

## **Notices for Colleges/Departments/Institutes on the National Taiwan Normal University Regulations for Teacher Evaluation**

2012.1.11 Passed during the 4th Academic and Administrative Joint Meeting in the 2011 academic year

2015.4.1 Passed during the 6th Administrative Meeting in the 2014 academic year

2015.4.29 Passed during the 6th Academic and Administrative Joint Meeting in the 2014 academic year

2019.10.23 Passed during the 4th Academic and Administrative Joint Meeting in the 2019 academic year

I. Each college shall establish college-level regulations for teacher evaluation in accordance with the National Taiwan Normal University (NTNU) Regulations for Teacher Evaluation. The regulations shall be passed with resolutions sought from a college-level general meeting and implemented with the approval of the President.

II. Each department, institute, discipline, and undergraduate program (hereinafter collectively referred to as "Departments") shall establish department-level guidelines for teacher evaluation in accordance with the college-level regulations for teacher evaluation, and submit the guidelines to the college-level Faculty Evaluation Committee for review. The guidelines shall be passed after being reviewed by the college and implemented with the approval of the President.

Departments shall set clear scoring standards for services and consultation in teacher evaluation.

III. Departments conduct the first evaluation of teachers (including applications for exemption from evaluation), and the college conducts the second evaluation. Departments and college-level Faculty Evaluation Committees shall carefully review teacher evaluation data, and vote anonymously; their role may not be limited to keeping files for future reference.

IV. Teacher evaluation procedures of Departments are as follows:

(I) Departments shall notify teachers who are due to be evaluated in the following semester before the end of September/March each year. If teachers qualify for exemption from evaluation, they must submit an application and complete related procedures in the semester before evaluation, so that the list of teachers who are due to be evaluated in the next semester can be determined.

(II) Teachers who are due to be evaluated in the current semester shall submit evaluation data to the Department office before the

end of August/February. The department-level Faculty Evaluation Committee shall conduct the first evaluation before the end of October/April, and submit data and review results to the college office.

- (III) The college-level Faculty Evaluation Committee shall conduct a second evaluation before the end of November/May, and submit data and review results to the President for approval and to the university-level Faculty Evaluation Committee for future reference.
- (IV) After results are approved by the university-level Faculty Evaluation Committee for future reference, the college will send a letter notifying Departments and individuals of teacher evaluation results.

If teachers apply for promotion in the same semester as well as their evaluation, Faculty Evaluation Committees at each level shall first review their evaluation results and then review their promotion application.

- V. The NTNU Book Review Mechanism, which is for books that are calculated as part of academic performance in Articles 4 and 5 of the NTNU Regulations for Teacher Evaluation, shall be in accordance with the NTNU Regulations for Teacher Evaluation and NTNU Policy on Outsourced Book Reviews.
- VI. These Notices have been implemented with approvals sought from the Academic Meeting. The same shall apply to all subsequent amendments.