

# 銘傳大學教師評鑑辦法

## Ming Chuan University Procedures for Faculty Member Evaluations

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### 第一章 總則

#### Chapter I General Provisions

第一條 為激勵教師專業成長，及增進教學、研究、輔導與服務效能，依大學法第五條、第十九條、第二十條、第二十一條，大學法施行細則第十七條及本校組織規程第四十七條之一訂定本辦法。

Article 1 These procedures were established in accordance with Article 5, 19, 20, and 21 of the University Act, Article 17 of Enforcement Rules of the University Act, and Article 48 of the Ming Chuan University Organizational Code. The purpose of these procedures is to improve teaching effectiveness, to inspire professional growth of faculty members, and to groom high-quality faculty members.

第二條 本辦法所稱教師評鑑區分為年度評鑑與綜合評鑑兩類。

Article 2 Herewithin faculty member evaluations are differentiated as annual evaluations and comprehensive evaluations.

第三條 本校各級專任教師服務滿一年（含）以上者，均應接受評鑑。  
拒絕參加評鑑之教師，經提交各級教師評審委員會審議通過後，辦理不續聘或解聘之程序。

未依程序提交評鑑資料經系級評鑑委員會通知其說明後，仍未提交相關評鑑資料者，視為拒絕參加評鑑，系級評鑑委員會應將其情事記載於會議紀錄。

專任教師服務未滿一年者經系（所）同意後，得自願提前接受評鑑；非編制內之專任教師或兼任教師之評鑑，得由各學院訂定其是否受評及其評分標準。

Article 3 Full-time faculty members at all ranks who have served the university for one or more years must be evaluated.

Faculty members who refuse to be evaluated will be reported to all levels of Faculty Hiring and Promotion Committee for non-renewal of contract or dismissal.

Faculty members who do not submit evaluation documents, and after being notified to provide an explanation to the Departmental Faculty Evaluation Committee, still fail to provide relevant evaluation documents will be deemed as refusing to be evaluated. Departmental Faculty Evaluation Committee should

record these matters in meeting minutes.

However, full-time faculty members who have served the university less than one year and who are willing to accept the evaluation may do so with the consent of the department. Individual schools or colleges may decide whether full-time faculty members who are not part of the regular system and part-time faculty members are to be evaluated and relevant evaluation standards for those individuals.

第四條 教師符合下列條件之一者，得免予評鑑：

- 一、獲選為中央研究院院士者。
- 二、曾獲頒教育部學術獎或國家講座者。
- 三、曾擔任國內外著名大學講座教授經本校認可者。
- 四、曾獲頒國科會傑出研究獎。
- 五、每年接受系(所)、院、校教師評審委員會審查通過而延長服務之教授。
- 六、曾獲校內、外其他教學、研究、服務、輔導獎項或成果具體卓著，經系(所)、院教師評鑑委員會審議通過，報請校方同意後，准免予評鑑者。

符合第一項至第五項者，其在校服務期間免予評鑑；符合第六項者，當次綜合評鑑周期內之各學年度免予評鑑。

Article 4 Faculty members who possess any of the following qualifications are exempted from the evaluation:

1. Fellow of Academia Sinica.
2. Have received the Ministry of Education Academic Award or been invited as a lecturer by the government.
3. Have served as an Invited Professor at well-known universities abroad or domestically with the approval of the university.
4. Have received the National Science Council Excellent Research Award.
5. Have received an extended service contract after annual Faculty Hiring and Promotion Committee review.
6. Have received other awards for teaching, research, service, and counseling, or who demonstrate other excellent concrete achievements which have been reported to the university.

Faculty members qualified through items 1 to 5 will be exempted from the evaluation during their period of service in the university. Those qualified through item 6 will be exempted from the evaluation for all academic years during which the conditions hold true.

第五條 教師因懷孕、產假、育嬰、借調、休假研究、留職留薪進修或遭受重大變故者，得檢具相關證明，經所屬學院及校方核准後，延後辦理評鑑。

Article 5 Faculty members may postpone their evaluation with the approval of the school and the university if relevant proof of giving birth, child rearing, temporary transfer, sabbatical leave, paid leave of absence for further study, or encounter with a serious accident is provided.

第六條 教師評鑑層級分為系(所)評、院評及校評三級，系(所)、院、校應成立教師評鑑委員會，各級評鑑委員會設置辦法另訂之。

學位學程、通識教育中心、師資培育中心及各外語教學組之教師評鑑，比照系(所)辦理。共同教育委員會、體育室教師評鑑比照學院辦理。

各系(所)、院、校教師評鑑委員會得視實際需要，與系(所)、院、校教師評審委員會成員相同。教師人數或職級不足之系(所)、院，得聘系(所)、

院外符合專業之教授擔任評鑑委員。其中研究項目必須由相同或以上職級評鑑委員進行審查。

Article 6 Faculty member evaluations include the department, school or college, and university-level evaluations. Each department and school or college, and the university should establish their own Faculty Evaluation Committee and the committee's requirements and regulations.

Faculty member evaluations in the Specialized Degree Programs, General Education Center, Teacher Education Center, and language centers should follow the example of the departments; and those of General Education Committee and Physical Education Office should be in line with those of schools or college.

Members of each Department, School (College), and University Faculty Evaluation Committee can be the same as those on the Department, School (College), and University Faculty Hiring and Promotion Committee, depending on needs. The department or school can hire off-campus professors in their discipline(s) to act as committee members if there are not enough faculty members in their departments or schools or not enough faculty members are qualified at the position ranks. However, committee members must have an equivalent or higher position rank to evaluate others in the research category.

第七條 教師評鑑項目分為基本項目及選評項目。

基本項目為校定共同項目，選評項目由各學院參酌評鑑表後，依其屬性訂定採用評鑑項目及計分標準，並得授權教師依個人發展方向選擇其他評鑑項目及計分標準。

評鑑項目及計分標準由校教師評鑑委員會審議通過後，報請校長核定實施，修正時亦同。

Article 7 Faculty members will be evaluated on basic items and elective items.

Basic items are stipulated by the university. Each school or college is to designate its elective items and percentage standards on the evaluation table in accordance with the attributes of the discipline(s) concerned. In addition, the school or college should authorize its department faculty members to choose other evaluation items and percentage standards according to individual development.

Upon being passed at the University Faculty Evaluation Committee Meeting and approved by the president, these evaluation items and percentage standards are implemented. Any revision must follow the same procedure.

第八條 教師評鑑程序如下：

一、各級教師評鑑委員會作業期程，由校承辦單位於前一學年度下學期期末公告，教師評鑑(含年度及綜合評鑑)應於每學年度上學期結束前完成。

二、受評鑑教師應於規定時程內，完成評鑑表之填寫，並佐以相關證明文件，提報所屬學系教師評鑑委員會進行初評。

三、各學系教師評鑑委員會應於規定時程內完成初評，並將評鑑成績及相關佐證資料，提報學院教師評鑑委員會進行複評，於議決教師評鑑結果後，應於十日內以書面通知受評教師。

四、學院教師評鑑委員會應於規定時程內完成複評後，應將評鑑結果、評鑑會議紀錄及當年度經審查合於免評鑑條件者，呈報校教師評鑑委員會審定。校教師評鑑委員會於議決教師評鑑結果後，應於二週內以書

面通知受評教師。

Article 8 Faculty member evaluation procedures are as follows:

1. The processing period for all level of Faculty Evaluation Committees will be announced by the responsible unit at the end of second semester in the preceding academic year. Faculty member evaluations, including annual and comprehensive evaluations, should be completed before the end of the first semester in each academic year.
2. Faculty members should complete the evaluation forms in a given period and provide relevant documents for initial review by the Department Faculty Evaluation Committee.
3. Each Department Faculty Evaluation Committee should finish its initial review in a given period and report the evaluation results and relevant documents for the second review of the School (College) Faculty Evaluation Committee. The school or college should inform respective faculty members of the evaluation results through a written notice within ten days of the meeting.
4. The School (College) Faculty Evaluation Committee should complete the second review in a given period and provide the evaluation results, evaluation meeting record, and faculty members who are exempt from evaluation to the University Faculty Evaluation Committee. The University Faculty Evaluation Committee should inform respective faculty members in writing within two weeks of the evaluation results.

## 第二章 年度評鑑

### Chapter II Annual Evaluations

第九條 年度評鑑以受評教師前一學年之教學、輔導與服務表現，為其評鑑成績。本校各級專任教師每學年實施年度評鑑乙次，其中教學權重占百分之七十，輔導與服務權重占百分之三十，二項評鑑項目之加權平均達七十分（含）以上者，視為通過；加權平均未達七十分者，視為未通過。

Article 9 Faculty member annual evaluation scores are based on teaching, counseling, and service performance of the previous academic year.

Annual evaluations will be implemented for full-time faculty members at all ranks once each academic year. Faculty will be evaluated on three items with a weighting of 70% for teaching and 30% for counseling and service. If the overall average score on the evaluation is 70 points or more, faculty members will be considered to have passed the evaluation. If faculty members receive less than 70 points, faculty members will be considered to have failed the evaluation.

第十條 年度評鑑與綜合評鑑同年舉行時，以綜合評鑑結果作為當學年度之年度評鑑。教師因升等改變教師職級時，得採用新的綜合評鑑周期。

Article 10 When annual evaluations and comprehensive evaluations coincide, the comprehensive evaluation results will be used for the current academic year evaluations. Faculty members whose position ranks changed due to promotion can then adapt to a new comprehensive evaluation cycle.

第十一條 年度評鑑成績未通過者，次一學年不予晉薪，處理方式比照第十六條第二款綜合評鑑單項未通過時教學、輔導與服務項目之處理。

Article 11 Faculty members who do not pass annual evaluations will remain at the same salary rank for the coming

academic year. Such cases are dealt with in accordance with Article 16 Clause 2 below regarding Comprehensive Evaluations, wherein one fails an evaluation item in teaching, or counseling and service.

### 第三章 綜合評鑑

#### Chapter III Comprehensive Evaluations

第十二條 綜合評鑑以受評教師前三學年或五學年之教學、研究、輔導與服務表現，為其評鑑成績。

Article 12 Faculty member comprehensive evaluation scores are based on teaching, research, counseling, and service performance of the last three or five academic years.

第十三條 講師及助理教授每隔三年，副教授及教授每隔五年，實施綜合評鑑乙次。

Article 13 Comprehensive evaluations for Instructors and Assistant Professors should be completed every three years; Associate Professors and Professors are evaluated every five years.

第十四條 本校專任教師依教師職級實施綜合評鑑，各評鑑項目及權重為：

一、未兼行政職務之專任教師，教學權重為百分之三十至四十；研究權重為百分之三十至四十；輔導與服務權重為百分之二十至三十。

二、兼任行政職務之專任教師，教學權重為百分之二十至四十；研究權重為百分之二十至四十；輔導與服務權重為百分之二十至四十；各評鑑項目之權重得以百分之五為級距自行進行調整，惟教學、研究、輔導與服務權重合計必須為百分之百。

三、擔任英、日語教學專任講師，若以教學作為工作重心，則可選擇提高基本教學時數三小時，綜合評鑑權重採教學占百分之五十、研究占百分之十、輔導與服務占百分之四十。

本款教師受評身份之變更，應於原評鑑周期結束後，提出前三學年或五學年之研究成果，經校長核定後，方得變更。

專任講師級專業技術人員得準用本款。

四、兼任行政單位主管職務之專任教師或為本校教師聘任及服務規則第 33 條所規定之專任教師兼行政工作者，其受評期間之研究項目得申請予以免評，其教學權重為百分之四十至百分之六十；服務輔導權重為百分之四十至百分之六十。曾任行政單位主管職務之專任教師或為本校教師聘任及服務規則第 33 條所規定之專任教師兼行政工作者，於兼任行政職務期間之研究項目得申請予以免評，其教學權重為百分之四十至百分之六十；服務輔導權重為百分之四十至百分之六十。前述之申請均須經校教師評鑑委員會審查通過。

Article 14 Comprehensive evaluations are implemented for full-time faculty members with the following evaluation items and weightings in accordance with their position ranks:

1. Full-time faculty members who do not have administrative appointments will be evaluated with a weighting of 30-40% for teaching, 30-40% for research, and 20-30% for counseling and service.
2. Full-time faculty members with administrative appointments will be evaluated with a weighting of 20-40% for teaching, 20-40% for research, and 20-40% for counseling and service. The percentage

assigned to each evaluated item may be adjusted with five percent increments, to maintain an overall percentage of 100% after the adjustment.

3. Full-time Instructors who primarily teach English or Japanese can choose to increase three hours of basic teaching hours if teaching is their main responsibility. They will be evaluated with a weighting of 50% for teaching, 10% for research, and 40% for counseling and service.

The alteration of evaluation items and weightings for faculty members in this category will be effective only after the faculty member provides his/her research outcomes for the past three to five academic years and the application is approved by the president after the original comprehensive evaluation period has ended.

Full-time Professional Employees of Instructor Rank must follow this Clause.

4. Full-time faculty members who serve in administrator positions or full-time faculty members with administrative duty as stated in Ming Chuan University Faculty Employment and Service Regulations Article 33 may apply for research evaluation exemption during the evaluation period with a weighting of 40-60% for teaching and 40-60% for counseling and service. Full-time faculty members who formerly served in administrator positions or full-time faculty members who had administrative duty stated in MCU Faculty Employment and Service Regulations Article 33 may apply for research evaluation exemption during their part-time administration period with a weighting of 40-60% for teaching and 40-60% for counseling and service. The abovementioned applications should be reviewed and passed at the Faculty Evaluation Committee Meeting.

第十五條 綜合評鑑加權平均達七十分（含）以上者，視為通過；未達七十分者，視為未通過。

教學、研究、輔導與服務單項原始分數以一百分為上限。

綜合評鑑之研究項目成績，若未達平均每學年至少於具審稿制度之研討會、期刊發表論文一篇或公開展演作品一場，即視為研究未通過。

綜合評鑑項目全部通過且成績優異之教師，得受推薦為教學特優教師候選人並擔任輔導教師。

Article 15 If the overall average score on the evaluation is 70 points or more, faculty members will be considered to have passed the evaluation. If faculty members receive less than 70 points, faculty members will be considered to have failed the evaluation.

The total score of each single item including teaching, research, or counseling and service shall not exceed 100 points.

If faculty members do not reach an average score on research item, they should publish at least one article in refereed conference proceedings or academic journal, or hold a public exhibition of creative work to be considered passing.

Faculty members who pass all evaluated items with outstanding scores will be recommended for outstanding teacher candidates and are suitable for to be faculty consultants.

第十六條 綜合評鑑結果，依下列規定辦理：

一、最近一次綜合評鑑未通過之教師之處理方式：

- (一) 不得提請升等、研究成果獎勵、留職留薪進修及休假研究。
- (二) 自次學年起不予晉薪、不得在外兼職或兼課。
- (三) 不得申請延長服務或擔任校內各級委員會委員或行政主管。

(四) 綜合評鑑未通過，應由學院協助其所屬系（所）予以輔導二年，但經系（所）、院認可後可提前一年實施再評鑑，且每學期應進行輔導追蹤。自通過再評鑑之次學年起，恢復前日權益。

二、綜合評鑑通過，但單項未通過教師(成績未達七十分者)之處理方式：

(一) 教學項目：

1. 開授基本鐘點課程，不得超鐘點授課。
2. 暫停校外兼課、兼職。
3. 暫停申請升等，經輔導並通過綜合評鑑之教學評鑑後始能提出升等申請。
4. 接受輔導與再評鑑。

(二) 研究項目：

1. 開授基本鐘點課程，不得超鐘點授課。
2. 暫停兼任校內各級教評會委員。
3. 暫停申請留職留薪進修及休假研究。
4. 暫停校外兼課、兼職。
5. 暫停申請升等，經輔導並通過綜合評鑑之研究評鑑後始能提出升等申請。
6. 接受輔導與再評鑑。

(三) 輔導與服務項目：

1. 開授基本鐘點課程，不得超鐘點授課。
2. 暫停校外兼課、兼職。
3. 接受輔導與再評鑑。

(四) 綜合評鑑通過，但單項未通過之輔導方式：

1. 綜合評鑑通過但教學項目成績未達七十分者，由教學暨學習資源中心及所屬系（所）、院就該等分項，進行輔導。
2. 研究分項成績未達七十分者，由所屬系（所）、院就該等分項，進行輔導。
3. 輔導與服務分項成績未達七十分者，由所屬系(所)、院就該等分項，進行輔導。
4. 綜合評鑑單項未通過，應予以輔導二年，但經系（所）、院認可後可提前一年實施單項再評鑑，且每學期應進行輔導追蹤。自通過再評鑑之次學年起，恢復權益。

Article 16 Depending on evaluation results, cases will be processed as follows:

1. Cases of faculty members who do not pass the most recent evaluation will be processed according to the following:
  - (1) Not allowed to apply for promotion, research award, paid leave of absence for further study, or sabbatical leave.
  - (2) Salary rank for the coming academic year will remain the same. Not permitted to take any part-time positions at other institutions.
  - (3) Not allowed to extend their service, or to take any position at any level of Faculty Evaluation Committee or in administrative units.
  - (4) The school or college should assist faculty members who do not pass the evaluation with two

years of consultation in the department to which they belong. Moreover, the faculty member may apply for re-evaluation a year early with the approval of the department, school or college. Consultation follow-up should be processed every semester. After passing the re-evaluation, faculty members regain their rights in the next academic year.

2. Cases of faculty members who pass the comprehensive evaluations but fail one evaluation item (less than 70 points) will be processed according to the following:
  - (1) Teaching:
    - a. Only allowed to schedule the required basic teaching hours.
    - b. Not permitted to take any part-time positions at other institutions.
    - c. Not allowed to apply for promotion until consultation and re-evaluation is passed.
    - d. Required to receive consultation and re-evaluation.
  - (2) Research:
    - a. Only allowed to schedule the required basic teaching hours.
    - b. May not serve in any position at any level of Faculty Evaluation Committee.
    - c. Not allowed to apply for paid leave of absence for further study or sabbatical leave.
    - d. Not permitted to take any part-time positions at other institutions.
    - e. Not allowed to apply for promotion before consultation and re-evaluation is passed.
    - f. Required to receive consultation and re-evaluation.
  - (3) Counseling and Service:
    - a. Only allowed to schedule the required basic teaching hours.
    - b. Not permitted to take any part-time positions at other institutions.
    - c. Required to receive consultation and re-evaluation.
  - (4) Faculty members who pass the comprehensive evaluation but fail an evaluation item will receive consultation according to the following:
    - a. Consultation for not passing the teaching item (less than 70 points) will be provided by the Teaching and Learning Resources Center, the department, and the school or college.
    - b. Consultation for not passing the research item (less than 70 points) will be given by the department, the school or college.
    - c. Consultation for not passing a counseling and service item will be provided by the department, the school or college.
    - d. Faculty members who do not pass an evaluation item will receive two years of consultation. Moreover, they may apply for re-evaluation a year early with the approval of the department, school or college. Consultation follow-up should be processed every semester. After passing the re-evaluation, faculty members regain their rights in the next academic year.

#### 第十七條 再評鑑規定如下：

- 一、再評鑑之程序依第八條第二至四款規定之程序辦理。
- 二、綜合評鑑未通過，經輔導後進行再評鑑者，再評鑑之評鑑成績計算期程，比照綜合評鑑相關規定辦理。
- 三、再評鑑未通過之處理方式：
  - (一) 綜合評鑑未通過，經輔導後進行再評鑑仍未通過者，提交各級教師評審委員會審議通過後，辦理不續聘或解聘之程序。



- (二) 綜合評鑑通過，但單項未通過，經輔導後進行單項再評鑑，如未通過者，由校教師評鑑委員會決議再輔導一年，輔導後並實施單項第二次再評鑑，如仍未通過者，則提交各級教師評審委員會審議通過後，辦理不續聘或解聘之程序。

Article 17 Regulations for re-evaluation are as follows:

1. Re-evaluation procedures should be processed in accordance with Clause 2 to 4 of Article 8.
2. The re-evaluation scoring after consultation of faculty members who do not pass the comprehensive evaluation should be in compliance with the relevant regulations for the comprehensive evaluations.
3. Cases of faculty members who do not pass the re-evaluation will be processed according to the following:
  - (1) Faculty members who do not pass the comprehensive evaluation and fail the re-evaluation after consultation will be reported to all levels of Faculty Hiring and Promotion Committee for non-renewal of contract or dismissal.
  - (2) Faculty members who do not pass the re-evaluation of an evaluation item after consultation but pass the comprehensive evaluation should receive another year of consultation from the School (College) Faculty Evaluation Committee. After the consultation, the second re-evaluation should proceed. If faculty members fail the second re-evaluation, they will be reported to all level of Faculty Hiring and Promotion Committee for non-renewal of contract or dismissal.

#### 第四章 附則

#### Chapter IV Supplementary Provisions

第十八條 教師對院評鑑委員會之審查結果有異議時，得於接獲通知十日內，檢具相關資料，向該院教師評鑑委員會提出申覆，申覆以一次為限。各院評鑑委員會於收受申覆案後，應即成立申覆評議委員會審理之。本校學院教師評鑑申覆評議委員會設置章程準則另訂之。

Article 18 Faculty members who object to the School (College) evaluation result may raise an appeal to the School (College) Faculty Evaluation Committee with relevant documents within ten days of receiving the written notice. Faculty members may only appeal once.

The School (College) Faculty Evaluation Committee should form a School (College) Faculty Appeal and Review Committee upon receiving an appeal request.

Procedures for Establishing School (College) Faculty Appeal and Review Committee will be established separately.

第十九條 教師對校評鑑委員會之審查結果有異議者，得於接獲書面通知後三十日內，以書面檢附相關申訴資料及具體證明，向教師申訴評議委員會提出申訴，申訴以一次為限。

Article 19 Faculty members who object to the University evaluation result may raise an appeal to the Faculty Appeal and Review Committee through a written report supported by concrete evidence within 30 days of receiving the written notice. Faculty members may only appeal once.

第二十條 系（所）、院應依校定評鑑辦法訂定系（所）、院評鑑準則，規定教師受評項目、標準及程序等事項，並報校核備。

Article 20 Each department and school or college should establish its own evaluation regulations in accordance with the university evaluation procedures regarding evaluation items, standards, and procedures, and report to the university for reference.

第二十一條 本辦法經校務會議通過，校長核定後實施，修正時亦同。

Article 21 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*