

# 文藻外語大學專任教師評鑑辦法

## Full-Time Faculty Evaluation Regulations of Wenzao Ursuline University of Languages

民國 107 年 02 月 06 日校教評會議修正通過  
Amended and approved at the University Faculty Evaluation Committee Meeting on February 6, 2018  
**民國 107 年 05 月 23 日校務會議修正通過**  
**Amended and approved at the University Affairs Meeting on May 23, 2018**

第一條 文藻外語大學(以下簡稱本校)為促進整體發展,協助教師善盡教學、研究、服務與輔導之基本任務,並不斷激勵教師專業成長與提升學校教育品質,特依據大學法規定,訂定「文藻外語大學專任教師評鑑辦法」(以下簡稱本辦法)。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Full-Time Faculty Evaluation Regulations (hereinafter referred to as “the Regulations”) according to the University Act, in order to promote its overall development, support its faculty to fulfill their fundamental duties of teaching, research, service and consultation, and constantly encourage them to pursue professional growth and improve education quality.

第二條 本辦法用詞,定義如下:

- 一、輔導期間:自未通過評鑑當年度啟動輔導機制起至次學年 10 月止。
- 二、再評鑑計算期間:自前次未通過之評鑑期間起算至本次評鑑期間止。

Article 2 Terms used in the Regulations are defined as follows:

1. Guidance Period: From the year in which a teacher fails the evaluation and the guiding system is initiated to the end of October in the following academic year.
2. Reevaluation Period: The period between the last evaluation not passed by a teacher and the next evaluation.

第三條 凡本校之專任教師,除具有下列情況外,每滿二學年均須接受評鑑 1 次:

- 一、現任校長。
- 二、獲選為中央研究院院士者。
- 三、曾獲頒教育部學術獎或國家講座及本校認可之國內外著名大學講座教授者。
- 四、曾獲科技部傑出研究獎 3 次以上。
- 五、年滿 60 歲者(初聘者除外)。
- 六、借調或至評鑑時任職未滿二學年者。

Article 3 All full-time teachers of the University must be evaluated once every two academic

years unless one of the following conditions is met:

1. Currently serve as the President of the University.
2. Elected as an academician of the Academia Sinica.
3. Receive the Academic Award of the Ministry of Education, the National Chair Professorship or the title of chair professor of any domestic or foreign prestigious university recognized by the University.
4. **Receive Outstanding Research Award of the Ministry of Science and Technology three or more times.**
5. Reach the age of 60 (except teachers who are employed by the University for the first time).
6. Not serve for the full period of two academic years when a teacher is temporarily transferred or the evaluation process begins.

前項二學年期間之計算，具有下列情況之一，得檢具相關證明文件送交評鑑審查小組審核且經校長核定後，當學年度不計入評鑑計算期間：

一、女性教師因懷孕、生產或流產者。

二、發生重大傷病或家庭遇重大變故者。

三、留職停薪、留職留薪(進修研究、深耕服務)滿1年以上者。

If one of the following conditions is met during the two-year period mentioned above, a teacher may submit supporting documents to the evaluation team for review and approval. Then the case will be sent to obtain the President's approval for not evaluating the performance of the current academic year:

1. A female teacher who is pregnant, gives birth or has a miscarriage
2. A teacher who suffers from a serious illness or faces serious family problems
3. A teacher who has been absent with leave under the term of retaining position with or without pay (advanced study or in-depth service) for over 1 year

受評期間擔任行政職務，須任滿一學期以上者(含副校長、行政單位及學術單位一、二級主管)，經校長核定後，得免予評鑑。

A teacher who holds the position of administrative executive (including vice president, executives of any administrative or academic unit at level 1 or 2) for one semester is not required to be evaluated if the President grants approval.

受評期間獲得「產官學合作績優教師」或「專業典範教師」者，報請校長核定後，得免評乙次。

**If a teacher is awarded the “Outstanding Teacher of Industry-Academia-Government Cooperation” or “Teaching Excellence Award”, he/she may request the President’s approval for exemption from evaluation once.**

獲科技部主持人費5次以上者，報請校長核定後，得免評乙次。免評後重

新累計次數達 5 次以上仍可再提出免評申請。

**If a teacher receives grants from the Ministry of Science and Technology as a principal investigator five times, he/she may request the President's approval for exemption from evaluation once. Exemption from evaluation may be applied again if another five grants are received.**

第四條 本校辦理教師評鑑均應包括教學、研究、服務與輔導等項，評分標準另訂之。

Article 4 A teacher shall be evaluated with regard to teaching, research, service and consultation. The evaluation standards are defined separately.

第五條 專任教師評鑑，每二學年辦理 1 次。受評教師應於受評當年度 10 月底前就所列評鑑項目，彙整前二學年度資料，填寫「專任教師評鑑分項評分表」，附必要之佐證資料，交各系（所）、中心主管，再提系（所）、中心教評會初審、院教評會於次年 1 月底前完成複審後，提請校教評會於 4 月底前完成決審。

Article 5 The full-time faculty evaluation is conducted once every two academic years. A teacher to be evaluated shall collect necessary information for the past two academic years according to evaluation requirements, fill in the Full-Time Faculty Evaluation Sheet, enclose necessary supporting documents and submit all documents and information to the head of the responsible department/graduate institute/center by the end of October in the academic year in which he/she will be evaluated. The Department/Graduate Institute/Center Faculty Evaluation Committee in charge will complete the first review, and the College Faculty Evaluation Committee will then conduct a second review by the end of January in the following year. The University Faculty Evaluation Committee will carry out the final review by the end of April.

教師未依前項規定期程，提交相關評鑑資料，經系所、(中心)宣告催交後，仍未依期限內補正者，視為該學年度未通過評鑑。

If a teacher fails to submit evaluation documents by the defined deadline and no documents are submitted within the extended period after the responsible department/graduate institute/center notifies him/her, he/she will not pass the evaluation of that academic year.

初審階段得視需要由行政單位檢核其佐證資料，並給予檢核分數，並由三級校評會核定分數。

If necessary, the responsible administrative unit may review supporting documents and give points during the first review. The points will be finalized by the University Faculty Evaluation Committee at level 3.

第六條 校教評會進行決審前，應由主任委員於校教評委員中遴選五人組成評鑑審查小組，進行決審作業，完成後再提請校教評會審議。

Article 6 The chairperson of the University Faculty Evaluation Committee shall select 5 members to form an evaluation team for the final review before the University Faculty Evaluation Committee Meeting is held for conclusion.

第七條 教師評鑑以總分 70 分為通過之門檻。

Article 7 A score of 70 is required for passing the evaluation.

第八條 教師評鑑之結果並作為教師服務成績考核、升等、遴選優良教師、晉級、解聘、停聘、不續聘之重要參考。

Article 8 The result of the faculty evaluation serves as an important reference for performance evaluation, promotion, eligibility for Teacher of the Year, salary grade advance, dismissal, termination of employment and discontinuance of employment.

第九條 教師評鑑未通過者，除由教師本人向單位主管提出改善方案計畫，應接受系（所）、中心給予合理之協助，並視情況接受相關單位必要之輔導外，須於次學年接受再評鑑。

Article 9 If a teacher does not pass the faculty evaluation, he/she shall propose an improvement plan to the responsible unit head and accept reasonable support from the responsible department/graduate institute/center. The teacher shall also receive necessary guidance from the relevant unit and be evaluated in the following academic year.

校教評會得視情況選擇下列方式處理：

- 一、1次未通過者：由系（所）、中心給予輔導，輔導期間不予晉級、不得提出升等、校外兼課、超授鐘點、申請進修研究等，且減發年終工作獎金二分之一數額。
- 二、連續2次未通過者：除依第一款處理方式外，另停發年終工作獎金。
- 三、連續3次未通過者：依第二款處理方式外，另每月調減學術研究費30%，計12個月。

The University Faculty Evaluation Committee may use the following approaches if necessary:

1. One Failure: The responsible department/graduate institute/center shall provide guidance. No salary grade advance, promotion, teaching at another school, hourly overtime pay for teaching and further study are allowed. 50% of the year-end bonus will be deducted.
2. Two Consecutive Failures: In addition to the rules specified in 9-1, no year-end bonus will be granted.
3. Three Consecutive Failures: In addition to the rules specified in 9-2, 30% of monthly academic research fee will be deducted for 12 months.

教師評鑑未通過且有教學不力或不能勝任工作事實者，應提三級教評會審議解聘或不續聘。

If a teacher does not pass the faculty evaluation and is unable to teach or not competent in his/her job, the case shall be reported to the Faculty Evaluation Committee at level 3 to make a resolution regarding dismissal or discontinuance of employment.

- 四、若再評鑑通過時，自次學年起恢復其教師權益。

以上任何方式之處理及權益之恢復，均須通過校教評會決議及校長之核定。

4. If the next evaluation is passed, the teacher's rights will be restored from the following academic year.

Handling approaches and restoration of rights stated above must be approved by the University Faculty Evaluation Committee and the President.

第十條 校教評會對於教師評鑑未通過之教師，應以書面附理由通知當事人，當事人如有疑義或不服其決定者，於收到決議通知書之次日起三十日內，得檢具相關資料依本校教師申訴評議委員會組織及評議要點之相關規定提出申訴。

Article 10 The University Faculty Evaluation Committee shall inform any teacher who does not pass the faculty evaluation of the result and reasons in writing. A teacher who has questions or does not accept the result may submit supporting documents to make an appeal within 30 days after receiving a written notification according to the rules of the Guidelines for Organization of the Faculty Grievance Committee and Appeal Review of the University.

第十一條 本辦法經校教師評審委員會、校務會議通過，陳校長公告後實施，修正時亦同。

本辦法新修正之評鑑期間，自 106 學年度起算，並自 108 學年度起實施。

Article 11 The Regulations become effective after being approved at the University Faculty Evaluation Committee and the University Affairs Meeting, and issued by the President. Amendments must follow the same procedure.

The newly revised evaluation period applies from the 2017 academic year and is implemented in the 2019 academic year.

( 英文版僅供參考，若有歧義，以中文版為準。 )

( *The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.* )