Yuan Ze University Faculty Annual Performance Reward Implementation Rules

Passed at the 4th Administrative Meeting of the 84th Academic Year on November 27, 1995
Amended and passed at the 11th Administrative Meeting of the 85th Academic Year on June 16, 86
Amended and passed at the 6th Administrative Meeting of the 87th Academic Year on November 30, 1998
Amended and passed at the 6th Administrative Meeting of the 90th Academic Year on October 22, 2001
Amended and passed at the 17th Administrative Meeting of the 90th Academic Year on May 13, 2002
Amended and passed at the 16th Administrative Meeting of the 92nd Academic Year on April 19, 2004
Amended and passed at the 8th Administrative Meeting of the 94th Academic Year on January 2, 2006
Amended and passed at the 9th Administrative Meeting of the 95th Academic Year on January 8, 2007
Amended and passed at the 10th Administrative Meeting of the 97th Academic Year on February 23, 2009
Amended and passed at the 7th Administrative Meeting of the 101st Academic Year on November 19, 2012
Amended and passed at the 20th Administrative Meeting of the 101st Academic Year on June 19, 2013
Amended and passed at the 18th Administrative Meeting of the 103rd Academic Year on April 1, 2015
Amended and passed at the 20th Administrative Meeting of the 104th Academic Year on June 8, 2016
Amended and passed at the 17th Administrative Meeting of the 105th Academic Year on April 19, 2017
Amended and passed at the 10th Administrative Meeting of the 106th Academic Year on December 20, 2017
Amended and passed at the 17th Administrative Meeting of the 106th Academic Year on April 25, 2018
Amended and passed at the 6th Administrative Meeting of the 108th Academic Year on October 23, 2019
Amended and passed at the 21st Administrative Meeting of the 108th Academic Year on May 13, 2020
Amended and passed at the 10th Administrative Meeting of the 109th Academic Year on December 16, 2020
Amended and passed at the 6th Administrative Meeting of the 110th Academic Year on October 20, 2021
Amended and passed at the 24th Administrative Meeting of the 110th Academic Year on June 8, 2022
Amended and passed at the 11th Administrative Meeting of the 111th Academic Year on December 21, 2022
Amended and passed at the 6th Administrative Meeting of the 112th Academic Year on October 18, 2023
Amended and passed at the 22nd Administrative Meeting of the 112th Academic Year on July 10, 2024

Article 1 These rules are established in accordance with Article 5 of the University's Faculty Evaluation and Rewards Regulations.

Article 2 Faculty evaluation and rewards are divided into three categories: teaching, research, consultation, and service. According to the faculty's expertise, each category is further divided into six major categories: engineering, management, informatics, humanities, electrical and communication engineering, and medical (nursing). The President appoints the conveners of each category. Faculty in departments (or equivalent units) select categories based on their college affiliation. The International Language and Culture Center, the Physical Education Office, and the Military Education Office belong to the humanities category. Full-time instructors in the Military Education Office only participate in the "consultation and service" performance awards. The faculty in the General Studying college determines the categories based on their expertise. Faculty cannot change their selected categories arbitrarily without approval from the University's Faculty Evaluation and Reward Review Committee.

Article 3 Awards are classified into "outstanding," "excellent," and "good" categories. For the teaching, consultation, and service categories, performance bonuses or other rewards are granted based on the achieved category. The research category grants awards directly based on international key evaluation indicators. Performance bonuses are allocated according to the budget for the current year.

Article 4 Each category can recommend a maximum of one faculty for the "outstanding award." The

University's Faculty Evaluation and Reward Review Committee will review the recommended faulty. The committee will publish the list of winners approved after the review, and the recipients will receive public recognition and medals. Approved faculty are obligated to participate in demonstration activities for the seminar related to that category for the academic year.

Article 5 The number of faculty rated as "excellent" in each category shall not exceed 10 percent of the total number of faculty participating in the performance rewards. The number of faculty rated as "good" shall not exceed 30 percent of the total number of faculty participating in the performance rewards. The total number of teaching, consultation and service faculty does not include senior administrators or administrators. The total number of consultation and service faculty includes full-time military training instructors. The performance awards for senior administrators or administrators for the current academic year shall be determined by the President after being compiled by the Office of the Secretary.

Article 6 The performance bonus for the "outstanding award" in each teaching category is 100,000 New Taiwan Dollars (NTD); for the "excellent award," it is 50,000 NTD; for the "good award," it is 20,000 NTD. For each consultation and service category, the "outstanding award" is 60,000 NTD; the "excellent award" is 20,000 NTD; the "good award" is 10,000 NTD.

Article 7 Evaluations of Teaching, Consultation and Service:

I. Faculty who meet the "YZU Faculty Evaluation Minimum Requirements Standards" receive a basic score of 60 points.

II. Faculty can earn a maximum of 40 additional points in University-level development items, scored according to the Teaching and Consultation and Service performance scoring table.

III. Faculty can earn a maximum of 40 additional points in College- or department-level distinctive items. Each department (or equivalent unit) and center or office shall establish a faculty evaluation for teaching, consultation, and service evaluation method according to its characteristics and needs and specific items, and after being approvaled by the respective level meetings. They shall be submitted to the University's Faulty Evaluation and Reward Review Committee for final approval.

Article 8 The evaluation of research projects is based on the scoring criteria for various research categories. The total score for each faculty's research is calculated uniformly by the Research and Development Office according to the scoring criteria for various research categories and is rated accordingly.

Article 9 Research awards are granted different amounts of performance bonuses based on the following international key evaluation indicators:

I. Articles in Nature or Science journals are awarded 250,000 NTD each.

II. Articles in SCI/SSCI journals: According to the Impact Factor in the recent year's WOS database, articles ranking in the top 5% (inclusive) receive 40,000 NTD each; those ranking in the top 5% to 20% receive 30,000 NTD each; those ranking in the top 20% to 50% receive 20,000 NTD each; those ranking over 50% receive 10,000 NTD each. A&HCI paper classifications and award amounts are determined case-by-case by the committee chairman

and category conveners. For faculty whose work is recognized as highly cited or hot papers by InCites Essential Science Indicators dataset for three years within five years, each paper receives 60,000 NTD as a one-time award upon first recognition. The authorship is determined based on the paper's first author or corresponding author. In the case of collaborative work with external institutions, the proportion of authorship by university professors is considered, and overseas professors are not counted as part of the author count.

III. TSSCI/THCI (Level 1 and Level 2) journal articles receive 8,000 NTD each. Authorship is determined based on the first author or corresponding author for the paper. In the case of collaborative work with external institutions, the proportion of authorship by university professors is considered, and foreign professors are not counted as part of the author count.

IV. Academic books and translation and annotation projects funded by the National Science and Technology (excluding edited books, chapters, and textbooks): The award for internationally renowned publishers is 0 to 50,000 NTD per book, and for domestically renowned publishers, it is 0 to 30,000 NTD per book. In the case of collaborative work with external institutions, the award is allocated based on the proportion of authorship.

V. Competition awards: Awards in international and domestic competitions organized by government departments or well-known enterprises are granted based on the number of substantial participants (excluding supervising faculty). Awards range from 0 to 30,000 NTD per competition; multiple internal awards are not allowed.

VI. Large-scale artistic creation and exhibitions: With the review and approval of a panel comprising the Chairman of the Review Committee and conveners of discipline categories, awards for projects reported in the media and organized by public agencies or well-known art foundations that enhance the school's reputation are granted based on individual cases and range from 0 to 30,000 NTD each.

VII. Academic or industry research projects: For individual Faculty projects, each 400,000 NTD in project funding receives a 10,000 NTD award, but the award amount cannot exceed half of the project's budget after deducting all expenses (including rent, utilities, cleaning, repairs, insurance, relocation). The award is included in the annual faculty performance bonus calculation.

VIII. Invention patents (excluding utility model or design patents): Patents applied in the name of Yuan Ze University are eligible. The same case is counted only once. Foreign patents receive 20,000 NTD, and domestic patents receive 10,000 NTD. In the case of collaborative applications with external parties, the award is distributed proportionally based on the number of contributors.

IX. Technology transfer income: After deducting all royalties and expenses, each 400,000 NTD in technology transfer income receives a 10,000 NTD award. In the case of collaboration with external partners, the award is distributed proportionally based on the number of contributors.

X. Conference papers: International conference papers receive 1,000 NTD each, and domestic conference papers receive 500 NTD each. Supervising students and project postdoctoral

assistants are excluded, and faculty must be the first author or corresponding author of the paper. Only papers presented by Yuan Ze University can be considered. Each conference paper is awarded to one presenter (if the first author and corresponding author at the University are different, the corresponding author coordinates). The first conference paper by each faculty is not eligible for an award, and the total conference paper award for the academic year is capped at 4,000 NTD.

Article 10 The research performance reward for the Chair Professor is calculated as 50% of the total research performance bonus. Jointly-appointed Faculty is only eligible for the research performance rewards mentioned in Article 9, Subparagraphs I and II. Project-Based Visiting Faculty, Project-Based Teaching Faculty, Project-Based Industry Faculty, and Faculty-level Technical specialists can choose to participate in research evaluations and receive research performance bonuses.

Article 11 The chairpersons of various departments, divisions (or equivalent units), centers, and offices should submit the faculty evaluation results to category conveners and then submit them to the University's Faculty Evaluation and Reward Review Committee for confirmation.

Article 12 The chairpersons of various departments, divisions (or equivalent units), centers, and offices should inform their faculty about the evaluation process, procedures, and results for the current year. Faculty who have doubts about the evaluation and performance reward assessment process for the current year can submit a written application for review to the category to which they belong and communicate with the category conveners. If consensus cannot be reached, they may bring the matter to the University's Faculty Evaluation and Reward Review Committee for discussion, and the decision results will be communicated to the parties concerned by the committee chairman.

Article 13 Faculty and administrative staff participating in evaluations must adhere to the University's "Confidentiality Regulations for Faculty and Staff" and fulfill their responsibility to maintain confidentiality.

Article 14 These Rules are implemented after approval by the Administrative Meeting, and any amendments shall be treated similarly.

【教學】績效計分表

Teaching Performance Scoring Table

(適用於 114 學年度起審查 113 學年度之教師績效)

(Reward reviewed in the 114th academic year for faculty performance in the 113th academic year)

校發展項目上限 40 分，以「加分」項考計，計分標準如下：
University-level development items entitle faculty to score at most 40 extra points according to the following scoring criteria：

項目 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
特色課程 Distinctive Courses	開設英語授課課程(非本國籍教師除外) Offer English-taught courses (excluding non-native faculty) 開設高教深耕計畫補助之多元特色課程(包括：資訊科技課程、STEAM 課程、人文關懷課程、自主學習課程、社會參與課程、永續課程等)，1 學分以 18 小時計 Offer diverse distinctive courses subsidized by the Higher Education Sprout Project (including Information Technology courses, STEAM courses, Humanities and Caring courses, Self-directed Learning courses, Social Engagement courses, Sustainability courses), calculated at 1 credit for every 18 hours	1 分/學分 1 point per credit	1. 依據教務處提供資料核定 Verified according to the information provided by the Office of Academic Affairs. 2. 開設英語授課課程(非本國籍教師除外)：教師績效系統將設計參考人事系統資料，匯入時系統篩選符合國籍條件之教師紀錄做儲存 Offer English-taught courses (excluding non-native faculty). The faculty performance system will reference the data from the personnel system, importing and saving the records of faculty that meet the nationality criteria.
	開設高中端或市政府多元特色課程(如：適性探索課程、主題體驗/實作型課程等) Offer diverse distinctive courses for high schools or city governments (e.g., Adaptive Exploration courses, Theme-based Experiential/Practical courses)	0．5 分/時 0.5 point per hour	
計畫與獲獎 Projects and Awards	執行教育部大學社會責任實踐計畫(USR 計畫) Implement MOE's University Social Responsibility Project (USR Project)	10 分/案 10 points per project	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office.
	執行教育部教學實踐研究計畫 Implement MOE's Teaching Practice Research Project	5 分/案 5 points per project	依據教務處提供資料核定 Verified according to the information provided by the Office of Academic Affairs.
	獲教育部教學實踐研究計畫績優計畫 Win MOE's Teaching Practice Research Project Achievements	10 分/案 10 points per project	
	執行國科會大專學生研究計畫 Implement NSTC's College Student Research Project	5 分/案 5 points per project	依據研發處提供資料核定 Verified according to the information provided by the Office of Research and Development.
	指導學生參與大專生研究計畫獲研究創作獎 Guide students to participate in college student research projects and win research creation awards	10 分/件 10 points per award	
	執行校外其他教學相關計畫 Implement other off-campus teaching-related projects	4-10 分/案 4-10 points per	1.相關佐證資料由受評者列舉，教務處依據提供之資

	校發展項目上限 40 分，以「加分」項考計，計分標準如下： University-level development items entitle faculty to score at most 40 extra points according to the following scoring criteria：			
			project	料核定 The faculty list the relevant supporting documents, and the Office of Academic Affairs verifies them based on the provided information
	獲校外其他教學相關獎項 Win other off-campus teaching-related awards		5-10 分/件 5-10 points per award	2. 給分原則如【附件】 The grading criteria is shown as "Attachment"
	加分 additional points			分 points

【輔導暨服務】績效計分表
Consultation and Service Performance Scoring Table
(適用於 114 學年度起審查 113 學年度之教師績效)

(Reward reviewed in the 114th academic year for faculty performance in the 113th academic year)

校發展項目上限 40 分，以「加分」項考計，計分標準如下：
University-level development items entitle faculty to score at most 40 extra points according to the following scoring criteria：

項目 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
輔導 評量 Consultation Assessment	導師輔導問卷評量獲得學生評量相當分數 Advisor consultation survey from students reaches the required score	問卷評量分數 4.0-4.4 分，得 5 分； 5 points for each score between 4.0 and 4.4. 4.5-5.0 分，得 10 分 10 points for each score between 4.5 and 5.0.	1. 學務處提出系統需求，包含提供輔導問卷內容等，資服處負責系統開發。 The Office of Student Affairs proposed system requirements, including providing consultation survey content, and the Office of Library and Information Services is responsible for system development. 2. 建議資服處可比照教學評量問卷做法，提供學生線上填答。 The Office of Library and Information Services is suggested to adopt a similar approach to the teaching evaluation questionnaire by providing an online platform for students to respond 3. 由系統自動平均分數、轉換成分數。 Automatically averaging scores and converting them into grades by the system
輔導 事項 Consultation Matters	指導學生參加校際競賽獲獎人次 Instruct students to participate in inter-university competitions and win awards	1 分/人次 1 point per number of award-winning instances	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	擔任「多元學習護照」輔導老師 Serve as a mentor for the "Diverse Learning Passport" program	2 分/案 2 points per case	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	擔任社團指導老師 Serve as a club advisor	1.5 分/一學期； 1.5 points per semester	依據學務處提供資料核定 Verified according to the information provided by the

校發展項目上限 40 分，以「加分」項考計，計分標準如下：
University-level development items entitle faculty to score at most 40 extra points according to the following scoring criteria：

項目 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
		3 分/一學年 3 points per academic year	Office of Student Affairs.
	高風險學生個案輔導，含轉介、參加個案討論會議等 Consult for high-risk student cases, including referrals and participation in case discussion meetings	2 分/項 2 points per time	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	參加二次以上(含第二次)導師(或導師知能)相關會議或研習講座 Attend two or more (including the second) advisors (or advisor competence) related meetings or workshops.	2 分/次 2 points per time	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	參加校外性平培訓或擔任性平調查人員 Participate in off-campus gender equality training or serve as a gender equality investigator	參加校外性平培訓 3 分/次； Participate in off-campus gender equality training :3 points per time 擔任性平調查人員 4 分/次 Serve as a gender equality investigato : 4 points per time	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office.
招生活動 Admission Activities	推動國際招生/交流活動 Promote international admission/exchange activity	姐妹校建立 3 分/場； Partnership assistance :3 points per session 營隊/課程 5 分/場 Camps/Courses:5 points per session	依據全球處提供資料核定 Verified according to the information provided by the Global Affairs Office.
	執行國際招生/交流活動 Implement international admission/exchange activity	實體教育展 5 分/場、線上教育展 2 分/場； Education fair:5 points per event, Online Education fair(webinar):2 points per event	

項目 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
		營隊/課程 3 分/場； Camps/Courses:3 points per session 姐妹校交流(參訪) 1 分/場 Partner universities communicating(visit):1 points per session	依據教務處提供資料核定 Verified according to the information provided by the Office of Academic Affairs.
	推動國內招生宣傳講座或課程(如：至高中演講、學群/系所講座、設計課程等) Promote domestic admission seminars or courses (e.g., give talks at high schools, department/program seminars, design curriculum)	1 分/場 1 point per session	
	執行國內招生宣傳講座 (如：至高中演講、學群/系所講座、模擬面試等) Implement domestic admission seminars (e.g., give talks at high schools, department/program seminars, mock interviews)	實體 2 分/場； physical lecture: 2 points per session 線上 1 分/場 online lecture: 1 point per session	
	推動國內招生宣傳活動或跨院系課程(如：參訪、營隊、大型宣傳活動、設計多元特色課程等) Promote domestic admission activities or interdisciplinary courses (e.g., campus visits, camps, large-scale promotional events, design diverse and featured courses)	5 分/場 5 points per session	
	執行國內招生宣傳活動(如：參訪、營隊、大型宣傳活動等) Implement domestic admission activities (e.g., campus visits, camps, large-scale promotional events)	校內 1 分/人； on campus: 1 point per person 校外 2 分/人 off campus: 2 points per person	
行政服務 Administrative Services	執行校務研究 Implement Institutional Research	10 分/案 10 points per project	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office.
	執行永續發展和社會責任專案(USR Hub 計畫) Implement sustainable	8 分/案 8 points per project	

校發展項目上限40分，以「加分」項考計，計分標準如下： University-level development items entitle faculty to score at most 40 extra points according to the following scoring criteria：			
項目 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
	development and social responsibility projects (USR Hub project)		
	開設終身教育部課程 Offer courses of the School of Lifelong Education	學分班：1分/學分； credit course: 1 point per credit 非學分班：2分/門 Non-credit course: 2 points per course	依據終身教育部提供資料核定 Verified according to the information provided by the School of Lifelong Education
校友服務 Alumni Services	參與校級校友事務和校友會活動 Participate in university-level alumni affairs	2分/場 2 points per session	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office
政府與集團之合作計畫 Government and Far Eastern Group Collaboration Projects	推動與協助集團合作(集團駐點、亞醫先期計畫及工業區輔導） Promote and assist collaboration with Far East Group (Far East Group stationed, Asia Med First Plan, and Industrial Zone guidance)	1-10分/案 1-10 points per project	依據研發處提供資料核定 Verified according to the information provided by the Office of Research and Development.
	無編列管理費之政府部會研究計畫 Government departments' research projects without allocated administration fees	計畫金額每滿(含)10萬元1分/案，每案以10分為上限 For every 100,000 NTD (inclusive) in project funding, 1 point will be awarded, with a maximum of 10 points per project	1. 依據研發處提供資料核定 Verified according to the information provided by the Office of Research and Development. 2.相關佐證資料可由受評者列舉，研發處依據提供之資料核定 The faculty list the relevant supporting documents, and the Office of Research and Development verifies based on the provided information
加分 additional points			分 points

【教學】績效計分表

「執行校外其他教學相關計畫」及「獲校外其他教學相關獎項」給分原則

一、執行校外其他教學相關計畫
　　(一) 教師擔任政府或其他機構之教學相關計畫案主持人，每案計 2 分。
　　(二) 教學相關計畫案經費 30 萬元(含)以下，每案 2 分，超過 30 萬元部分，每 30 萬加計 2
　　　　 分，累計最高 8 分。若干教學相關計畫案因有共同主持人或協助主持人之參與，由計
　　　　 畫主持人進行配分。
　　(三) 教師應自提計畫證明/計畫經費核准清單，並以校內 portal 教師績效系統資料為準。
二、獲校外其他教學相關獎項
　　(一) 獲選教育部教學/教育人員獎項等，如：教育部師鐸獎、教育部全國傑出通識教育教師
　　　　 獎，每件計 10 分。
　　(二) 獲選國內外學會或其他機構教學/教育人員獎項等，如：中華工程教育學會(IEET) 教
　　　　 學傑出獎、AACP Innovation in Teaching Award，每件計 5 分。
　　(三) 教師應自提獲獎證明，並以校內 portal 教師績效系統資料為準。

"Attachment"

Teaching Performance Scoring Table
The grading criteria of "Implement other off-campus teaching-related projects" and "Win other off-campus teaching-related awards."

I. Implement other off-campus teaching-related projects

(I) Faculty serving as principal investigators of teaching-related projects of the government or other institutions are valued at 2 points per project.

(II) For teaching-related projects with funding of up to 300,000 NTD (inclusive), 2 points are awarded per project. For the portion exceeding 300,000 NTD, an additional 2 points are given for each increment of 300,000 NTD, accumulating to a maximum of 8 points. In cases where there are co-principal investigators or assisting principal investigators in several teaching-related projects, the allocation of points will be determined by the principal investigator.

(III) Faculty should submit proof of their project/proof of approved project funding and rely on the data from the university 's internal portal faculty performance system.

II. Win other off-campus teaching-related awards

(I) Selected awards from the Ministry of Education for teaching/educational personnel, such as the Ministry of Education's Teaching Excellence Award and the National Outstanding General Education Teacher Award, each valued at 10 points.

(II) Selected awards from domestic and international academic societies or other institutions for teaching/educational personnel, such as the Outstanding Teaching Award from the Chinese Institute of Engineering Education (IEET) and the AACP Innovation in Teaching Award, each valued at 5 points.

(III) Faculty should submit proof of their awards and rely on the data from the university 's internal portal faculty performance system.

In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.