

國立中興大學獸醫學院教師評鑑辦法

92年1月15日院務會議通過
94年9月19日院務會議修正(第3.4.5.6.9條)
96年9月13日院務會議修正(第2.6.9條)
97年2月25日院務會議修正(第2~4.6~8.10條)
97年5月30日院務會議修正(第1~3.6~7條)
98年2月25日院務會議修正(第5.6條)
98年9月16日院務會議修正(第2.5.6條)
99年3月29日院務會議修正(第3條)
99年8月11日院務會議修正(第5條)
100年3月18日院務會議修正(第3.5.6條)
101年8月29日院務會議修正(第2、8~13條)
102年3月13日院務會議修正(第3.6條)
103年3月26日院務會議修正(第6條)
103年9月19日院務會議修正(第2、6、13條、符合免受評鑑教師名單表)
106年3月22日院務會議修正(第5、6條)
106年9月14日院務會議修正(第2、3、6、11條)
107年3月30日院務會議修正(第5、6條)
108年3月22日院務會議修正(第2、5、6、8條)
109年3月25日院務會議修正(第6條)
111年3月29日院務會議修正(第2、8條)
112年4月24日院務會議修正(第2條)
112年9月19日院務會議修正(全條文)

- 第一條 本辦法依「國立中興大學教師評鑑準則」(以下簡稱校評鑑準則)訂定之。
- 第二條 本院編制內專任教師每隔五年應接受一次評鑑。新聘教師於到校滿三年開始接受評鑑。但有符合校評鑑準則第二條規定者，得免接受評鑑。評鑑未通過者，下一年應接受「再評鑑」；「再評鑑」仍未達通過標準者，下一年應繼續接受「再評鑑」，並以二次為原則。教師因休假研究、出國進修研究、留職停薪或有校評鑑準則第九條第五項各款事實者，得檢具證明依行政程序簽請校長同意延後辦理評鑑或再評鑑。
- 第三條 本院教師評鑑工作由教師評鑑小組負責。教師評鑑小組委員五至七人，其組成及規定如下：
- 一、本院院長為當然委員兼召集人，開會時擔任會議主席。
 - 二、院長應聘請校內外傑出學者專家擔任委員，校外委員至少應有二分之一以上。
 - 三、委員須親自出席，不得委由他人代理。會議應有全體委員三分之二以上出席始得召開。
 - 四、委員若為受評者，應迴避與自身評鑑有關之評分及議決。
 - 五、評鑑小組得邀請受評鑑教師到場說明或報告。
 - 六、評鑑結果送交各系所轉知受評鑑教師。
- 第四條 本院應於每年三月一日前，列出當年度應接受評鑑之教師名單，通知相關系所備妥受評教師資料於四月十五日前送院辦理。應接受評鑑教師無故不提出資料者，視同未通過評鑑。當年度受評鑑教師不足十人或其他特殊狀況，得依行政程序報請校長核定後，延後於次一年度辦理評鑑。
- 第五條 教師評鑑分教學、研究與服務項目，教師須由下列三種配分比例當中選定一種接受評鑑，總分為一百分，以過半數委員所評分數達七十分者，為通過評鑑。
- 甲：教學占五十分、研究占三十分、服務占二十分。

乙：教學占三十分、研究占五十分、服務占二十分。

丙：教學占三十分、研究占三十分、服務占四十分。

教師評鑑評分表另訂之。

第六條 經本院評鑑小組評定教學、研究、服務績效特別優良之教師，得分別推薦為本校相關獎項候選人。評鑑績優者，院長得予適當之獎勵。

第七條 當年度評鑑或再評鑑未通過者，應於六月三十日前向所屬系所提出改善計畫。系所應做適當協助與輔導，必要時得依行政程序簽請相關單位協助之。

評鑑結果雖達本院通過標準，但教學、研究或服務項目中，任一單項評鑑成績未達七十分者，應於六月三十日前向所屬系所提出改善計畫，並送本院追蹤輔導。

第八條 經過「再評鑑」仍未達通過標準之教師，評鑑小組應儘速提院教師評審委員會審議後提校教師評審委員會。

第九條 受評教師對評鑑結果有異議者，得於接獲書面通知三十日內，以書面檢附具體證據，依本校教師申訴評議委員會組織及評議要點規定提起申訴。申訴人不服本校教師申訴評議委員會之評議者，得向教育部中央教師申訴評議委員會提出再申訴。

第十條 本辦法若有未盡事宜，悉依本校相關規定辦理。

第十一條 本辦法及評分表經院務會議通過報請校長核備後施行，修正時亦同。

NATIONAL CHUNG HSING UNIVERSITY COLLEGE OF VETERINARY MEDICINE Faculty Evaluation Regulations

Amended by the College Affairs Meeting on September 19, 2023 (Articles 1-11)

- Article 1 The Regulations are formulated in accordance with the *National Chung Hsing University Faculty Evaluation Guidelines* (“the NCHU Guidelines”).
- Article 2 Full-time faculty members within the College shall undergo evaluation every five years. Newly appointed faculty members shall undergo an initial evaluation after three years of service at NCHU. Nevertheless,, those who meet the criteria outlined in Article 2 of the NCHU Guidelines may be exempt from evaluation.
- Faculty members who fail the evaluation shall undergo re-evaluation the following year; those who fail the re-evaluation shall undergo a second re-evaluation in the third year. Re-evaluation is limited to twice in principle.
- Faculty members on sabbatical, abroad for further studies, on unpaid leave, or experiencing circumstances described in Article 9, Paragraph 5 of the NCHU Guidelines may submit relevant proof to request deferred (re-)evaluation. Approval is subject to the President's decision in accordance with internal administrative procedures.
- Article 3 The Faculty Evaluation Task Force within the College shall conduct faculty evaluations and consist of five to seven members, as follows:
1. The Dean shall serve as an ex-officio member, convener, and chair of its meetings.
 2. The remaining members shall be outstanding scholars or experts appointed by the Dean, with at least half unaffiliated with NCHU.
 3. Members must attend meetings in person and may not delegate their attendance. A meeting may only be convened if more than two-thirds of the members are present.
 4. Members undergoing evaluation shall recuse themselves from related discussions and scoring.
 5. The Task Force may invite the evaluated faculty member to present or report.
 6. The Task Force shall inform each academic unit of the evaluation results and forward them to the faculty members.
- Article 4 The College shall compile a list of faculty members to be evaluated by March 1. Each academic unit shall complete the necessary forms, attach supporting documents, and submit them to the Task Force for review by April 15. Faculty members who refuse to provide the required documents shall be deemed to have failed the evaluation.
- Article 5 Faculty evaluations shall be conducted in three areas—teaching, research, and service. Faculty members must choose one of the following three evaluation schemes. Each scheme is based on a total score of 100 points. A score of 70 or above, as determined by the majority of committee members, will be considered a passing evaluation.
- Scheme A: Teaching 50%, Research 30%, Service 20%.

Scheme B: Teaching 30%, Research 50%, Service 20%.

Scheme C: Teaching 30%, Research 30%, Service 40%.

The faculty evaluation scoring sheet shall be prescribed separately.

Article 6 Faculty members with outstanding performance in teaching, research, or service may be recommended by the Task Force for relevant NCHU awards. Faculty members with exceptional evaluation results may also receive appropriate rewards from the Dean.

Article 7 Faculty members who fail to pass the evaluation or re-evaluation must submit an improvement plan to their unit by June 30 of the same year. The unit shall provide necessary assistance and guidance, and, if required, refer such faculty members to the competent unit for further assistance in accordance with internal administrative procedures.

Even if a faculty member passes the evaluation, if any individual area (teaching, research, or service) scores below 70 points, they must submit an improvement plan to their department by June 30 and forward it to the competent college for tracking progress.

Article 8 The Task Force shall, at its earliest convenience, refer faculty members who fail the re-evaluation to the College Faculty Evaluation Committee and subsequently to the NCHU Faculty Evaluation Committee for review.

Article 9 Faculty members who wish to dispute the evaluation results may file a written appeal with supporting documents within 30 days of receiving notification, in accordance with the NCHU *Guidelines for the Organization of the Faculty Appeal Committee and Its Review Procedures*.

Appellants who dispute the results of an appeal may further appeal to the Ministry of Education's Central Committee for Teacher Appeals.

Article 10 Matters not addressed herein shall be subject to other applicable regulations of NCHU.

Article 11 The Regulations and the Evaluation Scoring Sheet shall be implemented upon approval by the College Affairs Meeting and the President. Any amendments shall follow the same process.

(updated 2024/12/5)