

國立成功大學教師升等考評要點

NCKU Evaluation Directions for Faculty Promotion

88年3月17日 87學年度第2次校務會議修訂通過

Revised and approved by the 2nd meeting of the University Affairs Council in the 1998-99 academic year on March 17, 1999

105年12月21日 105學年度第2次校務會議修正通過

Revised and approved by the 2nd meeting of the University Affairs Council in the 2016-17 academic year on Dec. 21, 2016

一、教學、研究、服務與輔導等考評，以送審人取得前一等級教師資格後或聘任現職期間為準。

1. Faculty members seeking promotion shall be evaluated in terms of teaching, research, and service and counseling for the period since their appointment or promotion to their current rank.

二、送審人應填寫教育部「教師資格審查履歷表」乙表一式4份。

2. Applicants shall complete the MOE-designated Teacher Qualification Resume Form B in four copies for review.

三、教學考評包括所開授之課程、教學情形與績效及指導研究生論文情形等，由送審人填寫下列資料，以供考評參考。

(一) 教學情形表(表格一)。

(二) 指導研究生論文情形表(表格二)。

3. In terms of teaching, the applicant shall be evaluated on the basis of course assignments, teaching performance, and thesis/dissertation advising. The NCKU-designated forms to be completed are as follows:

(1) Teaching Performance Evaluation Form (Form 1)

(2) Thesis/Dissertation Advising Evaluation Form (Form 2)

四、研究考評包括在國內外發表之學術期刊論文、學術會議論文、出版單行本書籍、專利以及科技部專題或建教合約研究之研究報告等，由送審人填寫下列資料外，另須提出升等代表作及參考著作(至多5篇)各4份，以供考評參考及外審之用。

(一) 合著著作(代表作)送審人貢獻說明(表格三)，共4份：合著人簽名蓋章，單一著作人者免填。

(二) 著作目錄表(表格四)，共4份：請依附註分類填寫，並註明出版時間之年月。

(三) 取得前一等級教師資格後執行及申請之校外研究計畫表(表格五)。

(四) 教學、研究、服務與輔導的影響說明(表格六)。

(五) 與同領域同等級參考對象在學術研究之比較表(表格七，送審人得選擇是否填寫本表)。

(六) 學術會議論文，不得列為代表作。

(七) 送審著作如為已被接受但尚未出版者，請附接受函。接受函須能明確證明

即將出版之卷期或日期。

4. In terms of research, the applicant shall be evaluated on the basis of academic publications, including published academic journal papers, published conference papers, offprint book publications, MOST research project reports, and academic-and-industrial collaborative project reports. In addition, the applicant shall submit one representative work and a maximum of four reference works, with four copies of each, for evaluation and external review. The NCKU-designated forms to be completed are as follows:

- (1) Certificate of Co-Authorship of Representative Publication for Teacher Qualifications (Form 3), completed and submitted in four copies with a signed endorsement by the co-authors. Single-author applicants are not required to complete this form.
- (2) Faculty Publications Evaluation Form (Form 4), completed and submitted in four copies. All works shall be listed by category in order of publication (please specify publication year and month).
- (3) A List of Non-NCKU Research Projects Implemented by the Applicant Since Appointment or Promotion to the Last Rank of Faculty Qualification (Form 5)
- (4) Summary of Contributions of the Applicant to Academia, Industry, and Society in Terms of Teaching, Research, and Service and Student Counseling (Form 6)
- (5) Peer Benchmarking by Research (Form 7). The submission of this form is optional.
- (6) Conference papers shall not be designated as the representative work.
- (7) In the event that submitted works are accepted but not published, a certificate of acceptance indicating the volume or date of publication shall be provided.

五、服務與輔導考評包括對系（所）、院、校之特殊貢獻或服務，諸如兼任行政職務、輔導社團活動、協助系（所）或對校內制度之改進有所建言、向校外爭取到經費或設備有利系（所）發展等，由擬升等教師填寫服務情形表（表格八），以供考評參考。

5. In terms of service and student counseling, the applicant shall be evaluated on the basis of his/her outstanding contribution or service to the applicant's department, graduate institute, college or the University, such as working as an office administrator or a counselor for a student club, making recommendations for institutional system improvements at the level of department/graduate institute or within NCKU, or receiving funds or equipment from non-NCKU institutions in favor of the development of the department/graduate institute.

六、各項考評以教學佔 40%、研究佔 40%、服務與輔導佔 20%為原則，其比例應訂於各系（所）升等初審辦法，並填寫於系（所）院用升等考評表（表格九）。

- (一) 教學、研究、服務與輔導之分數為系（所）教師評審委員會（以下簡稱教評會）初審時，由所有委員共同評核之平均分數。三項之平均分數各均須達 70 分以上，且評分達 70 分以上之委員人數至少須出席委員半

數以上，始得進行升等之投票。評核紀錄應隨表附送，以供院級教評會複審及校級教評會參考。

(二) 教學、研究、服務與輔導之考評細目如下。

1. 教學：

- (1) 最近三年學生教學反應調查結果。
- (2) 上課情形 (曠課、遲到早退、無故調課等)。
- (3) 教學年資與經驗。
- (4) 學生專題與論文指導情形。
- (5) 對系 (所)、院、校之教學政策配合情形。
- (6) 曾獲優良教師或教學優良方面之獎項。
- (7) 其他有關教學上的特殊表現。

2. 研究：

- (1) 期刊論文 (Refereed Papers)、研討會論文 (Conference Papers)、專書、技術報告、專利或其他出版品等 (Other Publications)。
- (2) 主持研究計畫成果。
- (3) 曾獲國內、外學術研究之獎項及榮譽。

3. 服務與輔導：

- (1) 兼任行政職務表現情形。
- (2) 留校情形及是否違規校外兼職兼課。
- (3) 擔任導師之表現情形。
- (4) 校內各種委員會職務之參與情形。
- (5) 各學程或通識教育課程開授配合情形。
- (6) 社團活動指導與生活輔導情形。
- (7) 其他有關校內外服務之表現情形。

(三) 學院辦理複審時，如對系 (所) 教評會考評結果有異議時，應述明理由或具體事實。

6. In principle, the evaluation criteria are set in percentage terms as follows: teaching (40%), research (40%), and service and counseling (20%). Each department or graduate institute shall establish its evaluation criteria in its regulations for the preliminary review and specify the criteria in the evaluation form designated for faculty promotion for the department/graduate institute and college (designated as Form 9).

(I) In the preliminary review, the applicant shall receive a grade from each attending member of the department faculty evaluation committee (FEC) for each of the three items: teaching, research, and service and student counseling. A vote for promotion of the applicant shall not be held without an average of 70 or above for each item and without more than half of the attending FEC members giving a grade of 70 or above for each item. The results/records of the review shall be submitted with Form 9 to the college FEC and the NCKU FEC for reference.

(II) Evaluation of each of the three items shall be based on the following:

1. Teaching:

- (1) Results of the student course questionnaire surveys from the last three

years.

- (2) Classroom instruction (e.g., absenteeism, late arrival or early departure, or unexcused rescheduling of classes).
- (3) Years of service and experience
- (4) Working as an advisor for student projects, theses, and/or dissertation.
- (5) Complying with educational policies designated by the department, graduate institute, college, and university.
- (6) Being a recipient of awards for teaching excellence.
- (7) Other remarkable teaching performances.

2. Research:

- (1) Refereed papers, conference papers, special-themed books, technical reports, patents, or other Publications.
- (2) Research project achievements.
- (3) Being a recipient of domestic or international awards for academic research.

3. Service and Counseling:

- (1) Working as an administrator
- (2) Regular presence on campus during office hours without working part-time illegally off campus.
- (3) Working as an advisor for student counseling.
- (4) Working as a member on various committees at NCKU
- (5) Offering courses in compliance with various degree programs or general knowledge education curriculum.
- (6) Working as an advisor for student club activities and life counseling.
- (7) Other remarkable services in and out of NCKU.

(III) Should any disagreement arise with the results of the department evaluation from the secondary review, the college shall specify reasons or concrete evidence.

七、各學院院長將升等著作（包括代表作及參考著作）、著作目錄表、教師資格審查履歷表、系（所）教評會紀錄及外審委員推薦名單（表格十），送教務處辦理外審。

7. In the administration of faculty promotion cases, the dean of each college shall submit the designated documents and items, including academic works (representative work and reference works), the faculty publication list, the MOE-designated Teacher Qualification Resume, the results of the department/graduate institute evaluation, and the recommended roster of external reviewers (designated as Form 10) to the Office of Academic Affairs for external review.

八、各學院複審通過後，請填寫下列各表連同初審、複審資料，向校教評會推薦。

- （一）各學院推薦教師升等名單表。
- （二）各學院各系（所）教師升等名額表。

8. In the case of those who have passed the secondary review, each college shall submit the designated forms and documents concerning the results of the preliminary and secondary reviews to the NCKU Faculty Evaluation Committee to recommend their promotion. The designated forms to be completed are as follows:

- (1) College-recommended List of Faculty Members for Promotion
- (2) Quotas List of Faculty Promotion for Each Affiliated Department/ Graduate Institute of Each College

九、本要點經校教師評審委員會通過後，經校長核定後實施，修正時亦同。

9. These Directions shall be approved by the NCKU Faculty Evaluation Committee and the President before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.