the College of Education shall forward the results to the Department and faculty member.

Article 17 Starting on August 1, 2014, evaluation of full-time teachers of the Department shall be carried out in accordance with the standards set forth in the Directives; the Directives are applicable to teachers appointed after August 1, 2011.

The Paragraph 2 of Article 10 shall take effect immediately.

Article 18 The evaluation of adjunct faculty and faculty of the College of Teacher Education shall be handled in accordance with the relevant NTNU regulations.

Article 19 Related matters not specifically covered in the Directives shall be dealt with according to the NTNU Regulations for Teacher Evaluation and other relevant regulations.

Article 20 The Directives must receive approval from the Department Affairs Meeting, undergo review by the Education College Faculty Evaluation Committee, and be submitted to the President of the University for final approval before publication and implementation. The same process applies to any subsequent amendments.