

Regulations on the Evaluation of Newly Hired Faculty Members of the Institute of Marine Affairs and Resource Management, National Taiwan Ocean University

Announced during the institute meeting on November 23 2009
and November 12, 2009

Resolved during the institute faculty committee meeting on
October 29, 2009 and resolved during the institute faculty
committee meeting on November 24, 2009 through a written
review

Resolved during the college faculty committee meeting on
December 23, 2009

Resolved during the university faculty committee meeting on
May 27, 2010

Article 1

The Institute of Marine Affairs and Resource Management (hereinafter referred to as “This Institute”) has implemented these regulations in order to improve the standards of teaching, research and service based on the “Regulations on the Evaluation of Faculty Members” of this university.

Article 2

All full-time faculty members shall be evaluated according to the “Regulations on the Evaluation of Faculty Members” of this university during the first semester of his/her fourth year of service.

Those who fail the evaluation will not be given a salary increase in the next academic year. Moreover, they shall have no part-time job or lectures to provide outside the university. They may not apply for foreign lectures, further studies, or project research in accordance with university regulations on foreign lectures and further studies. They may not apply for vacation research programs and serve as members of the faculty evaluation committee at all levels or as administrative supervisors. In addition, they should submit improvement plans and should be re-evaluated within two years. If they pass the re-evaluation, the restrictions shall be lifted in the next academic year.

Those who fail the re-evaluation shall be sent to the faculty evaluation committee at all levels for non-renewal or dismissal.

When a newly hired full-time faculty member deals with pregnancy, childbirth or sudden emergency situations, he/she may obtain relevant certificate in advance to postpone the evaluation with approval of his/ her unit, college and university. However, such postponement shall not exceed two years.

Article 3

Evaluation criteria and standards

The evaluation program of the Institute is divided into four criteria; namely, teaching performance (40% of the total score), research project or industry-university cooperation (30% of the total score), publication of work (20% of the total score) and counselling and service performance (10% of the total score).

The total score is 100 points; 70 points or greater is considered as passed, but any evaluation criterion does not result in 0 points. The scoring for the evaluation criterion shall be based on the results in the last three years prior to each review.

Article 4

Scoring for the evaluation criteria is as follows:

- I. Teaching performance: Comprehensive judgments on teaching hours, student response, teaching materials and content, and postgraduate guidance
 1. Class hours (60% of the total score): A full-time faculty member gets a full score (60 points), spending an average of more than 70% class hours as specified in the university's letter of appointment within three years, and 3 points are deducted for each hour short.
 2. Teaching feedback comments (15% of the total score): average online teaching feedback survey in the past five years converted into percentage and multiplied by 15%. This criterion has a maximum of 15 points.
 3. Content of teaching materials (10% of the total score): A self-edited textbook or textbook related to each course gets an additional 3 points that can accumulate up to 10 points.
 4. Postgraduate guidance (15% of the total score): Full points (15 points) are given for cumulative guidance of 3 graduate students in the past 3 years; 3 points are deducted for any and each student short.

II. Research projects or industry-university cooperation:

1. Special project of the National Science Council: 50 points for each project
2. Project of other affiliated institutions of the Executive Yuan: 40 points for each project
3. Guidance to college students participating in a special project of the National Science Council: 30 points for each project
4. Execution of special project or Guidance to college students participating in other special projects: 20 points for each project

If he/she is also involved in the said project, the score is halved.

If score is more than 100 points, it shall be recorded as 100 points.

III. Publication:

1. Papers published in SCI and SSCI journals: 50 points for each paper
2. Papers published in EI, list of excellent journals in the National Science Council, TSSCI: 40 points for each paper
3. Papers published in other journals with academic censorship: 30 points for each paper
4. Patent in technology transfer: 30 points for each patent
5. Papers published in formal international conferences in 3 or more countries and report published in full text: 20 points for each paper
6. 30 points for college textbook on each subject; 10 points for each chapter in a textbook
7. Personal work (original): 20 points for each work

Work published as first author or corresponding author is scored based on the above criteria; the score is $\frac{2}{3}$ for second and third author; the score is $\frac{1}{3}$ for the fourth author and so on, while a Short Note is calculated as $\frac{1}{2}$.

If the score is more than 100 points, it shall be recorded as 100 points.

IV. Counselling and service performance: Comprehensive judgments on related criteria such as serving as non-limited qualification member and providing services in or out of campus

1. Serving as class tutor: 20 points per year
2. Serving as member (or representative) of a committee at the department level, college level or university level: 20 points for each position per year
3. Serving as a member of the editorial board of various domestic or foreign academic journals: 20 points for each position per year
4. Appointed as member, expert, or consultant at all levels of government accompanied with a letter of appointment or supporting documents: 20 points for each position per year
5. Selected as a director or supervisor of domestic or foreign society or association: 20 points for each position per year
6. Serving as executive director of the university: 20 points per year
7. Serving as member of an oral examination panel in or out of the university or as propositional member of the national examination panel as well as any relevant examination panel at all levels or adjudicator in skill competitions: 20 points for each position per year
8. Other specific off-campus services with relevant supporting certificates that are beneficial to the university's reputation: 20 points for each criterion per year

If the score is more than 100 points, it shall be recorded as 100 points.

Article 5

Any matter not covered in these regulations shall be handled in accordance with relevant regulations.

Article 6

These regulations shall be enacted and implemented after the college and university faculty evaluation committee's review and recording through the faculty evaluation committee of this institute.