

英文譯本僅供參考，文義如與中文版有歧異，概以中文版為準。

The English version is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

Notices for Colleges/Departments/Institutes Conducting the National Taiwan Normal University Regulations for Faculty Evaluation

2012.1.11 Approve at the 4th Academic and Administrative Joint Meeting in the 2011 academic year

2015.4.1 Amendment approved at the 6th Administrative Meeting in the 2014 academic year

2015.4.29 Amendment approved at the 6th Academic and Administrative Joint Meeting in the 2014 academic year

2019.10.23 Amendment approved at the 4th Academic and Administrative Joint Meeting in the 2019 academic year

- I. Each college shall establish college-level **regulations** for conducting faculty evaluation in accordance with **the National Taiwan Normal University (NTNU) Regulations for Faculty 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 faculty evaluations in accordance with the college-level **regulations** for conducting faculty evaluation, and submit the guidelines to the college-level Faculty Evaluation Committee for review. The guidelines shall be passed after review by the college and implemented with the approval of the President.

Departments shall set clear scoring standards for services and consulting in faculty 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 faculty evaluation data, and vote anonymously. Their role may extend beyond keeping files for future reference.
- IV. Faculty evaluation procedures of Departments are as follows:
 - (I) Departments shall notify teachers who are to be evaluated for 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 the evaluation so that the list of teachers to be evaluated in the next semester can be determined.

- (II) Teachers who are 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 the 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 the data and review results to the President for approval and to the university-level Faculty Evaluation Committee for future reference.
- (IV) After the results are approved by the university-level Faculty Evaluation Committee for future reference, the college will send a letter notifying Departments and individuals of faculty evaluation results.

If teachers apply for promotion in the same semester 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 monographs that are calculated as part of academic performance in Articles 4 and 5 of **the NTNU Regulations for Faculty Evaluation**, shall comply with the NTNU Regulations Governing Faculty Evaluation and NTNU Directives on Outsourced Review of Books.
- VI. These Notices have been implemented with approvals sought from the Academic Meeting. The same shall apply to all subsequent amendments.