

College of Foreign Languages
National Kaohsiung University of Science and Technology
The Grading Sheet for Faculty Evaluation

Unit : _____ Department _____

Name : _____

Job Title : _____

The Year for Previous Evaluation : _____ Academic Year

Evaluation Period : Y M to Y M

Evaluation Points

Teaching (A)	Research (B)	Counseling and Service (C)	Total Points (A + B + C)

The minimum requirement for evaluation is 1800 points for 5 years; the minimum requirement should be met in each area as follows:

The overall improvement over a period of 5 years needs to reach 300 points (1500×0.2).

1. Teaching: 750 points/5 years (50%)
2. Research: 225 points/5 years (15%)
3. Counseling and Service: 525 points/5 years (35%)
4. The Overall Requirement= Requirement for Each Area + Improvement: 1800 Points / 5 Years = 750 + 225 + 525 + 300

※ Those who applied for evaluation before August 1, 2016 followed the former regulations.

I. Teaching (Responsible unit: Academic Affairs Office)

Evaluation Indicator	Evaluation Items & Points	Department Preliminary Review Score		College Second Review Score		University Final Review Score	
1. Basic Teaching	<p>1.50 points are earned when the average score for teaching evaluation in the current academic year is between 3.1 and 3.3; 55 points are earned when the average score is between 3.3 and 3.7; 60 points are earned when the average score is between 3.7 and 4.0; 65 points are earned when the average score is between 4.0 and 4.3, and 70 points are earned when the average score is above 4.3.</p> <p>【Information on the average scores for teaching evaluation can be provided by the Teaching Services Section】</p>						
	<p>2.60 points are earned when the applicant’s teaching hours (including waivers) meets the requirement of basic teaching hours each academic year. (Information on the number of teaching hours, including waivers, in the current academic year can be provided by the Registration and Course Affairs Section.</p>						
	<p>3.10 points are earned when teaching materials of each course are uploaded, teaching videos of each course are made, or the URLs of e-books and database websites are provided on the Teaching Course Network in the current academic year</p> <p>【Information on the number of courses with linked eBooks can be provided by the Teaching and Learning Centre】</p>						
	<p>4.30 points are earned for each course when its teaching syllabus is uploaded online punctually each academic year.</p> <p>【Information on course titles and syllabus submissions can be provided by the Teaching Services Section】</p>						
	<p>5.10 points are earned for the current academic year when office hours every semester (up to four hours per week) are announced online.</p> <p>【Information on the teacher’s uploading of office hours can be provided by the Teaching Services Section】</p>						
	<p>6.10 points are earned each academic year when the midterm warning is uploaded punctually each academic year.</p>						

	<p>【Information on the teacher's uploading of mid-term warnings for undergraduates can be provided by the Learning Services Section.】</p>						
	<p>7.10 points are earned for the current academic year when final grades are submitted on time.</p> <p>【Information on the teacher's submissions of final grades in the current academic year can be provided by the Registration and Course Affairs Section.】</p>						
2. characteristic Teaching	<p>1. Online teaching courses: The online platform mainly refers to the University's "Teaching Course Network", which has been reviewed and approved by the Ministry of Education.</p> <p>(1) 20 points are earned in the current academic year for each domestic distance teaching course.</p> <p>【Information on relevant courses can be provided by the Registration and Course Affairs Section.】</p> <p>(2) 40 points are earned in the current academic year for each transnational distance teaching course that is jointly offered with the foreign university.</p> <p>【Information on relevant courses can be provided by the Registration and Course Affairs Section.】</p> <p>(3) 40 points are earned in the current academic year for each course that uses self-developed digital teaching materials certified by the Ministry of Education.</p> <p>【Information on the titles of digital teaching materials certified by the Ministry of Education can be provided by the Teaching Services Section.】</p> <p>(4) 60 points are earned in the current academic year for each digital course certified by the Ministry of Education.</p> <p>【Information on the title of the digital course certified by the Ministry of Education can be provided by the Teaching Services Section】</p>						
	<p>2.10 points are earned each semester for each service learning course ◦</p>						
	<p>3.10 points are earned in the current academic year for each dual lecturer course, University-Industry-Cooperation practical course, or off-campus internship course.</p> <p>【Information on off-campus internship courses since the 2009 Academic Year can be provided by the Registration and Course Affairs Section】</p> <p>【Information on dual lecturer courses can be provided by the Teaching and Learning Centre.】</p>						

	<p>【Information on the courses of joint lecture with industry experts subsidized by the Ministry of Education can be provided by the Teaching Services Section】</p>						
	<p>4. 20 points are earned in the current academic year for each principal investigator of a program project when the program granted by the government is conducted and is taken by at least ten students.</p> <p>【Information on the number of enrolled students for the government-granted program can be provided by the Registration Section and Course Affairs Section.】</p> <p>【The Information on the title of the government-granted program can be provided by the Teaching Services Section】</p>						
	<p>5.60 points are earned for each project conducted to improve the curriculum funded by the Ministry of Education (Note 2)</p> <p>【Information on the number of projects and tiles can be provide by the Teaching Services Section】</p>						
	<p>6.10 points are earned in the current academic year for each course in the Industrial Technology Graduate Program, each In-service and Continuing Education Credit Course, each summer course, and relevant other. (Points are divided by the co-lecturers of a course.)</p> <p>【Information on the Industrial Technology Graduate Program, In-service and Continuing Education Credit Courses, and Summer Courses in the current academic year can be provided by the Registration Section and Course Affairs Section.】</p>						
	<p>7. 20~50 points are earned for each innovative teaching activity that has justified its pedagogical effectiveness and has been approved by the Department (Graduate Institute).</p>						
3. teaching counseling	<p>1.30 points are earned for the supervision of each completed doctoral dissertation in the current academic year; 20 points for the supervision of each completed master thesis; 10 points for the supervision of each completed practical project at the undergraduate level, and 20 points for the supervision of each completed college student research project granted by the National Science and Technology Council.</p> <p>2. 【Information on the supervision of the completed doctoral dissertations, master theses, practical projects and NSTC-granted college student research projects can be provided by the Registration Section and Course Affairs Section.】</p>						

<p>3.10 points are earned for each paper (not written in Chinese) that is coauthored by the teacher and student and is presented at an international conference; 5 points are earned for each paper (written in Chinese) that is coauthored by the teacher and student and is presented at a domestic conference.</p>						
<p>4.10 points are earned in the current academic year for each summer bridging course for freshmen. 【Information on the summer bridging course for freshmen in the current academic year can be provided by the Registration Section and Course Affairs Section】</p>						
<p>5.5 points are earned for each after-school tutoring course in the current semester 【Information on the teachers of after-school tutoring courses can be provided by the Learning Services Section.】</p>						
<p>6. Tutoring Student Multi-Learning (1) 1 point is earned in the current academic year when a class supervisor guides a student to receive a program certificate. (2) 5 points are earned in the current academic year when a class supervisor guides a student to complete the study of a minor or double major. 【Information on the names of students completing the studies of a minor or double major in the current academic year can be provided by the Registration Section and Course Affairs Section.】</p>						
<p>7.10 points are earned for the implementation of an international teaching activity (including the exchange student program, the double degree program, workshops, and other relevant activities)</p>						
<p>8.10 points are earned for each hour of non-payment teaching each semester. 【Information on the teacher's non-payment teaching hours can be provided by the Registration and Course Affairs Section】</p>						

4. Teacher Training	1. 20 points are earned for each in-service training in public or private institutions in the current academic year.						
	2. 10 points are earned for a faculty member to participate in an on-campus or off-campus meeting, or activity related to teaching growth in the current academic year.						
5. Teaching Cooperation	1. 10 points are earned for a faculty member to engage in the task related to admission examination, the examination-question-writing, the documentary review, the marking, or the examination interview,						
	2. 10 points are earned for the teacher's punctual submission of the evaluation of teaching assistants. 【Information on the teacher's punctual submission of the evaluation of teaching assistants can be provided by the Learning Services Section】						
	3. 30 points are earned for a faculty member to participate in the off-campus promotion activity for student enrollment in the current academic year.						
	4. 5 points are earned for a faculty member to teach a General Education course each semester.						
6. Extracurricular Teaching Activities	20 points are earned for each extracurricular certificate course.						
7. College's Featured Teaching	20 points are earned for each course provided by the College's Featured Teaching Project <u>(Information on the featured teaching courses shall be approved and provided by the College)</u>						
Total							

Note 1 : Teachers are evaluated every five school years, and the point calculation system is based on the total score of five school years.

Note 2 : One-half of the points are earned by the principal investigator, and the points for each co-principal investigator or each investigator are calculated by dividing one-half of the points by the total number of co-principal investigators or

investigators °

II. Research (Responsible Unit: Research and Development Office)

Evaluation Indicator	Evaluation Items & Points	Benchmark	College of Foreign Languages	Department Preliminary Review Score		College Second Review Score		University Final Review Score
1. Journal Papers (Note1) 【Items 1-12 can be downloaded from the teacher's work summary system】	1. SCI, SSCI, AHCI,ERIH papers, Japanese and German journal papers approved by the Department Affairs Meeting. (Note 2)	Each article	200					
	2.EI, TSSCI, ABI, CIS, Econlit, FLI papers, Japanese and German journal papers approved by the Department Affairs Meeting. (Note 2)	Each article	160					
	3. Other international journal papers or book chapters, THCI-Core. (Note 2)	Each article	150					
	4.Other domestic academic journal papers or book chapters, THCI. (Note 2)	Each article	120					
	5. Papers published in the Proceedings of the International Academic Conferences (excluding non-academic ones).	Each article	110					
	6. Papers published in the Proceedings of the Domestic Academic Conferences (excluding non-academic ones).	Each article	100					
	7.Paper presentations at the academic seminars or conferences.	Each article	50					
	8. Foreign language books (including translations). (Note 3)	Each article	200					
	9. Edited Chinese books. (Note 3)	Each article	150					
	10.Chinese books (including translations). (Note 3)	Each article	120					
	11. Awards for papers or works (national	Each one	50					

Evaluation Indicator	Evaluation Items & Points	Benchmark	College of Foreign Languages	Department Preliminary Review Score	College Second Review Score	University Final Review Score
	or international competitions). (Note 4)					
	12. Other professional works. (Note 7)	Each one	30			
2. Collaboration between Industry and University (Note 1) 【Information on Items 1-6 can be provided by the R&D Office】	1.The number of projects applied to the National Science and Technology Council (NSTC).	Each one	50			
	2.The number of projects granted by to the National Science and Technology Council (NSTC). (Note 5)	Each one	150			
	3. The annual total sum of the industry-university cooperation projects or others. (Notes 5 and 6)	per 100,000 or Each one	50			
	4.The annual total sum of technology transfer (excluding the advanced technology authorization fee of the NSTC-granted projects).	per 100,000 or Each one	50			
	5. Patents					
	① Number of domestic new patents	Each one	100			
	② Number of foreign new patents	Each one	150			
	③ Number of domestic invention patents	Each one	200			
	④ Number of foreign invention patents	Each one	250			
	6. (Other specific performance) (Customized by the College)	(Each one)	10			
Total						
Note 1: The execution period of a project, the publication date of a paper, and the publication date of a book shall be in compliance with the period of the current evaluation. If the total sum of the industry-university cooperation projects is less than NT\$100,000, it is calculated as NT\$100,000.						

Evaluation Indicator	Evaluation Items & Points	Benchmark	College of Foreign Languages	Department Preliminary Review Score	College Second Review Score	University Final Review Score
	<p>Note 2: The originally listed points are earned by the first author or the corresponding author, one-half of the points are earned by the second author, one-third of the points are earned by the third author, one-fourth of the points are earned by the fourth author, and so on.</p> <p>Note 3: It provides the same remuneration as Note 2 if there is shared responsibility. Standard for recognition of specialization (i.e., author order of the kinds such as monograph competition) is enacted and announced by colleges or departments. The Chinese or English academic works which include single specialized subjects are regarded as “monograph”, the points are determined by author order, the points of last author will be counted if there is no other author.</p> <p>Note 4: Points are earned by a faculty member who publicly (outside the university) exhibits works or creative works in the same way as points are earned for the awards listed in the grading sheet. Additionally, half of the points are earned by a faculty member who coaches students to win prizes in competitions or to join creative exhibitions held by others (50% of the listed points)</p> <p>Note 5: For the projects granted by the National Science and Technology Council (NSTC) and other projects with more than one principal investigator or co-principal investigators, original points are earned by the principal investigator, but the points for each co-principal investigator or each investigator are calculated by dividing one-half of the points by the total number of co-principal investigators or investigators</p> <p>Note 6: Points are earned by a faculty member who offers training courses in the name of NKUST based on the total income of student recruitment (able to be checked in school accounting ledger). Additionally, points are earned for a faculty member who receives subsidies from the MOE-granted projects in accordance with Note 5. The faculty member who teaches the training course can earn the points in the same way the co-principal investigator of other projects does.</p> <p>Note 7: The professional works include published or certificated works, such as (I) Translation work, (II) Teaching materials development (III) Technical report (IV) Review or critical article (except non-academic) and (V) Conference interpreting</p> <p>(i)3 points are earned for 10 pages or 30 points are earned for one piece of translation work</p> <p>(ii)30 points are earned for the development of one piece of teaching material</p> <p>(iii)30 points are earned for each technical report.</p> <p>(iv)30 points are earned for each review or critical article (except non-academic)</p> <p>(v)30 points are earned for each conference interpreting</p>					

III. Service & Counselling (Responsible Unit: Student Affairs Section)

Evaluation Indicator	Evaluation Items & Points	Department Preliminary Review Score		College Second Review Score		University Final Review Score	
1. Basic service and counseling	1.40 points are earned for a faculty member who serves as a member of various committees of the Department or College with a record of attendance at least two-thirds of the meetings each academic year. (At least two committees per person)						
	2.10 points are earned for a faculty member who serves as a member of various panels of the department or college or to conduct activities for the department or college each academic year.						
	3.30 points are earned for a faculty member to serve as the class supervisor and fill out the form of class activities and the form of counseling each semester.						
	4.10 points are earned for a faculty member to attend the Homeroom Teacher Meetings, Guidance Skill Workshops, and Student Guidance Activities hosted by Student Affairs Section.						
2. Related service work within the department	1.20 points are earned for a faculty member who engages in the planning and management of a teaching research classroom or other center each semester.						
	2.10 points are earned for a faculty member who conducts an off-campus trip for students each semester.						
	3.50 points are earned for a faculty member who conducts a visit to a foreign country for our university students or hosts a visit to our university by students from a foreign university.						
	4.10 points are earned for a faculty member who assists the department with off-campus internship affairs each semester or each winter/summer vacation.						
	5.20 points are earned for a faculty member who hosts experts and scholars from abroad.						
	6. 20 points are earned for a faculty member who takes charge of international						

	correspondences on official business.						
	7.5 points are earned for other services for the department or graduate institutes; the significance of the service shall be evaluated with substantial evidence. (please Specify, not limited to one item).						
3. On-campus related service work 【Please provide information from relevant administrative units】	1.40 points are earned for a faculty member who serves as a first-level supervisor each semester.						
	2.30 points are earned for a faculty member who serves as a second-level supervisor for each semester.						
	3.10 points are earned for a faculty member who serves as a member of various committees of the Department or Graduate Institute and has attended at least two thirds of the meetings each semester.						
	4.20 points are earned for a faculty member who plans or organizes various academic activities on campus.						
	5.10 points are earned for a faculty member who serves as a principal investigator or co-principal investigator of an on-campus administration research project.						
	6.10 points are earned for a faculty member who provides other on-campus services and is able to provide concrete evidence. (Please specify, not limited to one item)						
4. Related Off-campus Services	1.20 points are earned for a faculty member who serves as a reviewer of a project commissioned by the government or non-government organization, a seminar, publications of the training program, or patent inventions (Specify, not limited to one item).						
	2. 20 points are earned for a faculty member who is invited to serve as a translator (interpreter or translator), reviser or material tester (Specify, not limited to one item).						
	3. 20 points are earned for a faculty member who serves, in Taiwan or abroad, as an editor, reviewer of an academic journal, the president, vice-president, chairman, vice-chairman, executive director, executive supervisor, secretary-general, director, supervisor and in another administrative position of an academic group or who serves as a consultant, reviewer, oral examiner, question						

	setter, marker, evaluator, or editor at the invitation of a governmental or non-governmental organization or another university (Specify, not limited to one item).					
	4.20 points are earned for a faculty member who is a professional keynote speaker at a workshop or for the local community at the invitation of an academic institution, business, a government or non-government organization, foundation, international society or nonprofit organization (Specify, not limited to one item).					
	5.10 points are earned for a faculty member who is invited to be the moderator at a domestic or foreign conference; 30 points are earned for a faculty member who is the commentator, panelist or keynote speaker at a domestic or foreign conference.					
	6. 40 points are earned for a faculty member who serves as a member of the Board of Examiners or Drafter.					
	7. 20 points are earned for a faculty member who plans or co-organizes various off-campus activities (Specify, not limited to one item)					
	8.10 points are earned for a faculty member who provides other off-campus services whose importance shall be evaluated based on the concrete evidence (Specify, not limited to one item).					
5. Counseling related services 【 Information can be provided by the Office of Academic Affairs 】	1.10 points are earned for a faculty member who engages in one of the following Guidance and Counseling activities: Case-study Seminars, Case Coordination Meetings, Supervisory Class Meeting for students with physical disabilities, Class Group Testing, Mental Health Promotion activities, and case referrals.					
	2.10 points are earned for a faculty member who serves as a HELLO teacher and offers the service of more than 10 hours each academic year; analogously, 20 points are earned for service of more than 20 hours each academic year, and so on.					
	3.10 points are earned for a faculty member to who serves as a lecturer for each HELLO teacher class seminar or for each counseling activity.					
	4.20 points are earned for a faculty member who serves as a supervisor of a					

	school club each academic year.					
	5.20 points are earned for a faculty member who serves as the coach, the administrator, or the manager of a school sports team each academic year.					
	6. 10-20 points are earned for a faculty member who provides other counseling services or conducts large-scale on-campus activities (school celebrations, road running, and other relevant items). The importance of the service is evaluated based on the concrete evidence provided.					
6. Special Service Performance 【Information on Items 1-3 can be provided by the Office of Academic Affairs】	1.30 points are earned for a faculty member who serves as the supervisor of a student club and 20 points are earned if the club is rated as an excellent one each academic year					
	2.40 points are earned for a faculty member who supervises a club to win a prize for the university's honor in various national competitions or evaluations.					
	3.50 points are earned for a faculty member who coaches students who win a Grade A prize in a national competition for the university's honor, and 30 points are earned for a Grade B prize upon the review by the Student Off-campus Professional Performance Evaluation Committee.					
	4.20-50 points are earned for a faculty member who hosts a large-scale conference, competition, or activity at home or abroad to enhance the reputation of the school; the significance shall be evaluated based on concrete evidence (Specify, not limited to one item)					
	5.10 points are earned for a faculty member who provides an important service to alumni.					
	6.20-50 points are earned for a faculty member who provides other special and excellent services whose importance shall be evaluated based on the supporting evidence (Specify without the limitation of one item) °					
Total						