

National Yang Ming Chiao Tung University Department of Applied Chemistry Teacher Evaluation Regulations

Amended and announced at the fifth departmental meeting in the 2022–2023 academic year

Article 1 To improve teachers' teaching research, and service standards (including counseling), the Department of Applied Chemistry (hereinafter referred to as "the Department"), National Yang Ming Chiao Tung University (hereinafter referred to as "the University") hereby establishes the Department of Applied Chemistry Teacher Evaluation Regulations in accordance with the University's College of Science Teacher Evaluation Regulations.

Article 2 Full-time teachers at all levels in the department who meet the following conditions shall be deemed to have passed the evaluation:

1. Conditions for permanent exemption from evaluation:
 - (1) Be elected as an academician at Academia Sinica.
 - (2) Received academic awards or national professorship from the Ministry of Education
 - (3) Received the Ministry of Science and Technology (National Science and Technology Council, NSTC) Outstanding Research Award more than twice.
 - (4) Received the NSTC Grade A Research Award (one Outstanding Research Award is equivalent to three Grade A Research Awards) or received principle investigator grants (at most once a year) from the Ministry of Science and Technology (NSTC) more than 12 times (inclusive).
 - (5) Received the University's Outstanding Teaching Award three times or the Ministry of Education Excellent Teacher Award.
 - (6) Received internationally renowned academic awards recognized by the college teacher evaluation committee.
 - (7) Aged at least 60 years and passed at least one or have met other evaluation exemption conditions.
2. Conditions for one-time exemption from the evaluation (deemed as passing the evaluation):
 - (1) Served as a primary unit supervisor (or above) at the University for more than one year in the past five years.

- (2) Served as a secondary unit supervisor (or above) at the University for more than one year in the past three years.
- (3) Current chair professor at the University or at a renowned domestic or international university.
- (4) Received the Ministry of Science and Technology (NSTC) Outstanding Research Award at least once in the past five years.
- (5) Reached the minimum teaching hours per week in accordance with the University's Teaching Hours Calculating Principles and received principal investigator grants from the Ministry of Science and Technology (NSTC) in at least four of the past five years or have outstanding academic contributions recognized by the college teacher evaluation committee in the past five years.
- (6) Received the University's Outstanding Teaching Award in the past five years.
- (7) Made concrete and outstanding achievements in teaching, research, and service in the past five years and have been approved by the college and university teacher evaluation committees to be exempted from evaluation after the submission of supporting documents by affiliated units.

Article 3 Teacher evaluation cases shall first be reviewed by the departmental teacher evaluation committee (hereinafter referred to as "the Committee") to confirm the correctness of the submitted documentation. After making evaluation grading recommendations on the basis of performance in teaching, research, and service, the Committee shall then submit the cases to the college teacher evaluation committee for a secondary review. The college teacher evaluation committee shall submit the evaluation results and meeting minutes along with the list of those qualified for evaluation exception for the current year to the university teacher evaluation committee for reference.

Article 4 The Committee shall make evaluation grading recommendations on research, teaching, and service as per the following regulations:

1. Research

- Those who have received principal investigator grants from the Ministry of Science and Technology (NSTC) in three of the past five years shall be given an A grade.
- Those who have received principal investigator grants from the Ministry of Science and Technology (NSTC) in at least one of the past five years shall be given a B grade.

- Those who do not fall into the aforementioned categories shall be temporarily given a C grade.

2. Teaching

- Those who have received an Excellent Teaching Award or a Basic Teaching Award at least once or who meet the teaching hour requirements and whose average score of “overall impression of this course” in the teaching feedback survey is 4.0 or above shall be given an A grade.
- Those who meet the teaching hour requirements and whose average score of “overall impression of this course” in the teaching feedback survey is 3.3 or above shall be given a B grade.
- Teacher reaching hours are considered. According to the University’s Teaching Hours Calculating Principles, if teachers fail to complete the minimum teaching hours per week, they shall make up the missing hours within the following academic year. Those who fail to comply with the regulation shall have their teaching assessed as failing.
- Those who do not fall into the aforementioned categories shall be temporarily given a C grade.

3. Service

- Those who have served as the convener of departmental, college, or university committee meetings at least once within the past five years, or have been awarded the title of outstanding mentor at least once, or have made other outstanding contributions to the promotion of educational academic research shall be given an A grade.
- Those who have served as the committee member of departmental, college, or university committee meetings at least three times, have served as mentors for at least two years, or have made other outstanding contributions to the promotion of educational academic research shall be given a B grade.
- Those who do not fall into the aforementioned categories shall be temporarily given a C grade.

Article 5 Teacher evaluation shall be based on an objective and prudent evaluation of performance in teaching, research, and service. Teachers who receive a B grade or above in any of the two aspects are deemed to have passed the evaluation.

Article 6 Teachers who fail to pass the evaluation shall not receive a salary promotion from the following academic year until the reevaluation is passed and may not apply for promotion,

sabbatical leave, leave to study or lecture, secondment, or off-campus part-time teaching and may not serve as a member of the teacher evaluation committee or as director of an administrative or academic unit at any level within the University. They shall apply for reevaluation within two academic years starting from the following semester. Those who pass the reevaluation shall resume the salary promotion process and may apply for sabbatical leave, leave to study or lecture, secondment, or off-campus part-time teaching. If the reevaluation fails, the three teacher evaluation committees shall decide whether to renew the appointment.

Article 7 Teachers who are being evaluated for the current academic year shall complete the teacher self-evaluation form (research, teaching, and service aspects) and provide relevant documentation for review. Those who do not provide relevant information or have incomplete documentation shall be deemed as failing the evaluation for that year. However, the evaluation of teachers who are holding a position with a salary or taking unpaid leave (sabbatical leave, leave to study or lecture, or secondment) and who are unable to provide documentation shall be postponed for one year after the teacher returns to school service.

Article 8 In accordance with the Regulations, all full-time teachers in the department shall undergo the first evaluation after serving for three years, followed by subsequent evaluations every five years. Teachers may also choose to undergo evaluation ahead of the scheduled evaluation period.

The calculation of evaluation years excludes periods of unpaid leave and counts half the duration during secondment. For teachers who have passed their promotion application, the assessment period is counted from the academic year following their promotion, on the basis of their new rank.

Article 9 If a teacher evaluation committee member is the subject of the evaluation, they shall recuse themselves from the discussion and review. Each meeting shall have the attendance of at least two-thirds of the committee members. Resolutions shall be reached with the agreement of at least half of the attending committee members.

Article 10 Teachers who are pregnant, giving birth, or raising children, whose spouses are giving birth, or who have experienced significant changes may postpone their evaluation for two years after the submitted proof is approved by the college teacher evaluation committee.

Article 11 The teacher evaluation committee shall articulate the reasons for failure to pass the

evaluation. If a teacher is not satisfied with the evaluation results, they may submit a written reinstatement application, specifying the reasons to the university teacher evaluation committee within 20 days after receiving the notification. Reinstatement to each level of the teacher evaluation committee shall only be applied once. Those who remain dissatisfied with the university teacher evaluation committee reinstatement results may file an appeal to the committee in accordance with the University's Faculty Appeals and Review Committee Organization and Review Guidelines.

Article 12 The promotion of newly appointed teachers shall be handled in accordance with the University's Regulations on the Appointment and Promotion of Faculty.

Article 13 Matters not covered in the Regulations shall be handled in accordance with relevant regulations.

Article 14 The Regulations and any amendments thereto shall be approved by the departmental teacher evaluation committee, submitted to the college teacher evaluation committee for reference, and implemented after the announcement.

Note: Subsequent principal investigators of Ministry of Science and Technology (NSTC) projects shall not be given the Ministry of Science and Technology (NSTC) Grade A Research Award.

If any discrepancy exists between the English and Chinese texts, Chinese text prevails.