

National Chiao Tung University College of Electrical and Computer Engineering Teacher Evaluation Guidelines

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*ECE: College of Electrical and Computer Engineering;

**TECC: Teacher Evaluation Committee of the College;

***UTEC: University Teacher Evaluation Committee

Article 1 To increase the teaching, research, and service quality of the College of Electrical and Computer Engineering (hereafter referred to as the College), this guideline (hereafter referred to as the Regulation) was established based on the National Chiao Tung University (NCTU) teacher evaluation regulations.

Article 2 Except for those excused from evaluation based on Article 3 of the Regulation, various levels of full-time instructors must all be evaluated once every 5 years. Starting from October 3, 2007, instructors who fulfilled 5 years of service receive their first evaluation; those who have not completed 5 years of teaching can also elect to receive early evaluation. The evaluation period starts from the start date of the present post, ends on the date of application for evaluation, and excludes periods of leave without pay, but halves the duration of secondment periods. Evaluation periods for instructors who have been promoted begin on the effective date of the promotion.

Newly recruited instructors must fulfill the criteria for teacher evaluation prior application for promotion outlined in Article 4 of the NCTU regulations for newly recruited instructor promotion. However, those who meet the conditions to be excused from evaluations and have been approved by the DTEC, TECC, and UTEC may proceed to apply for promotions.

Article 3 Full-time instructors of the College who match one of the following conditions are excused from evaluations:

1. Permanent excuse:
 - i. Elected as Academia Sinica Academician.
 - ii. Won the Ministry of Education Academic Award, or is a national chair professor.
 - iii. Won at least three National Science Council (NSC) Excellence Awards.
 - iv. Won **at least 12** NSC Level-A Research Awards (one Outstanding Research Award is equivalent to three Level-A Research Awards and one Excellent Research Award is equivalent to two Level-A Research Awards).
 - v. Won at least three NCTU Distinguished Teaching Awards.

- vi. Won TECC-approved internationally renowned academic awards and fellowships from crucial international societies, such as the Institute of Electrical and Electronics Engineers, Applied Physical Society, Optical Society, International Society for Optics and Photonics, and Society for Information Display.
 - vii. Is 60 years of age or above and has passed at least one evaluation or matches other aforementioned conditions.
2. Present excuse:
- i. Currently a chair professor at NCTU and a top domestic or foreign university.
 - ii. Won at least one NSC Outstanding Research Award within the past 5 years.
 - iii. Passed the minimal teaching requirements in each department and (a) acquired at least 4 years of NSC research funds as the principal investigator within the past 5 years or (b) demonstrated DTEC-approved academic contributions within the past 5 years.
 - iv. Won the NCTU Distinguished Teaching Award (two college- or university-level teaching awards is equivalent to one NCTU Distinguished Teaching Award) within the past 5 years.
 - v. Served at least one term as supervisor of department level 1 or above within the past 5 years.
 - vi. Demonstrated other outstanding teaching, research (including exhibitions), and service results, and acquired approval to be excused from evaluations from the TECC and UTEC by providing documents of proof to each department.

Article 4 Teacher evaluations must integrate objective and careful considerations of teaching, research, and service results. Considering the varying professional attributes of the instructors to be evaluated, a secondary evaluation is performed by the TECC. In principle, this is performed without altering the evaluation results after comprehensive review of the preliminary evaluation by the DTEC, who is responsible for submitting the evaluation results, meeting records, and the list of excused instructors to the TECC.

- 1. The preliminary evaluation is divided into the three evaluation categories of teaching, research, and services; the weighting for each category is preferentially selected by the instructors to be evaluated (the total weighting equals 100%; a score of at least 80% is required to pass the preliminary evaluation).
- 2. Outstanding achievement in any preliminary evaluation item (at least 85%) is considered excellent performance.
- 3. Instructors who have demonstrated excellent performance in the two higher-weighted items or minimal total scores of 80% are considered as passing the secondary evaluation.

Teaching items must include hours of lectures. According to the NCTU

Instructor Lecturing Hours Counting Principle, when lecture hours do not reach the minimal weekly lecture hours, the instructors must compensate for the difference within the following academic year. Instructors who fail to follow this rule cannot pass the evaluation for teaching items.

DTEC-established evaluation scoring standards are implemented after approval and filing by the CTEC.

- Article 5 Instructors who fail the teachers' evaluation may receive a raise, apply for sabbatical for research or study, request a secondment, accept a part-time job or service extension, or serve as a DTEC, TECC, or UTEC member or administrative supervisor; secondary evaluations for full-time instructors who did not pass the preliminary evaluation must be applied for within 2 years. Instructors who pass the secondary evaluation may be eligible for a raise starting the following academic year, during which instructors may apply for sabbaticals for research or study, secondments, and part-time jobs. DTEC, TECC, and UTEC must vote to consider reappointments for instructors failing secondary evaluation.
- Article 6 Instructors accepting evaluations must submit relevant data for review. Failure to provide relevant (or complete) data is considered as failing the evaluation. However, instructors who are on leave without pay or on paid leave (i.e., research on leave, leave to study, secondment, lecturing, or studying abroad) may delay the submission for up to 1 year after returning to school services.
- Article 7 When DTEC, TECC, or UTEC members are evaluated, their involvement in any evaluation-related discussions or elections is prohibited. Teacher evaluation committee meetings require the attendance of at least two thirds of members to be conducted; the agreement of more than half of the attending members is required to pass the resolution.
- Article 8 Instructors who are subject to child delivery, parenting duties, or major changes must provide proof to DTEC and TECC to obtain approval to delay evaluation for 2 years.
- Article 9 DTEC, TECC, and UTEC members must provide specific reasons to instructors who failed evaluations. Instructors who object must appeal to a higher-level teacher evaluation committee **using printed documents within 20 days after receiving the notification**; instructors who still object to the UTEC results must appeal to the UTEC according to the regulations provided by the NCTU Committee of Teacher Grievances and Teacher Grievance guidelines.
- Article 10 The promotion of newly recruited instructors is based on the NCTU Newly Recruited Instructor Promotion in a Fixed Period Regulations.
- Article 11 Please refer to relevant regulations for matters not covered in the Regulation.
- Article 12 The Regulation has been approved by the TECC and implemented after the approval and filing by the UTEC; this procedure also applies to relevant amendments.