

National Taiwan Normal University
Department of Special Education and Graduate Institute of
Rehabilitation Counseling and Gerontological Wellbeing
Faculty Evaluation Directives

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Article 1. The National Taiwan Normal University (hereinafter referred to as “the University”) Department of Special Education and Graduate Institute of Rehabilitation Counseling and Gerontological Wellbeing (hereinafter referred to as “the Department and “the Institute,” respectively) *Faculty Evaluation Directives* (hereinafter referred to as “the Directives”) has been formulated in accordance with the Article 15 of the College of Education’s *Faculty Evaluation Guidelines* to govern preliminary faculty evaluations.

Article 2. The subjects being evaluated under the Directives are full-time faculty members of the Department and Institute.

Article 3. The items being evaluated under the Directives are teaching, research, and service and counseling. The evaluation methods include faculty self-evaluations, faculty peer evaluations, student evaluations, and other forms of evaluations. The Department and Institute Faculty Evaluation Committee (hereinafter referred to as “the Committee”) is responsible for preliminary evaluations, whereas the College of Education Faculty Evaluation Committee is responsible for secondary evaluations. Faculty members must pass all three items to pass the evaluations.

Article 3-1. Prior to undergoing evaluations, full-time faculty members of all ranks shall complete no fewer than three hours of training in courses of academic ethics and integrity and shall submit documentary proof of completion of such training.

Article 4. The evaluation categories and passing criteria for faculty evaluations are as follows:

(1) Teaching: The faculty member's average course survey score during the evaluation period must be at least 3.5, their required teaching hours must be fulfilled, and there must be no circumstances detrimental to their teaching performance; if such circumstances exist, they may be requested to provide written explanations.

(2) Research: Both scholarly works and research projects must meet the following criteria:

a. Scholarly works (including monographs, creative works, and related materials) shall demonstrate originality and satisfy one of the following criteria:

(a) Books or book chapters: Lecturers and assistant professors shall, within three years, and associate professors and professors shall, within five years, have published either one book (co-authored by no more than two authors) or three book chapters that have passed the University's review mechanism.

(b) Journal articles: Lecturers and assistant professors shall have published at least two journal articles within three years, and associate professors and professors shall have published at least three journal articles within five years. The articles must have been published in journals indexed in SCI, SCIE, SSCI, A&HCI, EI, EconLit, TSSCI, the post-2016 THCI system (formerly THCI Core), or SCOPUS, or in other positively listed journals recognized by the University's colleges. If the journal of publication ranks within the top 20% by impact factor in SCI or the top 50% in SSCI, one article shall suffice for lecturers and assistant professors, and two articles shall suffice for associate professors and professors. For conference papers indexed in SCOPUS, three such papers may be counted as being equivalent to one journal article, provided that the faculty member is the first or corresponding author.

(c) Patents: Lecturers and assistant professors shall, within three years, have obtained at least two patents that have undergone substantive examination, and associate professors and professors shall, within five years, have obtained at least three such patents. All patents shall list the University as the rights holder.

(d) Equivalent scholarly works: Scholarly works not falling under the above categories may be deemed equivalent, provided that it is reviewed and approved by the three levels of faculty evaluation committees.

With respect to authorship order in published book chapters or journal articles, lecturers and assistant professors must have at least one publication, and associate professors and professors must have at least two publications, in which they are listed as the first or corresponding author.

Where faculty members hold concurrent appointments at two institutions, the University shall be listed as the primary affiliation in all publications.

- b. Research projects: Lecturers shall, every three years, serve as the principal investigators or co-principal investigators of at least one external research project. Assistant professors shall, every three years, serve as the principal investigators (excluding co-principal investigators) of at least one external research project. Associate professors and professors shall, every five years, serve as the principal investigators (excluding co-principal investigators) of at least one external research project. External research projects (including industry-academia collaboration projects) must be undertaken in the name of the University. Faculty members who have served as subproject principal investigator under an integrated project funded by the National Science and Technology Council (NSTC, formerly the Ministry of Science and Technology) shall be deemed to have served as the principal investigator of a research project.

(3) Service and counseling: A minimum score of 80 points is required. The evaluation items and scoring criteria shall be formulated by the Department and Institute.

- a. On-campus services: Providing academic conference-related services; fulfilling University-, college-, and department- and institute-level academic and administrative duties; serving as a University, college, or department and institute representatives at various meetings; and assisting with academic, administrative, admissions, and other service-related work at the University and affiliated colleges, departments, and institutes.
- b. Off-campus services: Serving as a committee member at various levels of the government; holding leadership positions in academic or non-governmental organizations; organizing academic conferences; delivering keynote lectures; providing instructional guidance; participating in evaluation or review activities; serving as an oral examination committee member for theses or dissertations; compiling textbooks; and providing other education or academics-related services.
- c. Counseling: Engaging in activities such as providing academic and personal counseling to students; offering guidance for students' extracurricular learning; providing life counseling, physical and mental health counseling, and career planning guidance to students; helping students solve problems; and offering academic or competition-related guidance on or off campus, such as serving as an advisor for the "NSTC Undergraduate Student Research Project," acting as a faculty

advisor for academic societies, and serving as an instructor for service-learning courses.

Article 4-1. The number of scholarly works specified in the preceding article may be counted cumulatively, subject to the following standards: one co-authored book (with three or more co-authors), one book chapter, or one patent may be counted as equivalent to one journal article.

Cross-category substitutions may be applied under the following conditions. However, only one substitution may be used per evaluation cycle, and only one option may be selected. The substitution standards are as follows:

(1) Substitution for journal articles:

- a. One NSTC research project (where the faculty member serves as the principal investigator) may be counted as equivalent to one journal article.
- b. One external project undertaken in the name of the University (where the faculty member serves as the principal investigator) with a total execution budget of at least NT\$1,000,000 and for which administrative management fees have been duly paid may be counted as equivalent to one journal article.

(2) Substitution for research projects:

- a. One instance of scholarly work may be counted as equivalent to one external research project. For book chapters or journal articles used to substitute for research projects, the faculty member must have served as the first or corresponding author of the chapters or articles.
- b. In cases where a faculty member has made any of the following special contributions to the University during their evaluation period, such contribution may be counted as equivalent to one external research project:
 - (a) Authoring and implementing University-level projects on two occasions (projects with an execution period of one year shall be counted as one instance; excess periods that are less than 12 months will not be counted). University-level projects must be those that have a significant impact on the University's overall institutional development and are listed among projects approved by the Research and Development Council.
 - (b) Serving as a conductor of a University-level orchestra for two years.
 - (c) Serving as a coach of a University sports teams for two years.
 - (d) Serving on two occasions as the person in charge of training programs for University athletes participating in national-level or international-level competitions.

- (e) Supervising University students who win awards of merit or higher in national-level competitions on two occasions or University students who are selected or shortlisted (or higher) in international-level competitions on at least one occasion.

Article 5. Full-time faculty members of the University whose years of service has reached at least 25 years may choose to undergo evaluations in accordance with the provisions of Article 4 or in accordance with the provisions set forth below:

(1) Teaching: The faculty member's average course survey score during the evaluation period must be at least 3.5, their required teaching hours must be fulfilled, and there must be no circumstances detrimental to their teaching performance; if such circumstances exist, they may be requested to provide written explanations.

(2) Research: Both scholarly works and research projects shall meet the following requirements:

a. Scholarly works (including monographs, creative works, and related materials) shall demonstrate originality and satisfy one of the following criteria:

(a) Books or book chapters: Lecturers and assistant professors shall, within three years, and associate professors and professors shall, within five years, have published either one book (co-authored by no more than two authors) or two book chapters that passed the University's review mechanism.

(b) Journal articles: Lecturers and assistant professors shall have published at least one journal article within three years, and associate professors and professors shall have published at least two journal articles within five years. The articles must have been published in journals indexed in SCI, SCIE, SSCI, A&HCI, EI, EconLit, TSSCI, the post-2016 THCI system (formerly THCI Core), or SCOPUS, or in other positively listed journals recognized by the University's colleges. If the journals rank within the top 20% by impact factor in SCI or the top 50% in SSCI, one article shall suffice for associate professors and professors. For conference papers indexed in SCOPUS, three papers may be counted as equivalent to one journal article, provided that the faculty member is the first or corresponding author.

(c) Patents: Lecturers and assistant professors shall, within three years, have obtained at least one patent that has undergone substantive examination, and associate professors and professors shall, within five years, have obtained at least two such patents. All patents shall list the University as the rights holder.

(d) Equivalent scholarly works: Scholarly works not falling under the categories

above may be deemed equivalent, provided that their equivalence is reviewed and approved by the three levels of faculty evaluation committees.

The aforementioned scholarly works may be counted cumulatively using the same standards as those specified in Article 4-1.

If faculty members hold concurrent appointments at two institutions, the University shall be listed as the primary affiliation in all publications.

b. Research projects: Lecturers and assistant professors shall, every three years, serve as the principal investigators or co-principal investigators of at least one external research project. Associate professors and professors shall, every five years, serve as the principal investigators or co-principal investigators of at least one external research project. The recognition of external research projects and the substitution standards are the same as those specified in Articles 4 and 4-1.

(3) Service and counseling: A minimum score of 80 points is required. The evaluation items and scoring criteria shall be formulated by the Department and Institute.

Article 6. Lecturer and assistant professor evaluation results shall be handled as follows:

(1) Lecturers and assistant professors are evaluated by the Department and Institute every three years. Those who fail the evaluations are not eligible for a pay raise; may not work overtime; may not concurrently hold teaching or employment positions on or off campus (including in in-service programs, School of Continuing Education programs, and summer session courses); may not apply for paid leave for overseas research or professional development; and may not serve as level 2 administrative executives or deputy directors of the University starting from the following academic year. The Department and Institute shall provide assistance and require that the faculty members submit an improvement plan. A re-evaluation shall be conducted within two years. If the faculty member still fails the re-evaluation, the case shall be submitted to the third-level faculty evaluation committees for a resolution on non-renewal of appointment.

(2) Lecturers and assistant professors who failed their most recent evaluation may not apply for promotion.

The unit of measurement for evaluation periods is “semesters,” and evaluations shall cover a three-year period starting from the semester in which the faculty member last underwent an evaluation. Performance during the semester in which the evaluation is conducted shall be evaluated in the next evaluation cycle. If promotion is granted following an approved evaluation, the evaluation period for the next evaluation cycle shall start from the semester in which the promotion takes effect.

If a lecturer or assistant professor is promoted, the evaluation period for their next

evaluation shall start from the semester in which the promotion takes effect.

For lecturers and assistant professors originally appointed to the preparatory program of the former National Overseas Chinese University prior to March 22, 2006, their evaluation results shall be handled using the same provisions as those specified in Article 7.

Article 7. Associate professor and professor evaluation results shall be handled as follows:

- (1) Associate professors and professors are evaluated by the Department and Institute every five years. Those who fail the evaluations are not eligible for a pay raise; may not work overtime; may not concurrently hold teaching or employment positions on or off campus (including in in-service programs, School of Continuing Education programs, and summer session courses); are not eligible for secondment; may not apply for sabbaticals, to go abroad for lecturing, and for paid leave for overseas research or professional development; and may not serve as faculty evaluation committee members or administrative or academic supervisors starting from the following academic year. A re-evaluation shall be conducted within two years. The aforementioned restrictions are removed once the associate professor or professor passes their re-evaluation.
- (2) Associate professors and professors who failed their most recent evaluation may not apply for promotion.

The unit of measurement for evaluation periods is “semesters,” and evaluations shall cover a five-year period starting from the semester in which the faculty member last underwent evaluation. Performance during the semester in which the evaluation is conducted shall be evaluated in the next evaluation cycle. If promotion is granted following an approved evaluation, the evaluation for the next evaluation cycle shall be performed in the fifth year from the semester during which the promotion takes effect. If an associate professor is promoted, the evaluation period for their next evaluation shall start from the semester in which the promotion takes effect.

For associate professors and professors who fail their evaluations, the Department and Institute shall provide assistance and require that they submit an improvement plan, which will be submitted to the third-level faculty evaluation committees for discussion. However, those who will retire within two semesters following a failed evaluation shall be exempt from submitting an improvement plan.

Article 8. Full-time faculty members of all ranks newly appointed on or after August 1, 2011 shall, at the latest, pass an evaluation by the semester following the completion of their first three full years of service at the University (i.e., the seventh semester). The standards adopted for their evaluations shall be the same as those applicable to lecturers and assistant professors under Article 4. For new faculty member (first-time instructors), the evaluations shall include course surveys

collected from no fewer than four semesters. For faculty members who are not new (i.e., those who have previously taught at other universities or who have previously served as project-based faculty members at the University), the evaluation shall include course surveys collected from no fewer than two semesters.

Newly appointed full-time faculty members shall, in accordance with the University's *Regulations for the Professional Development of Faculty Instruction*, participate in the New Faculty Orientation Program organized by the Office of Academic Affairs within one year of appointment. They shall, within their first academic year of appointment, complete one instructional consultation session organized by the Office of Academic Affairs and one research consultation session organized by the Office of Research and Development. Those who are unable to participate in the program or sessions because of justifiable reasons shall complete the above requirements in the following academic year to be eligible for the new faculty evaluations specified in Paragraph 1 of this Article.

New full-time faculty members of all ranks appointed on or after February 1, 2016 who serve in departments or units with laboratories or internship facilities and who are required, as approved by their Department and Institute, to receive training from the University's Environmental and Public Safety Center, shall complete the required education and training in accordance with the Center's regulations within one year of appointment. Only upon completion may they be eligible for the new faculty evaluations specified in Paragraph 1 of this Article.

Those who fail the evaluations are not eligible for pay raise; may not work overtime; may not concurrently hold teaching or employment positions on or off campus (including in in-service programs, School of Continuing Education programs, and summer session courses); are not eligible for secondment; may not apply for sabbaticals, to go broad for lecturing, and for paid leave for overseas research or professional development; and may not serve as faculty evaluation committee members or administrative or academic supervisors starting from the following academic year. The Department and Institute shall provide assistance and require that the faculty member submit an improvement plan. A re-evaluation shall be conducted within two years. If the faculty member still fails the re-evaluation, the case shall be submitted to the third-level faculty evaluation committees for a resolution on non-renewal of appointment.

New full-time faculty members of all ranks appointed on or after August 1, 2011 who meet the evaluation exemption provisions set forth in Articles 9 through 11 may apply for evaluation exemption in accordance with those Articles and shall not be required to undergo the new faculty evaluations specified in Paragraph 1 of this Article.

Full-time faculty members of all ranks appointed on or after August 1, 2011 who pass the new faculty evaluations under this Article shall thereafter undergo evaluations in accordance with Articles 6 and 7. For those who fail their re-evaluation, their cases shall be submitted to the third-level faculty evaluation committees for a resolution on non-renewal of appointment.

Cases of non-renewal of appointment shall be approved by a resolution at meetings with the attendance of at least two-thirds of faculty evaluation committee members and the consent of at least two-thirds of the attending members, and shall be submitted to the competent educational administrative authority for approval before the appointment is not renewed.

Article 8-1. Where a faculty member fails an evaluation and subsequently undergoes re-evaluation after counseling or assistance, the period for calculating achievements in their teaching, research, and service and counseling shall be retrospectively calculated from the year of re-evaluation: three years for lecturers and assistant professors, and five years for associate professors and professors. Achievements shall not be calculated starting from the year of the preliminary evaluation.

Article 9. Lecturers and assistant professors who, within the three years prior to evaluation, or associate professors and professors who, within the five years prior to evaluation, meet any one of the following conditions may apply for evaluation exemption for the current evaluation cycle:

- (1) Serving as a chair professor of the University.
- (2) Having received the University's Outstanding Teaching Award.
- (3) Having received the University's Outstanding Service Award.
- (4) Scheduled to retire within two semesters following the evaluation.
- (5) Having received the Ministry of Education's National Excellent Teacher Award.

Article 10. Professors whose research performance meets any one of the following conditions may apply for permanent exemption from evaluations:

- (1) Being elected as an Academician of Academia Sinica.
- (2) Receiving the Ministry of Education's Academic Award, National Chair Professor, or National Award for Arts; or the Executive Yuan's National Cultural Award.
- (3) Having served as a chair professor at a renowned domestic or international university, as recognized by the University.
- (4) Having received principal investigator fees for 15 or more NSTC research projects (including industry-academia collaboration projects) (hereinafter referred to as "research project PI fees"), provided that each project has an execution period of at least one year, with a maximum of one project counted per year. One NSTC Category A Research Award may be counted as equivalent to one research project PI fee, and one NSTC Outstanding Research Award may be counted as equivalent to three research

project PI fees.

Faculty members who have received one University Excellence in Teaching Award or one Outstanding Service Award may count such award as equivalent to one research project PI fee (one Outstanding Teaching Award may be counted as equivalent to three research project PI fees). However, Excellence in Teaching Award and Outstanding Service Award shall not be counted concurrently with research project PI fees obtained in the same award year. Outstanding Teaching Awards shall also not be counted concurrently with research project PI fees obtained within three years starting from the award year.

Article 10-1. Faculty members subject to evaluations who have reached 60 years old may be exempted from the evaluations.

Article 11. Professors whose teaching performance meets the following criteria may apply for permanent exemption from evaluation:

Having received the University's Excellence in Teaching Award 15 times or more (with one Outstanding Teaching Award counted as equivalent to three Excellence in Teaching Awards).

Article 12. If a faculty member has been approved for paid leave or unpaid leave for a period of at least six months attributed to sabbaticals; going abroad for professional development or lecturing; secondment; parental responsibilities; parent-caring responsibilities; or other approved reasons, the faculty member may apply for deferred evaluations based on the lengths of their approved leave, starting from the semester in which the faculty member would otherwise be subject to evaluations after returning to service.

If a faculty member encounters major events in their personal life during the evaluation cycle, they may, upon submission of supporting documents and approval by the University, apply for deferred evaluations starting from the semesters in which the faculty member would otherwise be subject to evaluations.

Female faculty members who experience pregnancy, childbirth, or miscarriage shall be granted a two-year grace period for deferred evaluations and shall not be subject to the requirement of taking unpaid leave.

Faculty members serving as Level 2 executives or deputy directors and above at the University may apply for deferred evaluations starting from the semester in which they would otherwise be subject to evaluations, based on the lengths of their service in such positions.

For deferred evaluation cases, the evaluation data assessed shall begin from the semester in which the faculty members last underwent an evaluation. Performance during the semester

in which the current evaluation is conducted shall be included in the evaluation for the next evaluation cycle.

Article 13. If the evaluation materials submitted by a faculty member involve plagiarism, fabrication, falsification, or other academic-ethics- or integrity-related violations, and such misconduct is verified, the faculty member will be deemed to have failed the evaluations, and the matter will be handled in accordance with relevant University regulations.

Article 14. Faculty members subject to evaluations must submit the required evaluation materials. Failure to do so will result in a failed evaluations.

Article 15. The Committee shall include faculty evaluation cases as part of the review items, conduct prudent reviews and assessment of the submitted materials, and make decisions by secret ballot.

Article 16. The Department and Institute faculty evaluation procedures and timeline are as follows:

(1) Preliminary evaluation timeline

- a. By the end of September or March each year, the Department and Institute shall notify faculty members who are required to undergo faculty evaluations in the following semester. Faculty members who meet the criteria for evaluation exemptions shall submit an application and complete the relevant procedures in the semester preceding the scheduled evaluations in order to finalize the list of faculty members subject to evaluations in the following semester.
- b. Faculty members subject to evaluations in the given semester shall submit their evaluation materials to the Department and Institute office by the end of August or February each year. The Committee will convene a meeting by the end of October or April to perform the preliminary evaluations, and shall forward the relevant materials and evaluation results to the College of Education office.
- c. The Committee will issue the final evaluation results in writing and forward them to the College and University Faculty Evaluation Committees to be filed for future reference.

(2) The timeline for secondary reviews shall be conducted in accordance with Article 16, Paragraph 2, of the College of Education's *Faculty Evaluation Guidelines*.

If a faculty member undergoes evaluations and apply for promotion in the same semester, faculty evaluation committees at all levels shall first review the faculty evaluation case before reviewing the promotion application.

Article 17. As of August 1, 2014, Department and Institute full-time faculty member evaluations shall be conducted in accordance with the standards set forth in the Directives. New faculty members on or after August 1, 2011 shall also be subject to the Directives upon

appointment.

Article 10, Paragraph 2 of the Directives may apply immediately.

Article 18. Evaluations of lecturers (contract) and School of Teacher Education faculty members shall be conducted in accordance with relevant regulations of the University.

Article 19. Matters not stipulated in the Directives shall be handled in accordance with the University's *Faculty Evaluation Regulations* and relevant regulations.

Article 20. The Directives and any amendment thereto shall be implemented upon passage at the Department and Institute Affairs Meeting, submission to the College Faculty Evaluation Committee to be filed for future reference, and approval by the President.