

[Promulgated on May 22, 2023]

NATIONAL TAIWAN UNIVERSITY
Center for General Education
Regulations for Athletic Department Faculty Evaluations

January 25, 2013	Passed by the Center for General Education’s General Education Committee at its 108 th meeting
September 02, 2014	Amended and passed by the Center for General Education’s General Education Committee at its 112 th meeting
January 12, 2017	Amended and passed by the Center for General Education’s General Education Committee at its 120 th meeting
August 19, 2021	Amended and passed by the Center for General Education’s General Education Committee at its 135 th meeting
February 17, 2023	Passed by the 1 st Department Affairs Meeting, spring semester, Academic Year 2022-23
May 05, 2023	Passed by the General Education Committee at its 143 rd meeting
May 19, 2023	Promulgation of amended Articles 1, 3, 4, 6, 8, 9, 10, 12, 14, 15, and 17

Article 1 The National Taiwan University (NTU or “the University”) Center for General Education (“the Center”) Athletic Department (“the Department”) formulates the NTU *Regulations for Athletic Department Faculty Evaluations* (“the Regulations”) in accordance with Article 15 of the Center’s *Faculty Evaluation Regulations*.

Article 2 All full-time faculty members of the Department shall undergo evaluation.

Article 3 The evaluation schedule for faculty members of each rank shall be as follows:

1. Instructors shall be subject to an initial evaluation within their third to fifth year of service at the University, and shall subsequently undergo an evaluation every three years upon passing the initial evaluation.
2. Assistant professors appointed between January 10, 1998 and July 31, 2016 (inclusive) shall be subject to an initial evaluation within their third to fifth year of service at the University, and shall subsequently undergo an evaluation every three years upon passing the initial evaluation; evaluations for faculty members appointed on or after August 1, 2016 shall be handled in accordance with the applicable provisions under Article 10 herein.
3. Associate and full professors shall be evaluated by the Department every five years.

In the event that a faculty member is transferred from another unit of the University to the current unit, their mandated evaluation cycle shall be inclusive of their years of service in the previous unit(s).

In the event that a faculty member with a rank of associate professor or lower qualifies for promotion when their years of service at organizations other than the University are included, they may request an early evaluation upon approval by the Department.

In the event that a faculty member's promotion is approved, their next evaluation cycle shall start from the same semester in which their promotion is approved.

Article 4 Faculty members of the Department may only put forth a request for promotion after passing the evaluation. However, evaluations for assistant professors appointed on or after August 1, 2016 shall be handled in accordance with Article 10 herein.

Assistant professors appointed on or before July 31, 2016 who fail to receive a promotion within eight years or more of securing their current position shall be deemed as having failed a re-evaluation, and thus shall be subject to the applicable provisions set forth under Article 6, Paragraph 2 herein.

The promotion cycle for assistant professors shall exclude periods during which they have been granted a deferred evaluation or unpaid leave.

Article 5 Faculty members who have failed their most recent evaluation may not apply for sabbatical leave as associate/full professors, and, starting from the following academic year, shall be ineligible for salary raises, off-campus adjunct positions, part-time teaching, and temporary transfers; in addition, they may not extend their service on faculty evaluation committees at any level, or serve as the head of any administrative or academic unit at the University.

Upon passing the re-evaluation, such faculty members' right to take on adjunct positions, teach in a part-time capacity, accept a temporary transfer, and, starting from the following academic year, be granted a salary raise will be restored. The restoration of other rights listed in the preceding paragraph shall be governed by the relevant regulations.

Article 6 In the event that a faculty member fails the evaluation, the Department shall inform the faculty member of the specific reasons for the failing result and provide assistance in the form of advice and support regarding their teaching, research, and service content and performance. The faculty member shall be given a re-evaluation by the Department within two years (counting from the semester following the failed evaluation).

Faculty members who fail the re-evaluation shall be reported by the Department Faculty Evaluation Committee to the Center and University Faculty Evaluation Committees (collectively, "the Committees") for severance or non-renewal of appointment in accordance with the *University Act* and the *Teachers' Act*. However, assistant professors appointed on or after August 1, 2016 who fail the initial evaluation shall be subject to the applicable provisions under Article 10 herein.

Faculty members who fail to undergo evaluation within the specified time frame or who submit false/fraudulent documents to manipulate the evaluation results shall be deemed to have failed the evaluation.

Article 7 Faculty members of any rank who have any objection to their evaluation results may file a grievance with the NTU Faculty Member Grievances Committee or an appeal with the Ministry of Education within 30 days, counting from the day after they receive their evaluation results.

Article 8 A full professor who meets any of the following criteria may request an

exemption from the evaluation (evaluation waiver):

1. The professor meets any of the criteria set forth in Article 10, Paragraph 1, Subparagraphs 1 through 7 of the University's *Faculty Evaluation Guidelines*.
2. The professor has an excellent track record in teaching, research, or service, and has received an international award of excellence comparable to those specified in Article 10, Paragraph 1, Subparagraphs 1 through 6 of the University's *Faculty Evaluation Guidelines*; and such accomplishments are duly recognized by the Center's Faculty Evaluation Committee during its review process.

Those who meet any of the criteria described under the preceding paragraph shall submit the relevant supporting documents to the Department's Faculty Evaluation Task Force ("the Task Force") for review, which shall then recommend eligible candidates (and specify the reasons for recommendation) to the Center's Faculty Evaluation Committee for review. When reviewing requests for evaluation waivers, reviewers shall take into consideration the professor's research, teaching, and service performance. The three items shall account for 30%, 60%, and 10% of the total score respectively if the professor qualifies under Article 10, Paragraph 1, Subparagraph 5 of the University's *Faculty Evaluation Guidelines*; or 50%, 30%, and 20% respectively if the professor qualifies under any subparagraphs of Article 10, Paragraph 1 of the same Guidelines.

- Article 9 In the event that a faculty member approved for exemption commits a violation of or fails to meet the obligations stipulated in their letter of appointment or the *Teachers' Act*, the Department shall submit the relevant supporting documents to the Center Faculty Evaluation Committee and the University Faculty Evaluation Exemption Eligibility Review Panel for review and to the NTU President for approval, after which the faculty member's evaluation waiver shall be revoked.

A faculty member whose evaluation waiver is revoked shall be evaluated in the next academic year and may not apply for further evaluation waivers for three years (inclusive, counting from the semester following the revocation).

- Article 10 Assistant professors appointed on or after August 1, 2016 shall be evaluated in accordance with the following provisions:

1. To facilitate assistant professors in achieving academic promotions on schedule, the Department shall notify assistant professors in their third year of service to submit a written statement of their progress in teaching, research, and service for review by the Department's Faculty Evaluation Committee, which shall then conduct a career assessment based on the statement, provide specific recommendations, and then report to the Center's Faculty Evaluation Committee.
2. The departmental evaluation time frame shall be as follows: Assistant professors shall request a promotion by their fifth year of service. Those who are granted a promotion shall be deemed as having passed the current faculty evaluation; those who fail to apply for or be granted a promotion by the stipulated deadline shall be deemed as having failed the

faculty evaluation. Assistant professors who apply for and are granted a promotion by their fourth year of service (inclusive) shall be subject to Article 3, Paragraph 4 herein. In the event that the promotion is not granted, the application shall not be included in their evaluation records.

3. The Department's Faculty Evaluation Committee shall notify assistant professors who fail the evaluation described in the preceding subparagraph, specify the reasons for the failing result, and provide assistance in the form of recommendations regarding their teaching, research, and service performance. The assistant professor shall then receive a re-evaluation in their seventh year of service at the University. During the re-evaluation, the assistant professor shall concurrently put forth a promotion request, and they shall be deemed as having passed the re-evaluation if the promotion is granted. If the assistant professor fails to apply for or be granted a promotion within the stipulated time frame, they shall be deemed as having failed the re-evaluation. Assistant professors whose early promotion request is granted while their re-evaluation results are still pending shall be subject to the provisions stipulated in Article 3, Paragraph 4 herein. In the event that the promotion is not granted, the promotion request shall not be included in their evaluation records.
4. Assistant professors who fail the re-evaluation may no longer request a promotion and shall be reported to the Committees for severance or non-renewal of appointment in accordance with the *University Act* and the *Teachers' Act*.
5. The Department shall submit the evaluation results and relevant meeting minutes to the Center for reference within one month of finalizing the evaluation results.

Article 11 Faculty members who give birth or are caring for a child under the age of three during their mandated evaluation cycle may apply for a deferral by submitting supporting documents to the Department, Center, and University for approval, after which the evaluation may be deferred for one year, counting from the semester in which the evaluation was originally scheduled to be conducted. However, a deferral on account of childcare for a child under the age of three may only be granted once.

Faculty members who undergo extenuating circumstances during their stipulated evaluation cycle may apply for a deferral by submitting supporting documents to the Department, Center, and University for approval, after which the evaluation may be deferred for one year, counting from the semester in which the evaluation was originally scheduled to be conducted. A deferral on account of extenuating circumstances may be granted no more than twice within the same evaluation cycle.

Faculty members who are granted unpaid leave shall have the leave period excluded from their stipulated evaluation cycle. However, the length of the evaluation cycle after deducting the leave period must still fall within the limit for faculty members of each rank as stipulated in Article 3, Paragraph 1 herein. Faculty members may not seek adjunct engagements, part-time teaching positions, or temporary transfers during the evaluation deferral period.

Article 12 Matters related to faculty evaluation in the Department shall be handled by

the Task Force, which shall be composed of five full-time professors from the Department, at least one of whom shall be exempt from evaluation. In the event that there are no evaluation-exempt professors in the Department, the Director of the Center may be asked to help appoint a member with such status from among the eligible faculty members at the University.

The convener of the Task Force shall be elected from among its members.

Article 13 The Task Force may only convene with at least two thirds of its members present. All members are required to attend meetings in person and may not appoint proxies.

When necessary, the Task Force may invite faculty members under evaluation and professionals in related fields of expertise to attend meetings to give a report or statement.

Article 14 The Task Force's review of faculty members under evaluation shall primarily be based on formal written documentation. The weights of each of the evaluation categories are as follows: Teaching: 30%–40%; research: 30%–50%; service: 10%–30%. The full score for all categories combined shall be 100 points, and the passing threshold shall be 75 points. The Task Force may score faculty members in accordance with the *Specific Rules Governing the Enforcement of the Regulations for Athletic Department Faculty Evaluations*.

Article 15 Except for assistant professors appointed by the Department on or after August 1, 2016, who are subject to the applicable provisions under Article 10 herein, faculty members of any rank shall undergo evaluation in accordance with the evaluation schedule stipulated by the Center. Evaluation results and the associated meeting minutes shall be submitted to the Center for review. The Department shall notify faculty members who fail the evaluation of their right to file a grievance or appeal in accordance with Article 7 herein.

Article 16 Matters not addressed herein shall be subject to other applicable regulations.

Article 17 The Regulations shall be passed by the Department Affairs Meeting and the Center Affairs Meeting, and then implemented on the date of promulgation.