

National Taiwan Normal University

Teacher Evaluation FAQ

(In case of any revision to related regulations, the revised version shall prevail.)

(In accordance with 2020.05.20 Amendment)

I . Target Teacher of Regulation

Q1-1 Shall project teachers be evaluated in accordance with Regulation for Teacher Evaluation?

A : The target teacher of the regulation is full-time teachers and full-time professional technical personnel. Please refer to “National Taiwan Normal University Project Teaching and Researchers Appointment Guideline”.

Q1-2 Full-time teacher in NTNU with length of service of more than 25 years may be evaluated in accordance with Article 5 of Regulation for Teacher Evaluation. If the full-time teacher is transferred from civil service, may the length of service in civil service be adopted?

A : No.

Q1-3 Full-time teacher in NTNU with length of service of more than 25 years

may be evaluated in accordance with Article 5 of Regulation for Teacher

Evaluation. May length of teaching service in other universities be adopted?

A : Yes. The length of teaching service in other universities may be adopted.

Q1-4 Full-time teacher in NTNU with length of service of more than 25 years

may be evaluated in accordance with Article 5 of Regulation for Teacher

Evaluation. May length of service of serving as a teaching assistant in the

old system be adopted?

A : In accordance with the decision made in the 306th University-level Faculty

Evaluation Committee on June 26, 2019, teachers serving as teaching assistants

in the old system had teaching experiences indeed. Thus, the period may be

adopted in the total 25 years of length of service.

Q1-5 Full-time teacher in NTNU with length of service of more than 25 years

may be evaluated in accordance with Article 5 of Regulation for Teacher

Evaluation. May the period of work suspension with or without pay be

adopted in the length of service?

A : Work suspension without pay may not be adopted (e.g. temporary job transfer);

work suspension with pay may be adopted (e.g. sabbatical leave).

II. The Evaluation Schedule

Q2-1 In accordance with NTNU Regulation for Teacher Evaluation, newly-appointed full-time teachers of various levels are required to pass their evaluations during the following semester (the seventh semester) no later than three years of service. May teachers be evaluated a year after starting service?

A : Regulation for Teacher Evaluation does not forbid full-time teachers from being evaluated in advance. The department (institute) may consider the teacher's performance in teaching, research, service, and consultation in many aspects. After approved by the president, the teacher may be evaluated in advance. (It is suggested that teachers have at least four semesters of length of service.)

Q2-2 If an assistant professor was previously evaluated in the fall semester of 2011 academic year, when shall the teacher be evaluated?

A : Lecturers and assistant professors shall be evaluated by the department (institute) or college every three years as stipulated in Article 6 of NTNU Regulation for Teacher Evaluation. Thus, the assistant professor shall be evaluated in the fall

semester of 2014 academic year.

Q2-3 An assistant professor was previously evaluated in the fall semester of 2011 academic year. The assistant professor shall be evaluated in the fall semester of 2014 academic year as stipulated in the regulation. However, the assistant professor was promoted to associate professor in the spring semester of 2011 academic year (valid promotion). When shall the teacher be evaluated?

A : If lecturers or assistant professors have been promoted, the evaluation schedule shall be recalculated on the effective date of the promotion as stipulated in Article 6 of NTNU Regulation for Teacher Evaluation. Associate professors and professors shall be evaluated by the department (institute) or college every five years as stipulated in Article 7 of NTNU Regulation for Teacher Evaluation. Thus, the evaluation schedule shall be recalculated from the spring semester of 2011 academic year, and the teacher shall be evaluated on the spring semester of 2016 academic year.

Q2-4 If an associate professor was previously evaluated in the spring semester of 2011 academic year, when shall the teacher be evaluated?

A : Associate professors and professors shall be evaluated by the department (institute) or college every five years as stipulated in Article 7 of NTNU Regulation for Teacher Evaluation. Thus, the associate professor shall be evaluated in the spring semester of 2016 academic year.

Q2-5 If an associate professor was evaluated in the spring semester of 2011 academic year; however, the associate professor is promoted to professor in the spring semester of 2014 academic year. When shall the professor be evaluated?

A : If associate professors have been promoted, the evaluation schedule shall be recalculated on the effective date of the promotion as stipulated in Article 7 of NTNU Regulation for Teacher Evaluation. Thus, the evaluation schedule shall be recalculated from the spring semester of 2014 academic year, and the professor shall be evaluated in the spring semester of 2019 academic year.

Q2-6 If teachers have their evaluation deferred, how to reschedule the evaluation and recalculate the adoption period of teachers' performance?

A : Data for the deferred evaluation shall be calculated from the semester of the previous evaluation as stipulated in Paragraph 4 of Article 15 of NTNU Regulation for Teacher Evaluation. Various performances in the semester when the teacher is evaluated shall be adopted in the next evaluation.

E.g. A professor was previously evaluated in the fall semester of 2011 academic year. In accordance with the regulation, the professor shall be evaluated in the fall semester of 2016 academic year. However, because the professor served as a director from the fall semester of 2012 academic year to the spring semester of 2013 academic year (a total of 2 years), the evaluation shall be extended to the fall semester of 2018 academic year. The data from the fall semester of 2011 academic year to the spring semester of 2017 academic year shall be adopted in the evaluation.

Q2-7 If an assistant professor did not pass the evaluation in the fall semester of 2011 academic year, how to reschedule the evaluation and recalculate the

adoption period of the teacher's performance of the re-evaluation?

A : For individuals who did not pass their evaluations, the adoption period for the re-evaluation of their performance in teaching, research, service and consultation shall be advanced by three years (for lecturers and assistant professors), or five years (for associate professors and professors) as stipulated in Article 8-1 of NTNU Regulation for Teacher Evaluation. The adoption of performance may not begin on the first evaluation year.

E.g. A professor started service in NTNU on August, 2001, and the professor did not pass the evaluation in the fall semester of 2015 academic year. In accordance with the regulation, the professor shall be re-evaluated no later than the fall semester of 2017 academic year. The adoption period of the re-evaluation is from the fall semester of 2012 academic year to the spring semester of 2016 academic year, a total of 10 semesters.

E.g. An assistant professor started service in NTNU on August, 2001, and the assistant professor did not pass the evaluation in the fall semester of 2015 academic year. In accordance with the regulation, the assistant professor shall be re-evaluated no later than the fall semester of 2017 academic year. The

adoption period of the re-evaluation is from the fall semester of 2014 academic year to the spring semester of 2016 academic year, a total of 6 semesters.

III. The Adopted Evaluation Data

Q3-1 May teachers pass the evaluation if they do not meet the requirements in the aspect “teaching”?

A : To pass the evaluation, teachers must meet the requirements in all three aspects “teaching”, “research”, and “service & consultation”.

Q3-2 A professor was previously evaluated in the fall semester of 2011 academic year, and the professor shall be evaluated in the fall semester of 2016 academic year. Which semesters shall be adopted in the evaluation data?

A : For this evaluation, data from the fall semester of 2011 academic year to the spring semester of 2015 academic year, a total of 10 semesters, shall be adopted.

Q3-3 May articles in journals be adopted only after formal publication?

A : Articles in journals with proof of publication may be adopted.

Q3-4 May monograph or one individual article in a book with only proof of review or publication be adopted?

A : Only monograph or one individual article in a book with formal publication and ISBN may be adopted.

Q3-5 May an article presented in seminars and archived in books be adopted?

A : It is seen as one individual article in a book. If the book conforms to the university's review system, it may be adopted.

Q3-6 If a professor has two articles in journals (the main author) and one research project, and has two-time service as the head of training program for NTNU athletes in national or international competitions, may the professor pass the evaluation?

A : (1) To pass the evaluation, professor shall publish three articles in journals (at least two articles for which they are the main authors or the corresponding authors), and host one research project outside NTNU, within five years.

(2) Mutual replacement of academic performance, research projects outside NTNU, and special contribution items shall be restricted to once.

(3) The professor published only two articles in journals. One article in journal

may be replaced by one research project, though, the replacement times exceed the restriction in the regulation if another replacement is made by service as the head of training programs for NTNU athletes. Thus, the professor may not pass the evaluation.

Q3-7 If a professor has three articles in journals (the main author), and two-time service as the head of training program for NTNU athletes in national or international competitions, may the professor pass the evaluation?

A : (1) To pass the evaluation, professor shall publish three articles in journals (at least two articles for which they are the main authors or the corresponding authors), and host one research project outside NTNU, within five years.

(2) The number of articles in journals has already fulfilled the requirement. Two-time service as the head of training programs for NTNU athletes in national or international competitions may be regarded as one research project outside NTNU, so the number of research project outside NTNU also fulfills the requirement. Thus, the professor may pass the evaluation.

Q3-8 If an assistant professor hosts three research projects without any individual articles in books or journal publications, may the research projects be regarded as publications of monographs, individual articles in books, or journal publications?

A : (1) Assistant professors shall publish three articles in books or two articles in journals within three years.

(2) No. Mutual replacement of academic performance, research projects outside NTNU, and special contribution items shall be restricted to once. Should the articles in journals be replaced by research projects, the replacement times is more than once, which violates the regulation.

Q3-9 May replacement of research projects be made with monographs, individual articles in books or journal publications?

A : (1) Yes. But mutual replacement of academic performance, research projects outside NTNU, and special contribution items shall be restricted to once.

(2) If teachers make the replacement for research projects by monographs, individual articles in books, or journal publications, the teachers shall be the

main authors or the corresponding authors.

Q3-10 How is the review of monograph or one individual article in a book in NTNU managed and practiced?

A : In accordance with “National Taiwan Normal University Teacher Evaluation Regulation” from the Personnel Office and “National Taiwan Normal University Monograph Appointed Review Regulation” from the National Taiwan Normal University Press.

Q3-11 What publications are included in popular journals recognized by each college?

A : Since publishers and journals are recognized by each college, please contact the college, department, or institute if recognized list is needed.

Q3-12 If a full-time teacher is transferred from a project teacher in NTNU, when is the starting time of the adoption period of evaluation data?

A : The adoption period of evaluation data shall start from the time when the faculty starts serving as a full-time teacher. Data from the period of serving as a project

teacher shall not be adopted in teacher evaluation.

Q3-13 May data during the time before starting serving in NTNU of a newly-appointed teacher be adopted in the evaluation?

A : No. The adoption period of various data shall start from the time when the teacher starts serving in NTNU.

Q3-14 The adoption period of teacher evaluation is calculated based on semester. How to calculate the adoption period if a research project proceeds on an annual basis?

A : An assistant professor is evaluated in the fall semester of 2014 academic year, so the adoption period of evaluation data shall be from the fall semester of 2011 academic year to the spring semester of 2013 academic year (from August 1, 2011 to July 31, 2014). If the assistant professor has a research project from January 1, 2014 to December 31, 2014, the assistant professor may decide the adoption period of the research result on his or her own, either in 2013 academic year or in the fall semester of 2014 academic year. Also, the same research

project shall not be adopted repeatedly.

IV. Data Submission, Application and Review Procedure of Deferred

Evaluation

Q4-1 If a teacher shall be evaluated in the fall semester of 2016 academic year,

when shall the teacher submit the evaluation data?

A : In accordance with Article 4 of “Notices for Colleges/Departments/Institutes on the National Taiwan Normal University Regulation for Teacher Evaluation”, the data shall be submitted to the Department (Institute) Office before August 31, 2016.

Q4-2 If a teacher shall be evaluated in the spring semester of 2016 academic year,

when shall the teacher submit the evaluation data?

A : In accordance with Article 4 of “Notices for Colleges/Departments/Institutes on the National Taiwan Normal University Regulation for Teacher Evaluation”, the data shall be submitted to the Department (Institute) Office before February 28, 2017.

Q4-3 If teachers intend to have their evaluation deferred due to pregnancy,

maternity leave, sabbatical leave, or serving as level 2 director, how shall they submit the application?

A : Teachers fill in the application form (Download path: NTNU Official Website / Administration / Office of Research and Development / DRPC / Form Download / Teacher Evaluation) → Hierarchical Approval (Director of Department / Institute → Director of College) → Approval from Related Office (Personnel Office → Office of Research and Development) → Approval from the President → After the application is approved by the president, submit one copy of the application form to the Office of Research and Development for future reference.

V. Evaluation Exemption

Q5-1 What is the application and review procedure for (lifetime) exemption from evaluation?

A : Teachers fill in the application form (Download path: NTNU official website / Administration / Office of Research and Development / DRPC / Form Download / Teacher Evaluation) → Reviewed by the Office of Research and Development → Department-level Faculty Evaluation Committee → College-level Faculty Evaluation Committee → Office of Research and Development → Personnel Office → University-level Faculty Evaluation Committee

Q5-2 What is the application schedule for (lifetime) exemption from evaluation?

A : For “artistic performance” that needs to be reviewed by related committee organized by NTNU, teachers applying for exemption from evaluation in the fall/spring semester shall submit the application no later than the end of June/December every year to the Office of Research and Development. For applications that do not need to be reviewed by related committee organized by NTNU, the review procedure begins right after submission.

Q5-3 May a newly-appointed teacher with 15 MOST research project organization grants apply for lifetime exemption from evaluation?

A : Since August 1, 2011, newly-appointed full-time teachers at all levels who meet the requirements can apply for exemption from evaluation directly without undergoing newly-appointed teacher evaluation.

Q5-4 May “artistic performance” and “MOST research project” be calculated together to apply for lifetime exemption from evaluation?

A : No. In accordance with the decision made in “NTNU Regulation for Special Field Lifetime Exemption from Evaluation Amendment Meeting” in December 22, 2014, various academic performances in special fields and MOST research project organization grants may not be calculated together. However, various performances in the same field may be calculated together.

Q5-5 Before the teacher starts serving as a full-time teacher in NTNU, he or she once worked in private enterprise and won awards of artistic competitions

on behalf of the enterprise. May the awards be adopted to apply for lifetime exemption from evaluation?

A : No. Only awards won in the teacher's name may be adopted.

Q5-6 May artistic performance in the years before starting serving as a full-time teacher in NTNU be adopted to apply for lifetime exemption from evaluation?

A : Yes.

Q5-7 May various performances in the years before starting serving in NTNU be adopted to apply for lifetime exemption from evaluation?

A : Yes.

Q5-8 When teachers are applying for lifetime exemption from evaluation, may two MOST (originally known as National Science Council) research projects of the same year be adopted?

A : No. Only one research project may be adopted in one year.

VI. Procedure of Regulation Revision

Q6-1 What is the procedure of revision of teacher evaluation regulation of each college?

A : After approved by the College Affairs Council, the revised regulation shall be reviewed by the Office of Research and Development and approved by the president.

Q6-2 What is the procedure of revision of teacher evaluation guideline of each department (institute)?

A : After approved by the Department Affairs Council and reviewed by the College-level Faculty Evaluation Committee, the revised guideline shall be reviewed by the Office of Research and Development and approved by the president.

※In the event of any discrepancy between the English version and the original Chinese version, the Chinese version shall prevail.