

Evaluation Guidelines for Faculty Members of the College of Science, National Taiwan Normal University

- Revised and passed in the 63rd College Affairs Meeting of the College of Science on June 1, 2000. Approved by the president and published on July 29, 2000.
- Revised and passed in the 74th College Affairs Meeting of the College of Science on November 25, 2005. Approved by the president and published on December 1, 2005.
- Passed in the 78th College Affairs Meeting on December 21, 2007. Approved by the president and published on January 3, 2008.
- Revised and passed in the 95th College Affairs Meeting of the College of Science on October 19, 2012. Approved by the president and published on November 5, 2012.
- Revised and passed in the 104th College Affairs Meeting of the College of Science on October 24, 2014, with a total of 20 articles. Published and implemented by the letter No. 1031025698 of the College of Science, National Taiwan Normal University on November 4, 2014.
- Revised and passed in the 110th College Affairs Meeting of the College of Science on September 24, 2014, with amendments to Articles 4, 5, 11, 16 and 17 (adopting single-volume monographs and A&HCI journals and revising the process schedule). Published and implemented by the letter No. 1041024694 of the College of Science on October 19, 2015.
- Revised and passed in the 111th College Affairs Meeting of the College of Science on December 15, 2015, with amendments to Articles 4 and 5 (adopting recognized journals from each college). Published and implemented by the letter No. 1041031954 on December 28, 2015.
- Revised and passed in the 114th College Affairs Meeting of the College of Science on May 19, 2015, with amendments to Articles 19 (including recognition of SCOPUS papers, changes to the rules for redeeming and mutually redeeming research performance, revised passing standards for newly hired faculty member evaluations and new regulations allowing visiting scholars abroad to defer evaluations). Published and implemented by the letter No. 1051012696 on May 26, 2016.
- Revised and passed in the 120th College Affairs Meeting of the College of Science on October 12, 2015, with amendments to the regulations' name and Articles 1~8, 10, 11, 13, 15, 16, 18, 19 (revised relevant provisions to accommodate the establishment of college-level professional schools, revised standards for exemption and evaluation of newly hired faculty members, added regulations for the data collection period of deferred evaluations). Published and implemented by the letter No. 1061027532 on October 31, 2017.
- Revised and passed in the 126th College Affairs Meeting of the College of Science on October 18, 2015, with amendments to Articles 3-1, 6, 8, 10 and 14 (added regulations for academic ethics and integrity education and training, revised the guidance methods for those who did not pass the evaluation and revised the qualifications for exemption from evaluation). Published and implemented by the letter No. 1071029823 on October 31, 2018.
- Revised and passed in the 130th College Affairs Meeting of the College of Science on September 12, 2015, with amendments to Articles 6, 7, 10, 13 and 15~20 (revised restrictions on faculty members who did not pass the evaluation, revised qualifications for exemption from evaluation, added procedures for handling evaluation data that have not been submitted). Published and implemented by the letter No. 1081036876 on January 6, 2020.
- Revised and passed in the 132nd College Affairs Meeting of the College of Science on November 7, 2019, with amendments to Articles 4 (amendment of faculty member evaluation items). Published and implemented by the letter No. 1081036876 on January 6, 2020.
- Revised and passed in the 134th College Affairs Meeting of the College of Science on October 15, 2019, with amendments to Article 4~8 (amendment of the method for adopting SCOPUS, the unified time for reevaluation of faculty members who did not pass the evaluation, the final schedule for newly hired full-time faculty members to pass the faculty member evaluation and the restrictions on faculty members who did not pass the evaluation).
- Revised and passed in the 136th College Affairs Meeting of the College of Science on May 6, 2019, with amendments to Articles 4~8 (amendment of evaluation items, the responsible unit for providing assistance and improvement mechanisms, the minimum period for adopting the teaching evaluation items of newly hired faculty members). Published and implemented by the letter No. 1101017020 on July 19, 2021.
- Revised and approved during the 140th College Affairs Meeting of the College of Science on March 3, 2019, with amendments to Articles 7 and 10 (including exemption conditions for proposing an improvement plan for faculty members who did not pass the evaluation, as well as the scope of retired faculty members, which now includes those who retire at the age limit and those who retire voluntarily). The revised version was published and implemented through letter No. 1111008117 on April 1, 2021.

- Article 1.** To improve the quality of teaching, research, service, and counseling provided by faculty members, and to support their professional development, this college has established evaluation criteria aligned with the regulations of the faculty member evaluation system of our university.
- Article 2.** These evaluation criteria apply to all lecturers and higher-ranking faculty members at this college.
- Article 3.** The evaluation criteria encompass three domains: teaching, research and service and counseling. Various evaluation methods may be used, including professional college evaluations at the department, school and college levels, self-evaluations by faculty members, peer evaluations, student evaluations and other methods. Once faculty members have successfully completed individual evaluations in the areas of teaching, research, service and counseling, the overall evaluation will be considered complete.
- Article 3-1.** Before undergoing evaluation, full-time faculty members at all levels must complete at least three hours of academic ethics and integrity education training and provide proof of completion.

Article 4. The evaluation items and passing standards for faculty members are as follows:

I. Teaching: Faculty members must receive an average score of 3.5 or above on course evaluations during the evaluation period and must comply with regulations regarding teaching hours without any other adverse teaching circumstances. (In cases where adverse circumstances exist, the evaluated faculty member can provide relevant written explanations).

II. Research: Academic performance and research plans should comply with the following regulations.

(I) Academic performance should be original and comply with one of the following regulations:

1. For monographs: lecturers and assistant professors are expected to publish three monographs within three years, while associate professors and professors should publish three monographs within five years, which should be subject to the review mechanism established by the university.

The review mechanism should follow the relevant regulations of the “National Taiwan Normal University Regulations for Faculty Evaluation” and “National Taiwan Normal University Commissioned Monograph Review Implementation Measures.”

2. For Journal Articles: Lecturers and assistant professors are required to publish two journal articles within three years, while associate professors and professors are required to publish three journal articles within five years. The journal articles must be published in journals listed in SCI, SSCI, A&HCI, EI, TSSCI, SCOPUS or other journals approved by other colleges. If the journal’s impact factor ranks in the top 20% for SCI IF or top 50% for SSCI IF, one article meets the standard for lecturers and assistant professors and two articles meet the standard for associate professors and professors. Three SCOPUS-indexed conference papers are equivalent to one journal article (only if the author is the first author or corresponding author).

3. Patent: The university requires lecturers and assistant professors to have two patents with substantive examination within three years, while associate professors and professors are expected to have three patents with substantive examination within five years. It is mandatory that the university owns the patents mentioned above.

4. Other equivalent academic achievements: the department (or institute, professional college), college and university teaching evaluation committee may recognize academic achievements that are equivalent to the aforementioned criteria.

Regarding a faculty member’s monograph or journal article, a lecturer or assistant professor should be the first author or corresponding author for at least one publication, while an associate professor or professor should be the first author or corresponding author for at least two publications.

If a faculty member is affiliated with multiple institutions simultaneously, the university’s name should be listed first as the publishing institution.

(II) Research Projects: Lecturers should host or co-host at least one off-campus research project every three years. Assistant professors should host (excluding co-hosts) at least one off-campus research project every three years. Associate professors and professors should host (excluding co-hosts) at least one off-campus research project every five years. All off-campus research projects must be conducted in the name of the university, including industry-university cooperation projects. If a faculty member is the principal investigator of a sub-project under the Ministry of Science and Technology's integrated project (formerly the National Science Council), it is considered as hosting one research project.

III. Service and Counseling: To pass the evaluation, faculty members must obtain a total score of at least 80 points, which includes both on-campus and off-campus services, counseling for students' academic and personal life, as well as other relevant services and counseling activities. Each department, institute and professional college should establish specific and clear evaluation criteria for these services.

Article 4-1. The counts from the previous articles (or academic performances) can be joint accumulated. For example, one book or one chapter of a book with three or more co-authors or one patent can be credited as one journal article. Additionally, winning an exhibition or competition once can be credited as two journal articles.

Faculty members who meet certain conditions can be credited across categories, but only once per evaluation (only one option can be chosen). The following credit conditions apply:

I. Credit for journal articles: As the principal investigator of a research project funded by the Ministry of Science and Technology, one journal article can be credited.

II. Credit for research projects:

(I) For each academic performance, one off-campus research project can be credited.

This credit can only be given to the first author or corresponding author of a chapter in a book or journal article.

(II) Faculty members who have made the following special contributions to the school during the evaluation period can credit one off-campus research project.

1. Writing and executing university-level plans twice, such as the Higher Education Sprout Project or Teaching Excellence Project.
2. Serving as the director of the university's national or international athlete training program twice.
3. Mentoring university students to participate in national competitions and achieve outstanding results twice or participating in international competitions and achieving results once or more.

Article 5. Full-time faculty members with more than 25 years of experience can choose to be evaluated according to the provisions of Article 4 of this guideline or the following provisions:

I. Teaching: the standards remain the same as in paragraph 1, Article 4.

II. Research: Academic performance and research plans should comply with the following regulations.

(I) Academic performance should be original and comply with one of the following regulations:

1. Monographs: Lecturers and assistant professors must publish two monographs within three years, while associate professors and professors must publish two monographs within five years, subject to the university's established review mechanism.

The review mechanism should follow the relevant regulations of the "National Taiwan Normal University Regulations for Faculty Evaluation" and "National Taiwan Normal University Commissioned Monograph Review Implementation Measures."

2. Journal Articles: Lecturers and assistant professors are required to publish at least one journal article within three years. Associate professors and professors are required to publish at least two journal articles within five years. The journal

articles must be published in journals listed in SCI, SSCI, A&HCI, EI, TSSCI, SCOPUS or other journals approved by other colleges. If the journal article is published in a journal among the top 20% in SCI IF or the top 50% in SSCI IF, having one journal article would meet the criteria for associate professors and professors. Three SCOPUS-indexed conference papers are equivalent to one journal article (only if the author is the first author or corresponding author).

3. Patents: Lecturers and assistant professors are required to have at least one patent with substantive examination within three years. Associate professors and professors are required to have at least two patents with substantive examination within five years. It is mandatory that the university owns the patents mentioned above.

4. Other equivalent academic achievements: the department (or institute, professional college), college and university teaching evaluation committee may recognize academic achievements that are equivalent to the aforementioned criteria.

The academic performances mentioned above can be jointly accumulated and the criteria are the same as those in Article 4-1. If a faculty member is affiliated with multiple institutions simultaneously, the university's name should be listed first as the publishing institution.

(II) Research Projects: Lecturers and assistant professors should lead or co-lead at least one off-campus research project every three years, while associate professors and professors should lead or co-lead at least one off-campus research project every five years. The recognition and conversion criteria for off-campus research projects are the same as those outlined in Article 4 and Article 4-1 of this guideline.

III. Service and Counseling: To pass the evaluation, faculty members must obtain a total score of at least 80 points, which includes both on-campus and off-campus services, counseling for students' academic and personal life, as well as other relevant services and counseling activities. Each department, institute and professional college should establish specific and clear evaluation criteria for these services.

Article 6. The evaluation results of lecturers and assistant professors shall be handled as follows:

I. Lecturers and assistant professors shall be evaluated every three years by their respective departments (institutes, colleges). Those who fail the evaluation will not receive salary increments from the following academic year and cannot exceed the maximum hours for teaching. They also cannot engage in part-time teaching or work (including in-service programs, continuing education centers and summer programs) within or outside the school. The main employing unit will provide assistance and propose improvement plans. A re-evaluation will be conducted within two years. If the re-evaluation still does not pass, the third-level Faculty Evaluation Committee will propose a decision to not renew the appointment.

II. Those who did not pass the latest evaluation will not be eligible to apply for promotion. The evaluation period will be calculated based on semesters and will be counted from the semester of the faculty member's previous evaluation, with a duration of three years. The performance of the current semester should also be included in the data collected for the next evaluation.

In case a lecturer or assistant professor is promoted, the evaluation schedule will be reset from the promotion effective date.

For lecturers and assistant professors hired before September 29, 1999, their evaluation results will be processed based on Article 7 of this regulation (evaluation results for associate professors and professors).

Article 7. The handling of evaluation results for associate professors and professors is as follows:

- I. Associate professors and professors will be evaluated every five years by their respective departments (or institutes, professional colleges) and colleges. Faculty members who do not pass the evaluation will not receive a salary increase from the following academic year, will not be permitted to teach additional courses or work part-time jobs within or outside the school (including in-service programs, continuing education and summer programs), will not be seconded, will not be eligible for sabbatical leave, will not be allowed to travel abroad to give lectures, will not be able to apply for overseas research or further studies with salary retention and will not serve as a member of any level of the university's teaching evaluation committee or administrative or academic supervisor. However, faculty members who do not pass the evaluation can apply for re-evaluation within two years. If the re-evaluation is successful, the aforementioned restrictions will be lifted starting from the following academic year.
- II. Associate professors who did not pass the most recent evaluation cannot apply for promotion. The calculation of the evaluation period mentioned above should be based on semesters and should be calculated from the semester of the faculty member's previous evaluation, with a duration of five years. The performance of the current semester should also be included in the data collected for the next evaluation.

If the associate professor is promoted, the evaluation period will be reset from the effective date of promotion.

If an associate professor or professor at our school does not pass the evaluation, their main employing unit will provide assistance and propose an improvement plan for review by the third-level Faculty Evaluation Committee. However, if that faculty member retires within the two semesters immediately following the unsuccessful evaluation, they may be exempted from proposing an improvement plan. Newly appointed professors or associate professors who fail the evaluation will be subject to the regulations in Article 8, effective from August 1, 2011 onwards.

Article 8. Since August 1, 2011, all levels of newly hired full-time faculty members are required to pass the evaluation by the seventh semester after completing three years of service at the school. The evaluation standards are the same as those for lecturers and assistant professors in Article 4. During the evaluation period of first-time faculty members, course evaluation surveys should be conducted for at least 4 academic semesters, including 4 semesters. For non-newly hired faculty members who have previously taught at other universities or served as project faculty members at this university, the course evaluation survey should be conducted for at least 2 academic semesters, including 2 semesters. Starting from February 1, 2016, all newly hired full-time faculty members, regardless of their level, are required to attend the "New Faculty Member Training" program, which is organized by the Office of Academic Affairs within one year of their employment. Additionally, first-time faculty members are required to participate in one session of "Peer Observation and Feedback" and one session of "Research Consultation," which are organized by the Office of Academic Affairs and the Office of Research and Development, respectively, within their first academic year of employment. Those who are unable to participate must complete the evaluation in the next academic year to be considered for passing the evaluation for newly-hired faculty members under the first item of this article.

Starting from February 1, 2016, newly-hired full-time faculty members of all levels in departments, institutes or professional colleges with experimental facilities in this school may receive education and training from the school's Environmental Safety and Health Center upon approval from their respective units. Such faculty members must complete the education and training and pass the test according to the relevant regulations of the center within one year of joining the school, in order to pass the evaluation for newly-hired faculty members under the first item of this article.

Faculty members who fail the evaluation will not receive a salary increase in the next academic year and will be prohibited from teaching outside the school or taking part-time jobs, including in-service, continuing education center and summer programs. Their employing unit should provide assistance and propose an improvement plan, followed by a re-evaluation within two years. If they fail the re-evaluation, the employing unit must propose a resolution not to renew their contract through the third-level Teaching Evaluation Committee.

Starting from August 1, 2011, newly hired full-time faculty members at all levels who meet the requirements for exemption from evaluation may apply for exemption directly in accordance with relevant regulations and do not need to undergo the evaluation for newly hired faculty members in the first item of this article.

From August 1, 2011, full-time faculty members at all levels hired thereafter who pass the evaluation for newly hired faculty members under this article will be evaluated according to the provisions in Article 6 and Article 7. If they fail to pass the evaluation again, the third-level Teaching Evaluation Committee should propose a resolution not to renew their contract.

Upon a decision made by two-thirds or more of the attending members of the faculty evaluation committee and two-thirds or more of them voting in favor, the non-renewal case shall be forwarded to the university teaching evaluation committee for review.

Article 9. In the event that a faculty member does not pass the evaluation and receives guidance or assistance for a re-evaluation, their teaching, research, service, and counseling achievements shall be assessed over a period of three years (for lecturers and assistant professors) or five years (for associate professors and professors) backwards from the semester of the re-evaluation. The assessment should not be calculated from the beginning of the first evaluation.

Article 10. Within three years before the evaluation period (five years for associate professors and professors), lecturers and assistant professors of this university who meet one of the following requirements may apply for exemption from the current evaluation:

- I. Serving as a research lecturer of this university.
- II. Receiving the Teaching Excellence Award from this university.
- III. Receiving the Outstanding Service Award from this university.
- IV. Retiring within the second semester following the evaluation period.
- V. Receiving the Ministry of Education's Teaching Excellence Award.

Article 11. Associate professors or above whose research performance meets one of the following conditions may apply for exemption from lifelong evaluations:

- I. Being elected as an Academician of the Academia Sinica;
- II. Receiving the Academic Award of Ministry of Education, National Chair Professorship, National Award for Arts or National Cultural Award of R.O.C;
- III. Serving as a distinguished visiting professor at well-known universities in Taiwan or abroad and being recognized by the university;
- IV. Served as a distinguished visiting professor at the National Taiwan Normal University;
- V. Being awarded as the principal investigator of a project research grant (including industry-university cooperation projects) by the Ministry of Science and Technology (formerly the National Science Council). This award is referred to as the project research principal investigator's fee (winners of the Type A Research Award from the National Science Council can offset the cost of one project research principal investigator's fee and winners of the Outstanding Research Award can offset the cost of three project research principal investigator's fees. The project execution period must be at least one year and only one project can be awarded per year.

The standards for passing the project research principal investigator's fee have been adjusted to increase once every two years since 2015 and the adjustment process is as follows:

- (I) Applicants who applied in 2017: 11 times.
- (II) Applicants who applied in 2018 and 2019: 12 times.
- (III) Applicants who applied in 2020 and 2021: 13 times.
- (IV) Applicants who applied in 2022 and 2023: 14 times.
- (V) Applicants who apply since 2024: 15 times.

If a faculty member receives the Teaching Excellence Award from the university, that faculty member may use it once to offset the cost of hosting a research project. If the faculty member receives the Outstanding Teaching Excellence Award, that faculty member may use it three times to offset the cost of hosting a research project. However, the research project hosting fee awarded in the same year as the Teaching Excellence Award cannot be used again. The Outstanding Teaching Excellence Award and the hosting fee for a research project cannot be used again within three years of receiving the Outstanding Teaching Excellence Award.

Article 12. Associate professors or above, whose teaching performance meets one of the following conditions, may apply for lifelong exemption from evaluations:

Having received the Teaching Excellence Award from this university 15 times or more (One Outstanding Teaching Excellence Award can offset three Teaching Excellence Awards).

Article 13. Faculty members who take a leave of absence for research, go abroad for further studies or academic lectures, are temporarily assigned to another position, take parental leave, provide care for family members, or experience major accidents and who are approved to take leave with pay or take leave without pay for more than six months, must receive evaluations upon returning to the school. They can apply to postpone their evaluations, depending on their length of absence starting from the semester they return to service.

Female faculty members who are pregnant or have given birth (or had a miscarriage) may postpone their evaluations for two years without being required to take a leave of absence without pay.

Faculty members holding positions of second-level supervisor or above in the university may apply for a postponement of their evaluations based on their length of service, starting from the current semester.

The data for postponed evaluations should be counted from the semester of the previous evaluation and the performance during the current semester of the evaluation should be included in the next evaluation.

Article 14. If a faculty member's evaluation materials are found to involve plagiarism, forgery, alteration or other violations of academic ethics and integrity and it is verified to be true, the evaluation shall be deemed as failed and the university will follow relevant regulations.

Article 15. Faculty members who are subject to evaluation must submit the relevant information for the evaluation. Failure to submit such information will result in the evaluation being deemed as failed.

Article 16. Every department, institute and professional college of the university must develop their own faculty member evaluation guidelines that comply with this guideline. Once approved at the department meeting, institute meeting or the professional college council meeting, and reviewed by the university's evaluation committee, it will be presented to the president for approval and implementation.

Regarding the evaluation items for faculty members, each department, institute and professional college should establish precise and unambiguous scoring criteria consistent with Articles 4 and 5.

Both the department (institute, professional college) and the university's evaluation committee should consider the faculty member evaluation as a review item, and thoroughly review the materials for assessment. The evaluation process should be conducted through anonymous voting.

Article 17. The faculty member evaluation process of the university is as follows:

I. Schedule for the Preliminary Evaluation

(I) Each semester, by the end of September or March, the departments, institutes, and professional colleges of the university must notify the faculty members who will undergo evaluation for the next semester. If there are faculty members who meet the criteria and are exempt from evaluation, they shall apply and complete the relevant procedures one semester before the evaluation to determine the list of faculty members who should undergo evaluation for the next semester.

(II) Faculty members who are subject to evaluation in a particular semester are required to submit their evaluation materials to their department, institute or professional college office by the end of August or February. The department, institute, or professional college's teaching evaluation committee will then conduct the preliminary evaluation and submit the results, along with relevant data, to the college office by the end of October or April.

II. Schedule for the Second Evaluation

The Teaching Evaluation Committee of the college will conduct the second evaluation before the end of November or May and submit the relevant data and deliberation results to the president for submission to the university's teaching evaluation committee for reference.

Newly hired full-time faculty members who meet the relevant promotion regulations may apply for promotion starting from the second semester after passing the evaluation for newly hired faculty members.

If a faculty member receives both evaluation and promotion application in the same semester after passing the evaluation for newly hired faculty members, the teaching evaluation committee should review the evaluation case first before reviewing the promotion case.

Article 18. The evaluation of contract faculty members shall follow the regulations outlined in "Regulations for the New Appointment of Contract Faculty" of the university.

The evaluation of project lecturers and project researchers shall follow the regulations outlined in "Directions for Appointment of Project Lecturers and Researchers" of the university.

Article 19. For matters not addressed in these guidelines, the university shall follow relevant regulations.

Article 20. These guidelines will be promulgated by the president and implemented after being approved by the academic affairs meeting. Any future amendments will also follow the same process.