

## **Regulations Governing the Department Contract Faculty Evaluation**

98 Academic Year, 1st Semester, Approved by the 2nd Department Affairs Meeting (Jan.15.2010)  
Amended and approved by the 143rd Academic Evaluation Meeting of the College of Liberal Arts (Mar.09.2010)  
Amended and approved by the 145th Academic Evaluation Meeting of the College of Liberal Arts (Aug.06.2010)  
Amended and approved by the Department Academic Evaluation Meeting (May.26.2010)

- I. These regulations are established in accordance with the guidelines for the hiring of contract faculty for the university.
- II. This evaluation is conducted annually during language teachers' period of contract in the department and serves as the basis for contract renewal in the following academic year.
- III. The evaluation criteria consist of: 70% for course instruction, 20% for teaching administration, and 10% for teaching services. The evaluation criteria are as follows:
  1. Course Instruction:
    - (1) Compliance with the required number of teaching hours.
    - (2) Teaching evaluations.
    - (3) Performance in guiding students regarding extracurricular learning.
    - (4) Other relevant course instruction matters.
  2. Teaching Administration:
    - (1) Participation in administrative matters related to the department's teaching.
    - (2) Assistance with departmental course administration.
  3. Teaching Services:
    - (1) Guiding students regarding participation in various language competitions.
    - (2) Assisting students in applying for scholarships.
    - (3) Serving as judges in school events.
- IV. During their period of employment, contract faculty teachers are required to be on campus at least four days a week, and their basic teaching hours must meet the university's requirement of 14 hours per week. Contract teachers with evaluation scores of 100 points or higher, as determined by the department's faculty evaluation committee, are eligible for renewal.
- V. The evaluation process should be completed before the deadline of the College of Liberal Arts' final faculty evaluation committee meeting of each academic year so it can be reviewed by the aforementioned evaluation committee.
- VI. The results of the evaluation for those who pass must be reviewed and approved by the department's committee evaluation committee, the College of Liberal Arts' faculty evaluation committee, and recorded by the university's faculty evaluation committee. The results must also be submitted for approval by the university president.
- VII. Those who pass the evaluation are eligible for renewal and a one-level salary increase. Those who fail will not be renewed.
- VIII. Contract faculty teachers are full-time employees and are not allowed to affect the department's course scheduling and teaching quality due to part-time work or further education. Violations of this rule will result in non-renewal.
- IX. These regulations are implemented after being approved by the department's faculty evaluation committee and being recorded by the College of Liberal Arts' faculty evaluation committee. Amendments will follow the same process.