

國立臺灣師範大學英語學系約聘教師評鑑作業規定

NTNU English Department Adjunct Teacher Evaluation Rules

民國 99 年 1 月 15 日本系 98 學年度第 1 學期第 2 次系務會議通過

民國 99 年 3 月 9 日文學院第 143 次教評會議修正通過

民國 99 年 6 月 8 日文學院第 145 次教評會議修正通過

民國 99 年 5 月 26 日系教評會議修正通過

一、本作業規定依據本校約聘教師聘任作業要點訂定之。

These rules are based on the contract-based teacher evaluation requirements of NTNU.

二、本評鑑係針對本系約聘語言教師每年約聘期間之教學、服務及相關工作進行評鑑，以作為新學年度是否續聘之依據。

These rules are designed for the annual evaluation of the teaching **and service** performance by our contract-based teachers in the English department. The results will be taken into consideration for extending employment.

三、本教學評鑑標準為：課程教學佔 70%、教學行政佔 **20%**、教學服務佔 **10%**。評鑑之項目如下：

The criteria of this teaching evaluation are as follows: Teaching 70%, Teaching-related administration **20%**, and **Service 10%**.

(一) 課程教學: Teaching

1. 授課時數合乎基本規定時數。
Teaching hours should conform to our basic requirement.
2. 教學評鑑。
Teaching evaluation.
3. 課外指導學生學習表現之績效。
Extracurricular tutoring: Supervising students' Writing, Pronunciation...etc.
4. 其他課程教學相關事項。
Other teaching-related works.

(二) 教學行政：Teaching-related administration

1. 參與本系教學相關行政事務。
Participating in the teaching-related administrative work of our department. For example, copy-editing journals issued by the English Department, helping edit English Department documents or assisting in publicity/recruiting new students.
2. 協助本系課程行政事務。
Assisting the curriculum administrative affairs of our department. For example, working as the coordinator of the course taught; or write, record, or edit/compile examinations.

(三) 教學服務：**Service** and other supports

1. 指導學生參加各項語文比賽活動。
Advising students who want to participate in language contests.
2. 指導學生申請學校。
Advising students who want to apply for other schools.
3. 擔任校內活動評審。
Serving as judges in on-campus activities.

四、聘任期間每週至少應到校四天；基本授課時數必須符合校定每週 14 小時，且評鑑成績經

本系教評會評定，總分達 100 點以上者始得續聘。

Extension of employment will be granted if the two following requirements are fulfilled:

1. **Adjunct teachers should be at school at least four days per week.**
2. Basic teaching hours should conform to the 14 hours/per week designated by our school.
3. Getting a total score of 100 points or above in the annual evaluation.

五、本評鑑應於每學年最後一次院教評會提案截止日期前完成，俾提院教評會審議。

This evaluation will be done every academic year before the last proposal deadline of the College of Liberal Arts review committee. It will be reviewed by the committee.

六、評鑑通過者之評鑑結果應經系教評會、院教評會審議通過，提交校教評會議**備查**，並陳請校長核定。

The evaluation results should be approved by both the faculty review Committee at the English department and the College of Liberal Arts levels and **referred** to the university Faculty Review Committee prior to being submitted to the President for final approval.

七、評鑑通過者，得予續聘並晉薪一級；評鑑不通過者，不予續聘。

To those who pass the evaluation, extended employment and a one-level increase in salary will be granted.

八、約聘教師乃全職工作，不得因兼職或進修影響本系課務安排及教學品質，有違規定者不予續聘。

The contract-based teaching position is a full-time position. The curriculum arrangement and teaching quality should not be affected or compromised by other part-time jobs or extension courses. Renewal of employment will not be granted to those who violate this rule.

九、本作業規定經系教評會**通過**、**提**院教評會**備查**通過後實施，修正時亦同。

The rules stipulated above will be reviewed and discussed by the Faculty Review Committee at the Department, and **referred to** College level before they are put into practice. (The same process is required whenever a revision is needed.)

臺灣師範大學英語學系 約聘教師 評鑑表

NTNU English Department Adjunct Teacher Evaluation Form

接受評鑑教師姓名：

職級： 講師

Name：

Rank： Instructor

評鑑結果：講師 通過，總點數已達 點 未通過，總點數未達 點

Final Score： Pass, total score above 100

Fail, total score below 100

99.01.15 本系 98 學年度第 1 學期第二次系務會議通過
民國 99 年 6 月 8 日文學院第 145 次教評會議修正通過

| | 評鑑項目 | 積點 score | 計點標準說明 Scoring Standard (一年內以一百點為通過標準) (The minimum score required for passing is 100 in 1 year) |
|---|---|---|--|
| 一、 課程教學 Teaching | (一) <u>1. 教學時數</u> <u>Teaching Hours</u> | <input type="checkbox"/> 符合 <u>pass</u> <input type="checkbox"/> 不符合 <u>fail</u> | |
| | <u>2.每週至少到校四天</u> <u>Adjunct teachers should be at school at least four days per week.</u> | <input type="checkbox"/> 符合 <u>pass</u> <input type="checkbox"/> 不符合 <u>fail</u> | |
| | (二) 教學評鑑成績 Teaching Evaluation | | <ul style="list-style-type: none"> ● 「教師教學自評表」平均分數×5 The average points on "Self-evaluation Form," x 5 ● 「本系教學意見調查表」所有科目之平均分數×5 The average points on "Student Evaluation on Teaching" of all subjects x 5 ● 每年最高採計 40 點 The maximum score is 40 points each year. |
| | (三) 課外指導學生課業 Extra Teaching-Related Supervision | | <ul style="list-style-type: none"> ● 指導學生作文、發音等，每一事例採計 10 點 Supervising students' Writing, Pronunciation...etc. 10 points for each incidence. ● 每年最高採計 40 點 The maximum score is 40 each year. |
| | (四) 其他教學事項 Others | | <ul style="list-style-type: none"> ● 列舉事例(如至分部或林口校區授課、演講或研習課程等)經系教評會採認，每一事例採計 10 點 Other (teaching courses in Ling-Kou campus, giving speech. Each case accepted by Faculty Review Committee is awarded 10 points. ● 每年最高採計 20 點 The maximum score is 20 each year. |
| ● 每年總和不得低於 70 點， <input type="checkbox"/> 符合 <input type="checkbox"/> 不符合 the minimum score is 70, <input type="checkbox"/> Pass <input type="checkbox"/> Fail | | | |
| 二、 教學 | (一) 教學相關行政事務之參與情形 Participate in teaching-related administration. | | <ul style="list-style-type: none"> ● 協助本系期刊 copy edit，每一事例採計 10 點 Copy-edit journals issued by the English Department. 10 points for each paper. ● 協助其他系內英文文件修稿，每一事例採計 10 點 Help edit English Department documents. 10 points for each case. ● 協助系上招生宣傳事宜，每一事例採計 10 點 Assist in publicity/recruiting new students. 10 points for each case. |

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|--|---|--|---|
| 行政 Teaching-Related Administration | (二) 協助課程行政事務 Assist course administration. | | <ul style="list-style-type: none"> ● 擔任任教課程之召集人或協助考題編寫、錄音、或製作，每一事例採計 10 點 Work as the coordinator of the course taught; or write, record, or edit/compile examinations. 10 points for each item. |
| | <ul style="list-style-type: none"> ● 每年總和不得低於 <u>20</u> 點，<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合 the minimum score is <u>20</u>, <input type="checkbox"/> Pass <input type="checkbox"/> Fail | | |
| 三、 教學 服務 <u>Service</u> | (一) 指導學生參加各項語文比賽 <u>Advising</u> students for language contests. | | <ul style="list-style-type: none"> ● 指導學生演講、辯論、短劇、寫作等，每一事例採計 2 點 Supervising students with their speeches, debates, short plays, writings...etc. 2 points for each item. |
| | (二) 指導學生申請學校 Help students apply for school and departmental programs. | | <ul style="list-style-type: none"> ● 協助學生寫自傳、讀書計畫、履歷等，每一事例採計 2 點 Helping students compose their autobiographies, study plans, resumes...etc. 2 points for each item. |
| | (三) 擔任校內活動評審 Serve as a contest judge for activities held on campus. | | <ul style="list-style-type: none"> ● 每一事例採計 2 點 2 points for each item. |
| | <ul style="list-style-type: none"> ● 每年總和不得低於 <u>10</u> 點，<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合 the minimum score is <u>10</u>, <input type="checkbox"/> Pass <input type="checkbox"/> Fail | | |