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| **文藻外語大學教師評鑑分項評分表(校級)**  **Wenzao Ursuline University of Languages**  **Itemized Faculty Performance Evaluation Form (at University Level)** | | | | | | | |
| 一、**校級評鑑項目**(校級總分占30%，教學、研究、服務(輔導)教師自訂每項配分最高20%、最低5%)  1. **University-Level Evaluation Items** (University-Level Total Score 30%; Teaching, Research and Service (Counseling) scores are determined based on the customized ratio from 5% to 20%). | | | | |
| **教學指標：教師自訂比例**  **Teaching Indicator: Customized Ratio** |  | ←(請填入5-20之間數字)  (Please fill in a number between 5 and 20) |  | 檢查值須等於30%→  Checksum must be 30% | | 0% |

| 項次  Item No. | 項次內容  Content | 配分  Points | 說明: 1.與中程校務發展計畫策略指標之相關性 2.分數認定標準  Description:  1. In relation to strategic indicators of the medium-term university development project  2. Point criteria | 自評分數  Self-Evaluation Points | 檢核分數  Approved Points | 檢核單位核章  Approval Stamp of Responsible Unit | 佐證編號(自T-P匯出者則不必附佐證資料)  Supporting Number (No supporting data are required for exporting from T-P) |
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| 1 | 在教學過程中以溫和堅定的態度，教導、鼓勵學生自主學習。  Teach and encourage independent learning with a gentle but firm attitude. | 30 | **█2-3 生涯和合計畫-導師陪伴、廣/深度陪伴 1.**教師依個人表現自我評分。  **█2-3 Life Mentoring Project – Homeroom Teacher Care, Extensive/In-Depth Care**  **1.** Self-evaluation based on individual performance. |  |  |  |  |
| 2 | 參加校內外教學專業研習、教師社群、跨領域教學與研究團體。申請教育部課程獎勵或補助計畫。  Participate in internal/external teaching workshops, teacher communities, and interdisciplinary teaching and study groups; apply to the Ministry of Education for course incentive or subsidy programs. | 25 | █2-2 專業融合計畫-專業複合、跨域研究 1. 每項研習、社群、教學（研究）團體得5分，上限10分（佐證資料為相關研習證明或聚會討論紀錄）。 2. 每項計畫申請通過並執行完成得15分。 3. 每項計畫申請未通過者得5分。 4. 參與教師皆得計分。  █2-2 Multi-Professional Development Project - Professional Integration and Interdisciplinary Research  1. 5-10 points for 1 workshop, community, and teaching (research) group. (supporting documents shall be relevant workshop certificates or meeting records)  2. 15 points for 1 plan approved and conducted.  3. 5 points for 1 plan applied and rejected.  4. Every teacher who participates in a plan may receive points. |  |  |  |  |
| 3 | 教具編撰製作、出版課程教材、出版具ISBN編號大學以上用書(不得與研究之學術專書重複列計)  Develop and make teaching aids; publish teaching materials and university textbooks with ISBN (shall not be recognized as academic books). | 20 | █ 5-2 專業拔尖計畫-嶄新領域、跨域合作 1. 每案得10分。  █ 5.2 Outstanding Professional Project – New Fields and Interdisciplinary Collaboration  1. 10 points for 1 plan. |  |  |  |  |
| 4 | 開設遠距課程、全英語授課；或編撰完成可供遠距教學使用之數位教材；獲教育部「數位課程認證」。  Provide online courses; give lectures in English; create digital teaching materials for online courses; or receive an Online Course Certificate from the Ministry of Education. | 30 | █ 3-2 風華正盛計畫-華語遠距、客製教材 █6-2 指尖智慧計畫-遠距開課、線上磨課 1. 經過遠距教學推動委員會審查通過。 2. 符合本校「鼓勵教師全英語授課獎補助要點」所開設之課程。 3. 每門課程得10分，通過教育部「數位課程認證」得20分。上限30分。  █ 3-2 Chinese Teaching Project – Online Chinese Course and Customized Teaching Materials  █6-2 E-Learning Project- Online Courses and Massive Open Online Courses (MOOCs)  1. Approved by the Online Teaching Promotion Committee.  2. Comply with Guidelines to Provide Incentives and Subsidies to Encourage  Teachers to Teach Courses in English.  3. 10 points for 1 course; 20 points for obtaining an Online Course Certificate from the Ministry of Education. (Maximum: 30points). |  |  |  |  |
| 5 | 指導學生參與校外競賽、申請科技部大專生研究計畫、撰寫碩士學位論文  Coach students to help them participate in internal/external competitions; apply to the Ministry of Science and Technology for College Student Participation in Research Projects; write a Master's thesis. | 10 | █ 2-2 專業融合計畫-專業複合、跨域研究 1.指導學生參加校外競賽每案得5分。 2.研究計畫、學位論文每案得10分。  █ 2-2 Multi-Professional Development Project - Professional Integration and Interdisciplinary Research  1. 5 points for coaching students to help them participate in an external competition.  2. 10 points for each research project or graduate thesis. |  |  |  |  |
| 6 | 協助執行教務行政相關精進研究。協助英/外語診斷輔導中心進行診斷諮商輔導工作。開設產業學院、深碗、微型、證照輔導課程，或於進修部、推廣部開設課程。  Support administrative improvement study; provide consulting service at the Language Diagnostic and Consulting Center; and provide academia- industry, in-depth, micro, and certificate guiding courses or courses for the Division of Continuing Education and the Division of Extension Education. | 10 | █1-1 環境親和計畫-行政效能、組織調整 █8-1課程翻轉計畫 – 課務改革、彈性制度 1. 每一項研究得10分。 2. 每學期協助診斷諮商輔導工作得5分。 3. 每門課程得5分。  █1-1 Friendly Environment Project – Administrative Efficiency and Organization Adjustment  █8-1 Course Flip Project - Curriculum Transformation and Flexible System  1. 10 points for each study.  2. 5 points for providing consulting and guidance services each semester.  3. 5 points for 1 course. |  |  |  |  |
| 7 | 按時完成期中「學業成績預警」。  Issue Mid-term Warning for poor academic performance on time. | 5 | █ 2-3 生涯和合計畫-導師陪伴、廣/深度陪伴 1.每學期每科目皆依教務處公告截止日期前繳交。 2.每學期按時繳交者得5分。  **█** 2-3 Life Mentoring Project – Homeroom Teacher Care and Extensive/In-Depth Care  1. Submit warning for all courses by the deadline set by the Office of Academic Affairs each semester.  2. 5 points for on-time submission each semester. |  |  |  |  |
| 8 | 教學意見調查總平均成績高於全校總平均、或高於3.5分。  The mean score of teacher evaluation questionnaire is above average or higher than 3.5. | 10 | █2-2 專業融合計畫-專業複合、跨域研究 1. 教學意見調查總平均高於全校總平均得10分。 2. 教學意見調查總平均高於3.5分得5分。  █2-2 Multi-Professional Development Project - Professional Integration and Interdisciplinary Research  1. 10 points for receiving an above average score of teaching evaluation.  2. 5 points for receiving a score higher than 3.5 for teaching evaluation questionnaire. |  |  |  |  |
| 9 | 獲「專業典範教師」、「教學優良教師」，或教育部及專業學會相關教學優良獎項，或與其他教學優良相關具體事蹟。  Receive the Professional Development Award, the Distinguished Teaching Award, or teaching awards from the Ministry of Education and professional associations; being recognized for other specific outstanding teaching performance. | 10 | █5-1 人物拔尖計畫-諄誨耕耘、人師楷模 1.獲「專業典範教師」、或教育部及專業學會相關教學優良獎項得10分 2.獲「教學優良教師」得8分。  █5-1 Faculty Improvement Project –Inculcation and Role Model  1. 10 points for receiving the Professional Development Award or teaching awards from the Ministry of Education and professional associations.  2. 8 points for receiving the Distinguished Teaching Award. |  |  |  |  |
| 10 | 按時上傳課程大綱。  Upload syllabi on time. | 扣30分  Deduct 30 Points | 每學期逾期者扣5分。  Deduct 5 points for late upload each semester. |  |  |  | 此項為扣分  This category is for point deduction. |
| 按時上傳教學教材於網路平台。  Upload teaching materials to the online platform on time. | 1. 教材使用務必遵守智慧財產權。 2. 上下學期均符合本校「網路輔助教學平台管理規則第三條第（三）點」，並最遲於期中考後一週內完成。 3.每學期逾期者扣5分。  1. Comply with intellectual property regulations regarding the use of teaching materials.  2. Comply with Article 3.3 of Regulations Governing Management of Internet-Assisted Teaching Platform during both fall and spring semesters, and upload materials within one week after the mid-term exam at the latest.  3. Deduct 5 points for late upload each semester. |  |  |  |
| 按時繳交期中預警學生名單（如無預警學生名單，請於系統上確認）。  Submit the mid-term warning list on time. (If there are no lists required, please confirm via the online system.) | 1. 每學期每個科目依教務處公告截止日期前繳交。 2. 每學期逾期者扣5分。  1. Submit the warning list for each course by the deadline set by the Office of Academic Affairs each semester.  2. Deduct 5 points for late submission each semester. |  |  |  |
| 按時繳交學生期中、期末成績。  Submit mid-term and final scores on time. | 1. 每學期每個科目依教務處公告截止日期前繳交。 2. 每學期違反者扣5分。  1. Submit scores for each course by the deadline set by the Office of Academic Affairs each semester.  2. Deduct 5 points for late submission each semester. |  |  |  |
| 依規定申請，並完成調、補課之規定（包含期中、期末考週之考試及上課規定）。  Apply to reschedule and make up for classes in accordance with regulations (including regulations on mid-term and final exams and class rules). | 每學期違反者扣5分。  Deduct 5 points for violation each semester. |  |  |  |
| 教學意見調查結果。  Teaching evaluation questionnaire results. | █2-2 專業融合計畫-專業複合、跨域研究 每學期教學意見調查總平均未達3.0者，扣5分。  █2-2 Multi-Professional Development Project - Professional Integration and Interdisciplinary Research  Deduct 5 points for receiving a mean score below 3.0 each semester. |  |  |  |
| 小計(若超過100分，以100分計)，如為負分以零分計  Subtotal (For a score above 100 points, only 100 points will be given. If the score is below 0, no points will be given.) | | | | 0 | 0 |  |  |
| (代碼A1)教學項目依自訂百分比計分(小計總分\*教師自訂百分比)  (Code A1) The teaching percentage is calculated out of the customized ratio. (Subtotal\*Customized Ratio) | | | | 0 | 0 |  |  |

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| **研究指標：教師自訂比例**  **Research Indicator: Customized Ratio** |  | ←(請填入5-20之間數字) (Please fill in a number between 5 and 20) |  |  |  |  |

| 項次  Item No | 項次內容  Content | 配分Points | 說明: 1.與中程校務發展計畫策略指標之相關性 2.分數認定標準  Description:  1. In relation to strategic indicators of the medium-term university development project  2. Point criteria | 自評分數  Self-Evaluation Points | 檢核分數  Approved Points | 檢核單位核章  Approval Stamp of Responsible Unit | 佐證編號(自T-P匯出者則不必附佐證資料)  Supporting Number (No supporting data are required for exporting from T-P) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 擔任科技部計畫主持人  Serve as the principal investigator for a project from the Ministry of Science and Technology. | 20 | █5-2：承接政府部門計畫案、產學計畫案及技術服務案 主持人\*1 共同主持人\*0.5  █5.2: Conduct governmental, academia-industry, and technical service projects  Principal Investigator\*1  Co-Principal Investigator \*0.5 |  |  |  |  |
| 2 | 擔任科技部以外之政府部門計劃主持人  Serve as the principal investigator of a project from government organizations except the Ministry of Science and Technology. | 20 | █5-2：承接政府部門計畫案、產學計畫案及技術服務案 主持人\*1 共同主持人\*0.5  █5.2: Conduct governmental, academia-industry, and technical service projects  Principal Investigator\*1  Co-Principal Investigator \*0.5 |  |  |  |  |
| 3 | 產官學合作或合作研究  Academia-industry-government collaboration or research | 20 | █5-2: 承接政府部門計畫案、產學計畫案及技術服務案 1. 承接國內產官學合作(研究)或委託案並簽訂合約，得15分  2. 若為國外(跨境)產學合作(研究)，加5分 主持人 \*1共同或協同住主持人\*0.5  3.教師多年期產學合作或合作研究之計畫，可進行多年期評鑑分數認列須符合下列條件，內容如下：  █5.2: Conduct governmental, academia-industry, and technical service projects  1. 15 Points for signing a contract to carry out a domestic academia-industry-government collaboration (research) project or outsourced project. 2. 5 Points for participating in a foreign (cross-border) academia-industry-government collaboration (research) project. Principal Investigator\*1  Co-Principal Investigator or Collaborator \*0.5 3. For multi-year academia-industry collaboration or research projects, points may be given for multiple years if the following requirements are met: 一、期程與金額： 1. 計畫期程須超過一年六個月以上，且合約總金額達新台幣三十萬元以上者，可認列兩年期；認列名額為計畫主持人一名及共同主持人三名  2. 計畫期程須超過二年六個月以上，且合約總金額達新台幣七十萬元以上者，可認列三年期；認列名額為計畫主持人一名及共同主持人三名  3. 計畫期程須超過三年六個月以上，且合約總金額達新台幣一百二十萬元以上者，可認列四年期；認列名額為計畫主持人一名及共同主持人三名  1. Duration and Amount:  (1) If a project lasts over 18 months and the contract amount reaches NT$ 300,000, it is a 2-year project. One principal investigator and three co-principal investigators may be awarded. (2) If a project lasts over 30 months and the contract amount reaches NT$ 700,000, it is a 3-year project. One principal investigator and three co-principal investigators may be awarded. (3) If a project lasts over 42 months and the contract amount reaches NT$ 1.2 million, it is a 4-year project. One principal investigator and three co-principal investigators may be awarded. 二、具體成效：教師須依合約規劃年期提供當學年度進度研究或技術報告(研究格式)，經權責單位檢核通過後，提出佐證而認列評鑑評分。  2. Specific Results: A research or technical report (in a certain research style) should be provided each academic year during a defined period. Evaluation points may be given after the responsible unit approves the report and proof is submitted. |  |  |  |  |
| 4 | 前列項次1.2.3累計總金額達下列級距者，可個別獲得分數  If the total amount stated in Fields (1)-(3) falls within the following ranges, certain points will be given. | 20 | █5-3: 承接政府部門計畫案、產學計畫案及技術服務案總金額  1. 各項金額以主持人\*1，共同主持人\*0.5計算之  2. 累計 5 萬元(含)以下: 2分  累計 5 萬元以上~20萬元(含): 4分  累計20萬元以上~50萬元(含): 8分  累計50萬元以上~100萬元(含): 12分  累計100萬元以上~200萬元(含): 16分  累計200萬元以上:20分  █5-3 The total amount of governmental, academia- industry, and technical service projects:  1. For each range, Principal Investigator\*1; Co-Principal Investigator \*0.5  2. An accumulative amount of NT$50,000 or below: 2 Points  An accumulative amount of NT$50,000~NT$200,0000: 4 Points  An accumulative amount of NT$200,000~NT$500,000: 8 Points  An accumulative amount of NT$500,000~NT$1 million: 12 Points  An accumulative amount of NT$1 million ~NT$2 million: 16 Points  An accumulative amount of over NT$2 million: 20 Points |  |  |  |  |
| 5 | 執行校內整合型計畫  Conduct internal integration projects. | 20 | █5-4執行整合型計畫案及產學計畫案 主持人\*1；共同或子計畫主持人\*0.5  █5-4 Conduct internal integration and academia-industry projects  Principal Investigator\*1; Co-Principal Investigator or Subproject Principal Investigator \*0.5 |  |  |  |  |
| 6 | 1.完成每滿六年「產業研習或研究」。  2.完成合計至少六小時之學術倫理教育課程。  1. Complete Industrial Study or Research every 6 years.  2. Take courses on academic research ethics for a total of at least 6 hours. | 20 | █7-2: 完成「產業研習或研究」之專業教師比例1.符合教育部「學術自律」之重要指標。2.103年12月1日起，至109年7月31日前；新進教師須於到職日起一年內完成。  █7-2 Achieve the completion rate of finishing Industrial Study or Research 1. Utilize the key indicator, Academic Self-Discipline, of the Ministry of Education. 2. From December 1, 2014 to July 31, 2020, new teachers should fulfill the requirement in a year from the first day of work. 1.完成每滿六年「產業研習或研究」(15分) 2.完成合計至少六小時之學術倫理教育課程(5分)  1. Complete Industrial Study or Research every 6 years. (15 Points)  2. Take courses on academic research ethics for a total of at least 6 hours. (5 Points) |  |  |  | 完成後，應認列期間每年皆給分  Points will be given annually during the applicable period if the requirement is met. |
| 7 | 1. 參與或指導創業團隊 2. 擔任大專生科技部計畫指導老師  1. Participate in, or guide a startup team.  2. Coach students to help them conduct projects from the Ministry of Science and Technology. | 10 | █7-8: 每年新增創業團隊 1. 每項可得5分  █7-8: Create startup teams each year  1. 5 points for 1 event. |  |  |  |  |
| 8 | 獲研究、產學或專利類專業獲獎  Receive research, academia-industry, or patent awards | 5 | 獲得校外專業獎項者  Receive external professional awards. |  |  |  |  |
| 9 | 1. 擔任學術書刊、研究計畫審查人或編輯人員 2. 擔任政府組織、學會、NGO、NPO、相關產業之顧問、委員、理監事等職務  1. Review or edit academic journals or research projects.  2. Serve as a consultant, committee member, director or supervisor for a government/academic organization, NGO, NPO or a company in a particular field. | 15 | 任一項服務可得5分，最多可認列3項。  5 points for 1 position; only 3 positions may be recognized. |  |  |  |  |
| 10 | 助理教授以上之教師應以本校教師名義，每年至少發表學術論文（含各專業領域發表之作品且有證明者）乙篇或主持專案計畫/產學合作(研究)乙案；講師則至少兩年發表學術論文（含各專業領域發表之作品且有證明者）乙篇或主持專案計畫/產學合作(研究)乙案。  A teacher at the rank of assistant professor or above should publish at least one research paper (including the published work in a specialized field and proof) or serve as the principal investigator of one project / academia-industry collaboration (research) project on behalf of Wenzao every year. A lecturer has to publish at least one research paper (including the published work in a specialized field and proof) or serve as the principal investigator of one project / academia-industry collaboration (research) project every 2 years. | 扣30分  Deduct 30 Points | 1.助理教授以上之教師未達目標每年扣15分。  2.學術論文及各專業領域發表之作品，得列計通訊作者、第一及第二作者；主持科技部、教育部等政府機關之專案研究案者，得列計主持人與共同主持人；其他專案計畫/產學合作(研究)案，經費額度高於新台幣五萬元以上者，得加列共同主持人一位。  1. If a teacher at the rank of assistant professor or above does not achieve the goal, 15 points will be deducted.  2. For research papers and the published work in a specialized field, the corresponding author, the first author, and the second author may be recognized. For participation in a research project from government organizations such as the Ministry of Science and Technology and the Ministry of Education, the principal investigator and co-principal investigator may be recognized. For other projects / academia-industry collaboration (research) projects, one additional co-principal investigator may be recognized if the budget exceeds NT$ 50,000. |  |  |  | 此項目為扣分  This category is for point deduction. |
| 小計(若超過100分，以100分計)，如為負分以零分計  Subtotal (For a score above 100 points, only 100 points will be given. If the score is below 0, no points will be given.) | | | | 0 | 0 |  |  |
| (代碼B1)研究項目依自訂百分比計分(小計總分\*教師自訂百分比)  (Code B1) The research percentage is calculated out of customized ratio. (Subtotal\*Custom Ratio) | | | | 0 | 0 |  |  |

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| **服務(輔導)指標：教師自訂比例**  **Service (Counseling) Indicator: Customized Ratio** |  | ←(請填入5-20之間數字)  (Please fill in a number between 5 and 20) |  |  |  |  |

| 項次  Item No | 項次內容  Content | 配分  Points | 說明: 1.與中程校務發展計畫策略指標之相關性 2.分數認定標準  Description:  1. In relation to strategic indicators of the medium-term university development project  2. Point criteria | 自評分數  Self-Evaluation Points | 檢核分數  Approved Points | 檢核單位核章  Approval Stamp of Responsible Unit | 佐證編號(自T-P匯出者則不必附佐證資料)  Supporting Number (No supporting data are required for exporting from T-P) |
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| 1 | 能以溫和堅定的態度，關懷、照顧、鼓勵並激發學生潛能。  Encourage, inspire and pay attention to students to fulfill their potential with a gentle but firm attitude. | 30 | ■2-3 生涯和合計畫-導師陪伴、廣/深度陪伴  ■2-3 Life Mentoring Project – Homeroom Teacher Care and Extensive/In-Depth Care |  |  |  |  |
| 2 | 行政服務事項  Administrative service | 20 | █2-5 全校各學制畢業生對學校教學及輔導機制之整體滿意度。 █6-2指尖智慧計畫 █7-7 雇主對畢業生就業之整體滿意度。 █3-4完成跨文化海外服務學習經驗之學生數 █6-1數據智慧計畫-資訊整合，建置校務資料倉儲  █2-5 Graduates’ (every program) overall satisfaction towards teaching and counseling systems  █6-2 E-Learning Project  █7-7 Employers’ overall satisfaction towards graduates  █3-4 Number of students who have gained multicultural experience by serving abroad  █6-1 Smart Data Project – Information Integration and University Data Warehousing 1. 擔任校內各行政單位顧問（含講師、系統開發整合）或學生社團組織指導老師。（各10分）  2. 協助辦理校級重大慶典活動或行政單位所推動方案、教育宣導。（1場次10分）  3. 參與校內各行政單位辦理之法定教育訓練或研習，並取得證明或紀錄（個資、性平、愛滋等）。（1場5分）  4. 擔任校內校級委員會委員或專責小組成員。（各5分）  5. 協助招生宣導。（校外1次得10分、校內得5分）。  6. 執行推動「校務」研究或計畫。（10分）  7. 擔任國合老師。20分 1. Serve as a consultant of an administrative unit or an instructor of a student club or organization. (10 points for 1 position)  2. Support important festivals/events or promote project/education of an administrative unit. (10 points for 1 event) 3. Attend necessary internal education training or workshops held by an administrative unit and obtain a certificate or proof (personal information, gender equality, AIDS, etc.). (5 points for 1 event) 4. Serve as a member of a university-level committee or task force. (5 points for 1 position) 5. Support recruitment of students. (10 points for 1 external event, and 5 points for 1 internal event) 6. Carry out a research or project related to university affairs. (10 points) 7. Handle exchange student affairs. 20 points |  |  |  |  |
| 3 | 一般學生輔導或協助推動品德教育  Normal student counseling service or moral education promotion support | 30 | 1. 全學期按時完成上課點名。（10分）  2. 每學期完成廣度陪伴計畫office hours時段登錄，並有輔導紀錄者。（10分）  3. 擔任各類服務隊督導 (隨隊)老師並協助學生申請登錄服務時數。（海外每隊20分、國內10分）  4. 關懷、轉介特殊學生(含境外生)，並共同積極輔導(學務處)，或留住欲休退學生(教務處認定)。（1位10分）  5. 協助推動品德教育相關活動或講座。（5分）  6. 全程參與學生輔導相關會議。（每場得5分）。  7. 擔任海外實習輔導教師，輔導每位學生得10分（國內得5分）  1. Submit class attendance on time each semester. (10 points) 2. Register office hours for extensive care project and keep counseling records. (10 points) 3. Supervise a service team during a visit and support students to register service hours. (20 points for foreign service, and 10 points for domestic service) 4. Care and refer students with special needs (including foreign students); provide active guidance (Office of Student Affairs); or persuade students to stop considering withdrawal or suspension (identified by the Office of Academic Affairs). (10 points for helping 1 student) 5. Support promoting moral education activities or lectures. (5 points) 6. Attend all student counseling meetings throughout the process. (5 points for 1 meeting) 7. Provide guidance on foreign internship; 10 points for guiding 1 student (5 points for domestic internship) |  |  |  | 每一細項至多20分  A maximum of 20 points is allowed for each type of service. |
| 4 | 獲得學生輔導工作相關獎項、證照與榮譽。  Receive any award, certificate and recognition related to student counseling service. | 10 | 1. 取得學生輔導相關專業證照或獎項。。（1項10分） 2. 指導學生或社團組織參加校外(內)競賽並獲獎。（國際及全國獎項各10分、區域或校內各5分）。  1. Receive a professional certificate or award related to student counseling service. (10 points for 1 recognition)  2. Coach a student or student organization to help them participate in an internal/external competition and the student or student organization is awarded. (10 points for 1 international/national award, and 5 points for 1 regional/internal award) |  |  |  |  |
| 5 | 導師輔導工作  Homeroom Teacher Counseling | 40 | █2-5 全校各學制畢業生對學校教學及輔導機制之整體滿意度。 1. 擔任導師得10分。導師評量分數高於平均值(含)以上。（20分）  2. 指導班會(含進修部)並依規定完成簽核、繳回紀錄簿。（10分）  3. 輔導(含大學部)班級勞作教育成績名列該年級前30%。（10分）  4. 督導專科部班級早自習及午修。（10分）  5. 協助校外賃居訪視。（每位學生得5分，至多20分）。  6. 出席校內導師輔導知能相關研習（1場得5分，至多20分）。(檢附佐證)  7. 輔導班上特殊學生(含境外生)，積極協助(檢附佐證)。（10分）  8. 協助畢業生流向調查，學生填答率超過70％。（10分）  █2-5 Graduates’ (every program) overall satisfaction towards teaching and counseling systems  1. 10 points for serving as a homeroom teacher; homeroom teacher performance evaluation score is greater than or equal to average. (20 points)  2. Provide instruction during homeroom meetings (including classes from the Division of Continuing Education); approve, sign, and return the meeting minutes log. (10 points)  3. Guide the class (including 4-year program) to score in the top 30% for community service education in the same grade. (10 points) 4. Supervise classes of 5-year program during morning self-study time and noon break. (10 points) 5. Support visiting students who rent off campus. (5 points for visiting 1 student; maximum: 20 points) 6. Attend internal workshops related to homeroom teacher counseling competence (5 points for 1 event; up to 20 points). (Please provide proof.) 7. Actively support (with proof) students with special needs in a class (including foreign students). (10 points) 8. Support conducting a graduate career survey and achieve a response rate of over 70%. (10 points) |  |  |  |  |
| 6 | 利他服務輔導貢獻(其他加分項目)  Valuable contributions (other notable services) | 20 | 教師自行舉證，每案10分。(利他服務係指有利學校或社會公益之服務活動)  A teacher should provide service proof. 10 points for 1 event. (Valuable contributions refer to service activities which are beneficial to Wenzao or society.) |  |  |  |  |
| 7 | 服務(輔導)扣分項目  Service (counseling) Violation | 扣30分  Deduct 30 Points | 1. 未按時完成上課點名並傳送，每學期每門課3次(含)以上。 2. 導生輔導資料未如期完成登錄。 3. 學生操行成績評定未如期完成。 (以上每學期各扣5分)  1. Fail to submit class attendance on time. (3 or more late submissions for 1 course each semester)  2. Fail to register information on students who have received counseling service on time.  3. Fail to give conduct grade on time.  (5 points will be deducted if one of the conditions described above is met each semester.) |  |  |  | 此項目為扣分  This category is for point deduction. |
| 小計(若超過100分，以100分計)，如為負分以零分計  Subtotal (For a score above 100 points, only 100 points will be given. If the score is below 0, no points will be given.) | | | | 0 | 0 |  |  |
| (代碼C1)服務(輔導)項目依自訂百分比計分(小計總分\*教師自訂百分比)  (Code C1) The service (counseling) percentage is calculated out of customized ratio. (Subtotal\*Custom Ratio) | | | | 0 | 0 |  |  |