

# Faculty Evaluation Procedures of the Department of English College of Liberal Arts, National Taiwan Normal University

Approved by the Departmental Faculty Meeting on March 17, 2023

- I. In order to enhance the quality of faculty performance in teaching, research, counseling and service, and to further the professional development of faculty members, the Department has established the Faculty Evaluation Procedures of the Department of English, College of Liberal Arts of the National Taiwan Normal University (hereby referred to as “the Procedures” respectively) in accordance with Article I of the Faculty Evaluation Guidelines of the College of Liberal Arts.
- II. These Procedures shall be applicable to all full-time faculty members of the Department (including professional technical personnel).
  1. Lecturers and assistant professors are subject to one faculty evaluation every three years.
  2. Associate professors and full professors are subject to one faculty evaluation every five years.
- III. Three areas of evaluation shall be covered in these Procedures: teaching, research, and service (including counseling). Evaluation methods may include Department (Institute) and College evaluations, faculty self-evaluations, faculty peer evaluations, student evaluations, and other evaluations. The Departmental Faculty Evaluation Committee is responsible for the conduction of initial evaluations and then submits the results to the Faculty Evaluation Committee of the College of Liberal Arts for further review. Evaluation items, contained in the evaluation form created by the English Department, shall follow Article IV of The University’s Faculty Evaluation Guidelines and Article IV of the Faculty Evaluation Guidelines of the College of Liberal Arts. According to the aforementioned regulations, a faculty member under evaluation should pass the respective evaluation items of teaching, research, and service (including counseling) before passing the evaluation. The evaluation form is separately made by the Department. According to the above-mentioned regulations, the three aspects of teaching, research and service (including tutoring) should be passed individually before passing the current evaluation.
  - III-1. All full-time faculty members shall take a minimum of three hours of training of the Academic Research Ethics Education and provide relevant supporting documents before submitting their evaluation documents.
- IV. Areas of evaluation and passing standards for faculty members are as follows:
  1. Teaching:
    - (1) Mean teaching evaluation score of 3.5 or above.
    - (2) Compliance with the regulations for teaching hours, and not having any unfavorable teaching record. In the presence of an unfavorable teaching record, the faculty member under evaluation is expected to provide a written statement upon request.
  2. Research: The following regulations regarding academic performance, research projects, and other related items must all be met.
    - (1) Academic performance (including publications and other related materials) must be original and meet one of the following criteria:
      - a. Monographs or book chapters: Publication of one monograph (single-authored or joint authorship by two) or three book chapters, refereed in accordance with the established procedures of the University, within three years for lecturers and assistant professors, and within five years for associate professors and full professors.
      - b. Journal publications: Two journal papers in three years for lecturers and assistant professors, and three journal papers in five years for associate professors and full professors. The aforementioned publications should have been published in journals listed in the SCI, SCIE, SSCI, A&HCI, EI, TSSCI, THCI (2016 version and onwards) or SCOPUS indices, or otherwise approved and positively listed by each College. One publication for lecturers and assistant professors, and two publications for associate professors and full professors will be deemed sufficient, if these are published in journals

with impact factors ranking in the top 20% of SCI journals, or top 50% of SSCI journals. For conference papers indexed in SCOPUS, three papers can be deemed equivalent to one aforementioned journal article (but the faculty member must be listed as first author or corresponding author).

- c. Patents: Two patents, subjected to substantive examination, in three years for lecturers and assistant professors; and three patents, subjected to substantive examination, in five years for associate professors and full professors. The aforementioned patents should designate the University as the rights holder.
- d. Other comparable achievements: Achievements approved by Faculty Evaluation Committees at three levels (Department/Institute, College, and University).

Concerning the order of authorship for book chapters or journal papers, lecturers and assistant professors should serve as first author or corresponding author for at least one publication, and associate professors and full professors should serve as first author or corresponding author for at least two publications. If faculty members have two or more affiliations, the University should be listed first when publishing.

- (2) Research projects: Lecturers should serve as principal investigator or co-principal investigator for at least one extramural research project within three years; assistant professors should serve as principal investigator (not including co-principal investigator) for at least one extramural research project within three years; associate professors and full professors should serve as principal investigator (not including co-principal investigator) for at least one extramural research project within five years. Extramural research projects should be undertaken under the name of the University (including academia-industry collaboration projects). Principal investigators of sub-projects within the National Science and Technology Council (hereinafter referred to as NSTC, formerly MOST) integrated research projects are considered as having one research project.

- (3) Other redeemable items: During the evaluation period, faculty members who have made any of the following special contributions to the University may be exempt from research project requirements: Submitting and undertaking two University projects (e.g. Top University Projects or Teaching Excellence Projects, etc.); serving as director for a national or international competitive talent training program twice; coaching students to two honorable mentions or higher in national competitions, or to one official selection or higher in international competitions. All full-time faculty members may use one unit (publication, book, patent, exhibition/performance, competition award) of academic performance to fulfill the requirements for research projects, but for monographs, book chapters, or journal papers to be eligible for consideration, faculty members must be listed as first author or corresponding author.

The redeemable items concerning the aforementioned academic performances, extramural research projects and special contributions to the University may be exempt for only once.

3. Service (including counseling): A score of 80 or above; evaluations are based on the evaluation items and scoring standards established by the Department.

- (1) Intramural services
- (2) Extramural services
- (3) Life counseling
- (4) Academic counseling

- IV-1. Aforementioned book chapters, journal publications, and patents may be evaluated in combination: one monograph co-authored by three or more individuals, one book chapter, or one patent may be considered equivalent to one journal paper; one exhibition/performance or one competition award may be considered equivalent to two journal papers.

The full-time faculty members under evaluation who met the following conditions may combine different types of academic work for evaluation one time; the condition is as follows:

- (1) Journal papers:

One NSTC (formerly MOST) research project (providing that the faculty member undergoing evaluation serves as the principal investigator) may be deemed equivalent to one journal paper.

1. Research projects:

- (1) One first-authored book chapter or one first-authored journal paper may be considered equivalent to one field research.

- (2) The following special contribution to the school may be considered equivalent to one field research:

- a. The composition and implementation of university-level projects twice (with execution periods of

one year being counted once; those exceeding one year but not reaching twelve months will not be considered). University-level projects must have a significant impact on overall university affairs and align with the list of projects approved by the Research and Development Conference.

- b. Coaching students to honorable mentions or higher in national competitions for two times, or to one official selection or higher in international competitions for one time.

V. Full-time faculty members of this University with 25 years or more of accumulated service may choose to be evaluated according to the regulations listed in Point IV, or according to the following regulations:

1. Teaching:

- (1) Mean teaching evaluation score of 3.5 or above.
- (2) Compliance with the regulations for teaching hours, and not having any unfavorable teaching record. In the presence of an unfavorable teaching record, the faculty member under evaluation is expected to provide a written statement upon request.)

2. Research: The following regulations regarding both academic performance and research projects must all be met.

(1) Academic performance (including publications and other related materials) must be original and meet one of the following criteria:

- a. Monographs or book chapters: Publication of one monograph (single-authored or joint authorship by two) or two book chapters, refereed in accordance with the established procedures of the University, within three years for lecturers and assistant professors, and within five years for associate professors and full professors.
- b. Journal publications: One journal paper in three years for lecturers and assistant professors, and two journal papers in five years for associate professors and full professors. The aforementioned publications should have been published in journals listed in the SCI, [SCIE](#), SSCI, A&HCI, EI, TSSCI, THCI (2016 version and onwards) or SCOPUS indices, or otherwise approved and positively listed by each college. One publication for associate professors and full professors will be deemed sufficient, providing that it is published in a journal with an impact factor ranking in the top 20% of SCI journals, or top 50% of SSCI journals. For conference papers published in SCOPUS, three papers can be deemed equivalent to one aforementioned journal article (but the faculty member must be listed as first author or corresponding author).
- c. Patents: One patent, subjected to substantive examination, in three years for lecturers and assistant professors; and two patents, subjected to substantive examination, in five years for associate professors and full professors. The aforementioned patents should designate the University as the rights holder.
- d. Other comparable academic achievements: Achievements approved by Faculty Evaluation Committees at three levels (Department/Institute, College, and University). Performance scores for book chapters, journal papers, and patents may be combined and tallied together according to the standards as described in Point IV-1. If faculty members have two or more affiliations, the University should be listed first when publishing.

(2) Research projects: Lecturers and assistant professors should serve as principal investigator or co-principal investigator for at least one extramural research project within three years; associate professors and full professors should serve as principal investigator or co-principal investigator for at least one extramural research project within five years. The standards of acceptance and equivalency for extramural research projects are the same as those described in Point IV-1.

3. Service (including Counseling): A score of 80 or above; evaluation items and scoring standards are the same as those described in Point IV.

VI. Evaluation results for lecturers and assistant professors shall be processed as follows:

1. Lecturers and assistant professors shall be subject to evaluation by the Department/Institute and the College of Liberal Arts every three years. Faculty members who fail to pass the evaluation shall, in the following academic year, be ineligible for advancements in salary, and may not exceed prescribed teaching hours, or hold part-time positions or teach part-time inside/outside of the University (including the Continuing Education Program, In-service Master Program, and Summer program). The primary employing Department shall provide consultation and an improvement plan, and conduct a re-evaluation

in two years. Faculty members who fail to pass the re-evaluation shall be referred to the three levels of Faculty Evaluation Committees for a decision on contract non-renewal.

2. Faculty members who fail to pass the most recent evaluation may not apply for promotion. The above-stated evaluation data is calculated on a semester basis, and a 3-year calculation period shall start from a faculty member's last evaluating semester; the faculty member's performance for each different category during the evaluating semester will be counted towards the faculty's next evaluation. For lecturers and assistant professors who receive a promotion to a higher rank, then their evaluation period shall be re-calculated beginning from the effective date of their promotion.

Evaluation results for lecturers and assistant professors employed before September 29, 1999 shall be processed according to Point VII of the Procedures (i.e. evaluation results for associate professors and full professors).

VII. Evaluation results for associate professors and full professors shall be processed as follows:

1. Associate professors and full professors shall be subject to evaluation by the Department and the College of Liberal Arts every five years. Faculty members who fail to pass the evaluation shall, in the following academic year, be ineligible for advancements in salary, and may not exceed prescribed teaching hours, hold part-time positions, teach part-time inside/outside of the University (including the Continuing Education Program, In-service Master Program, and Summer program), take a temporary transfer, apply for research study leave, take overseas lectureship, request a sabbatical for overseas research or study, and may not be a committee member of any level's faculty evaluation committee on campus nor assume positions of administrative or academic chiefs. Faculty members who fail to pass the evaluation should apply for a re-evaluation in two years, and after passing the re-evaluation, the restrictions described above shall be lifted in the following academic year.

2. Faculty members who fail to pass the most recent evaluation may not apply for promotion. The above-stated evaluation data is calculated on a semester basis and a faculty member's 5-year calculation period begins from the semester of his/her last evaluation; the faculty member's performance for each different category during the evaluating semester will be counted towards the faculty's next evaluation.

Associate professors or full professors who do not pass an evaluation will then be provided with consultation and an improvement plan offered by the primary employing Department; such cases will be discussed by three levels of Faculty Evaluation Committees. Faculty members who fail to pass the evaluation in the following two semesters and are approaching retirement age may be exempted from the improvement plan.

VIII. All new full-time faculty members employed from August 1, 2011 and onwards must pass an evaluation within three years (i.e., their 7th semester) after their initial appointment at the University, with passing standards equivalent to those for lecturers and assistant professors described in Point IV.

All new full-time faculty members employed on or after February 1, 2016 must attend the New Faculty Workshop held by the Office of Academic Affairs once within a year after their initial appointment at the University, according to Teacher Professional Development Implementation Guidelines of NTNU. During the first year of service, the new faculty members shall have one session of **Teaching Consultation and Guidance** held by the Office of Academic Affairs as well as one session of Research Consultation sponsored by the Office of Research and Development. Those who fail to participate in the aforementioned activities shall finish it in the next academic year before they can pass the evaluation of the new faculty members, as the first paragraph of this Point writes.

The new faculty members, who hold the university-level teaching position for the first time, shall have at least 4 semesters of results of course evaluation survey examined in the evaluation. The non-new faculty members, who had once held teaching positions at other universities, or held positions as project teachers, shall have at least 2 semesters of results course evaluation survey examined in the evaluation.

Faculty members who fail to pass the evaluation shall, in the following academic year, be ineligible for advancements in salary, and may not exceed prescribed teaching hours, or hold part-time positions or teach part-time inside/outside of the University (including the Continuing Education Program, In-service Master Program, and Summer program). The primary employing Department shall provide consultation and an improvement plan, and conduct a re-evaluation in two years. Faculty members who fail to pass the re-evaluation shall be referred to the three levels of Faculty Evaluation Committees for a decision on contract

non-renewal.

Full-time faculty members employed from August 1, 2011 and onwards, and those that are qualified for an evaluation exemption based on Point IX to Point XI, may request for exemption from an evaluation and are not subject to the above-stated first paragraph of this Point regarding the newly-hired faculty evaluation.

All new full-time faculty members employed from August 1, 2011 and onwards, and who have passed the new faculty evaluation prescribed in Point VIII, shall revert to the regulations described in Points VI and VII for future evaluations. Faculty members who fail to pass re-evaluation shall be referred to Faculty Evaluation Committees at three levels for a decision on contract non-renewal.

The case of contract non-renewal shall be submitted to the education administration authority for approval upon the resolution voting of more than two-thirds of the delegate members of the Departmental Evaluation Committee present at a meeting having a quorum of two-thirds of the members of the entire Committee.

VIII-1. Faculty members who do not pass an evaluation, after receiving counselling or assistance and at the time of reevaluation, should be re-evaluated based on their teaching, research, and services and counseling accrued on a three-year time period starting from their last evaluation academic year (for lectures and assistant professors), or on a five-year time period calculation starting from the faculty members' last evaluation academic year (for associate professors and full professors); calculations of these faculties' performance results shall not begin from the academic year of their first evaluation.

IX. Faculty members such as lecturers and assistant professors subject to the evaluation within three years; such as associate professors and professors subject to the evaluation within five years, who meet any one of the following conditions, may apply for an exemption of an evaluation:

1. Having assumed the position of Chair Professor at the University within five years prior to an evaluation.
2. Having received the University's Outstanding (Excellent) Teaching Award within five years prior to an evaluation.
3. Having received the University's Outstanding Service Award within five years prior to an evaluation.
4. Are to meet their year of retirement in the next semester prior to an evaluation.
5. Having received the Excellent Teacher Award from the Ministry of Education.

X. Faculty members with ranks above the associate professors level and whose research performances meet any one of the following conditions may apply for life-time evaluation exemption:

1. Fellows of the Academia Sinica.
2. Recipients of the Academic Award or National Chair from the Ministry of Education, National Award for Arts or the National Cultural Award.
3. Former Chair Professors of the University.
4. Former Chair Professors of distinguished local or foreign universities, recognized by the University.
5. Recipients of research projects grants (including Industry-Academia Collaboration Projects) from the **NSTC (formerly MOST)** fifteen times or above. (One **NSTC (formerly MOST)** Category A Research Award is deemed as one research project grant); one Outstanding Research Award is deemed as three receipts of research project grants). The project execution period shall be one year or above, and the maximum adoption of such calculation would be one piece per year. The passing standards of the above-stated research project grants are raised by one time more per every two years, starting from ten times in year 2014; the adjustment process is as follows:
  - (1) Applicants in Year 2016 or Year 2017: eleven times
  - (2) Applicants in Year 2018 or Year 2019: twelve times
  - (3) Applicants in Year 2020 or Year 2021: thirteen times
  - (4) Applicants in Year 2022 or Year 2023: fourteen times
  - (5) Applicants from Year 2024 and onwards: fifteen times

The University's **Excellent Teaching Award** or Outstanding Service Award received by faculty members may

be deemed as one research project grant (One Outstanding Teaching Award is deemed as three times receiving of research project grants); however, an **Excellent Teaching Award or an** Outstanding Service Award and a research project grant received in a same year cannot be double counted. An Outstanding Teaching Award and research project grants received within three years of the receipt of the Award shall not be double counted, either.

XI. Faculty members above the associate professors level and those whose teaching performance meets any one of the following criteria may apply for life-time evaluation exemption:

Having had received over fifteen times of the University's Excellent Teaching Awards (One Outstanding Teaching Award is deemed as three times of Excellent Teaching Award).

XII. Faculty members who have been authorized to take leave with pay or leave without pay for a half-year or more for research leave, extension studies abroad, lectures abroad, temporary transfer, childcare, eldercare, or serious personal upheaval, may apply for their deferral of evaluation upon returning to service at the University according to the permitted period length of leave.

Female faculty members affected by pregnancy/childbirth (or miscarriage) may receive a two-year deferral of evaluation, without being restricted by the regulations regarding leave without pay.

Faculty members serving as secondary or deputy administrators and above are entitled to apply for deferral of evaluation, according to their length of service.

The document of the delayed evaluation shall be calculated from the semester of the previous evaluation; the performance of the semester of the current evaluation shall be included in the document of the next evaluation.

XIII. Faculty members shall submit relevant documents and accept the evaluation; those who do not submit the documents are deemed to have failed the evaluation.

XIV. If faculty members' evaluation data contains potential plagiarism, falsifications, fabrications or other breaches of ethical and honest conducts, and upon verification as to be the case, then the particular evaluation will be considered to not have been passed and will be subject to the University's relevant regulation.

XV. The Department shall include faculty evaluation as an agenda item for review and evaluate relevant information with great rigor; decision voting is conducted on an anonymous basis. (The process shall not be conducted in the manner of approvals for future inspection and reference only.)

XVI. Initial evaluation of the Department's faculty shall proceed as follows:

1. The Department shall inform the faculty members who are to undergo an evaluation in an upcoming semester by the end of **March/September** each year. If there are faculty members who are exempt from evaluation, the applications for such exemption and relevant procedures should be processed one semester prior to the faculty's evaluation conduction. By such, the Department may then finalize the list of faculty members who will receive an evaluation in the coming semester.

2. Faculty members undergoing an evaluation in the semester must submit their evaluation documents/portfolios to the Department/Institute Office by the end of **February/August** each year. The Departmental Faculty Evaluation Committee shall hold meetings before the end of **April/October** each year and shall complete initial evaluations according to the scoring standards set forth by the Department. In addition, faculty's evaluation portfolios and initial evaluation results are sent to the Office of the College of Liberal Arts.

The Departmental Faculty Evaluation Committee shall first review the evaluation case before reviewing the promotion case from the faculty member who applies for the two procedures in the same semester.

XVII. Evaluation of all full-time faculty of the Department shall be conducted in accordance with the standards described in these Procedures, beginning from August 01, 2014.

These Procedures are immediately applicable to new full-time teachers (including professional technical personnel) employed from August 1, 2011 and onwards.

- XVIII. Evaluation of research personnel and contract instructors are conducted by relevant regulations of the University.
- XIX. Issues not addressed in these Procedures shall be processed in accordance with the relevant Regulations of the University.
- XX. These Procedures, as well as future revisions, shall be approved by the Departmental Faculty Meeting, submitted to the College Faculty Evaluation Committee for review; upon approval, the Procedures are submitted to the University President for promulgation and implementation.