**Chung Yuan Christian University Enforcement Rules for Project Faculty Evaluation of the Department of Interior Design**

Approved by the 2017-2-3rd Department Affairs Committee Meeting on 2018.04.18

Approved by the 2017-2-1st College Affairs Committee Meeting on 2018.04.25

Approved by the 2017-2-5th School Faculty Evaluation Committee Meeting on 2018.06.22

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Approved by the 2022-2-1st Department Affairs Committee Meeting on 2023.02.22

Approved by the 2022-2-1st College Faculty Evaluation Committee Meeting on 2023.03.09

Approved for Reference by the 2022-2-2nd School Faculty Evaluation Committee Meeting on 2023.03.24

1. These Enforcement Rules are established in accordance with Article 7 of the Regulations for Project Faculty Appointment of Chung Yuan Christian University (hereinafter referred to as “CYCU”).
2. The evaluation items of project faculty evaluation include the evaluation scores for teaching, research and service (including guidance). The total score is 100 points, and an anonymous evaluation method is adopted. Furthermore, for a faculty member receiving an evaluation score less than 70 points, his/her evaluation is determined to be disqualified.

Regarding the ratios of the evaluation items, the evaluation item of teaching accounts for 30%-60%, the evaluation item of research accounts for 10%-40%, and the evaluation item of service (including guidance) accounts for 20%-40%. For the score weights of the evaluation items, the faculty member under evaluation may choose the distribution ratio within the specified range, provided that the sum of the distribution ratios of the three evaluation items shall be 100%.

1. The evaluation item of teaching includes the basic sub-items for 50 points and the development sub-items for 50 points. In cases where the score of the basic sub-items is less than 40 points, no points shall be given to the development sub-item; the total score is 100 points. Detailed score evaluation method is to be further specified.
2. The evaluation item of research includes the basic sub-items for 50 points and the development sub-items for 50 points; the total score is 100 points. Detailed score evaluation method is to be further specified.
3. The evaluation item of service (including guidance) includes the basic sub-items for 50 points and the development sub-items for 50 points; the total score is 100 points. Detailed score evaluation method is to be further specified.
4. The requirements for the evaluation procedure and guidance mechanism shall be handled in accordance with relevant provisions of the CYCU Regulations for Faculty Evaluation and Guidance.
5. Any matters not specified in these Enforcement Rules shall be handled by the department faculty evaluation committee via resolutions in accordance with the relevant regulations of CYCU.
6. These Enforcement Rules are approved by the college faculty evaluation committee, followed by reporting to the faculty evaluation committee of the school for approval before implementation, and the same shall be applied to any amendments thereto.

**Chung Yuan Christian University Project Faculty Evaluation Score Table of the Department of Interior Design**

1. **Teaching Evaluation Item**

Basic sub-items for 50 points and the development sub-items for 50 points (quantitative sub-items of 35 points and qualitative sub-items of 15 points). In cases where the score of the basic sub-items is less than 40 points, no points shall be given to the development sub-items; the total score is 100 points.

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| **Basic Sub-item (50 points)**  A faculty member satisfying the following basic sub-items shall receive a score of 50 points, and the evaluation score is explained in the following. | | | | | | |
| **Sub-Item** | | **Score Evaluation Explanation** | **Self-evaluation Score** | | **Primary Review by the Department** | **Review Score** |
| **Score Deduction** | **Score Acquired** |
| 1. Each faculty member shall perform teaching according to the hours of teaching specified by the school (deduction of reduced teaching hours). | | For those failing to comply with the requirement, 2 points are deducted for each teaching hour reduced per semester. |  |  |  |  |
| 1. Course syllabus of each semester shall be uploaded online and determined by the department course committee as completed. | | For those failing to upload the course syllabus, 2 points are deducted per course. For those determined by the department course committee as incomplete, 2 points are deducted per course. |  |
| 1. For the teaching period of each semester, more than 3 hours (inclusive) of question-and-answer period per week shall be provided to students. | | If no question-and-answer period is provided or implemented, 2 points are deducted per semester. |  |
| 1. The teaching evaluation score of each course in each semester shall be higher than 3.5 points. | | For those receiving a score at the bottom 10% of the college evaluation scores and less than 3.5 points, 2 points are deducted per course. |  |
| 1. For a faculty member receiving a teaching evaluation score less than 3.5 points for any one course in a semester, his/her teaching evaluation comments, teaching innovation, teaching material development and class management of the course taught by him/her shall be reviewed, and a recommendation report on improvement of teaching content and methods shall be completed. | | If no recommendation report is submitted, 4 points are deducted per semester. |  |
| 1. When a faculty member fails to participate in the teaching policy or relevant regulations of the department, college and school, the faculty evaluation committee may self-specify point deduction items and deduction scores depending upon the actual condition; the maximum deduction is 10 points of the basic score. | | Maximum deduction is 10 points of the basic score. |  |
| **Basic Sub-item (maximum of 50 points) Score Subtotal** | | |  |  |  |  |
| **Development Sub-items: (I) Quantitative Sub-items (35 points)**  When the total of these sub-items exceeds 35 points, it is counted as 35 points. The score evaluation is explained in the following: | | | | | | |
| **Item** | **Score Evaluation Explanation** | | **Self-evaluation Score** | | **Primary Review by the Department** | **Review Score** |
| 1. Teaching quality excellence. | * For the teaching evaluation score, when the score is ranked among the top 75% to 45% of the entire college (divided into required and elective courses), 0.5 points are added per course; for the top 45% to 15%, 1 point is added per course; for the top 15%, 1.5 points are added per course. * When the course syllabus of each semester is rated by the department course committee as Excellent, 1 point is added per course. When the online teaching material (i-learning platform) is rated as Class A, 1 point is added per course. * For the English professional course teaching evaluation certification, 2 points are added for the rating of Excellent, 1 point is added for the rating of Good, and 0.5 points are added for the rating of Fair.   A maximum of 20 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ | |  |  |
| 1. Course management interaction. | For each semester, the i-learning platform is used to interact with the students during the course. When its use effectiveness is ranked as a top 20% course, 1 point is added per course. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ | |  |  |
| 1. Receiving teaching award and honor. | * When a faculty member has been awarded a school-level teaching excellence faculty award in the last three years, 10 points are added per award. When a faculty member has been awarded a school-level outstanding teaching faculty award, 20 points are added per award. * When a faculty member has received a teaching award presented by a credible external institution, after the approval of the department faculty evaluation committee and certain evaluation scores given to such award, a maximum of 20 points are added for such award. | |  | |  |  |
| 1. Teaching resource contribution. | * When a faculty member implements a teaching improvement project promoted by the government, such as: MOE Scientific Education Improvement Project, Higher Education Sprout Project, etc., 15 points are added when the faculty member acts as the project principle investigator (PI) (including chief executive officer), 8 points are added when the faculty member acts as a Co-PI or Sub-PI (including PI of sub-item or plan), and 2 points are added when the faculty member acts as the consulting teacher of the Higher Education Sprout Project, etc. * For a faculty member receiving a teaching resource and teaching preparation subsidy from CYCU, after the case is closed and a rating of Excellent is received, 3 points are added per case. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ | |  |  |
| 1. Professional growth of faculty member. | When a faculty member participates in the “Faculty Teaching Professional Certification Course for National Universities and Colleges” and qualifies the course certification of each stage, 2 points are added per semester. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ | |  |  |
| 1. Participation in policy course. | * When a faculty member implements a CYCU interdisciplinary course or employment program and acts as the PI, 10 points are added per academic year. * When a faculty member supports special teaching (a professional course with English teaching, service learning course, practice course, summer course, CIE course, professional ethics course, characteristic course, etc.; however, professional courses taught in English teaching of the Department of Applied Foreign Languages are excluded), 2 points are added per course for each semester. * For the opening of non-synchronous and remote teaching courses, or MOOC courses, 5 points are added per course for each semester. * When a faculty member obtains a remote teaching course certification from MOE and such course is opened, 10 points are added per course for each semester. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ | |  |  |
| 1. Teaching material innovation development. | When a faculty member publishes, writes or translates textbooks or packaged teaching materials or teaching software, 15 points are added per volume/set of teaching materials completed independently, and 5 points are added for re-publication or partial participation thereof. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ | |  |  |
| 1. Teaching innovation. | * Course innovation: For opening of a Problem-Based Learning\Project-Based Learning (PBL) course, micro or deep-bowl course and other innovative courses, 5 points are added per course for each semester. * 14-2. Teaching innovation: For the use of the innovative teaching methods flipped education, integrating digital technology, or Activity Facilitated Learning (AFL), 5 points are added per course for each semester.   A maximum of 20 points can be added for this sub-item. | |  | |  |  |
| 1. Participation in college and department teaching. | * When a faculty member plans or executes a department exhibition, graduation exhibition or other types of design teaching result exhibition, student design contest, or design teaching or competition workshop, the score addition standard for each exhibition is: 10 points for each cross-border event, 7 points for each cross-strait event, 5 points for each cross-campus event, and 3 points for each on-campus event. For participation in cross-border or cross-strait events, 2 points are added per event, and 1 point is added per cross-campus event. * When a faculty member is responsible for the planning and execution of a department-level “Field Trip (Learning Away From Home)”, 3 points are added for each domestic field trip of three days or more; 5 points are added for each overseas field trip of four to seven days, 7 points are added for each overseas field trip of eight days or more, and 10 points are added for each overseas field trip of 30 days or more. * When a faculty is invited to participate in an external design teaching evaluation, 1 point is added per occurrence. * Each faculty member shall at least open an independent teaching undergraduate course in each semester, and the course schedule shall be at least three days per week in each semester. If any faculty member fails to meet such requirement, 2 points are deducted per semester; however, for full-time faculty with a special condition reviewed and approved by the department, such requirement may not be applied.   A maximum of 15 points can be added for this sub-item. | |  | |  |  |
| **Development Sub-items: (I) Quantitative Sub-items (Maximum of 35 points) Score Subtotal** | | |  | |  |  |
| **Development Sub-items: (II) Qualitative Sub-items (15 points)**  If there are other specific facts related to other on-campus or off-campus teaching, the faculty member is requested to provide explanation in a list form for submission to the faculty evaluation committee for review and evaluation.  For example: Other achievements in the use of innovative methods for the management courses, other achievements in obtaining external resources, other achievements in participation in the school policy promotion courses, or other achievements related to the publication of teaching innovation, etc. | | | | | | |
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| **Development Sub-items: (II) Qualitative Sub-items (Maximum of 15 points) Score Subtotal** | | | **Self-evaluation Score** | | **Primary Review by the Department** | **Review Score** |
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| **Item** | | **Self-evaluation Score** | **Review Score** |
| **Basic  Sub-items** | Subtotal (maximum of 50 points) | points | points |
| **Development Sub-items** | (I) Quantitative Sub-items Subtotal (maximum of 35 points) | points | points |
| (II) Qualitative Sub-items Subtotal (maximum of 15 points) | points | points |
| **Teaching Evaluation Item Total Score** | | **points** | **points** |
| **Teaching Self-selection Ratio** | | **%** | |
| **Teaching Evaluation Item Score (Total score × Self-selection ratio) =** | | **points** | **points** |

**Faculty Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Research Evaluation Item**

Basic sub-item for 50 points and the development sub-item for 50 points (quantitative sub-items for 35 points and qualitative sub-items for 15 points), and the total score is 100 points.

※ Theses and patents are counted based on the year of publication, and projects are counted based on the academic year of the project start date.

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| **Basic Sub-item (50 points)**  When a faculty member satisfies any one of the following items, 50 points are given. | | | | | |
| **Sub-item** | | **Please check V if condition is satisfied** | **Self-evaluation Score** | **Primary Review by the Department** | **Review Score** |
| 1. Announcement of one time of any academic or creative work result according to the Regulations for Research or Creative Work Result Rewards of CYCU. | |  |  |  |  |
| 1. Acting as a Sub-PI (inclusive) and above in one external project subsidy (must be applied under the name of CYCU) or submission of one application for a National Science and Technology Council (NSTC) research project. | |  |
| 1. Attending one academic seminar or one international academic meeting. | |  |
| 1. Self-specified item by the college according to the academic field characteristic (maximum of one item only).    1. Personal creative work portfolio or public exhibition.    2. Practical design work portfolio.    3. Announcement or design or creativity-related paper or topic research.    4. Publication of design related book. | |  |
| **Basic Sub-item (50 points) Score Subtotal** | | |  |  |  |
| **Development Sub-items: (I) Quantitative Sub-items (35 points)**  When the total of these sub-items exceeds 35 points, it is counted as 35 points. The score evaluation is explained in the following: | | | | | |
| **Item** | **Score Evaluation Explanation** | | **Self-evaluation Score** | **Primary Review by the Department** | **Review Score** |
| 1. Announcement of academic journal or meeting thesis with review system. | * Other categories shall be handled according to the provision of “Article 4 of the CYCU Regulations for Faculty Research Results”.   For the reward under Category 1, 20 points are added per paper.  For the reward under Category 2, 16 points are added per paper.  For the reward under Category 3, 13 points are added per paper.   * For other journal papers, 10 points are added per paper; for research meeting papers, 8 points are added per paper.   A maximum of 35 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Announcement of creative work result. | * Other categories shall be handled according to the provision of “Article 4 of the CYCU Regulations for Faculty Creative Work Results”.   For the reward under Category 1, 20 points are added per time.  For the reward under Category 2, 16 points are added per time.  For the reward under Category 3, 13 points are added per time.  For the reward under Category 4, 10 points are added per time.   * For other public exhibitions, 8 points are added per time. For an event of special nature and scale, a maximum of 15 points are added; however, it must be reviewed and approved by the department-level faculty evaluation committee.   A maximum of 35 points can be added for this sub-item. | |  |  |  |
| 1. Completion of practical design or planning work. | 8 points are added per design or work.  For a design or work of special nature or scale, a maximum of 16 points are added per design or work.  However, it shall be reviewed and approved by the department-level faculty evaluation committee.  A maximum of 20 points can be added for this sub-item. | |  |  |  |
| 1. Acting as PI or Co-PI of a research project, cooperative education or industry-academia collaboration project. | * When a faculty member acts as PI of NSTC research or an MOE teaching practice research project, 12 points are added per project. * For other projects above NT$1 million (inclusive), 10 points are added per project; for projects under NT$1 million, a maximum of 8 points are added per project, and it is determined by each department based on the average value.   A maximum of 20 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Publication of book or obtaining of patent. | * When a faculty member publishes a book in the academic professional field, 15 points are added per book. * For re-publication or partial publication of a book, 5 points are added per book. * When a faculty member obtains a patent, 15 points are added per patent. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Planning or executing or participating in a large professional field research related event or seminar. | * For planning or execution of an event, the score addition standard per time is: 10 points for a cross-border event, 7 points for a cross-strait event, 5 points for a cross-campus event, and 3 points for an on-campus event. * For participation in cross-border or cross-strait events, 2 points are added per time, and 1 point is added for participation in each cross-campus event.   A maximum of 20 points can be added for this sub-item.  (Note: Scores shall not be repetitively given to Sub-item 8 of the Service Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Receiving campus or external research and design awards. | Awards are reviewed and approved by the department-level faculty evaluation committee.  A maximum of 15 points can be added for this sub-item. | |  |  |  |
| 1. Participation in external degree paper review or evaluation. | 3 points are added per design or work.  A maximum of 10 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Professional design journal publication. | * When a faculty member publishes articles in a professional magazine, newspaper or forum, 2 points are added per article. * When a faculty’s space design (building, landscape, or interior) is published by a domestic professional magazine, 5 points are added per article. * When a faculty member's work is published in a foreign professional magazine, 10 points are added per article.   A maximum of 15 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as a judge in a domestic or overseas professional design contest. | 10 points are added for an international contest, and 5 points are added for a domestic contest.  (Note: Scores shall not be repetitively given to Sub-item 11 of the Service Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Providing on-campus (cross-department), off-campus professional speeches. | 3 points are added per time.  A maximum of 15 points can be added for this sub-item.  (Note: Scores shall not be repetitively given to Sub-item 11 of the Service Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as an advisor for graduate student theses, technical reports or creation reports. | 2 points are added per graduate student.  A maximum of 15 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as an advisor for undergraduate topic research (excluding graduation design or graduation work), including review and approval of NSTC undergraduate topic research or CYCU undergraduate topic researches, or other domestic and overseas awards. | 2 points are added per design or work.  A maximum of 10 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as an advisor for topic research or theses receiving awards. | * When a faculty member has acted as an advisor for topic research or the thesis of a student receiving an award, 5 points are added per paper. * When a faculty member has acted as an advisor for a degree paper of a student receiving an award, 8 points are added per paper.   A maximum of 10 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as an advisor to a student participating in a design contest and winning at least an “Excellence Award”. | 10 points are added per international-level award, 8 points are added per national-level (including cross-strait) award, 5 points are added per off-campus award, and 2 points are added for an on-campus award.  A maximum of 10 points can be added for this sub-item.  (Note: Score shall not be repetitively given to Sub-item 10 of the Service Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| **Development Sub-items: (I) Quantitative Sub-items (Maximum of 35 points) Score Subtotal** | | |  |  |  |
| **Development Sub-items: (II) Qualitative Sub-items (15 points)**  If there are other specific facts related to other on-campus or off-campus research, the faculty member is requested to provide an explanation in a list form for submission to the faculty evaluation committee for review and evaluation.  For example: Acting as journal or seminar paper review committee member, participation in campus or external academic research related seminar events, receiving campus or external academic research awards, etc. | | | | | |
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| **Development Sub-items: (II) Qualitative Sub-items (Maximum of 15 points) Score Subtotal** | | | **Self-evaluation Score** | **Primary Review by the Department** | **Review Score** |
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| **Item** | | **Self-evaluation Score** | **Review Score** |
| **Basic  Sub-items** | Subtotal (maximum of 50 points) | points | points |
| **Development Sub-items** | (I) Quantitative Sub-items Subtotal (maximum of 35 points) | points | points |
| (II) Qualitative Sub-items Subtotal (maximum of 15 points) | points | points |
| **Research Evaluation Item Total Score** | | **points** | **points** |
| **Research Self-selection Ratio** | | **%** | |
| **Research Evaluation Item Score (Total score × Self-selection ratio) =** | | **points** | **points** |

**Faculty Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Service (Including Guidance) Evaluation Item**

Basic sub-item for 50 points and the development sub-item for 50 points (quantitative sub-items for 35 points and qualitative sub-items for 15 points), and the total score is 100 points.

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| **Basic Sub-item (50 points)**  When a faculty member satisfies any one of the following items, 50 points are given. | | | | | |
| **Item** | | **Please check V if condition is satisfied** | **Self-evaluation Score** | **Primary Review by the Department** | **Review Score** |
| 1. Acting as a mentor and satisfying the participation of one mentor meeting per semester (including application for leave according to the leave application procedure of CYCU), and online mentor evaluation answering rate reaching above 50% and evaluation scores among the top 80% of the college. | |  |  |  |  |
| 1. Acting as a career mentor, and career mentor evaluation scores determined to be qualified (above 70 points). | |  |
| 1. Providing care and guidance to students and participating in more than one seminar activity focused on faculty guidance of knowledge and skills (including mentor meeting, career mentor meeting, etc.). | |  |
| 1. Acting as an advisor for student’s topic research or participation in a national or international contest more than once. | |  |
| 1. Assisting the department to promote innovative teaching or international exchange affairs more than twice. | |  |
| When a faculty member fails to participate in important service and guidance affairs, meetings and events of the department, college and school, the faculty evaluation committee may self-specify point deduction items and deduction scores depending upon the actual condition; the maximum deduction is 30 points of the basic score. | | |
| **Basic Sub-item (50 points) Score Subtotal** | | |  |  |  |
| **Development Sub-items: (I) Quantitative Sub-items (35 points)**  When the total of these sub-items exceeds 35 points, it is counted as 35 points. The score evaluation is explained in the following: | | | | | |
| **Item** | **Score Evaluation Method** | | **Self-evaluation Score** | **Primary Review by the Department** | **Review Score** |
| 1. Selected as an Excellent Mentor. | When a faculty member is selected as an Excellent Mentor of the Department, 5 points are added each time; when such faculty member is also selected as an Excellent Mentor of the College at the same time, another 5 points are added; if such faculty member is also selected as an Excellent Mentor of the School, another 10 points are added. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Completion of the care rate indicated in the “Freshmen Real-time Form Filling Record” reaching 100% (excluding overseas students). | When a faculty member acts as a mentor for freshmen, and executes the “Freshmen Care First Mile Project” with the completion of the care rate indicated in the “Freshman Real-time Form Filling Record” reaching 100% within the specified time-limit, 5 points are added (excluding overseas students). | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Completion of mentor and student interaction notes. | When a faculty member completes the online mentor and student interaction notes, and the mentor guidance online evaluation answering rate reaches 60% with the evaluation score reaching among the top 50% of the college, 4 points are added per semester.  A maximum of 10 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Career mentor evaluation and student guidance. | When a career mentor receives an evaluation rating of Excellent, 3 points are added per semester; when a career mentor provides guidance to students and completes at least eight online interview records in a semester, 2 points are added. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as a guiding teacher. | When a faculty member acts as a guiding teacher of faculty and staff team, program responsible person or guiding teacher, club guiding teacher, volunteer guiding teacher, or leading teacher of a sports representative team, 1 point is added per item for each semester. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Guiding students to perform service work or promoting student practice. | When a faculty member guides or leads students to perform service work supported by actual facts or leads students of entire class to participate in general knowledge activities or promotes student practice supported by actual facts, 1 point is added per item for each semester. If such faculty member also receives the holistic caring award, another 5 points is added per time. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Acting as convener, executive secretary, or member of a committee at any level of the school. | 1 point is added per item for each semester. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Planning or organizing large events or seminars. | 2 points are added per on-campus event/seminar, 5 points are added per inter-school event/seminar, and 10 points are added per international event/seminar.  A maximum of 10 points can be added for this sub-item.  (Note: Score shall not be repetitively given to Sub-item 6 of the Research Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Cooperating with the Student Recruitment Center to organize various student recruitment events or acting as the administration examination committee member of the department. | 1 point is added per item for each semester.  A maximum of 6 points can be added for this sub-item. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Providing guidance to or participating in any type of contest and receiving an award. | 1 point is added per on-campus contest, 4 points are added per inter-school contest, and 10 points are added per international contest.  (Note: Score shall not be repetitively given to Sub-item 15 of the Research Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Being invited to act as professional judge or to give speeches. | * 10 points are added for each instance of acting as an international event judge, 5 points are added for each instance of acting as a national event judge, 2 points are added for each instance of acting as a local or inter-school event judge, and a maximum of 15 points can be added. (Note: Scores shall not be repetitively given to Sub-item 10 of the Research Development Sub-items) * 5 points are added for each international speech, 2 points are added for each off-campus speech, 1 point is added for each on-campus speech, and a maximum of 10 points can be added.   (Note: Scores shall not be repetitively given to Sub-item 11 of the Research Development Sub-items) | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Student guidance interaction and crisis handling. | * When a faculty member interviews with students and completes the online mentor and student interaction notes or guidance notes, 2 points are added when the number of notes completed reaches 2 copies and above each semester, and another 2 points are added if the number of notes reaches more than 5 copies. * When a faculty member provides assistance to crisis handling of a student case individually, 5 points are added per case. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Participation in on-campus/off-campus forums or student recruitment marketing events. | * When a faculty member participates in on-campus/off-campus forums (including seminars of the Teaching Development Center), 1 point is added per forum, and a maximum of 6 points can be added. * When a faculty member participates in off-campus promotion or student recruitment marketing event supported by actual facts, 2 points are added per participation. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Continuing education and alumni service. | * When a faculty member opens a continuing education course, 2 points are added per course for each semester. * When a faculty member participates in alumni service or career guidance or recommendation for further study supported by actual facts, 1 point is added per alumni. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| 1. Providing services to department administrative affairs. | * When a faculty member acts as a convener or member of a department-level committee, 1 point is added per item for each semester, and a maximum of 3 points can be added. * When a faculty member provides assistance to share relevant administrative affairs of the department with a diligent and responsible attitude, if he or she is recommended by the Chair of the Department, a maximum of 5 points can be added per semester, and a maximum of 15 points can be added. | | Score: \_\_\_  ÷ Evaluation Seniority (based on the number of semesters after on-boarding in the school as a faculty member) ✕6＝\_\_\_ |  |  |
| **Development Sub-items: (I) Quantitative Sub-items (Maximum of 35 points) Score Subtotal** | | |  |  |  |
| **Development Sub-items: (II) Qualitative Sub-items (15 points)**  If there are other specific facts related to other on-campus or off-campus service (including guidance), the faculty member is requested to provide an explanation in a list form for submission to the faculty evaluation committee for review and evaluation.  For example: Cooperating in promotion and organization of various policies of the MOE, acting as a member/director/supervisor of the government institution/public welfare organization/academic group, etc., planning and managing teaching facility/specialized classroom/laboratory/field or stadium, accepting an interview by professional media, fundraising or physical donation supported by actual facts. | | | | | |
|  | | | | | |
| **Development Sub-items: (II) Qualitative Sub-items (Maximum of 15 points) Score Subtotal** | | | **Self-evaluation Score** | **Primary Review by the Department** | **Review Score** |
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| **Item** | | **Self-evaluation Score** | **Review Score** |
| **Basic  Sub-items** | Subtotal (maximum of 50 points) | points | points |
| **Development Sub-items** | (I) Quantitative Sub-items Subtotal (maximum of 35 points) | points | points |
| (II) Qualitative Sub-items Subtotal (maximum of 15 points) | points | points |
| **Service (Including Guidance) Evaluation Item Total Score** | | **points** | **points** |
| **Service (Including Guidance) Self-selection Ratio** | | **%** | |
| **Service (Including Guidance) Evaluation Item Score (Total score × Self-selection ratio) =** | | **points** | **points** |

**Faculty Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**