

# Teachers Promotion Evaluation Methods at College of Science, National Chiao Tung University — Evaluation Scoring Methods of Promoted to Assistant Professor

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- A. College of Science (referred to as the college below) National Chiao Tung University (referred to as the school below) set up the method according to the school's teachers promotion evaluation operation details to conduct the teachers promotion in the college.
- B. When the college's faculty council (the organizational rules are set up separately) conduct the teachers promotion evaluation operation, they need more than two third members' attendance. Before the academic year faculty council is formed, the job will be responsible by last academic year members.
- C. [Promoting teachers should be based on the 「Teachers evaluation points of college of science, NCTU」 and only can be conducted the promotion after passing the evaluation.](#)
- D. [Each department should set up the teachers evaluation methods based on the related rules and send the evaluation to the faculty council to audit and then conduct. The department faculty council should finish auditing the intended promoting teachers' literary work, promoting evaluation operation before July 31<sup>st</sup> every year, and send the recommended promoting teachers list, literary work reviewer list and literary work auditing avoid list to the college faculty council convener for further reference.](#)

E. Evaluation is divided into preliminary evaluation and review evaluation

Preliminary evaluation : Conduct the evaluation with checking if the related information (including the literary work scores the college set) the recommended applying promoting teacher from all departments (referred as the intended promoting teachers) and the sending in process and the results fits the school's teachers promotion evaluation operation details [Rule 9 number 4 and the method rule 6 to rule 12](#).

Review evaluation : After intended promoting teachers pass the preliminary evaluation, the college faculty council will conduct the first stage's review evaluation to his teaching [service. \(including the tutorship\)](#) The first stage's review evaluation should be finished before October 5<sup>th</sup> every year. [\(The service in the rules below all include the tutorship\)](#)

During the review evaluation, the members will give the score according to the recommendation, teaching (including the service), related information (see the suggested content in rule 6) provided by the department. After more than two third of members present evaluate and recommend the intended promoting teachers' teaching (including the service) score(80 and up), they can enter the second stage's review evaluation. If not, then they are not recommended promoted. The first stage's review evaluation above, the members should describe the reasons why the teacher is not recommended. Without the reason, the member's vote is invalid.)

F. The suggested deliberate information of the first stage's review evaluation about the teaching and service part in 5 years :

1. Teaching part includes : ( include inside and outside school experience )

( 1 ) The total credits and subjects had taught.

( 2 ) The teaching reward had got.

( 3 ) Handouts and textbooks had written.

( 4 ) The thesis had guided.

( 5 ) The improvement of teaching outcomes and curriculum ( including the teaching evaluation information )

( 6 ) Teaching experience

2. Service part includes : ( include inside and outside school experience )

( 1 )The pushing of the research project and the fight for funding, establishing the laboratory, creating the new technology and new product.

( 2 ) Participation in administrative affairs. When the teacher who is also doing administrative work applies the promotion, besides the literary work he needs to write the work experience report and send it in to the person in charge of the related department to write the notes and publishes with the work experience report and give it to the college faculty council to audit.

( 3 ) The plan of the teaching experiment laboratory.

( 4 ) Build the equipment of managing and maintain the teaching and the books.

(5) The tutoring to the students.

3. Any other information and specific deeds which will help the audit.

4. If the teacher was pregnant or giving birth during the time above, she can extend two years of sending in the evaluation with the proof approved by the college faculty council.

G. Department faculty council should have at least ten foreign experts and scholars corresponding to applicant's professional field as his literary work reviewers to each intended promoting teacher and provide them to the college faculty council convener for the reference. The college faculty council convener should choose at least four reviewers from them to conduct the second stage's review evaluation of each intended promoting teacher: literary work audit. The college faculty council convener should send the literary work reviewers list and the chosen literary reviewers list made by the department faculty council to the school faculty council convener for further reference before sending in the audit.

People who apply for the promotion should not suggest the list of the reviewers. But they can provide the avoid list and it can be up to 3 people. The avoid list should be sent to the college faculty council convener for back up. The reviewers who are in the situation below should avoid :

1. The applicant's research guild professor.

2. Co-author or co-researcher of the applicant's literary.

3. Worked at the same school with the applicant before.

4. Have relative relationship with the applicant or the administrative process method rule 32.

H. The research grades of intended promoting teachers will reach the college promoting recommendation standard after more than two third (includes two third) of all literary work reviewers (includes the reviewers of the intended promoting teacher's literary work audit that department faculty council has) check excellent or good, more than a quarter check excellent and can't have more than two (includes two) check below average. And then they can recommend the teachers for promotion to the school faculty council, otherwise it doesn't recommend the promotion.

About the intended promoting teacher's research project college faculty council should respect the original literary work reviewer's opinion except they can provide the specific reason with professional academic basis to waver the original audit's credibility and correctness.

I. If college faculty council members think the department faculty council had significant flaws on the literary work audit procedure or bring out the questioning reason with professional academic basis about the audit opinion or have doubts about the audit opinion which might waver the audit's credibility and correctness, then they can add the literary reviewers into the literary review after more than half of members present agree. Adding more people is up to the questioning audit opinion people's number and the list is decided by the college faculty

council convener. The literary work audit sent by College faculty council will be counted by the final audit total people combined with the department review members. The audit result fits the description in number 8 above, the teachers reach the college promotion recommendation standard. Otherwise it will not recommend promotion.

J. The related rules of research part of review :

1. The representative works, reference works of the intended promoting teachers are limited with the ones which have been published.

(1) The work should be published in the academic journals with audit system and should show the ability of independent research.

(2) The work should be from the submittals person got the formal rank teacher qualification and five years before submittals and it can't be the work which is used for other teachers for the qualification audit. The reference works should be from the submittals person got the formal rank teacher qualification and seven years before submittals. The unpublished representative works, reference works should provide the proof of being accepted to publish before June 1<sup>st</sup>.

(3) Besides the representative works the other reference works are assessed. The total points of all the submittals works published in the academic journals should be at least 4 points. If the teacher only teaches at the school for less than four years, the points will be conducted by the rule number 11. All the points of the academic journals will be set by the department itself and check every year.

(4) If the teacher was pregnant or giving birth during the time above, then year limit of the submittals information will be extended by two years with the proof after the college faculty council approve.

2. The work's audit should divide into physics, chemistry, mathematics and statistics four fields and separately send to outside of school for audit.

3. The department should send the works to at least 3 famous scholars of the same field outside of school for audit according to the intended promoting teacher's research field.

4. According to the intended promoting teacher's research field and reference the foreign country scholars and experts list provided by the department, the college should send the works to at least 5 scholars of the same field from the foreign country for audit. And the reviewers should be the professors or researchers from the famous school or research institute. The ethnic Chinese is limited with maximum 2 people.

5. The reviewers can give the intended promoting teacher's works the following rating according to the whole research performance :

(a) (Excellent)

(b) (Good)

(c) (Average)

(d) (Below Average)

K. The teacher who serves at the school (Starting date starts with the date from the serving at the

school contract, and ends at the end of July according to the promoting date to count the years) under 4 years but the years fits to promoting to assistant professor wants to promote to assistant professor :

Under 1 year, the points of the works in 5 years should reach 12 points.

Over 1 year, the points of the works in 5 years should reach 10 points. (including 2 points from the school works)

Over 2 years, the points of the works in 5 years should reach 8 points. (including 3 points from the school works)

Over 3 years, the points of the works in 5 years should reach 6 points. (including 4 points from the school works)

- L. If there is a co-author in the work provided, then it needs to have the co-author's written proof. When the intended promoting teacher is the only corresponding author of the work, if there is a co-author the maximum work points will be counted with 80%. About other co-writing situation the relationship between the percentage of the points and the numbers of the co-authors is below : ( All the students of the intended promoting teacher will be considered as one co-author, but the students of other teachers will be considered as another co-author. And if the postdoctoral researchers are the corresponding author, then they will be considered as a co-author. Otherwise they will be considered as students )

Numbers of the co-authors	2	3	4	5	6	7	8	...
The maximum percentage of the points	70%	60%	50%	40%	30%	20%	20%	20%

- M. The college faculty council can arrange intended promoting teachers to conduct the public lectures in any stage of audit and invites the members of college faculty council to participate depends on the need.
- N. The college faculty council should finish the review promoting operation before November 20<sup>th</sup> every year and provide the recommend and non-recommend lists to school faculty council attached with the intended promoting teacher's information, department and college faculty council review opinion and the points of the research and teaching. (including the service) The college will inform the person who is non-recommend. If the person doesn't accept, he can apply for the reconsideration to college faculty council with paper description in 5 days. During the reconsideration, if after two third of members present pass, then the original decision can be changed. There will be only one reconsideration. If the teacher still disagree with the reconsideration result, then he can appeal to the school teacher grievances committee according to its organization and points rules.
- O. If there is something not mentioned in this method, then follow the related rules of school

teacher promotion accreditation.

- P. This method is passed by the school teacher evaluation committee and approved by the college faculty meeting, and conducted after school faculty council approve. It will be the same process when correcting.

The method conducts according to the NCTY teacher promotion evaluation operation details. The teachers (who have been lecturers more than 3 years) who is at the job and have the promotion qualification before the amended article publish on March 1<sup>st</sup>, 2012 fit the original rules. The ones who didn't get the promotion qualification and applied for the promotion in 2 years of this method conducting can choose to use the promotion rules before the amended.