

Chung Yuan Christian University School of Law

Faculty Evaluation Implementation Guidelines

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Article 1 These guidelines are formulated in accordance with Article 4 of the *Chung Yuan Christian University Regulation on the Faculty Evaluation*.

Article 2 Full-time faculty members of the School of Law are required to undergo evaluations in the areas of teaching, research, and service (including student mentoring). However, this requirement does not apply to visiting faculty or those on short-term contracts.

Faculty under evaluation are categorized as either new faculty or general faculty.

New faculty are defined as those employed at the University for less than 3 years, whereas general faculty refers to those employed at the University for 3 years or more.

The evaluation of new faculty shall be conducted in accordance with the School of Law's separately established *Implementation Guidelines for the Reappointment and Evaluation of New Faculty*.

Article 3 The faculty evaluation process assesses teaching, research, and service (including student mentoring), with a total score of 100 points. Faculty must obtain a score of at least 70 points to pass the evaluation. The weights assigned to teaching, research, and service (including student mentoring) are 30%–55%, 30%–55%, and 15%–40%, respectively. Faculty members being

evaluated may allocate percentages within these ranges for each category, provided the total equals 100%.

For faculty members with undertake mainly the administrative works, as defined in Article 15 of the *Chung Yuan Christian University Regulation on the Faculty Evaluation*, the category weights are 10%–30%, 10%–30%, and 60%–80% for teaching, research, and service (including student mentoring), respectively. In all cases, the sum of the category weights must total 100%.

Faculty members who fail to pass the evaluation are required to undergo mentoring and support to facilitate improvement.

Article 4 Scoring for teaching evaluations is divided into Basic Criteria (50 points) and Developmental Criteria (50 points). Faculty members must obtain scores of at least 40 points in the Basic Criteria to be awarded points in the Developmental Criteria.

1. Basic Criteria:

Faculty members who meet the following basic criteria shall receive 50 points. Scoring details are as follows:

- (1) Each faculty member must fulfill the required teaching hours as stipulated by the University (excluding hours reduced due to official adjustments). For each hour below the requirement per academic year, 2 points shall be deducted.
- (2) Course syllabi for each semester must be uploaded online and evaluated as complete by the departmental curriculum committee. Failure to upload the syllabus for a course shall result in a 2-point deduction per course. If the syllabus is deemed incomplete by the departmental curriculum committee, an additional 2 points per course shall be deducted.
- (3) During each semester, faculty members must allocate at least 3 hours per week for student consultations and problem-solving. Failure to set or conduct these hours shall result in a deduction of 2 points per semester.
- (4) Each course taught during the semester must achieve a teaching evaluation score of 3.5 or higher. If a course falls within the bottom 10% of the School of Law and scores less than 3.5, a 2-point deduction shall be applied per course.
- (5) Faculty members whose teaching evaluation score for any course falls below 3.5 are required to review feedback on teaching methods, teaching innovation, course material development, and class management. They must also submit a report with suggestions for improving teaching content and methods. Failure to submit this report shall result in a deduction of 4 points per semester.

Faculty members who fail to comply with departmental, college, or university teaching policies or relevant regulations may face additional point deductions as determined by the Faculty Evaluation Committee. Up to 10 points may be deducted from the Basic Criteria score depending on specific circumstances.

2. Developmental Criteria:

(1) Quantitative Criteria: 35 Points

The maximum score for this section is 35 points, even if the cumulative points exceed this limit. The scoring details are as follows:

1. For teaching evaluation ranking, courses ranked within the top 75% to 45% of the School of Law (categorized separately for required and elective courses) receive an additional 0.5 points per course. Courses ranked within the top 45% to 15% receive 1 point per course. Courses ranked within the top 15% receive 1.5 points per course.
2. Course syllabi rated as excellent by the departmental curriculum committee earn 1 additional point per course. Teaching materials uploaded to the i-Learning platform and evaluated as grade “A” earn 1 additional point per course.
3. English-taught professional courses rated as excellent, good, and acceptable receive 2, 1, and 0.5 points, respectively.

A maximum of 20 points may be awarded for Items 1, 2, and 3.

4. Courses that use the i-Learning platform for student interaction and are evaluated as being within the top 20% for effectiveness earn 1 additional point per course.
5. Faculty members recognized as excellent teachers at the university level within the past 3 years receive 10 points per recognition. Those recognized as outstanding teachers at the university level receive 20 points per recognition.
6. Regarding the implementation of government-endorsed educational improvement projects (e.g., the Ministry of Education’s Science and Technology Education Improvement Program or the Higher Education Sprout Project), faculty members serving as principal investigators (including project directors) receive 15 points per project. Coinvestigators or coordinators (including subproject leaders and task leaders) receive 8 points per project. Faculty members serving as consultants for the Higher Education Sprout Project receive 2 points. Faculty members receiving university grants for teaching resources or teaching material development, completing these projects, and receiving an evaluation of excellence earn 3 points per project.
7. Faculty members who participate in the National Faculty Teaching Professional Certification Program and received the certification for each stage of the program earn 2 points per semester.

8. Faculty members serving as coordinators for interdisciplinary programs or employment-oriented programs at the University earn 10 points per academic year. Faculty members supporting the University's policy-driven special teaching initiatives, such as professional courses taught in English, service-learning courses, internship courses, summer courses, entrepreneurial and innovation courses, professional ethics courses, and other specialized courses (excluding English-taught professional courses offered by Department of Applied Linguistics and Language Studies), earn 2 points per class per semester. Faculty members offering asynchronous or distance learning courses, as well as Massive Open Online Courses, earn 5 points per course per semester. Faculty members teaching Ministry of Education-certified distance learning courses and offering them for credit earn 10 points per course per semester. A maximum of 15 points may be awarded for this item.
9. Faculty members independently authoring or editing textbooks, instructional materials, or educational software earn 15 points per volume or set. Those involved in reprints or contributing to parts of such works earn 5 points per contribution.
10. Curriculum and Instructional Innovation: Faculty members introducing innovative courses, such as those involving problem-based learning or project-based learning, microcourses, and intensive courses, earn 5 points per course per semester. Faculty members employing innovative teaching methods, such as flipped classrooms, digital technologies, and activity facilitated learning, earn 5 points per course per semester. A maximum of 15 points may be awarded for this item.
11. Supervision of Student Theses or Research Projects:
 - (1) Faculty members who have supervised masters' theses earn 5 points per thesis for a maximum of 15 points.
 - (2) Those who have supervised undergraduate research projects conducted under the name of Chung Yuan Christian University earn 10 points per project for a maximum of 20 points.
 - (3) Those who have supervised student research projects that have been accepted in national-level competitions or been published in legal academic journals earn 10 points per occurrence for a maximum of 20 points.
12. Faculty members who participate in teaching activities at high schools as part of School of Law initiatives earn 5 points per participation for a maximum of 15 points.
13. Faculty members who receive teaching awards from credible external organizations, as determined by the School of Law's Faculty Evaluation Committee, are granted an equivalent score, with a maximum of 20 points.

(2) Qualitative Criteria: 15 Points

1. The School of Law's Faculty Evaluation Committee shall assess and assign an appropriate score for teaching evaluation initiatives that contribute to improving teaching quality or implementing college teaching policies, provided these initiatives result in substantive teaching outcomes, demonstrate systematic planning and sustainability, and are supported by documented evidence or records.
2. Faculty members employing innovative methods to enhance course interaction shall have their contributions reviewed and evaluated by the School of Law's Faculty Evaluation Committee, which shall assign an appropriate score.
3. Efforts to secure external resources that support teaching and educational development shall be reviewed and evaluated by the School of Law's Faculty Evaluation Committee, which shall assign an appropriate score.
4. Participation in university policy-driven courses and the resulting effectiveness shall be reviewed and evaluated by the School of Law's Faculty Evaluation Committee, which shall assign an appropriate score.
5. Contributions to innovative teaching materials shall be reviewed and evaluated by the School of Law's Faculty Evaluation Committee, which shall assign an appropriate score.
6. Faculty members may provide examples of other teaching-related activities, both internal and external to the institution, supported by concrete evidence. These activities shall be assessed by the School of Law's Faculty Evaluation Committee, which shall assign an appropriate score.

Article 5 The research evaluation criteria comprise Basic Criteria (50 points) and Developmental Criteria (50 points), with a total score of 100 points.

Faculty members who meet any one of the following basic criteria within the past 3 years shall receive 50 points for the research evaluation:

1. Basic Criteria: 50 Points

- (1) Publication of an academic or creative work in accordance with the *Chung Yuan Christian University Incentive Regulations for Research and Creative Achievements*.
- (2) Serving as a coprincipal investigator or higher on at least two externally funded projects, or leading a National Science and Technology Council research project or a Ministry of Education Teaching Practice Research Program.
- (3) Participation in at least two academic seminars or one international academic conference as an invited speaker, session chair, discussant, or paper presenter.
- (4) Publication of one formal academic article in a peer-reviewed journal.

2. Developmental Criteria:

(1) Quantitative Criteria: 35 Points

1. Faculty members who receive any of the following awards or equivalent accolades are awarded 35 points:
 - (1) Executive Yuan Award for Outstanding Science and Technology Talent
 - (2) Ta-You Wu Memorial Award
 - (3) Academia Sinica Early-Career Investigator Research Publication Award
2. Faculty members who receive other national-level academic awards are awarded 30 points.
3. Faculty members may be awarded points for the following achievements or equivalent:
 - (1) Five points are awarded per masters thesis supervised. For jointly supervised theses, points are divided equally among supervising faculty members.
 - (2) Twenty points are awarded per academic year for receiving the National Science and Technology Council Outstanding Special Talent Award; 15 points are awarded per academic year for receiving flexible salary incentives for research at the University.

4. Publications

(1) Journal Articles

- A. Articles published in peer-reviewed international or domestic academic journals, or Social Sciences Citation Index journals are awarded 40 points per article; those published in Taiwan Social Sciences Citation Index journals are awarded 30 points per article; and those published in other peer-reviewed international or domestic academic journals are awarded 20 points per article.
- B. Articles published in well-regarded academic or professional journals, with a word count exceeding 10,000 words, are awarded 10 points per article.
- C. Articles not meeting the above two categories are awarded 5 points per article.

(2) Conference Papers:

- A. For faculty members who participated in international academic conferences, 10 points are awarded for presenting as a speaker per conference; an additional 10 points are awarded for presenting a formal paper.
- B. For faculty members who participated in domestic academic conferences, 5 points are awarded for presenting as a speaker per conference; an additional 10 points are awarded for presenting a formal paper.
- C. For faculty members who participated in academic conferences in China, 5 points are awarded for presenting as a speaker per conference; an additional 5 points are awarded for presenting a formal paper.

- (3) Academic Monographs: Formally published academic monographs are awarded 20 to 40 points per work. Partial monographs are awarded 10 to 30 points per work. If the content is derived from a thesis or dissertation or if

sections of the monograph have already been published in journals, points may be adjusted and reduced accordingly.

(4) Chapters in Academic Monographs:

- A. Anonymous peer-reviewed and formally published chapters are rewarded 20 points per chapter.
- B. Chapters not subjected to anonymous peer review but with a word count exceeding 10,000 words are awarded 10 points per chapter.
- C. Other chapters in academic monographs that do not meet the above criteria are awarded 5 points per chapter.
 - For papers or books coauthored by multiple individuals, points are calculated as follows: $[1/N \times \text{standard score}]$, where N represents the total number of authors. For works substantively identical but published in multiple categories, points shall be assigned to only one category in accordance with author's preference.

5. Research Projects:

- (1) Faculty members serving as the principal investigator of a National Science and Technology Council research project or a Ministry of Education Teaching Practice Research Program earn 15 points per project.
- (2) Faculty members serving as the principal investigator of other research projects or industry-academia collaboration projects earn 10 points per project; coinvestigators and co-principal investigators earn 5 points per project.
- (3) Research outcomes or technical reports resulting from projects earn 5 points per completed report.
- (4) Each patent obtained for research outcomes earns 10 points.

6. Academic Activities:

(1) Academic Roles

- A. Serving as editor-in-chief, editorial board member, or executive editor for a peer-reviewed domestic or international academic journal earns 10 points per year.
- B. Participating in academic conferences as a session chair, discussant, or commentator at domestic or international academic seminars earns 5 points per instance.
- C. Serving as a keynote or invited speaker at domestic or international academic conferences.

(2) Academic Review of Manuscripts and Related Materials:

- A. Conducting academic reviews for faculty appointments or promotions at universities or higher institutions, domestically or internationally, earns 10 points per instance.
- B. Serving as a peer reviewer for manuscripts submitted to domestic or international peer-reviewed journals earns 5 points per instance.
- C. Reviewing proposals for research projects earns 5 points per instance.

D. Reviewing conference papers earns 3 points per instance.

(3) Other Academic Activities

A. Participating in academic activities within or outside the University as a keynote speaker or chair earns 4 points per activity; participating as a general participant earns 2 points per activity.

B. Participating in academic symposiums within the School of Law and presenting a paper earns 2 points per presentation.

C. Supervising graduate students whose work is awarded prizes in external competitions earns 6 points per instance.

(2) Qualitative Criteria: 15 Points

1. Faculty members who receive additional academic research awards, either within or outside the University, shall be evaluated by the School of Law's Faculty Evaluation Committee, which shall assign appropriate points.

2. Contributions to other academic research activities, supported by concrete evidence, within or outside the University, shall be reviewed and evaluated by the School of Law's Faculty Evaluation Committee, which shall assign appropriate points.

Article 6 The service (including mentoring) evaluation criteria consist of Basic Criteria (50 points) and Developmental Criteria (50 points), with a total score of 100 points.

1. Basic Criteria: 50 Points

Faculty members who meet any one of the following criteria within the past 3 years shall receive the full basic score of 50 points:

(1) Serving as an academic advisor for at least four semesters and participating in at least one academic advisor meeting per semester (including excused absences processed in accordance with the University's leave procedure). Online advisor evaluation response rate must reach 40% or higher, and evaluation scores must rank within the top 80% of the University.

(2) Serving as a career advisor for at least two academic years. Career advisor evaluation scores must meet the passing threshold (70 points or higher).

(3) Providing student care and counseling and participating in at least four counseling-related professional development activities (including academic advisor meetings and career advisor meetings).

(4) Serving as a coach for a sports team affiliated with the Office of Physical Education and participating in at least two national-level competitions.

(5) Supervising student projects and participating in at least two national or international competitions.

Faculty members who fail to participate in significant service or counseling responsibilities, meetings, or activities required by the department, college, or University may face point deductions as determined by the Faculty Evaluation

Committee. Up to 30 points may be deducted from the basic score depending on specific circumstances.

2. Developmental Criteria

Developmental criteria are divided into Quantitative Criteria and Qualitative Criteria. The maximum score for Quantitative Criteria is 35 points, with specific scores set by each College. The maximum score for Qualitative Criteria, as determined by faculty self-reporting and explanations, is 15 points.

(1) Quantitative Criteria: 35 Points

1. Recognized as an Outstanding Academic Advisor (5 points per recognition at the departmental level; 5 points per additional recognition at the college level; 10 points per additional recognition at the university level).
2. Freshman academic advisors participating in the “Caring for Freshmen First Mile Program” and achieving a 100% completion rate for “Freshman Immediate Form Completion” within the designated timeframe earn 5 points per instance (excluding international students).
3. Academic advisors who complete advisor–student interaction records online, achieve a 60% or higher response rate for online evaluations, and rank in the top 50% of the School of Law earn 4 points per semester.
4. Career advisors evaluated as excellent earn 3 points per academic year. Advisors who complete at least eight online counseling records per semester earn 2 points per semester.
5. Faculty members serving as advisors for student groups, curriculum programs, societies, volunteer activities, or athletic teams earn 1 point per role per semester.
6. Faculty members who supervise or guide students in service activities with documented outcomes, lead full-class participation in general education activities, or facilitate student internships earn 1 point per instance per semester. Additional recognition with the Holistic Care Award earns 5 extra points per instance.
7. Serving as a convener, executive secretary, or member of a committee in the University earns 1 point per role per academic year.
8. Organizing or coordinating events or seminars earns 2 points per event or seminar within the University, 5 points per event or seminar outside the University, and 10 points per international event or seminar.
9. Faculty members who assist the Center for Outreach and Recruiting in organizing recruitment activities or serve as members of department or program entrance examination committees earn 1 point per activity per academic year.
10. Faculty members supervising or participating in award-winning competitions earn 1 point per award for competitions within the University, 4 points per award for interuniversity competitions, and 10 points per award for international competitions.
11. Faculty members who serve as editors for the *Chung Yuan Financial & Economic Law Review* earn 10 points per semester, with a maximum of 20 points.
12. Faculty members who are commissioned or assigned by the University or its committees to draft evaluation reports, revise contracts, or amend regulations earn 10 to 20 points per instance, with a maximum of 20 points.

13. Faculty members who serve as lecturers for the University, government agencies, academic organizations, or nonprofit institutions earn 10 points per lecture, with a maximum of 20 points.
 14. Faculty members who serve as members, directors, or supervisors of committees within government agencies, nonprofit organizations, or academic organizations earn 1 point per role per semester, with a maximum of 10 points.
 15. Faculty members participating in public hearings or forums or providing oral consultations within or outside the University earn 5 points per instance, with a maximum of 10 points.
- (2) For the Qualitative Criteria, faculty members are required to provide self-reported contributions. These shall be evaluated by the Faculty Evaluation Committee.
1. Faculty members who serve as examiners for setting or grading examination questions for government agencies or national-level examinations.
 2. Contributions to counseling or service activities, either within or outside the University, supported by concrete evidence.
 3. Contributions to integrated research initiatives or assistance in organizing admissions and alumni-related activities for the School of Law.
 4. Participation in supporting college-level international exchange programs or interuniversity exchange activities.

Article 7 Faculty members whose evaluation performance scores fall below 75 points shall receive assistance and guidance from the School of Law to facilitate improvement.

Article 8 Matters not addressed in these guidelines shall be resolved at the School of Law's College Affairs Meeting in accordance with relevant university regulations.

Article 9 These guidelines shall come into effect following approval at the School of Law's College Affairs Meeting and subsequent review and approval by the University Faculty Evaluation Committee.