

國立中興大學微生物基因體學博士學位學程專案計畫教師評鑑辦法

Evaluation Guidelines for Project Teachers of Doctoral Program in Microbial Genomics, National Chung Hsing University

112年6月26日執行委員會議訂定

Established at the Executive Committee Meeting on June 26, 2023

第一條 國立中興大學微生物基因體學博士學位學程(以下簡稱本學程)為辦理專案教師評鑑，依本校進用專案計畫教學人員及研究人員聘任辦法訂定本學程專案計畫教師評鑑辦法（以下簡稱本辦法）。

Article 1

The Doctoral Program in Microbial Genomics, National Chung Hsing University (hereinafter referred to as “the Program”), has established these evaluation guidelines for project teachers in accordance with the university’s appointment regulations for project teaching and research personnel.

第二條 本學程專案教師評鑑工作，由本學程教師評審委員會（以下簡稱系教評會）辦理。

Article 2

The evaluation of project teachers in the Program shall be conducted by the Program's Faculty Evaluation Committee (hereinafter referred to as “the Committee”).

第三條 本學程聘任之專案教師應於聘期屆滿前二個月備妥相關表格及必要佐證資料，送本學程辦理評鑑，且經系教評會三分之二以上出席及參加表決委員三分之二以上通過後，始得填列聘用建議表並註明續聘，再依行政程序辦理續約事宜。無故未提送資料者，視同未通過評鑑。

Article 3

Project teachers appointed by the Program shall prepare the relevant forms and supporting documents two months before the expiration of their appointment period and submit them to the Program for evaluation. The appointment recommendation form, indicating renewal, may only be completed after gaining approval from at least two-thirds of the Committee members present and voting. Subsequent renewal procedures shall follow administrative processes. Failure to submit the required materials without a valid reason will be deemed as not passing the evaluation.

第四條 本學程專案教師評鑑內容分教學績效、研究績效與服務績效等項目，總分一百分。

一、各類型教師評鑑權重比例如下：

聘任類別	教學	研究	服務
全職教學型	60-80%	10-20%	10-20%
全職一般型	30-40%	20-40%	20-40%
臨床醫學專案教師	30-40%	20-40%	20-40%

二、全職教學型專案教師每年應接受教學及服務評鑑：

- (一) 教學評鑑：應達七十分以上，且其各設課課程之課程教學意見調查滿意度應達開課單位之平均數以上。
- (二) 研究評鑑：應達六十分以上。
- (三) 服務評鑑：應達八十分以上。
- (四) 授課時數：每週基本授課時數十六小時。

三、全職一般型比照專任教師評鑑規定，每年應接受教學、研究及服務評鑑，單項評鑑項目之通過標準最低應達七十分以上，另每週基本授課時數比照專任教師規定。

四、本學程臨床醫學專案教師比照專任教師評鑑規定，每年應接受教學、研究及服務評鑑，單項評鑑項目之通過標準最低應達七十分以上，另每週基本授課時數至少一小時。

Article 4

The evaluation of project teachers in the Program comprises teaching performance, research performance, and service performance, with a total score of 100 points.

1. The weight ratios for different types of teacher evaluations are as follows:

Appointment Type	Teaching	Research	Service
Full-Time Teaching Type	60-80%	10-20%	10-20%
Full-Time General Type	30-40%	20-40%	20-40%

Clinical Medicine Project Teachers	30-40%	20-40%	20-40%
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2. Full-time teaching type project teachers shall undergo teaching and service evaluations annually:
 - (1) Teaching Evaluation: A minimum score of 70 points is required, and the satisfaction level in course teaching surveys for each course must be above the average of the offering unit.
 - (2) Research Evaluation: A minimum score of 60 points is required.
 - (3) Service Evaluation: A minimum score of 80 points is required.
 - (4) Teaching Hours: A minimum of 16 teaching hours per week.
3. Full-time general type project teachers shall follow the evaluation regulations for full-time teachers, undergoing teaching, research, and service evaluations annually. The passing standard for each evaluation item is at least 70 points, with weekly teaching hours in line with the regulations for full-time teachers.
4. Clinical medicine project teachers in the Program shall follow the evaluation regulations for full-time teachers, undergoing teaching, research, and service evaluations annually. The passing standard for each evaluation item is at least 70 points, with a minimum of one teaching hour per week.

第五條 評鑑結果以總分七十分以上為通過。單項評鑑未達標準者，列為追蹤輔導名單，有條件通過評鑑，並於評鑑通過後一個月內提出改善計畫，列入續聘參據。

Article 5

A total score of 70 points or above is required to pass the evaluation. Teachers who fail to meet the standard for any single evaluation item shall be placed on a follow-up guidance list and conditionally pass the evaluation. They must submit an improvement plan within one month of passing the evaluation as a reference for contract renewal.

第六條 受評鑑教師聘期至一月三十一日者，其相關佐證資料採計至前一年十月三十一日止；聘期至七月三十一日者，其相關佐證資料採計至四月三十日止。

Article 6

For teachers whose appointment period ends on January 31, supporting documents shall be counted up to October 31 of the previous year. For those whose appointment period ends on July 31, supporting documents shall be counted up to April 30.

第七條 本學程專案教師如有下列各項情事，應列入評鑑指標：

- 一、 未透過學校行政作業許可程序逕予各機關訂約接受委託研究或以兼任各專業學會職務，以學會名義接受委辦計畫，未由學校或教學醫院具名簽定合約者。
- 二、 涉嫌詐領研究費經法院一審判決有罪。
- 三、 辦理採購案件疏失遭審計單位調查確有違法失職情事。

Article 7

Project teachers in the Program shall be subject to evaluation under the following circumstances:

1. Entering into research contracts with organizations without administrative approval from the university, or accepting commissioned projects in the name of professional societies without signed agreements by the university or teaching hospital.
2. Being convicted of research fund fraud in the first instance by a court.
3. Being found by audit units to have committed illegal or negligent acts in procurement cases.

第八條 本辦法如有未盡事宜，悉依本校相關規定辦理。

Article 8

Any matters not covered in these guidelines shall be handled in accordance with relevant university regulations.

第九條 本辦法經執行委員會議通過並簽請校長核定後實施，修正時亦同。

Article 9

These guidelines shall be implemented upon approval by the Executive Committee and the President of the university. The same procedure applies to any amendments.

國立中興大學微生物基因體學博士學位學程專案計畫教師評鑑評分表

Evaluation Form for Project Teachers of Doctoral Program in Microbial Genomics, National Chung Hsing University

教師姓名：_____

Name of Faculty Member: _____

職稱：_____

到校服務日期：民國____年____月____日

Position: _____

Date of Appointment: Year____ Month____ Day____

受評教師各項 目比例	<input type="checkbox"/> 全職教學型專案教師：教學佔 60-80%、研究佔 10-20%、服務佔 10-20% Full-Time Teaching Faculty: Teaching 60-80%, Research 10-20%, Service 10-20%
Weighting of Evaluation	<input type="checkbox"/> 全職一般型專案教師：教學佔 30-40%、研究佔 20-40%、服務佔 20-40% Full-Time General Faculty: Teaching 30-40%, Research 20-40%, Service 20-40%
Categories for Faculty	<input type="checkbox"/> 臨床醫學專案教師：教學佔 30-40%、研究佔 20-40%、服務佔 20-40% Clinical Medicine Faculty: Teaching 30-40%, Research 20-40%, Service 20-40%

聘期至今年一月三十一日者，評鑑資料採計為前一年二月一日至前一年十月三十一日止；

聘期至今年七月三十一日者，評鑑資料採計為前一年八月一日至今年四月三十日止。

For terms ending January 31 of this year, evaluation data is counted from February 1 to October 31 of the previous year. For terms ending July 31 of this year, evaluation data is counted from August 1 of the previous year to April 30 of this year.

評鑑項目 Evaluation Items	內容 Content		自評分數 Self-assessed Scor
教學 Teaching ()%	學期 Semest	____學年第____學期 Academic Year: _____ Semester: _____	____學年第____學期 Academic Year: _____ Semester: _____
	教學時數 (實教/應教) Teaching Hours (Actual / Required)	/	/
	課程滿意度 (五點量表) Course Satisfaction (Five-Point Scale)	(以受評鑑前一學期滿意度為主) (Based on satisfaction scores from the previous semester)	
	說明： 1. 專案教師(實教時數)=(應教時數)，則本項給予 70 分。累積實教時數 超過(或不足)0.5 小時者，得以在本分項增加(或減少)2 分。 2. 教師參與教學研討活動及特殊教學貢獻，依所附佐證資料，得加 5- 20 分(每次加 5 分)。 3. 學生對評鑑期間教師之授課反應，以本校教學意見調查滿意度得 分為依據(3.75 點得 6 分、4 點得 8 分、4.25 點得 10 分，每加「0.125」 加 1 分，每少「0.125」減 1 分)。 Notes:		

	<ol style="list-style-type: none"> 1. If the actual teaching hours equal the required hours, this item is scored 70 points. For every 0.5-hour deviation, the score increases or decreases by 2 points. 2. Participation in teaching seminars or significant teaching contributions can earn 5-20 additional points based on supporting evidence (5 points per activity). 3. Student feedback during the evaluation period is based on teaching satisfaction survey scores: 3.75 = 6 points, 4 = 8 points, 4.25 = 10 points. Each 0.125 increment or decrement adds or subtracts 1 point. 	
研究 Research ()%	著作 Publications	
	說明： <ol style="list-style-type: none"> 1. 若三年內有著作 1 篇，則給予本項 70 分。 2. 著作含期刊論文、會議論文、專書、專利等，每項加 5 分。 3. 講師得採用教學或實驗教材編著等，每項加 5 分。 4. 其他，請列舉項目，每項加 5 分。 5. 依所附佐證資料，至多增加 30 分。 Notes: <ol style="list-style-type: none"> 1. One publication within three years earns 70 points. 2. Publications include journal articles, conference papers, books, and patents, with 5 points per item. 3. Lecturers may include teaching or experimental material compilations, with 5 points per item. 4. Other contributions (list items) can earn 5 points each. 5. Up to 30 points based on supporting evidence. 	
服務 Service ()%	事蹟 Service Contributions	
	說明： <ol style="list-style-type: none"> 1. 在評鑑年度內，對院及系所請求之服務皆積極參與者，則本分項給予 60 分。 2. 其他校務、院務、系務工作、執行大學社會責任實踐計畫及校外學術相關之服務，擔任主管、代表、委員（須附證明文件）等，請列舉項目，依所附佐證資料，至多增加 30 分。 3. 教學醫院推薦 10 分。 Notes: <ol style="list-style-type: none"> 1. Active participation in services requested by the college or department during the evaluation year earns 60 points. 2. Other university, college, or departmental work, university social responsibility projects, and external academic services as supervisors, representatives, or committee members (with supporting evidence) can earn up to 30 additional points. 3. Teaching hospital recommendations earn 10 points. 	
備註	有下列情事者，由委員酌減總分： <ol style="list-style-type: none"> 1. 未透過學校行政作業許可程序逕予各機關訂約接受委託研究或以兼任各專業學會職務，以學會名義接受委辦計畫，未由學校或教學醫院具名簽定合約者。 2. 涉嫌詐領研究費經法院一審判決有罪。 3. 辦理採購案件疏失遭審計單位調查確有違法失職情事。 In the following cases, the committee may reduce the total score: <ol style="list-style-type: none"> 1. Engaging in research contracts or commissioned projects in the name of a society without proper administrative procedures or official contracts from the university or teaching hospital. 2. Conviction in the first trial for fraudulently claiming research funds. 	

3. Confirmed misconduct in procurement cases following an audit investigation.

※以上由受評教師填寫

※以上各單項分數最高為 100 分

※The above is filled in by the evaluated teachers

※The maximum score for each of the above items is 100 points

受評教師簽章：_____

Signature of the evaluated teacher: _____

國立中興大學微生物基因體學博士學位學程專案計畫教師評鑑總評分表

Overall Evaluation Form for Project Teachers of Doctoral Program in Microbial Genomics, National Chung Hsing University

教師姓名： _____

送評學期： ___學年度第___學期

Name of Faculty Member: _____ Evaluation Semester: Academic Year: _____ Semester: _____

全職一般型 全職教學型 臨床醫學專案教師

Full-time General Full-time Teaching Clinical Medicine Project Faculty

(請自填評鑑配分比例)

(Please fill in the evaluation weight percentages)

評鑑項目 Evaluation Items	教學 Teaching	研究 Research	服務 Service
配分比例(%) Weight Percentage (%)			
自評分數 Self-Evaluation Score			
自評總分 Total Self-Evaluation Score			
以下依據評鑑結果進行填列 The following section is to be filled based on the evaluation results			
委員認定分數 Committee Recognized Score			
總分 Total Score			
評鑑結果 Committee Recognized Score	<input type="checkbox"/> 通過 Passed <input type="checkbox"/> 有條件通過，列為追蹤輔導，請提出改善計畫。 Conditionally Passed – Subject to Follow-up and Guidance. Please submit an improvement plan.		

	<input type="checkbox"/> 不通過(總分低於 70 分) Not Passed (Total Score Below 70)
評語： Comments:	

1. 全職一般型及臨床醫學專案教師教學項目配分比例下限為 30%，以每 10%為增減單位，總百分比 100%。
2. 單項評鑑未達標準者，列為追蹤輔導名單，有條件通過評鑑，並於評鑑通過後一個月內提出改善計畫，列入續聘參據。
3. 經系教評會委員三分之二以上出席及參加評分委員三分之二以上通過後，再依行政程序辦理續聘事宜。
4. The minimum percentage for the teaching category in Full-time General and Clinical Medicine Project Faculty must be 30%, with increments or decrements of 10%, totaling 100%.
5. If an individual evaluation item does not meet the standard, the faculty member will be placed on a follow-up guidance list. If conditionally passed, an improvement plan must be submitted within one month and considered for reappointment.
6. If at least two-thirds of the department faculty evaluation committee members are present and at least two-thirds approve, the reappointment process will proceed according to administrative procedures.

學程主任簽章：_____

Program Director's Signature:

評鑑日期：民國 _____ 年 _____ 月 _____ 日

Evaluation Date: Year ____ Month ____ Day