

National Taiwan Normal University College of Arts Regulation for Faculty Evaluation

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2007.6.6 Revision passed during the 98th General Meeting
2011.6.22 Revision passed during the extraordinary session of the 106th General Meeting
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2020.11.25 Revision passed during the 125th General Meeting
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Article 1 College of Arts has established the Regulations to improve the quality of teaching, research, service and consultation of teachers, and to promote their professional growth in accordance with provisions of National Taiwan Normal University.

Article 2 Requirements for Exemption of Evaluation

Full time teachers of College of Arts whose research performance qualifies for one of the following conditions may apply to be exempt from performance evaluations. Please check Article 4-I-(III) for application process:

- I. Associate professors and above whose research performance qualifies for one of the following conditions may apply lifetime exemption from evaluation:
 - (I) Elected as a member of Academia Sinica.
 - (II) Received the Ministry of Education Academic Award, National Chair Professorship, National Award for Arts, or the Executive Yuan National Cultural Awards.
 - (III) Served as an NTNU Chair Professor.
 - (IV) Served as a lecturer for a renowned university domestically or abroad recognized by NTNU.
 - (V) Awarded research organization grants (hereinafter referred to as research project organization grants) from the research

program (including industry-academia collaboration projects) of the Ministry of Science and Technology (formerly known as the National Science Council) for more than fifteen times. (A Class-A Research Award from MOST (formerly known as NSC) may be regarded as an organization grant for research projects; one Outstanding Research Award may be regarded as three organization grants for research projects). The project's execution period should be at least one year, and a maximum of one grant may be included in the calculation per year.

The standards for research project organization grants in the preceding Paragraph shall be adjusted to increase by one grant every two years from 10 grants starting in 2015, and adjustments shall be made as follows:

- (I) Applications filed for 2016 and 2017: 11 times.
- (II) Applications filed for 2018 and 2019: 12 times.
- (III) Applications filed for 2020 and 2021: 13 times.
- (IV) Applications filed for 2022 and 2023: 14 times.
- (V) Applications filed for 2024 and after: 15 times.

- II. Associate professors and above who have been awarded the NTNU Teaching Excellence Award for over fifteen times (one Teaching Exceptional Award may be regarded as three Teaching Excellence Awards).

One NTNU Teaching Excellence Award may be counted as one research program organization grant (a Teaching Exceptional Award may be counted as three research program organization grants). However, Teaching Excellence Awards and research program organization grants received within the same year as the award may not be counted repeatedly. Teaching Exceptional Awards and

research program organization grants received within three years following the year of the award may not be counted repeatedly.

- III. In the three years before NTNU lecturers and assistant professors are evaluated, or within five years before associate professors and professors are evaluated, individuals who meet one of the following conditions may apply to be exempt from the current performance evaluation:
 - (I) Served as an NTNU Research Chair Professor.
 - (II) Received the NTNU Exceptional (Outstanding) Teaching Award.
 - (III) Received the NTNU Exceptional Service Award.
 - (IV) To retire in the following two semesters after the semester to be evaluated.
 - (V) Received the Excellent Teacher Award from the Ministry of Education.
- IV. New full-time teachers appointed after August 1, 2011 who meet evaluation exemption requirements may apply for exemption from evaluations in accordance with the regulations without the need to accept the evaluation for newly-appointed teachers required.

Article 2-1 Associate professors and above whose artistic individual exhibition, exhibition planning, collection, or awards received meet one of the following conditions may apply for lifetime exemption from evaluation. The number of exemptions from evaluation shall be calculated according to NTNU regulations on research project organization grants, and the required number of exemptions shall be increased by one time every two years starting from 10 times in 2015 until reaching 15 times in 2024:

- I. Individual exhibitions: An individual exhibition held overseas, in the NTNU Art Museum, or in a national-level exhibition hall recognized by NTNU, or a high quality exhibition hall of a domestic public/private institution approved after review by a committee formed by NTNU may be counted as one time (at least 15 graphic works, seven 3D works, and

three combined works that have not been exhibited before must be displayed in each individual exhibition). However, individual exhibitions held in a national-level exhibition hall overseas, in the NTNU Art Museum, or one of the five major exhibition halls in Taiwan (National Museum of History, National Dr. Sun Yat-sen Memorial Hall, National Taiwan Museum of Fine Arts, Taipei Fine Arts Museum, and Kaohsiung Museum of Fine Arts) may be counted as three times once approved after review by a committee formed by NTNU.

- II. Exhibition planning: Must be the main exhibition planner and three or more countries must have participated in the exhibition; this is counted as one time.
- III. Collection: The artwork is collected by NTNU Art Museum, a domestic government agency approved after review by a committee formed by NTNU (National Museum of History, National Dr. Sun Yat-sen Memorial Hall Chung-shan National Art Gallery, National Taiwan Museum of Fine Arts, Taipei Fine Arts Museum, and Kaohsiung Museum of Fine Arts), or high quality public/private institution overseas approved after review by a committee formed by NTNU, and documentary proof of the collection is obtained; counted as one time for each work collected.
- IV. Awards received: Awards received from international professional competitions may be counted as one time after being reviewed and approved by a committee formed by NTNU (each award must be for a different work). Winning the Wu San-Lien Award or Dr. Sun Yat-sen Culture and Arts Award is counted as two times. Winning a position in the top three in one of the international professional competitions listed

below is counted as three times:

- (I) Visual design: Art Directors Club (ADC), Design and Art Direction (D & AD), International Council of Graphic Design Associations (Icograda / ico-D) approved, The Type Directors Club (TDC).
- (II) Product design: iF International Forum Design, red dot, Good Design Award (G-Mark), International Design Excellence Awards (IDEA).
- (III) Animation: ACM SIGGRAPH Computer Animation Festival, Annecy International Animated Film Festival, Prix Ars Electronica-International Competition for CyberArts, Melbourne International Animation Festival.
- (IV) Art creation: Internationally renowned biennial that is reviewed and approved by a committee formed by NTNU.

The number of individual exhibitions, exhibition planning, collection, or awards received above may be accumulated, but may only be counted as one time a year. Research project organization grants are excluded for this policy.

If the top three positions in the competitions above are not presented as first, second, and third place or gold, silver, and bronze, it must be reviewed and approved by a committee formed by NTNU.

Article 3 Evaluation Schedule

- I. From August 1st, 2014, the evaluation of full-time teacher at NTNU should follow this guideline accordingly.
- II. Starting on August 1, 2011, newly-appointed full-time teachers of various levels are required to pass their evaluations during the following semester (the seventh semester) no later than three years of service, and the evaluation standards shall be the same as standards for assistant professors stipulated in Article 5. Teachers who are qualified for exemption of evaluation stipulated in Article 2 can apply for exemption. The evaluated period of first-time teachers shall include at least four semesters of Student Opinion of Instruction Survey. The evaluated period of non-first-time

teachers (appointed in other schools or served as NTNU project teachers) shall include at least two semesters of Student Opinion of Instruction Survey.

- III. Starting on February 1, 2016, newly appointed full-time teachers shall participate in the New Teacher Workshop organized by the Office of Academic Affairs within their first year of service in accordance with the NTNU Guidelines on the Professional Development of Full-Time Teachers. First-time teachers must participate in the “lesson observation and feedback” organized by the Office of Academic Affairs and “research consultation” organized by the Office of Research and Development. If newly appointed teachers fail to participate for any reason, they must complete the courses in the following academic year to pass the evaluation for newly-appointed teachers required in Paragraph 2 of this Article.
- IV. Assistant professors shall be evaluated by the department (institute) every three years (6 semesters). Evaluation cannot be proceeded in advance.
- V. Associate professors and professors shall be evaluated by the department (institute) every five years (10 semesters). Evaluation cannot be proceeded in advance.
- VI. The adoption of the aforementioned evaluation information shall be based on semesters as a unit. Performances during the semester of evaluation shall be included the next evaluation. If professors have been promoted, the evaluation schedule shall be recalculated on the effective date of the promotion. Only newly-appointed teachers can apply for promotion the semester after passing evaluation.
- VII. Delay Evaluation
 - (I) Teachers who have been approved for work suspension with or without pay for over six months for reasons such as sabbatical leave, studying overseas, teaching overseas, temporary job transfer, taking parental leave, attending to relatives, or due to major incidents shall have their evaluations deferred to after they return to work in accordance with the

period of leave starting on the semester when the evaluation was due.

(II) Female teachers who are pregnant, who have given birth (or miscarriage) may be given a two-year grace period for postponing evaluation without the requirement to apply for retention without pay.

(III) Teachers who serve as NTNU Level 2 directors, deputy directors, or above may apply for deferred evaluation starting on the semester where the evaluation was due in accordance with their service period.

Data for the deferred evaluation shall be calculated from the semester of the previous evaluation. Various performances during the semester of evaluation shall be included the next evaluation.

VIII. For individuals who did not pass their evaluations, the adoption period for the re-evaluation of their performance in teaching, research, service and consultation shall be advanced by three years (for lecturers and assistant professors), or five years (for associate professors and professors) after providing consultation or assistance. The adoption of performance may not begin on the first evaluation year.

Article 4 Evaluation Process

I. First Evaluation of Department(Institute):

(I) Confirm the list of teachers for evaluation next semester: All departments and institute of College of Arts should inform the teachers for evaluation before September for Spring semester or March for Fall semester.

(II) Schedule for Evaluation Process: On the semester of evaluation, the teachers need to submit all evaluation documents to the office of their department or institute before August/February. The committee of the evaluation will conduct the first evaluation before October/April, and submit related documentation and results to the office of College of Arts.

II. Second Evaluation of the College: College of Arts will organize committee to conduct second evaluation before May/November, and submit related documentation and result for the principal and the evaluation committee of

NTNU. College of Arts will then inform the results to related departments(institute) and individuals.

III. Application for Exemption of Evaluation: If the teachers fulfill the requirements of exemption, they should submit application for exemption the semester before the evaluation to the committee of Evaluation of NTNU, and the process should follow college and university's regulations.

Departments (institute) and college-level committees of evaluation should list any evaluation cases (including application for exemption) as a matter for consideration, carefully review the materials for evaluation, and vote by secret ballot.

When the appraisal case and promotion case are handled during the class period, the appraisal case must be reviewed first and then the promotion case.

Article 4-1 Full-time teachers at all level are required to take training courses for academic ethics and integrity for at least 3 hours before evaluation, and must provide proof of taking such courses.

Article 5 The three aspects of evaluation in the Regulations include teaching, research, service and consultation. Teachers are required to pass all three aspects in order to pass the evaluation. The standards are as below:

- I. Teaching: The average score on the Student Opinion of Instruction Survey for the evaluated period must be at least 3.5 points, the required teaching hours must be fulfilled, and there is no specific instance of not fulfilling a teacher's duty or not competently perform their work. (The teacher evaluated may be required to provide related paper explanation if needed.)
- II. Research: All academic performance and research projects shall meet the following requirements:
 - (I) Academic performance (including theses, publications, exhibitions, and related materials) shall be original in nature and comply with one of the following regulations(If the applicant is serving concurrently at

two institutes, the name of the institute for the thesis publication must be NTNU in the first position; Applicants are allowed to cut back one piece of academic performance—in cases which two or above pieces of evidence are needed— if the applicants have worked for more than 25 years):

1. Monographs: Assistant professors shall publish within three years, and associate professors and professors shall publish within five years, one book (maximum co-authorship of two individuals) that meet the review requirements established by the College of NTNU.
2. Articles in monographs, articles published in journals, or patents: Assistant professors should publish 3 articles in monographs, or two of the above three options (applicants can only submit one article in monograph in this case) within 3 years; associate professors and professors should publish 3 of the above options within five years.

The aforementioned articles shall be published on SCI, SSCI, A&HCI, EI, EconLit, TSSCI, and the new THCI level journals (which was changed in 2016; originally THCI Core) and journal articles of SCOPUS or other popular journals recognized by each college. Assistant professors shall meet the requirements with one publication, and associate professors and professors shall meet requirements with two publications that rank in the top 20% of SCI IF or rank in the top 50% of SSCI IF.

Articles archived in SCOPUS may be regarded as journal publications at a conversion rate of three publications for one publication in the preceding journals (recognition granted only if the teacher is the main author or the corresponding author).

Lecturers and assistant professors require at least one individual

article in a book or foreword in a journal publication, and associate professors and professors require at least two articles for which they are the main authors or the corresponding authors (This policy does not apply to applicants who have worked for more than 25 years).

The owner of preceding patents must be NTNU.

3. Exhibition or competition awards (must be an honorable mention in a national competition or nominee in an international competition or above): Assistant professors are required to participate in one exhibition or receive one award in a competition within three years. Associate professors and professors are required to participate in two exhibitions or receive two awards in competitions within five years (applicants who worked for more than 25 years are allowed to cut back to one exhibition or award).

Standard:

(1) Solo exhibition

- Fine Arts field: Minimum of 20 pieces of graphic works, 10 pieces of three-dimensional works, or 5 pieces of mixed media works (for ex., digital arts, installation arts) for each exhibition.
- Design field: 3 pieces of environment and interior design works, 5 pieces of product design, 15 pieces of visual communication design works, or 5 pieces of mixed media design.

(2) Group exhibition: 15 pieces of personal works in domestic exhibitions or 3 pieces of works in overseas exhibitions count as equal as one solo exhibition. Group exhibitions associated with partner schools cannot be included.

(3) Touring exhibition count as one: If the exhibition is overseas, the venues can be either public and private institutions but must have been reviewed and approved by committees formed by NTNU; if the exhibition is domestic, it must be located at national or municipal level public venues, or venues that have been approved by College of Arts (see attachment 2). All the artworks in the exhibition should be created within the period of evaluation, and the same artwork can only be counted as one piece of evidence.

The venues mentioned above must locate at venues that are established for arts exhibiting purpose.

One solo exhibition or competition award can be substituted for two articles published in journals; group exhibitions which the applicants contribute more than 50% of the whole exhibition can be substituted for one article published in journals.

4. Other academic performances that are not included in the above regulation 1, 2 or 3: Can be considered but needed to be approved by department(institute), College of Arts, and NTNU's committee respectfully.

(II) Research project: Assistant professors shall host (co-hosting excluded) at least one research project outside NTNU every three years; associate professors and professors shall host (co-hosting excluded) at least one research project outside NTNU every five years. Applicants who worked for NTNU for more than 25 years can be co-host.

Research programs outside NTNU shall be projects undertaken in the name of NTNU (including industry-academia collaboration projects). Service as a principal investigator for a subsidiary research project of an individually integrated project of the Ministry of Science and

Technology (formerly known as the National Science Council) shall be considered as one research program.

III. Service and consultation: Over 80 out of 100 points. Detailed standards shall be established by each department and institute according to NTNU guideline.

General evaluation standard as below:

- (I) Service and consultation at NTNU: 60%
- (II) Service and consultation outside of NTNU: 40%

Article 5-1 The number of academic performances may be accumulated, and the standards as below:

One monograph co-authored with three or more people, one article in monograph, or one piece of patent can be substituted for one article in journal; one exhibition or award in competition can be substituted for two articles in journals.

Those who meet the following conditions can offset each other across categories, but a single evaluation is limited to one time (only one can be used), and the offset conditions are as follows:

- I. Offset articles in journals: One piece of Ministry of Science and Technology (formerly known as the National Science Council) project (recognition granted only if the teacher is the principal investigator), can be substituted for one article in journal.
- II. Offset research project:
 - (I) One academic performance can be substituted for one research project outside of NTNU, article in monograph or journals. Applicants must be the first author or corresponding author.
 - (II) Applicants have contributed to NTNU during the evaluation period, can be substituted for one research project:
 - 1. Write and implement University-level plans twice (such as Higher Education Sprout Project or Instructional Excellence

Projects, etc.).

2. Served as a school team coach for two years.
3. Served as the head of NTNU's training program for national or international competitions twice.
4. Instruct our students to participate in the national competition and granted with award twice, or being selected at the international competition once.

Article 6 Results of evaluation shall be processed as follows:

- I. Assistant professors who fail to pass the evaluation shall not be granted salary increases, allowed to teach excess courses, or concurrently hold positions or teach courses inside and outside NTNU (including in-service program, school of continuing education, and summer courses) starting from the following academic year. The employing department (institute) shall assist the teacher to propose an improvement plan for re-evaluation within two years. If the same individual still fails to pass the re-evaluation, the department (institute) shall submit proposals to terminate or not renew his/her employment to level 3 Faculty Evaluation Committee.
- II. Associate professors and professors who fail to pass evaluation shall not be granted salary increases, allowed to teach excess courses, concurrently hold positions or teach courses inside and outside NTNU (including in-service program, school of continuing education, and summer courses), allowed to transfer, apply for sabbatical leaves, teach overseas, apply for retention without pay for researching or studying overseas, or allowed to serve as members of the Faculty Evaluation Committee at NTNU or administrative/academic supervisors of NTNU starting from the following academic year. Individuals who have not passed the evaluation shall apply for a re-evaluation within two years, and the preceding restrictions shall be removed in the academic year after passing the

evaluation. The employing department (institute) shall assist the teacher to propose an improvement, and submit to level 3 Faculty Evaluation Committee for discussion. Applicants who plan to retire in the next two semesters after failing the evaluation are exempt from proposing improvement plan.

- III. From August 1st, 2011, newly-appointed full time teacher who fail to pass their first evaluation shall not be granted salary increases, allowed to teach excess courses, or concurrently hold positions or teach courses inside and outside NTNU (including in-service program, school of continuing education, and summer courses) starting from the following academic year. The employing department (institute) shall assist the teacher to propose an improvement plan for re-evaluation within two years. If the same individual still fails to pass the re-evaluation, the department (institute) shall submit proposals to terminate or not renew his/her employment to level 3 Faculty Evaluation Committee.
- IV. From August 1st, 2011, teachers at all levels who passed their first evaluation should refer to this regulation for future evaluation of their performance. If failing the evaluation, the department (institute) shall submit proposals to terminate or not renew his/her employment to level 3 Faculty Evaluation Committee.
- V. Applicants who fail the most recent evaluation are not allowed to apply for promotion.
- VI. Applicants who plan to retire the next semester after failing the evaluation are exempt from proposing improvement plan.

Article 7 In the event that evaluation information provided by a teacher involves plagiarism, falsification, alteration, or other actions in violation of academic ethics or integrity, once verified, the teacher shall be deemed as having failed the evaluation and processed in accordance with relevant NTNU regulations.

Article 8 Each college shall establish regulations for teacher evaluation. The regulations shall be passed with resolutions sought from a NTNU General Meeting and implemented with the approval of the President.

Each college may follow their own regulations if they provide stricter regulations.

Article 9 If the individual refuses to accept evaluation, the evaluation of this individual would be deemed as fail.

Article 10 If any further regulations or details are needed, the College of Arts would follow related regulations from NTNU.

Article 11 This regulation has the general meeting of College of Art, and has been informed to the principal before taking its effect. The same process will be followed if the regulation need any modification.