

# National Taiwan University of Science and Technology Guidelines for Routine Faculty Performance Evaluation

Passed on June 5, 1998, by the 34th University Council

Amended and passed on December 20, 2002, by the 43rd University Council

Amended and passed on December 29, 2006, by the 51st University Council

Amended and passed on June 5, 2009, by the 56th University Council

Amended and passed on March 24 and 31, 2015, by the 68th University Council and at the 1st interim meeting

Articles 5, 8, and 5-1 were amended and passed on June 3, 2016, by the 70th University Council

Articles 5, 5-1, and 6 were amended and passed on June 11, 2021, by the 80th University Council

Articles 5, 6, and 8 were amended and passed on June 10, 2022, by the 82nd University Council and will come into effect on August 1, 2025

Article 6 was amended and passed on December 9, 2022, by the 83rd University Council and will come into effect on August 1, 2025

- Article 1** The National Taiwan University of Science and Technology Guidelines for Routine Faculty Performance Evaluation (hereinafter the Guidelines) were established by National Taiwan University of Science and Technology (Taiwan Tech) to comply with the long-term faculty appointment system, to uphold the honor of the faculty, and to assist the faculty in enhancing their teaching, research, service, and mentoring abilities.
- Article 2** All paid full-time faculty members at Taiwan Tech, unless otherwise specified herein, shall undergo a school-wide routine performance evaluation. unpaid full-time faculty members shall follow the regulations set by their respective colleges.
- Article 3** A school-wide routine performance evaluation shall be conducted once every 3 years, and the evaluation items shall encompass the teaching, research, service and mentoring performance of faculty members. Newly appointed faculty members who have been with the university for less than 3 years are exempted from participating in the school-wide routine performance evaluation. Newly appointed instructors, assistant professors, and associate professors who have not participated in the school-wide routine performance evaluation before applying for promotion shall undergo the individual performance evaluation conducted by their colleges. Those who fail their individual performance evaluation are subject to the provisions of Article 5.
- Article 4** Each college shall submit its college-wide evaluation results together with a list of at least 10% (rounded to the nearest whole number) of the candidate faculty members recommended for reevaluation to the university-level Faculty Evaluation Committee for review.

Each college shall formulate regulations governing routine faculty performance evaluation in accordance with the Guidelines, including specifying the evaluation items, criteria, procedures, and other relevant aspects for personnel of each ranking, and the regulations shall be submitted to Taiwan Tech for approval and archiving. If stricter regulations governing the matters prescribed herein exist, the stricter regulations shall prevail.

Article 5 The following measures shall be taken for those who fail the school-wide routine performance evaluation according to the University-level Faculty Evaluation Committee. A re-evaluation shall be conducted 1 year after the semester in which the evaluation was conducted:

1. The college, department (graduate institute, section, office, center, program) and the Office of Academic Affairs shall provide reasonable assistance or guidance.
2. Application for faculty promotion shall be disallowed.
3. Starting from the August of the academic year following the evaluation, the faculty member shall not be entitled to receive salary increments or additional hourly lecture fees based on an hourly rate, and they may not undertake any off-campus part-time positions and teaching positions. Depending on the circumstances of an individual case, the provisions stipulated in the Taiwan Tech appointment contract regarding suspension or other relevant measures may be applied alone or each in combination with other penalties.

For those who pass the re-evaluation, the restrictions specified in the preceding Subparagraphs 2 and 3 shall be lifted starting from the August of the academic year following the re-evaluation. Those who fail to pass the reevaluation may apply to the University-level Faculty Evaluation Committee to extend the evaluation period within 30 days from the day of receipt of the notification letter. The application shall be submitted by Taiwan Tech to an off-campus committee for review and approval.

For those whose application to extend the evaluation period is approved, the extended evaluation shall be conducted 1 year after the semester following the re-evaluation, and the provisions specified in the preceding paragraph shall apply to the extended evaluation period. The guidance provided during the extended evaluation period shall be coordinated by the faculty member's college with assistance being provided by the

corresponding department, college, and Office of Academic Affairs. The guidance provided shall comprise the following processes:

1. A department identifies the needs of the faculty member and proposes methods for providing faculty guidance, and the Office of Academic Affairs provides the department with the relevant courses and information for enhancing faculty competence. The proposed guidance plan is discussed and formulated by the college-level Faculty Evaluation Committee, and the routine monitoring of the progress of the faculty member and effectiveness of the guidance plan shall be conducted.
2. The guidance coordinating unit shall compile a guidance record and submit it to the university-level Faculty Evaluation Committee for reference every semester.

The regulations for faculty evaluations, re-evaluations, and extended evaluation reviews shall be formulated by the university-level Faculty Evaluation Committee.

Article 5-1 A faculty member who fails their re-evaluation and fails to submit an application for extension, fails the external review for extension evaluation, or fails the extended evaluation shall not have their appointment contract renewed if the Faculty Evaluation Committees at all levels determine that the faculty member has substantially violated the terms of their appointment contract.

In the event that the non-renewal review does not involve a major violation of the terms in the appointment contract, a 2-year extension shall be granted. One year after the semester following the re-evaluation or extended evaluation, a project evaluation shall be conducted. If the faculty member fails the re-evaluation, their appointment contract shall not be renewed if the Faculty Evaluation Committees at all levels determine that the faculty member has substantially violated the terms of their appointment contract.

If the non-renewal review in the preceding paragraph does not involve a major violation of the appointment contract, it shall be re-processed 1 year after the second semester of project evaluation. Paragraphs 1 and 2 of Article 5-1 shall apply to those who fail their re-evaluation.

The contract renewal period specified in Paragraphs 2 and 3 of Article 5-1 shall be handled in accordance with the provisions provided in Paragraphs 1 and 3 of Article 5. The cases in which a faculty member

passes their evaluation shall be handled in accordance with the provisions provided in the first half of Paragraph 2 of Article 5.

The regulations of a university-level Faculty Evaluation Committee for faculty project evaluation and review shall be formulated by the university-level Faculty Evaluation Committee.

Article 6 A faculty member who meets any of the following conditions may be exempted from the school-wide routine performance evaluation:

1. Lifetime exemption from evaluation:
  - (1) The faculty member is 60 years of age or older.
  - (2) The faculty member has served as a professor for 10 years and is 57 years of age or older.
  - (3) The faculty member was elected as an Academician of the Academia Sinica.
  - (4) The faculty member has been awarded the Ministry of Education Scholarship Award or National Lecture.
  - (5) The faculty member has received the National Science and Technology Council (NSTC; originally Ministry of Science and Technology) Outstanding Research Award on more than two occasions.
  - (6) The faculty member has received NSTC research project grants or research awards on ten or more occasions (counted at most once per year, with every Outstanding Research Award counted as two times) after attaining the rank of professor. “Having received research project grants” as mentioned here includes serving as a co-principal investigator with approved grants and Taiwan Tech management fees.
2. One-time exemption from evaluation:
  - (1) The faculty member is currently holding a chair professorship at a domestic or international university recognized by Taiwan Tech.
  - (2) The faculty member has received grants for curriculum projects from the Ministry of Education on three or more occasions within the past 5 years.
  - (3) The faculty member has received the NSTC Outstanding Research Award on one or more occasions within the past 5 years or has received NSTC Research Project Grants on three or more occasions within the past 5 years (counted at most once per year)

after attaining the rank of professor. “Having received research project grants” as mentioned here includes serving as a co-principal investigator with approved grants and Taiwan Tech management fees.

- (4) The faculty member has received other distinguished awards in teaching, research, and service and mentoring or achieved notable accomplishments pertaining to industry–academia collaboration and international competitions. The qualification criteria for exemption from evaluation shall be determined by a university-level Faculty Evaluation Committee.

In addition to meeting the conditions specified in Subparagraph 2-1, Paragraph 1 of Article 6, a faculty member shall undergo comprehensive evaluation in three areas (i.e., teaching, research, and service and mentoring) as determined by each college. The faculty member may only be exempted from evaluation for a given period after meeting the evaluation ratio and criteria specified in each college’s routine performance evaluation regulations.

Article 7 A faculty member who cannot undergo performance evaluation because of childbirth, extended sick leave, significant incidents, or other major reasons may apply for a postponement of the evaluation, provided that they provide the appropriate documentation signed by their affiliated college and obtain approval from Taiwan Tech. However, the postponement shall not be longer than 3 years.

Article 8 Since the academic year 2007, newly appointed instructor, assistant professors, and associate professors are not subject to the restrictions specified in Subparagraph 2, Paragraph 1, Article 5 herein, during the period of extension, further extension, and non-renewal of appointment due to failure to complete the promotion process not involving a severe violation of the appointment contract in accordance with Article 8-1 of the National Taiwan University of Science and Technology Regulations Governing the Review of the Recruitment and Promotion of Faculty. The school-wide routine performance evaluation shall be temporarily suspended during the extended period and subsequent extended period. A faculty member undergoing reevaluation, extended evaluation, or project evaluation during the extended and subsequent extended period shall be subject to the same provision.

- Article 9 Matters not addressed herein shall be subject to other applicable regulations.
- Article 10 The Guidelines shall be implemented upon approval by the University Council. Any amendments shall be processed accordingly.

The English version is provided for reference only.  
The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.