

# 慈濟大學教師評鑑辦法

Tzu Chi University

## Rules for Faculty Performance Reviews

Approved by a Meeting of University Administrators on December 23, 2022

96年11月7日第42次校務會議通過

99年1月5日第51次校務會議修正通過

99年10月13日第56次校務會議修正通過

99年12月17日第57次校務會議修正通過

100年6月3日第60次校務會議修正通過

102年6月5日第72次校務會議修正通過

103年1月3日第74次校務會議修正通過

105年4月1日第83次校務會議修正通過

106年1月4日第87次校務會議修正通過

106年7月11日第90次校務會議修正通過

108年5月29日第100次校務會議修正通過

108年10月29日第101次校務會議修正通過

111年12月23日第117次校務會議修正通過

【本辦法修正條文第六條之一自112學年起適用】

第一條 為增進本校教師專業能力，提升教學品質，特依大學法第21條訂定「慈濟大學教師評鑑辦法」（以下簡稱本辦法）。

Article 1 To enhance faculty member's professional abilities and improve teaching quality, the University complies with Article 21 of the University Law to set up the Rules for Faculty Performance Review.

第二條 本校設「教師評鑑委員會」審議教師評鑑資料，委員須為本校「專任教師」，當然委員為校長、副校長、研發長、教務長、學務長、總務長、國際長、各學院院長，及校長遴聘教師委員4~6名組成，校長為主任委員，教師評鑑行政業務由研究發展處依規劃之期程辦理。

Article 2 The University set up the Faculty Performance Review Committee (hereinafter referred to as the Committee) to carry out faculty performance reviews (hereinafter referred to as review). Committee members must be the University's full-time faculty members, and they are consist of the University President, Vice President, Dean of Research and Development, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of International Affairs, deans of the academic colleges, and four to six faculty members appointed by the

University president. The University President chairs the Committee, and the Office of Research and Development carries out the Committee's administrative functions.

第三條 評鑑結果作為教師升等、續聘、長期聘任、停聘、不續聘及獎勵之重要參考。

Article 3 Review results serve as the basis for faculty promotions, reappointments, tenures, suspension of appointments, termination of appointments, and rewards.

第四條 評鑑相關基本規範如下：

- 一、本校教師，每滿兩年須接受評鑑一次，每次評鑑之計算期間為自前次通過評鑑之次學年開始起算（新進教師自到校開始起算）。
- 二、評鑑計算時間為在校實際服務時間，不包括留職留薪或留職停薪期間。
- 三、當年度有留職留薪或留職停薪情形（休假研究、借調、出國講學、研究或進修等）不在校內致未能提出者，俟返校服務後順延辦理。
- 四、教師如自本校其它單位轉入現職單位，其評鑑計算期間應計入原單位服務時間。
- 五、未於期限內接受評鑑或所附資料不實致影響評鑑結果者，視同評鑑不通過。

Article 4 The major review procedures are listed below:

1. Faculty members are required to take reviews once every two years. The two-year period starts from the year following the last review. For newly appointed faculty, it starts from the first day of their service.
2. The two-year period covers only the period that faculty members provide active service. The period of a leave of absence, with or without salary, isn't counted.
3. Should faculty members, who take sabbatical leaves, receive appointments at other institutions, teach overseas, take research leaves, or pursue studies, with or without salary, stay away from the University, and thus they are unavailable for review. They may take the review after returning to the University.
4. For those who transfer to their current department from another department of the University, the two-year period should include that of their previous department.
5. Those who fail to take the review before the deadline, or provide inaccurate or incomplete information, will be regarded as having failed to pass the review.

第五條 教師因生產、育兒或遭受重大變故者，於各單位進行評鑑前，得檢具證明簽經所屬單位、院，並經「教師評鑑委員會」核准後延後辦理評鑑。

Article 5 In the event of having given birth, caring for a newborn baby, or was involved in a major accident, the faculty member may request an extension of taking the review, by submitting information and obtaining approval from his or her department and college, before presenting it to the Committee for final approval.

第六條 教授在校綜合表現優良並符合下列條件之一者，得免評鑑：

- 一、獲選為中央研究院院士者。
- 二、曾獲頒教育部學術獎或國家講座。
- 三、本校講座及經本校認可之國內外著名大學講座教授者，或曾獲國際著名學術獎或在學術上有卓越貢獻，經教師評鑑委員會認可者。
- 四、教學、服務表現等同前三款之卓越貢獻，經教師評鑑委員會認可免接受評鑑者。
- 五、現任或曾任本校校長者。
- 六、年滿六十歲之教授（未接受評鑑或前次評鑑未通過者除外）；教師年齡以教師評鑑啟動當學年之8月1日為基準日計算。

Article 6 A professor can be exempted from taking a review, if one of the conditions listed below is met:

1. Is a member of the Academia Sinica.
2. Is a recipient of an Academic Award of the Ministry of Education or National Professorship.
3. Is a Chair Professor of our University or other renowned domestic or overseas university, or has won an internationally renowned academic award or made outstanding academic contributions, which has been recognized by the Committee.
4. Has made a significant contribution in teaching and service, which is equivalent to those listed above, and the Committee has granted exemption from taking the review.
5. Serves as our current or former University President.
6. Reached age sixty on August 1 of the academic year, during which the faculty member is required to receive a review. Even if the faculty member has reached age sixty, but has never received the review, or failed the previous time, he or she will be required to take the review.

第六條之一 評鑑資料採計期間，教師承接校級任務導向型計畫者(送教師評鑑委員會審議，並經出席委員 2/3 以上同意通過之計畫)，得免接受最近一次教師評鑑。

Article 6-1 During the two-year period under review, faculty members who undertook a University-level task-oriented project, which has been submitted to the Committee for review and approved by more than two-thirds of the attending Committee members, are exempted from taking the Faculty Performance Review.

第七條 教師在教學、研究或輔導服務有卓越表現或特別貢獻者，得由主管或個人提出申請，簽經單位主管同意後，送「教師評鑑委員會」審議，經出席委員三分之二以上同意者，得以教學、研究或輔導服務一個項目受評。

Article 7 Faculty members who have outstanding performance or special contributions in teaching, research, or counseling and service, may request their review on a single item (teaching, research, or counseling and service). The request may be submitted by themselves or through their supervisor, and is subject to approval by more than two-thirds of the Committee members present.

第八條 評鑑未通過者：

- 一、由所屬學院協調系所，教師發展暨教學資源中心給予協助，次年進行再評鑑，連續兩次再評鑑未通過者，提「校教師評審委員會」審議，通過後辦理不續聘。
- 二、下學年起不予晉薪。
- 三、下學年起不得申請休假研究、借調及在外兼職兼課。
- 四、下學年起不得提出升等及擔任各級教師評審委員會委員。

Article 8 Faculty members who fail the review may face any the situations listed below:

1. Their college will work with the department/institute and the Center for Faculty Development and Instructional Resources to provide them assistance. They are required to take the review during the following year, and if they fail it two more times, the University's Faculty Review Committee may decide on the termination of their appointment.
2. They won't receive any promotion(s) starting from the next academic year.
3. The choices of taking sabbatical leave, receiving appointment at another institution, working as an adjunct faculty member or as an administrative staff at other institution(s), won't be available starting from the next academic year.
4. They will be unable to apply for promotions, or serve as Faculty Review Committee members at any levels, starting from the next academic year.

第九條 本校教師評鑑由教師自評並提供佐證資料，經系所主管及所屬學院院長核閱，最後送交教師評鑑委員會審議。醫學系之各學科教師，自評後，先經科主任核閱，後依序經系、院至校。兼任行政主管者，由上一級主管核閱。

Article 9 Faculty members are required to submit their self-evaluation form with relevant information to their department and college for review, then

present it to the Committee. Faculty members of the each department of the School of Medicine must present their form to their department, school and college for review, before submitting it to the Committee. Faculty members with administrative appointments are required to submit the form to their supervisors first, before presenting it to the Committee.

第十條 經評鑑未通過者，教師評鑑委員會應依本辦法第八條之規定，將評鑑結果以書面通知所屬學院、單位主管及未通過教師。

Article 10 The Committee will notify those who fail to pass the review in writing, as well as their college dean, and the department/ institute/ center/ program.

第十一條 教師評鑑委員會會議之召開須達二分之一以上委員出席，始得開議；經出席委員過二分之一同意始得決議。受評當事人應迴避與自身評鑑有關之討論及議決。

Article 11 The Committee meeting must be attended by more than half its members, and resolution can be reached only with the consent of more than half the members present. Faculty members who are taking the review process should avoid attending any discussions and making any decisions related to their own cases.

第十二條 本辦法施行細則另訂之，經校務會議通過，陳請校長核准後公布實施，修正時亦同。

Article 12 Implementation rules will be formulated to state specific procedures. These implementation rules must be approved by a Meeting of University Administrators and rectified by the University President. The same procedure shall be followed for any amendments.

第十三條 對審核結果不服者，得於二週內(含例假及國定假日)向教師評鑑委員會提出書面申覆。對申覆結果不服者，得向教師申訴評議委員會提出書面申訴。

Article 13 Faculty members who fail to pass the review, and do not agree with the result, may request an explanation from the Committee, in writing. Should they disagree with the Committee's explanation, they may file a grievance with the Grievance Committee, in writing.

第十四條 本辦法如有未盡事宜，悉依相關法規辦理。

Article 14 Should there be anything relevant to faculty members, yet not specifically listed in these rules, they may refer to the relevant laws and regulations.

第十五條 本辦法經校務會議通過，陳請校長公布後實施，修正時亦同。

Article 15 These rules must be approved by a Meeting of University Administrators, and rectified by the University President. The same procedure shall be followed for any amendments.