National Taipei University of Education, Full-time Teacher Evaluation Regulations

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Article 1 National Taipei University of Education (NTUE) established the Regulations in accordance with Article 21 of the University Act in Taiwan, to enhance the honor of teachers and to improve teaching, research, counseling and service effectiveness.

Article 2 All full-time teachers in NTUE shall accept evaluation on teaching, research, counselling and services.  
There are three main items including teaching, research, and counselling and services in Teacher Evaluation. The total score are one hundred; each item has a flexible proportion and its evaluation details are as follows:

1. Teaching (35~45%)

1. Teaching planning and teaching material preparation.
2. Student-teacher teaching survey results.
3. Lectures, missing sessions or schedule change, session make-up and score delivery.
4. Workshop, licenses or certificates related to teaching subjects, teaching methods.
5. Textbook publications related to the teacher's academic expertise or lecturing subjects.
6. Digital curriculum and materials certification.
7. Teaching demonstration and sharing.
8. Leading or participating in teaching communities.
9. Serving as a mentor.
10. Teaching Awards (within NTUE or from governmental authorities, institutes, associations and a registered legal entity, etc.).
11. Other teaching related outcome.

2. Research (30~40%)

1. Outcome of exhibitions, performances, or artistic works.
2. Peer-reviewed academic research papers or teaching practice papers published in academic journals, professional journals or seminars.
3. The public release of the publication of academic, educational or teaching related books or chapters.
4. A technical report on teaching practices that are relevant to the granting of disciplines, teaching areas and helping students to improve their learning outcome; A technical report on teaching practice with distinguishing features of the pedagogic model or innovative teaching strategies; a technical report on teaching practice regarding multiple assessments for evaluating students learning outcomes.
5. The published textbooks are used for university. The published materials are used for primary and secondary schools. The teaching materials and teaching aids research and development technical reports (including audio and video files, manuals, etc.), teaching experimental outcomes reports, action research reports.
6. Patents from research and development results, technical transfer, technical contest awards, industry-university cooperative research performance, a technical report of industry-university cooperative research applications and derivative results.
7. Chairing, co-chairing, cooperative-chairing or participating in academic research, industry-university cooperation, and school approved industry cooperation programs; teaching related projects results reports with review mechanism (such as teaching excellence program, teacher training exquisite development feature plan, advancing teacher quality program, etc.).
8. Other research outcomes.

3. Counseling and services (25~35%)

1. Assistance to competent bodies in promoting adaptive learning and action learning related flipped instructional projects.
2. Chairing or participating in assisting the school to draft and implement governmental competitive projects with specific outcomes (such as teaching excellence program, teacher training exquisite feature development plan, advancing teacher quality program, etc.).
3. Participation in major governmental policy development.
4. Important positions in government agencies, academic institutions or academic organizations; academic service performance in academic journals editing, organizing academic meetings, etc.
5. Classes related teaching practice entrusted by Office of Continuing and Extension Education, the Ministry of Education, the Department of Education(Division), or government agencies.
6. Lectures on local education counselling related seminars.
7. Promoting teaching practices commissioned by government agencies.
8. Awards from on- and off-campus competitions on behalf of NTUE or colleges.
9. Administrative services performance in school administrative duties, meeting attendance and cooperation in administrative work.
10. Promotional service performance in planning or assisting in on-/off-campus academic extension courses, force or activities.
11. Performance in as mentors or counselling teachers of Postgraduate Career Counseling Community.
12. Outcomes of Student Learning Coaching.
13. Excellent performance in coaching student internship.
14. Counseling students to obtain certification (from government or institutes).
15. Excellent performance in coaching independent studies.
16. Guiding Master's thesis and Ph.D. dissertation.
17. Instructing students in the implementation of the undergraduate research projects.
18. Guiding students in contests and winning awards.
19. Performance in coaching student associations or participation in the student activities.
20. Counselling special needs students with specific deeds, such as gender equality education, ethical education, etc.
21. Other counselling or service outcomes.

Every college and Office of Academic Affairs refer to the above regulations, select the breakdown of the items mentioned in the preceding paragraph according to its characteristics and set the score ratio in the teacher evaluation criteria.

Article 3 The evaluation of teachers at all levels is as follows:

1. For teachers at all levels appointed before (and including on) Jul. 31st, 2007, an evaluation is carried out by the colleges and Office of Academic Affairs every 5 years after the approval of the Regulations.

2. For lecturers and assistant professors appointed after (and including on) Aug. 1st, 2007, an evaluation is carried out within 3 years. Professors and associate professors appointed after (and including on) Aug. 1st, 2007 are evaluated within 5 years by the colleges and Office of Academic Affairs.

Once passed the evaluation, an evaluation is carried out by the colleges and Office of Academic Affairs every three years for lecturers and assistant professors and every 5 years for professors and associate professors. The results have to submitted to university-level teacher evaluation committee meeting for future reference.

3. If a teacher adjuncts administrative posts at various levels, his or her administrative service time shall be added to the period of assessment up to 3 years.

4. The evaluation results are divided into 3 grades: pass, subject to reevaluation and fail:

1. Pass: Pass: Meet the criteria set by every college and Office of Academic Affairs evaluation standards or meet the requirements of the Regulations to be exempted from evaluation.
2. Subject to Reevaluation; with one of the following conditions:

A. Student-teacher teaching survey results in two or more subjects in recent two years are with an average value of less than 3.5.

B. From School Year 2016 onwards, the instruction of uploading the syllabus before the end of the third-stage course registration period fails to be carried out.

C. No professional research achievement or professional exhibitions/performances are done in recent 5 years.

D. Match the reevaluation criteria separately made in the colleges and Office of Academic Affairs evaluation guidelines.

1. Fail: Match the Fail criteria separately made in the colleges and Office of Academic Affairs evaluation guidelines.

5. If the evaluation results of teachers in colleges and Office of Academic affairs are inconsistent with those of the department's evaluation results, the evaluation results shall submit to the university-level teacher evaluation committee.

6. Those who are subject to reevaluation should submit a report of written explanations and improvements for the items and reasons listed to be reevaluated in the evaluation results within 3 months, and submit it to the colleges and Office of Academic affairs for review. The colleges and Office of Academic affairs shall complete the review within 9 months after the application is received, and shall submit the improvement status and the review results to be to university-level teacher evaluation Committee for approval.

7. Those who fail the evaluation or reevaluation will need to propose their own improvement plans, and their results of improvement are subject to be assisted, coached and followed up coach by their respective departments (institutes, centers, the office of degree program) and related business units, and be subject to re-evaluation within 2 years.  
For those failing to propose improvement plans within 3 months, the department (institute, center, the degree program) shall report to the colleges and Office of Academic affairs and regard this as failing in the reevaluation.  
For those who fail the reevaluation, a confirmation shall be made by university-level teacher evaluation Committee and the case shall be considered through the three levels of Teacher Evaluation Committee meetings. Once approved by the Teacher Evaluation Committee meetings, discontinuation of appointment or dismissal procedure will be carried out.8. If within the time limit the teacher fails to accept the evaluation, review, re-evaluation, or the provides false data which affect the evaluation results, it will be considered as failing in an evaluation, a review or a re-evaluation.

8. If the merged qualifications gained before the implementation of the Regulations or from other organizations have reached the eligibility of faculty promotion, teachers at all levels may apply for early evaluation. The evaluation data shall be retrospected from the date of application for evaluation, and shall include qualifications gained prior to the implementation of the Regulations or from other organizations up to 3 years.  
However, new teachers who have been in service for less than 1 years may not apply for early evaluation.

9. Except those that can't be attributed to the teacher's personal factors, those who have not apply for the evaluation, review, re-evaluation within the designated period, or the provides false data which affect the evaluation results, it will be considered as failing in an evaluation, a review or a re-evaluation.

10. For teachers at all levels who disagree with the results of the evaluation, review or reevaluation, appeal should be made to the college-level teacher evaluation committee with written evidence and data within 15 days following the date of receipt of the written notice. Those who are dissatisfied with the results of the application may submit the Committee of Teacher Grievances.

11.Rules from the colleges and Office of Academic Affairs which are more stringent than the Regulations shall apply.

Article 4 The school teachers shall pass the evaluation to apply for faculty promotion. For promoted teachers, the number of the years for evaluation shall be calculated from the semester in which the beginning date of the teacher certificate starts, in accordance with the rank after faculty promotion.

Teachers who are required for reevaluation or who fail the evaluation may not apply for professor's vacation studies, and from the following semester they are not entitled for the following: salary increase, off-campus adjunct positions or classes, extra teaching hours, other full-time positions outside campus, overseas studying or lecturing, serving in different levels of the Teacher Evaluation Committee at all levels or as an administrative supervisor.

The teachers who pass the review and reevaluation shall be relieved of the aforesaid restrictions from the following academic year.

The lifting of the restrictions listed in Item 2 shall comply with the relevant provisions.

Article 5 Professor and associate professor who meet one of the following conditions and do not have to reevaluate as mentioned in Item 2, paragraph 4, paragraph 1 of Article 3 of these measures may apply for a waiver for the current semester when the teacher is notified Evaluation and submit it to university-level teacher evaluation Committee for reference. The approved waiver is regarded as pass the teacher evaluation, and since the current semester it should be evaluated.

1. Three or more papers have been published in SCI, SSCI, SCIE, TSSCI, A & HCI, THCI academic journals in the past five years, and they are the first or second authors or corresponding authors (up to the fourth author).

2. In the past five years, he/she has presided over the research plan of the Ministry of Science and Technology for three years (including the semester of the application) (excluding co-hosts).

3. In the past five years, he/she has won two times of awards above : Excellent Teaching Award, Excellent Mentor Award or Graduate Career Community Guidance Teacher Award.

4. In the past five years, he/she has been implemented art performances twice or three times the national arts performance ( as many people as jointly performances, is calculated according to the proportion of participation). The art and performances of the determination by the colleges and Academic Affairs.

5.Those who have made outstanding achievements in other teaching, research, and service in the past five years, and who have submitted documents to the department-level, college-level, and university-level teacher review evaluation committees after verification.

Article 6 Professor and associate professor who meet one of the following conditions and do not have to reevaluate as mentioned in Item 2, paragraph 4, paragraph 1 of Article 3 of these measures may apply for life-long exemption from evaluation and submit it to university-level teacher evaluation Committee for reference. Those who have passed the exemption before the amendment of these measures may be exempted from reevaluations.

1. been elected as an academician of the Academia Sinica;

2. received the Ministry of Education academic awards or National Professorship;

3. served as a domestically and overseas renowned university distinguished professor approved by the school;

4. received the Ministry of Science and Technology Outstanding Research Award once or more;

5. received the Ministry of Science and Technology Class A Award or research investigation fees of thematic research-based research programs (including industry-university cooperation) for 15 times or more (for multi-year programs, the number of years accounts for the entries), and the implementation period of each program shall last at least one year, which account for one case per year;

6. received National Awards of Arts;

7. received awards of excellent mentors or counselling teachers of postgraduate career counseling community for 5 times;

8. received the excellent teaching awards for 5 times;

9. those who have reached the age of 60 during the evaluation semester

Article 7 Teachers who are on leave due to vacation studies, secondment, overseas further studies or lecturing, pregnancy, childbirth, motherhood or suffering significant events shall, with evidence enclosed, apply for postponing the evaluation to the affiliated department (institute, center, the office of degree program), college , Office of Academic Affairs and the president for approval. The next evaluation period will be postponed accordingly.

The number of years for evaluation does not include the period of leave of absence.

Article 8 Colleges and Office of Academic Affairs shall in accordance with the Regulations, form an evaluation committee and formulate criteria for evaluation, which shall include the evaluation items, standards and procedures for teachers at various levels, and submit them to the University Committee for future reference.

When a criteria for evaluation is set forth in the preceding paragraph, a student representative may be invited to attend as necessary.

Each department (institute, center, the office of degree program) shall, in accordance with the evaluation criteria established by the Colleges and Office of Academic Affairs, apply for accreditation of data for teacher evaluation applications from the Department (institute, center, the office of degree program) Evaluation Committee.

Article 9 Colleges and Office of Academic Affairs shall sing off in writing and notify to the departments (institute, center, the office of degree program) in the first month of the previous semester of teacher evaluation, and shall be informed of the Personnel Office and the Research and Development Office.  
Each department(institute, center, the office of degree program) will notify the teacher in writing to sign it off and retain it for reference.  
Colleges and Office of Academic Affairs shall complete the teacher evaluation at all levels with the designated period, and report to university-level teacher evaluation Committee for inspection by the end of February and August each year.

Article 10 The unsettled issues in the Regulations are subject to relevant regulations.

Article 11 The Regulations are passed by the University Council and implemented after approved by the President.