

As each college sets up different featured appraisal items, faculty members are requested to get the grading sheet for faculty evaluation from the relevant college.

College of Foreign Languages, National Kaohsiung University of Science and Technology

The Grading Sheet for Faculty Evaluation of Teaching, Research, Service & Counseling

Applicant's Name: _____ Academic Unit : _____ Status for Faculty Promotion : _____

Teacher's Status: _____ Start Date of the Length of Service: _____ Status for faculty Promotion : _____

Applicants who apply for the promotion using industry-academia technical reports, creative works, proofs of achievements or physical educational performance should determine the proportion of each appraisal item.

Teaching _____% 、 Research _____% 、 Service & Counseling _____% (60% for one item, 20% for the rest)

I. Teaching Evaluation Indicators

Evaluation Items	Evaluation Type	Indicator Code	Indicator Content	Measuring Unit	Scoring	Maximum points (each Academic Year)	Self-evaluation (Tick the relevant box or boxes)						Page Number of Supporting Documents
							Academic Year		Academic Year		Academic Year		
							Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	
TA. Basic Items	Teaching Obligations	TA1	Required teaching hours	Academic Year	70 points are earned when the five appraisal items are met (non-repetitive calculation) *5 or more Items that	70							
		TA2	Punctual uploading of the syllabus of each course to the university online portal system.	Academic Year									

		TA3	(Office Hours) Announcement of the teacher's office hours on the website within the specified time.	Academic Year	should be met * The Indicator Code TA1-TA3 is for basic appraisal items.								
		TA4	Uploading of teaching materials to the NKUST's e-learning platform (not including other online platforms)	Academic Year									
		TA5	Announcement of the mid-term warning for students within the specified time	Academic Year									

		TA6	Submission of final grades within the specified time	Academic Year								
Subtotal of Teaching Standard Criteria (A)- Self-evaluation												

Evaluation Items	Evaluation Types	Indicator Code	Indicator	Measuring Unit	Score	Maximum points (each Academic Year)	Self-evaluation (Tick the appropriate box or boxes)			Page Number of Supporting Documentation
							Academic Year	Academic Year	Academic Year	
Example		TB3	Attending an off-campus workshop (including community)	time				2 times	1 time	P〇~〇
		TB4	Supervising of a Master's thesis	individual			1 individual	1 individual		P〇~〇
		TB14	Receiving a teaching-or research-related project granted by a Central Ministry	case					1 case	P〇~〇
TB. Featured Items	Teaching Counseling	TB1	Voluntary Teaching	hour	3 points for each criterion (can be repeated)	18				
		TB2	Attending an on-campus (including community) teaching growth workshop	seminar						

		TB3	Attending an off campus (including community) teaching growth workshop	time						self-provide
		TB4	Supervising a master's thesis	individual						self-provide
		TB5	Supervising a project-based practical course at the undergraduate level	course						self-provide
	Teaching Performance	TB6	Obtaining 4.2 or higher average score on the end-of-term teaching evaluation survey	semester	5 points for each criterion (can be repeated)	12				
		TB7	Teaching an "English as Medium of Instruction" course	course						
		TB8	Teaching a Distance Learning course	course						
		TB9	Accredited by the Ministry of Education for e-learning courses	course						
		TB10	Developing of a MOOC and uploading it to ewant, Share Course platform or other school appointed platforms	case						

		TB11	/MOOCs/PBL/ ...Receiving a university subsidy for teaching, including Teaching Innovation, MOOCs, PBL, and other relevant items.	case						
		TB12	Receiving a university teaching award for teaching innovation, MOOCs, PBL, teacher merit pay or other	case						
		TB13	Applying for a teaching-related project granted by a public or private institution	case						self-provide
		TB14	Receiving a teaching-and research-related project granted by a Central Ministry	case						self-provide

		TB15	Receiving a certificate for completion of the Teacher Professional Development Program	case					
		TB16	Other significant contributions related to the improvement of teaching and learning, including assistance with tasks involving university's teaching projects	case					self-provide
The subtotal score for the featured teaching evaluation(B)- Faculty's self-evaluation									
The total score for the teaching evaluation (C=A+B)- Faculty's self-evaluation									
The average score for the teaching evaluation- Faculty's self-evaluation									

Note 1: The evaluation sections for the department’s review and the faculty member’s self-review shall be approved and supported with evidence.

	Department-Level Faculty Evaluation Committee Preliminary Review Score			College-Level Faculty Evaluation Committee Secondary Review Score			University-Level Faculty Evaluation Committee Final Review Score		
	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year
The subtotal score for basic teaching items (A)									
The subtotal score for featured teaching items (B)									
The total score for teaching evaluation (C=A+B)									
The average score for teaching evaluation									
Reasons for additions or deductions to scores	Example: TB3 Attendance at an off-campus (including community) teaching growth workshop, initially counted 2 times in the XXX Academic Year, is modified to 1 time after one workshop is found to be unrelated to teaching growth.						seminar		

II 、 Research Evaluation Indicator

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Criteria	Score	Maximum number of points (per Academic Year)	Faculty member self-evaluation (Fill in number)			Page Number of Supporting Documentation
							____ Academic Year	____ Academic Year	____ Academic Year	
Example		RA1	Paper published in a national/international journal (accepted for publication) as first or corresponding author	Article			1 Article		1 Article	P〇~〇
		RA6	Supervising a College Student Research Project granted by the National Science and Technology Council.	Project			2 Project	2 Project		P〇~〇
		RA15	Coaching student(s) for participation in various off-campus competitions	Case					1 case	P〇~〇
RA. Standard Criteria	Publications and Research Results	RA1	Paper published in national/international journals (accepted for publication) as first or corresponding author	Article	70 points for corresponding 3 items (can be repeated) *At least 3 must be	70				self-provided
		RA2	Paper published in national/international academic seminars as first or corresponding author	Article						self-provided
		RA3	Monograph (including book chapter) See Note 1	Book & Article						self-provided

		RA4	Application for National and International Patent (invention and innovation) in the name of NKUST	Patent	met					
Research and Industry-Academia Collaboration Project		RA5	Serving as the principal investigator or co-principal investigator of a Research Project granted by the National Science and Technology Council (NSTC) (based on NSTC's granted funding sheet) See note 2	Project						
		RA6	Supervising a College Student Research Project granted by the National Science and Technology Council	Project						
		RA7	Serving as the director of a National/International Industry-University Collaboration Project	case						
		RA8	National/International Technology transfer	case						
		RA9	Co-authoring a paper with student(s) and presenting it at an International Academic Conference	article						self-provided
		RA10	Receiving off-campus in-service training in a public or private organization	case						self-provided
Professional Activities and Academic Awards		RA11	Serving as a judge for an on/off-campus competition in a professional field.	time						self-provided

		RA12	Participation in a National Competition related to a professional skill (e.g., ball game, etc.)	time						self-provided
		RA13	Winning an award related to a professional field (not including merit pay)	case						self-provided
		RA14	Winning the title of Chair Professor or Distinguished Professor, merit pay for excellent research for industry-academia cooperation in NKUST.	case						
		RA15	Coaching student(s) to participate in various off-campus competitions	case						self-provided
		RA16	Participation in international exchange activity (e.g., lecturing abroad, short-term study abroad, or inviting a foreign teacher to lecture at the university)	time						self-provided
		RA17	Serving as moderator or commentator at an academic conference	time						self-provided
The subtotal score for basic research items (A)- Faculty's self-evaluation										

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum number of points (per Academic Year)	Faculty member self-evaluation (Fill in number)			Page Number of Supporting Documentation
							Academic Year	Academic Year	Academic Year	
Example		RB3	Earning an approved invention patent in the name of NKUST	case						P〇〇〇

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum number of points (per Academic Year)	Faculty member self-evaluation (Fill in number)			Page Number of Supporting Documentation
							____ Academic Year	____ Academic Year	____ Academic Year	
		RB4	Serving as the principal investigator of a project or a sub-project granted by the National Science and Technology Council	case					P〇~〇	
		RB9	Coaching a student for winning a prize in various off-campus competitions	case					P〇~〇	
RB. Principle Criteria	Academic Works and Research Results	RB1	Publishing a paper(s) in SCI(E), SSCI, AHCI, THCI, or TSSCI as the first or corresponding author	article	10 points for each criterion (can be repeated)	25				self-provide
		RB2	Publishing a monographs (including book chapter) written in a foreign language	article						self-provide
		RB3	Approved invention patent in the name of NKUST	case						
	Research and Industry-Academia Collaboration Projects	RB4	Serving as the principal investigator of a project or a sub-project granted by the National Science and Technology Council	case						
		RB5	Serving as the supervisor of a College Student Research Project granted by the National Science and Technology Council	case						

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum number of points (per Academic Year)	Faculty member self-evaluation (Fill in number)			Page Number of Supporting Documentation
							____ Academic Year	____ Academic Year	____ Academic Year	
		RB6	Receiving a National/ International Industry-Academia Collaboration Project (Note 3): (1) Discipline Cluster 1: 1 additional project with a cumulative amount exceeding NT\$400,000 (2) Discipline Cluster 2: 1 additional project with a cumulative amount exceeding NT\$200,000	case						
	Professional Activities and Academic Awards	RB7	Obtaining a professional license	case					self-provide	
		RB8	Winning an award in a national competition related to professional skills (e.g., ball games)	case					self-provided	
		RB9	Coaching a student to win a prize in various off-campus competitions	case					self-provided	
		RB10	Participating in international exchange activities (e.g., lecture abroad, short-term study abroad, or inviting foreign teachers to lecture at the university) for more than 3 months	time					self-provided	

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum number of points (per Academic Year)	Faculty member self-evaluation (Fill in number)			Page Number of Supporting Documentation
							_____ Academic Year	_____ Academic Year	_____ Academic Year	
Department Research Features	RB11	Participating in an international exchange activity (e.g., lecturing a broad, short-term study abroad, or inviting foreign teachers to lecture at the university) less than 3 months	time	5 points for each criteria (can be repeated)	5					
	RB12	Publishing a paper in an association journal in Japan or publishing in an association journal in a German-speaking region	time							
	RB13	Papers published in ERIH Journals	time							
The subtotal score for featured teaching evaluation(B)- Faculty's self-evaluation										
The total score for teaching evaluation (C=A+B)- Faculty's self-evaluation										
The average score for teaching evaluation- Faculty's self-evaluation										

Note 1: Only published Chinese/Foreign language monographs with open sales can be accepted.

Note 2: The co-principal investigator of a project under cooperation with another institution shall not be recognized unless the implementation fund of the NSTC-granted project is transferred to NKUST.

Note 3: Discipline Cluster 1: Including College of Engineering, College of Intelligent Science and Technology, College of Electronic Engineering and Computer Science, College of Ocean Engineering, College of Maritime Affairs, and College of Hydrosphere Science

Discipline Cluster 2: Including College of Management, College of Finance and Banking, College of Humanities and Social Science, College of Foreign Languages, college level units

Note 4: The evaluation sections for the department review and the faculty member's self-review shall be approved and supported with

evidence.

	Department-Level Faculty Evaluation Committee Preliminary Review Score			College-Level Faculty Evaluation Committee Secondary Review Score			University-Level Faculty Evaluation Committee Final Evaluation		
	— Academic Year	— Academic Year	— Academic Year	— Academic Year	— Academic Year	— Academic Year	— Academic Year	— Academic Year	— Academic Year
The subtotal score for basic research items (A)									
The subtotal score for featured research items (B)									
The total score for research evaluation (C=A+B)									
The average score for research evaluation									
Reasons for addition/deduction of scores	<p>Example: RB9 Coaching students to win a prize in various off-campus competitions, which was listed as 1 case in the XXX Academic Year, is corrected as 0 case after no evidence of winning the prize was found.</p>								

III. Service & Counseling Evaluation Indicators

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum number of points (per Academic Year)	Faculty member self-evaluation (Check the box for each criterion met)			Page Number of Supporting Documentation
							____ Academic Year	____ Academic Year	____ Academic Year	
SA. Standard Criteria	Related Services within the department	SA1	Active participation in the department's meetings more than 4 times	Academic Year	70 points for corresponding 6 criteria (non-duplicated) *at least completed 6 or above items	70				self or department office provided
		SA2	Serving as a member of the Department or College Committee for one academic year with at least 2/3 attendance at meetings	Academic Year						self or department office provided
		SA3	Serving as a member of the department's various panels	Academic Year						self or department office provided
		SA4	Planning or conducting the department's various activities	Academic Year						self or department office provided
		SA5	Planning and managing teaching laboratories, experimental workshops, research classrooms or centers	Academic Year						self or department office provided
	Related Services & Counseling within the university	SA6	Serving as a university supervisor at any level for one academic year	Academic Year						self-provided
		SA7	Serving as a member of the university's various committees for one Academic Year, with at least 2/3 attendance at meetings	Academic Year						self-provided
		SA8	Planning or co-organizing an on-campus academic lecture, seminar, exhibition or performance, or other activity at least once	Academic Year						self-provided
		SA9	Participating in a schoolwide meeting or on-campus activity at least once.	Academic Year						self-provided

		SA10	Helping student(s) with low learning efficiency, severe absenteeism, or poor adjustment to life by providing care and counseling and assisting in solving their problems (with student counseling record as evidence) at least once	Academic Year						self-provided
		SA11	Assisting student(s) in applying for the off-campus scholarship (limited to those issued by the central government, county, or city government) at least once	Academic Year						
		SA12	Serving as a class tutor for student(s) with disabilities and attending mentor meeting for student(s) with disabilities at least once	Academic Year						
		SA13	Participating in a advisor-counseling-related seminar more than once	Academic Year						
		SA14	Assisting in counseling and counseling-related activities (such as counseling weeks, various on-campus counseling programs, resource classroom related activities, etc.) more than once	Academic Year						
		SA15	Attending student counseling meetings (including case seminars, coordination meetings, conferences, and relevant other) more than once	Academic Year						
		SA16	Introducing students to counselors at the Counseling Section (according to the case referral form as the scoring basis) more than once	Academic Year						
		SA17	Attending Student Counseling and Special Education Committee or Student Appeals Review Committee Meeting more than once	Academic Year						
		SA18	Assisting the University Student Counseling Section in counseling at-risk	Academic Year						

			or high-risk students, students with special cases or disadvantaged students (including resource classroom students) more than once						
		SA19	Organizing any kind of class gathering, conference, seminar, schoolwork guidance, reading circle, project performance exhibition, or relevant other activity, and submitting the meeting records at least 3 times	Academic Year					
		SA20	Making regular visits to students who rent houses outside school and caring for their daily life and learning process with substantial effectiveness up to 5 or more cases	Academic Year					
		SA21	Counseling students to apply for and complete the hours of service for demerit revoking and submitting the record form to the Office of School Affairs for verification at least once	Academic Year					
		SA22	Counseling students on employment-related matters at least once (See note 1)	Academic Year					self provided
		SA23	Attending student-related conferences and counseled/recorded major cases or penalties (major demerit, detention) at least once	Academic Year					
		SA24	Taking the initiative to discover students with medical emergencies and assisting in finding a solution at least once.	Academic Year					
		SA25	Serving as a club (Student Association) supervisor for 1 Academic Year (club includes Student's Union)	Academic Year					
		SA26	Serving as an on-campus club evaluation committee member for one Academic Year	Academic Year					
The subtotal score for basic service and counseling items (A)- Faculty's self-evaluation									

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum points (per Academic Year)	Faculty member self-evaluation (Please fill in the number or check in the blanks in accordance with the criteria met)			Page Number of Supporting Documentation
							Academic Year	Academic Year	Academic Year	
Example		SB4	Serving as the chairperson, director, vice chairperson, vice director, or other administrative position of an academic organization. Providing professional services such as reviewing, oral examination, making a proposition, grading, evaluation, screening, editing, or relevant other at the invitation of a government agency, a public/private organization, or other school.	Academic Year			V	V	V	P0~0 (This criterion's calculation is in Academic Year, so regardless of the number of positions held during the year, it will be calculated as 1 Academic Year)
		SB5	Making an academic speech at the invitation of academia, a business circle, a public or private organization, a foundation, an international club, or a nonprofit organization.	Academic Year			V		V	P0~0 (The measuring unit is the academic year, so regardless of the number of positions held during the year, it will be calculated as 1 academic year)
		SB8	Teaching a Service-Learning Education course	course					1 course	P0~0
Featured Criteria	International Service	SB1	Assisting in internationalization promotion affairs, including planning, and conducting the exchange student and dual degree programs in the current academic year	case	5 points for each criteria (can be repeated)	20				self provided

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum points (per Academic Year)	Faculty member self-evaluation (Please fill in the number or check in the blanks in accordance with the criteria met)			Page Number of Supporting Documentation
							Academic Year	Academic Year	Academic Year	
		SB2	Assisting in internationalization promotion affairs, including the student short-term study abroad in the current academic year	case					self provided	
		SB3	Other matters related to internationalization promotion with concrete evidence.	case					self provided	
	Off-campus related services	SB4	Serving as the chairperson, director, vice chairperson, vicedirector, or other administrative position of an academic organization. Providing professional services such as reviewing, oral examination, making a proposition, grading, evaluation, screening, editing, or relevant other activity at the invitation of a government agency, a public/private organization, or other school.	Academic Year					self provided (The measuring unit is the academic year, so regardless of the number of positions held during the year, it will be calculated as 1 Academic Year)	
		SB5	Making an academic speech at the invitation of academia, a business circle, public or private organization, foundation, international club, or nonprofit organization more than once.	Academic Year					self provided (The measuring unit is the academic year, so regardless of the number of positions held during the year, it will be calculated as 1 academic year)	
	Other	SB6	Coaching students to participate in the national club evaluation	case						

Evaluation Criteria	Evaluation Units	Indicator Code	Indicator	Measuring Unit	Score	Maximum points (per Academic Year)	Faculty member self-evaluation (Please fill in the number or check in the blanks in accordance with the criteria met)			Page Number of Supporting Documentation
							____ Academic Year	____ Academic Year	____ Academic Year	
	services	SB7	Guiding students to take the Workplace Internship course (See note 2)	course					self provided	
		SB8	Teaching a Service-Learning Education course.	course						
The subtotal score for the featured service and counseling items (B)- Faculty's self-evaluation										
The total score for service and counseling evaluation (C=A+B)- Faculty's self-evaluation										
The average score for service and counseling evaluation- Faculty's self-evaluation										

Note 1: The faculty member shall provide information on visiting activities, group photos or application for the project of the Industrial College

Note 2: The workplace internship courses can only be recognized when students get credits in accordance with the University's Guidelines for Offering Workplace Internship Courses.

Note 3: The evaluation sections for the department and faculty member's self-review shall be approved and supported with evidence

	Department-Level Faculty Evaluation Committee Preliminary Review Score			College-Level Faculty Evaluation Committee Secondary Review Score			University-Level Faculty Evaluation Committee Final Review Score		
	____ Academic Year	____ Academic Year	____ Academic Year	____ Academic Year	____ Academic Year	____ Academic Year	____ Academic Year	____ Academic Year	____ Academic Year
The subtotal score for the featured service and counseling items (A)									
The subtotal score for the featured service and counseling items (B)									
The total score for the service and counseling evaluation (C=A+B)									

The average score for the service and counseling evaluation-			
Reasons for addition/deduction in score.	The initially-listed four Service-Learning Education courses in the XXX Academic Year are corrected as three courses after the investigation of the attached supporting documentation.		

Instructions:

- 1.As each college sets up different featured appraisal items, **faculty members are requested to get the grading sheet for faculty evaluation from each college.**
- 2.Faculty members must provide supporting documentation and fill out the application form to get the evidence for their performance in teaching, research, and service/counseling from respective administrative units. **The application form shall be submitted to the Human Resources Office before March 1st or September 1st (excluding the self-provided supporting files) for unified processing. Please download the application form and process it on the Human Resources Office website/Form Downloads/Faculty Promotion section.**
3. Faculty members shall choose three academic years for their teaching, research, and service/counseling evaluation, then self-evaluate each appraisal item based on supporting documentation and calculate the score. (Those who apply for promotion after completing the teaching of three years at the present teacher status or were transferred from another school to NKUST with services less than 3 years shall choose only two academic years.)
- 4.After the scores are calculated, please send the appraisal evaluation form with supporting documentation and other promotion materials to the respective unit for review at the Faculty Evaluation Meetings of the department, college, and university.
- 5.Faculty Evaluation Committees at all levels shall review the applicant’s teaching, research, and service/counseling performance, give scores, and fill in the scoring sheet for faculty evaluation.
- 6.Those who do not meet the following standards in the academic years’ average scores for teaching, research, and service/counseling shall not be recommended to the higher-level Faculty Evaluation Committee for review.

		Type of Promotion		
		Research-based Promotion	Teaching-based Promotion	Industry, Work, Sports Accomplishments-based Promotion
The Passing Score for Teaching,	Teaching	70 points	85 points	85 points for any criterion,

Research, and Service/Counseling Evaluation	Research	85 points	70 points	and 70 points for each of the other two criteria
	Service and Counseling	70 points	70 points	