

# NATIONAL TAIWAN NORMAL UNIVERSITY

## Graduate Institute of European Cultures and Tourism Faculty Evaluation Directives

Last amended on May 11, 2023 by the 5<sup>th</sup> Graduate Institute of European Cultures and Tourism Affairs Meeting of Academic Year 2022–23  
(Approved on October 26, 2023 by the 1<sup>st</sup> College Faculty Evaluation committee and promulgated on November 15, 2023 by the President)

- Article 1 The National Taiwan Normal University (hereinafter referred to as “the University”) *Graduate Institute of European Cultures and Tourism* (“the Institute”) has formulated the following Faculty Evaluation Directives (“the Directives”) in accordance to the University’s *Faculty Evaluation Regulations* and other related regulations to promote professional growth among faculty members of the Institute and enhance the quality of teaching, research, service, and advising.
- Article 2 These Directives shall apply to the evaluation of full-time faculty members (including specialists) of the Institute.
- Article 3 The evaluation described herein shall include three categories: teaching, research, and service and advising. Evaluation methods may include self-evaluation, peer evaluation, student feedback, and other methods as appropriate. Faculty members who receive a passing grade in each of the three categories shall be considered to have passed the evaluation.
- Article 3-1 Full-time faculty members, regardless of rank, shall undergo at least three hours of academic ethics and integrity training prior to the evaluation (proof of participation required).
- Article 4 Faculty members’ teaching and research performance shall be scored on a pass/fail basis, whereas their service and advising performance shall be scored on a 100-point scale. The passing criteria for each of the categories are as follows:
1. Teaching: An average score of 3.5 points or above in the course evaluation survey for all courses offered during the current evaluation cycle, fulfillment of the minimum teaching hour requirements, and no offenses that would negatively impact their teaching (exempt if not applicable; faculty members may be asked to provide a written statement if necessary)
  2. Research: Faculty members academic works and research projects shall fulfill the following requirements.
    - 1) Academic works (academic writing and publications) submitted for consideration must be original works of the applicant and must meet one of the following criteria:
      - a. Monographs or book chapters: One monograph (with no more than two authors) or three book chapters published in the most recent three-year period (for assistant professors) or five-year period (for associate and full professors) by a domestic or international publisher with a publication review system recognized by the University (or any college of the University)
      - b. Journal articles: Two papers published in the most recent three-year period (for assistant professors) or three papers published in the most recent five-year period (for associate and full professors) in an SCI-, SCIE-, SSCI-, A&HCI-, EI-, EconLit-, TSSCI-, THCI- (formerly THCI Core prior to 2016), or SCOPUS-indexed journal or a journal recognized by any college of the University. The number of papers required may be reduced to one (for assistant professors) or two (for associate and full professors) for papers published in an SCI-indexed (or SSCI-indexed) journal ranking in the top 20% (or 50%) in terms of Impact Factor (IF). Faculty members may also submit three conference papers indexed by SCOPUS in lieu of one journal paper (the faculty member must be the first or corresponding author of such conference papers).

- c. Other academic achievements not described herein but deemed by the department-, college-, and university-level faculty evaluation committees to be equivalent to any of the above items.

Faculty members who wish to submit book chapters or journal articles for consideration shall ensure that they are the first or corresponding author of at least one (for assistant professors) or two (for associate and full professors) of the works submitted.

Faculty members who are affiliated with more than one institution must ensure that all works submitted for consideration are published under the auspices of the University.

2) Research projects:

Faculty members shall serve as the principal investigator (not counting co-investigator roles) on at least one research project commissioned by an external agency every three (for assistant professors) or five (for associate and full professors) years. Such projects shall be undertaken in the name of the University (including industry-academia collaboration projects). Each child project under a parent project commissioned by the National Science and Technology Council (NSTC, formerly the Ministry of Science and Technology) shall be counted as one project.

3. Service and advising: The passing grade is 80%. Evaluation items include faculty members' on-campus and off-campus service performance, guidance of students in terms of their studies and campus life, and other service- and advising-related performance. See the Appendix for detailed grading criteria.

Article 4-1 Faculty members may submit multiple different types of academic achievements (among those listed in the preceding paragraph) for consideration. A book written by three or more authors may be counted as one journal article.

Academic achievements that meet the following requirements may be used to make up for a deficiency in another category, but each faculty member may only make such a substitution for one category per evaluation. The criteria are as follows:

1. Journal articles: Each NSTC project (for which the faculty member serves as principal investigator) may be counted as one journal article.
2. Research projects:
  - 1) Each academic work may be counted as one research project. However, faculty members must be the first or corresponding author of any book chapters or journal articles submitted for consideration.
  - 2) Each extraordinary contribution made by faculty members during the current evaluation cycle may be counted as one research project:

Planning and executing university-level projects for two project-years (each project must last at least one year; partial years are not counted). Such projects must be Office of Research and Development-approved projects pertaining to university-wide affairs that are critical to the University's development.

Article 5 Faculty members who have served in a full-time capacity at the College for 25 years or longer may choose to be evaluated in accordance with either Article 4 above or the following criteria:

1. Teaching:

A score of 3.5 points or above in the course evaluation survey for all courses offered during the current evaluation cycle, fulfillment of the minimum teaching hour requirements, and no offenses that would negatively impact their teaching (exempt if not applicable; faculty members may be asked to provide a written statement if necessary)
2. Research: Faculty members academic works and research projects shall fulfill the following requirements.
  - 1) Academic works (academic writing and publications) submitted for consideration must

be the original works of the applicant and must meet one of the following criteria:

- a. Monographs or book chapters: One monograph (with no more than two authors) or two book chapters published in the most recent three-year period (for lecturers and assistant professors) or five-year period (for associate and full professors) by a domestic or international publisher with a publication review system recognized by the University (or any college of the University)
- b. Journal articles: One paper published in the most recent three-year period (for lecturers and assistant professors) or two papers published in the most recent five-year period (for associate and full professors) in an SCI-, SCIE-, SSCI-, A&HCI-, EI-, EconLit-, TSSCI-, THCI- (formerly THCI Core prior to 2016), or SCOPUS-indexed journal or a journal recognized by any college of the University. The number of papers required may be reduced to one (for associate and full professors) for papers published in an SCI-indexed (or SSCI-indexed) journal ranking in the top 20% (or 50%) in terms of Impact Factor (IF). Faculty members may also submit three conference papers indexed by SCOPUS in lieu of one journal paper (faculty members must be the first or corresponding author of such conference papers).
- c. Other academic achievements not described herein but deemed by the department-, college-, and university-level faculty evaluation committees to be equivalent to any of the above items.

Faculty members may submit multiple different types of academic achievements (among those listed in the preceding paragraph) for consideration. The standards for recognition set forth under Article 4-1 shall apply.

Faculty members who are affiliated with more than one institution must ensure that all works submitted for consideration are published under the auspices of the University.

- 2) Faculty members shall serve as the principal investigator or a co-investigator on at least one research project commissioned by an external agency every three (for lecturers and assistant professors) or five (for associate and full professors) years. The recognition standards set forth under Articles 4 and 4-1 shall apply.
3. Service and advising: The passing grade is 80%. The grading items and standards set forth under Article 4 shall apply.

Article 6 Assistant professors shall be subject to the following measures based on the results of their evaluation:

1. Assistant professors shall undergo an evaluation by both the Institute and the College every three years. Those who fail the evaluation shall, beginning in the following academic year, be barred from receiving pay raises and overtime lecture fees or taking up part-time teaching or work engagements on or off campus (including summer session courses and courses for in-service programs and the School of Continuing Education). The Institute shall assist such faculty members in formulating an improvement plan. A re-evaluation shall be administered after two years have passed. Faculty members who fail the re-evaluation shall be reported to the department-, college-, and university-level faculty evaluation committees for non-renewal of appointment.

2. Faculty members who fail the evaluation shall be ineligible for promotion.

The calculation of evaluation cycles shall be based on full semesters. Each evaluation shall take place three years (six semesters) after the preceding evaluation. Faculty members' performance during the semester in which the current evaluation is taking place shall be included in the next evaluation cycle.

Lecturers and assistant professors who are granted a promotion shall have their evaluation cycle reset on the effective date of the promotion.

Lecturers and assistant professors appointed on or before September 29, 1999 shall be subject to the measures described in Article 7 (measures for associate and full professors) below.

Article 7 Associate and full professors shall be subject to the following measures based on the results of their evaluation:

1. Associate professors and full professors shall undergo an evaluation by both the Institute and the College every five years. Those who fail the evaluation shall, beginning in the following academic year, be barred from receiving pay raises and overtime lecture fees, taking up part-time teaching or work engagements on or off campus (including summer session courses and courses for in-service programs or the School of Continuing Education), being seconded to other institutions/agencies, applying for research sabbaticals, going abroad as guest lecturers, requesting paid leave for overseas further studies or research opportunities, or serving on any faculty evaluation committee or as an administrative/academic manager. A re-evaluation shall be administered after two years have passed. Faculty members who pass the re-evaluation may have the aforementioned restrictions lifted in the following academic year.

2. Faculty members who fail their most recent evaluation shall be ineligible for promotion. The calculation of evaluation cycles described in the preceding paragraph shall be based on whole semesters. Each evaluation shall take place five years (10 semesters) after the preceding evaluation. Faculty members' performance during the semester in which the current evaluation is taking place shall be included in the next evaluation cycle.

Associate professors who are granted a promotion shall have their evaluation cycle reset on the effective date of the promotion.

The Institute shall assist associate professors and full professors who fail the evaluation in formulating an improvement plan, which shall be submitted to the department-, college-, and university-level faculty evaluation committees for review. However, faculty members who will be retiring in the next two semesters may be exempt from the preceding requirement.

Article 8 Full-time faculty members appointed on or after August 1, 2011, regardless of rank, shall pass an initial evaluation after three years of service (i.e., in their seventh semester at the University) based on the criteria set forth for lecturers and assistant professors under Article 4 herein. For those who are teaching for the first time, the course evaluation results for at least the four most recent semesters shall be included; for those who have previously taught at a different university or who have served as a project teacher at the University, the course evaluation results for at least the two most recent semesters shall be included.

Pursuant to the University's *Faculty Professional Development Regulations*, newly appointed full-time faculty members shall participate in a New Faculty Workshop organized by the Office of Academic Affairs within one year of reporting for duty. Those who are teaching for the first times shall additionally participate in a Teaching and Advising Workshop organized by the Office of Academic Affairs and a Research Consultation Workshop organized by the Office of Research and Development within one year of reporting for duty. Those who are unable to attend any of the aforementioned workshops in their first year of service must complete them by the following academic year in order to pass the initial evaluation.

If the appointing department/institute so requires, full-time faculty members appointed to work in a laboratory or experiment venue on or after February 1, 2016, regardless of rank, must participate in a training program organized by the University's Environmental and Public Safety Center and pass the associated examination within one year of reporting for duty in order to pass the initial evaluation described in Paragraph 1 herein.

Those who fail the initial evaluation shall, beginning in the following academic year, be barred from receiving pay raises and overtime lecture fees or taking up part-time teaching or work

engagements on or off campus (including summer session courses and courses for in-service programs and the School of Continuing Education). The Institute shall assist such faculty members in formulating an improvement plan. A re-evaluation shall be administered after two years have passed. Faculty members who fail the re-evaluation shall be reported to the department-, college-, and university-level faculty evaluation committees for non-renewal of appointment.

Full-time faculty members, regardless of rank, who were appointed on or after August 1, 2011 and who meet the requirements for evaluation exemption set forth under Articles 10 and 11 herein may apply for an exemption from the aforementioned initial evaluation.

Full-time faculty members, regardless of rank, who were appointed on or after August 1, 2011 and who pass the initial evaluation shall continue to undergo regular evaluations in accordance with Article 6 or 7 herein. Those who fail the re-evaluation after failing the initial evaluation shall be reported to the department-, college-, and university-level faculty evaluation committees for non-renewal of appointment.

A non-renewal of appointment resolution may only be made with at least two thirds of the competent faculty evaluation committee members in attendance and at least two thirds of the attending members in concurrence. Faculty members who are subject to non-renewal of appointment shall be reported to the competent education authority for contract termination.

Article 9 The evaluation period for faculty members who are subject to re-evaluation after failing an evaluation shall be set as the three-year period (for lecturers and assistant professors) or five-year period (for associate and full professors) preceding the re-evaluation. The original evaluation cycle shall not apply.

Article 10 Faculty members who have met any of the following criteria in the three-year period (for assistant professors) or five-year period (for associate and full professors) preceding the current evaluation may request an exemption from the evaluation:

1. They have served as a chair research fellow at the University
2. They have received an NTNU Teaching Excellence Award.
3. They have received an NTNU Outstanding Service Award.
4. They are expected to retire in the two semesters following the evaluation.
5. They have received a Ministry of Education National Excellent Teacher Award

Article 11 Associate professors and full professors whose research achievements fulfill any of the following requirements may apply for permanent evaluation-exempt status:

1. They have been appointed as an Academia Sinica academician
2. They have been awarded a Ministry of Education Academic Award/National Chair Professorship, a National Award for the Arts, or an Executive Yuan National Cultural Award.
3. They have served as an NTNU Chair Professor.
4. They have served as a chair professor at a renowned domestic or international university recognized by NTNU.
5. They have served as the principle investigator of at least 15 NSTC-commissioned research projects (including industry-academia collaboration projects) with a duration of at least one year (only one project may be counted per year). An NSTC Type A Research Award may be counted as equivalent to one research project; an NSTC Outstanding Research Award may be counted as equivalent to three research projects.

The required number of projects described in the preceding paragraph shall be increased every two years, from 10 projects in 2015 to 15 projects in 2024:

- 1) Criteria for 2016/17: 11 projects
- 2) Criteria for 2018/19: 12 projects
- 3) Criteria for 2020/21: 13 projects

- 4) Criteria for 2022/23: 14 projects
- 5) Criteria for 2024 and onwards: 15 projects

Each NTNU Teaching Excellence Award/Outstanding Service Award shall be considered the equivalent of one research project; each NTNU Outstanding Teacher Award shall be considered the equivalent of three research projects. However, faculty members who have been awarded any of the aforementioned awards may not have any research project conducted in the same year (or during the three-year period after winning an NTNU Outstanding Teacher Award) counted.

6. They have won the NTNU Teaching Excellence Award at least 15 times (an NTNU Outstanding Teacher Award shall be considered equivalent to three Teaching Excellence Awards).

Article 12 Faculty members who have been on paid or unpaid leave for more than half a year during the current evaluation cycle due to a research sabbatical, overseas further studies/lecture series, secondment, parental leave, familial leave, or other force majeure events may apply to defer the evaluation for the same length of time as their leave once they report back for work. Female faculty members who give birth or suffer a miscarriage may be granted a two-year deferral without being bound by the restrictions applicable to unpaid leave.

Faculty members who serve as a director or deputy director in a top- or secondary-level unit of the University may apply to defer the evaluation for the same length of time as their term of office.

The evaluation cycle for a deferred evaluation shall begin in the semester in which the previous evaluation took place. Faculty members' performance during the semester in which the current evaluation is taking place shall be included in the next evaluation cycle.

Article 13 Faculty members who are subject to an evaluation shall provide the necessary documents for review. Failure to do so will result in an automatic fail.

Article 14 Faculty members who are found to have falsified or tampered with any documents submitted for review, plagiarized others' work, or committed an academic ethics/integrity violation shall receive an automatic fail and shall be subject to disciplinary action by the University.

Article 15 Faculty members of the Institute shall be subject to the following evaluation procedures (including contract renewal reviews):

1. The Institute shall notify faculty members who are subject to evaluation in the following semester by the end of August/February each academic year. Faculty members who wish to apply for an exemption shall do so in the semester preceding the evaluation so that the Institute may finalize the list of faculty members to be evaluated in a timely manner.
2. Faculty members scheduled for evaluation shall submit the necessary documents to the Institute Office by the end of August/February each academic year. Following a preliminary review, the Institute Office shall forward the documents submitted by the faculty members to the College Office together with its preliminary review results.
3. The College Faculty Evaluation Committee shall conduct a secondary review by the end of November/May each academic year and shall forward the documents and its review results to the NTNU President and to the University Faculty Evaluation Committee for recordation.

For faculty members who are undergoing an evaluation and a promotion review in the same semester, the competent faculty evaluation committees shall process the evaluation before moving on to the promotion review.

Article 16 Faculty members undergoing evaluation (or contract renewal review) who believe that the proceedings or results of the Institute Faculty Evaluation Committee's review are illegal or inappropriate may file a review in writing with the University's Faculty Grievances

Committee within 15 days, counting from the day following their acceptance or acknowledgement of the evaluation (or review) results.

Article 17 Matters unaddressed herein shall be subject to other regulations of the University.

Article 18 Matters pertaining to the evaluation of contract faculty members and project teachers/researchers shall be subject to the applicable regulations of the University.

Article 19 These Directives and any amendments made hereto shall be implemented upon passage by the Institute Affairs Meeting, review by the College Faculty Evaluation Committee, and submission to the University President for approval and promulgation.