

# **YZU Regulations for Evaluating Faculty Performance of Teaching And Service**

Passed by the 16<sup>th</sup> Administrative Committee of the 1998 School Year, June 14, 1999  
Amended by the 3<sup>rd</sup> Administrative Committee of the 2000 School Year, October 23, 2000

Article 1 “YZU Regulations for Evaluating Faculty Performance of Teaching And Service” (hereafter, ‘these regulations’) are established for the purpose of promotion for faculties based on the regulations made by Ministry of Education and Article 2 of “YZU Regulations for Examination of Faculty Promotion”.

Article 2 Full-time faculties shall meet the requirement for basic years of service while applying for the examination of faculty promotion. Evaluation of faculty performance of teaching and service shall be processed in accordance with these regulations.

Article 3 Evaluation of faculty performance of teaching and service will be calculated for thirty percent of the total score for promotion. The evaluation criteria are as follows:

1. Teaching:

- (1) Yearly results of teaching evaluation.
- (2) Designing of the syllabus.
- (3) Performance of guidance of undergraduates’ graduation achievements (include thesis, works) and performance of guidance of MA thesis and doctoral dissertation.
- (4) Status of participation in the committees of teaching and in the academic seminars.
- (5) Status of class attendance and make-up class for class leave.
- (6) Students’ feedbacks from the teaching evaluation questionnaires.
- (7) Other matters related to teaching

2. Service

- (1) Status of concurrent administrative position and participation in University’s committees.
- (2) Status of managing large seminars, speeches, art activities, editing publications, managing entrance exams for University.
- (3) Status of executing the project for improving administrative efficiency.
- (4) Contributions of participating in administrative affairs of department, college and University.
- (5) Status of participation in planning for continuing education classes and participation in international cooperative affairs.
- (6) Status of managing the laboratories, subject research rooms and status of directing students to join internships and competitions outside University.
- (7) Keeping frequent contact with advising students and getting to know students more.
- (8) Facts of counseling for students’ life, learning and actions.
- (9) Status of participation in activities for counseling all the students.

- (10) Participation in training of counseling abilities and have concrete counseling methods
- (11) Assisting students to solve their problems and communicating with relevant offices.
- (12) Participation in relevant services outside University for promoting YZU reputation.
- (13) Other matters related to service.

Article 4 Faculties who apply for promotion shall have their performance of teaching and service evaluated by Teacher Evaluation Committee of Department and then examined by Teacher Evaluation Committee of College.

Article 5 During the re-verification process, Teacher Evaluation Committee of College shall examine the results from outer examination of publications and the printed materials submitted by Teacher Evaluation Committee of Department; if there is any deficiency of the information submitted, Teacher Evaluation Committee of College may require further information to be submitted or just examine the deficient information. During the final verification process, Teacher Evaluation Committee of School shall examine the results from outer examination of publications and the printed materials submitted by Teacher Evaluation Committee of College.

Article 6 These regulations are adopted by Administrative Committee, reported to President for ratification and implementation, as shall amendments when they are made.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**