

東海大學文學院英語中心新聘教師評估辦法

民國 97 年 12 月 16 日英語中心教評會通過
民國 97 年 12 月 22 日英語中心中心會議通過
民國 97 年 12 月 30 日文學院教師評審委員會通過
民國 98 年 1 月 15 日校教評會核備
民國 100 年 12 月 6 日英語中心教評會修正通過
民國 101 年 4 月 10 日英語中心教評會修正通過
民國 101 年 4 月 17 日英語中心中心會議修正通過
民國 101 年 4 月 27 日文學院教師評審委員會通過
民國 101 年 5 月 18 日校教師評審委員會通過
民國 103 年 5 月 6 日英語中心教評會通過
民國 103 年 6 月 17 日英語中心中心會議修正通過
民國 103 年 10 月 21 日文學院教師評審委員會修正通過
民國 104 年 3 月 3 日校教師評審委員會通過
民國 107 年 5 月 8 日英語中心教評會修正通過
民國 107 年 6 月 23 日英語中心中心會議修正通過
民國 107 年 10 月 9 日文學院教師評審委員會修正通過
民國 107 年 12 月 13 日校教師評審委員會通過

- 第一條 **東海大學文學院英語中心（以下簡稱本中心）**依據「東海大學新聘教師評估辦法」第二條及「東海大學文學院新聘教師評估辦法」第十二條訂定「**東海大學文學院英語中心新聘教師評估辦法**」（以下簡稱**本辦法**），以評定本中心新聘教師教學、研究與服務(含輔導)之整體表現。
- 第二條 本辦法所稱新聘教師係指 90 學年度以後起聘之專任教師（講師、助理教授、副教授）。
- 第三條 新聘講師、助理教授（以聘用博士為原則）到職滿六年，新聘副教授到職滿八年，如未能升等者，應接受評估。
女性教師於到職後，如因懷孕或生產得延長其升等年限二年。
教師於到職後，擔任本校學術或行政單位主管者，得簽請校長同意，至多延長其升等年限二年。
- 第四條 受評估之教師應於到職滿六年或滿八年之次學年**四月底**前，將相關資料送交本中心教評會備審。中心教評會就受評資料審查通過後，於**五月底**前送院教評會審議。資料不齊或逾期者皆不予受理，當次評估視同未達標準。
- 第五條 新聘教師評估未獲通過者，自次一學年度起不予晉薪、不得在校外兼課或兼職，並應每年繼續接受評估。

第六條 教學成果評定項目，包含授課狀況、課程輔導、教材編撰、論文指導等；其確切項目及評分標準詳附表。

第七條 研究成果評定項目，包含相關專業領域之期刊論文、研討會論文、其他學術著作或研究計畫成果等；其確切項目及評分標準詳附表。

第八條 服務(含輔導)成果評定項目，包含學生輔導、行政工作、各級委員會參與協助及其他校內外服務工作等；其確切項目及評分標準詳附表。

第九條 上述受評人之受評項目成績均需達到 70 分，方得通過評估。

第十條 中心教評會進行評估時，應有三分之二以上委員出席始得開會，並以出席委員過半數同意為通過。

第十一條 中心教評會進行評估時，應秉持嚴謹態度，採公開、公平、公正方式辦理，受評估未獲通過者，應報院教評會核備，並副知當事人。受評估者如對評估結果有異議，應於收到評估結果十五日內，檢具相關資料提出申覆；未於時限內提出申覆者，視同接受評估結果。

第十二條 本辦法不適用於教學型教師。

第十三條 其他未盡事宜，依本校相關規定辦理。

第十四條 本辦法經本中心教評會、中心會議通過，提院、校教評會核定後實施。

ELC New Faculty Evaluation Guidelines

1. The ELC New Faculty Evaluation Guidelines (hereafter referred to as “the Guidelines”) are established according to Article 2 of the Tunghai University New Faculty Evaluation Regulations and Article 12 of the Tunghai University Arts College New Faculty Evaluation Regulations. The purpose of the Guidelines is to evaluate new faculty members’ performance and quality in their teaching, research, and service (including consulting).
2. The guidelines apply to new faculties who are appointed on 90 academic year and afterwards.
3. If new Lecturers or Assistant Professors (as a rule, the University hires new faculty who have Ph.D. degrees) are not able to get promoted after having served in Tunghai for six years and new Associate Professors are not able to get promoted after having served in Tunghai for eight years, they must be evaluated. Female faculty members may extend up to 2 years, in case they are with child. Teachers who are newly hired as supervisors of teaching or administrative unit, may submit a kong wen and obtain the University President’s approval to extend the New Faculty Evaluation up to 2 years.
4. New faculties who have served 6 years or 8 years and are not able to get promoted should submit their evaluation materials in writing to the ELC Faculty Affairs Committee (FAC) for evaluation by the end of April in their seventh year at Tunghai for Lecturers or Assistant Professors, and in their ninth year for Associate Professors at Tunghai. The evaluation will be reviewed by the ELC FAC and submitted to the Arts College FAC and University FAC by the end of May.
5. New faculty members who fail to pass the evaluation will not receive any seniority- based pay raise, and will not be allowed to teach or work part-time outside of Tunghai starting from the following academic year; they must be evaluated again annually until they pass ELC New Faculty Evaluation.
6. The review items in the teaching evaluation category includes THU teaching evaluation, course related advising, development of teaching materials, etc. For all evaluation details, please see the Tunghai ELC Guidelines for Calculating Points for New Faculty Evaluation: Teaching Evaluation Category.
7. The review items in the research evaluation category includes evaluation of field related journal articles, conference proceedings, other forms of academic publication or research project reports, etc. For all evaluation details, please see the Tunghai ELC Guidelines for Calculating Points for New Faculty Evaluation: Research Evaluation Category.
8. The review items in the service (including consulting) evaluation category includes advising students, administrative work, participating in various committees, provide service on campus and off campus, etc. For all evaluation details, please see the Tunghai ELC Guidelines for Calculating Points for New Faculty Evaluation: Service (including consulting) Evaluation Category.
9. New faculty members must accomplish at least 70 points in each of the three evaluation categories in order to pass the ELC evaluation.

10. A quorum of two-thirds of the Committee members is required for a meeting to take place and must be approved by half of the quorum in order to pass.
11. The ELC FAC shall handle all evaluations in an open and fair and square manner. If the evaluation did not pass, the ELC FAC shall report this to the College FAC and also inform the faculty members whose evaluation failed to pass. The faculty members who wish to appeal should submit the related materials and explanation within 15 days after they've received the review result.
12. The New Teacher Evaluation does not apply to the Teaching Track Teachers.
13. For other related business not mentioned in these guidelines, please comply with the other relevant university guidelines.
14. The Guidelines shall be implemented after they have been passed by the ELC FAC, ELC Council, and submitted to and approved by the College and University FACs.

Passed; ELC FAC; December 16, 2008

Passed; ELC Council; December 22, 2008

Passed; College of Arts Faculty Affairs Committee; December 30, 2008

Passed; University Faculty Affairs Committee; January 15, 2009

Passed; ELC FAC; December 6, 2011

Passed; ELC FAC; April 10, 2012

Passed; ELC Council; April 17, 2012

Passed; College of Arts Faculty Affairs Committee; April 27, 2012

Passed; University Faculty Affairs Committee; May 18, 2012

Passed; ELC FAC; May 6, 2014

Passed; ELC Council; June 17, 2014

Passed; College of Arts Faculty Affairs Committee; October 21, 2014

Passed; University Faculty Affairs Committee; March 3, 2015

Amended; ELC FAC; May 8, 2018

Passed; ELC Council; June 23, 2018

Passed; College of Arts Faculty Affairs Committee; October 9, 2018

Passed; University Faculty Affairs Committee; December 13, 2018