

# Yuan Ze University College of Engineering

## Rules on the Evaluation of Faculty Teaching, Student Advising, and Services

12.05.2008 Ratified at the 3rd College Affairs Meeting of academic year 2008

12.24.2008 Revised and ratified at the 4th Faculty Performance Award Review Committee meeting of academic year 2008

06.09.2010 Ratified at the 5th College Affairs Meeting of academic year 2009

10.06.2010 Revised and ratified at the 1st Faculty Evaluation and Rewards Committee meeting of academic year 2010

Article 1 The Rules on the Evaluation of Faculty Teaching, Student Advising, and Services (hereinafter referred to as “these Rules”) are stipulated in accordance with Article 5 of the Yuan Ze University Faculty Evaluation and Rewards Regulations to allow the College of Engineering to perform evaluations of faculty teaching, student advising, and services.

Article 2 Excepting those who are exempt from evaluation by Article 3 of the Yuan Ze University Faculty Evaluation and Rewards Regulations, all faculty must participate in a self-evaluation of their teaching and of their student advising and services. The evaluation items are as follows:

### 1. Teaching

- a. Details on all courses that the teacher has taught in the past academic year, including the number of credits per class, teaching times and sessions; the number of consecutive years the teacher has been teaching this course; extent of compiling, updating, or creating teaching materials or handouts (for example, an explanation of the extent and frequency of the material updates) ; and the contribution of the lesson to the teaching plan.
- b. Feedback from student surveys
- c. Participation in on-campus or off-campus seminars or further education activities relating to teaching.
- d. Class attendance or absences (including leaves during the semester for business trips or overseas conferences), including information about subsequent make-up classes in the event of an absence.
- e. Advising for students regarding academics (including afterschool tutoring and office hours).
- f. Advising of students participating in academic performances or competitions (including treatises or National Science and Technology Council research projects for university students).
- g. Other matters relating to teaching (such as awards for teaching or the implementation of an Outstanding Teaching Plan).

### 2. Student advising and services

- a. Frequency of interactions with mentees (number of visits per semester) and information about the guidance for difficulties the mentees encounter in daily life

or studies (such as the academic advising of students who receive a D for four or more subjects in their midterm evaluations).

- b. Participation in YZU committees (including attendance).
- c. Participation in on-campus or off-campus seminars or further education activities relating to student advising.
- d. Participation in the planning and management of their department's continuing education programs and laboratories, advising of student internships, and advising of student participation in on-campus and off-campus competitions.
- e. Organization of seminars, lectures, artistic and cultural activities, editing publications, and participation in on-campus and off-campus student recruitment activities (including high-school summer camps).
- f. Off-campus services that serve to enhance the reputation of YZU, such as serving as an officer in a major academic group, as a member of an editorial panel of an academic journal, in an important position in an academic conference, or as a member of a review board of a government agency).
- g. Other matters relating to student advising and services (such as the implementation of a university administration improvement plan).

Article 3 If a department within the College of Engineering with specific traits or needs desires any additions to the evaluation items or changes to the evaluation standards and procedures, these changes must be ratified by the Department Affairs Meeting and then submitted to the College Affairs Meeting for approval.

Article 4 The results of the faculty teaching evaluation and student advising and services evaluation shall undergo a preliminary review by the department-level Faculty Evaluation Committee and a second review by the College Faculty Evaluation Committee before being submitted to the University Faculty Evaluation and Incentives Review Committee for approval. Failure to meet the criteria provided in Articles 3 and 5 of the YZU Faculty Evaluation Minimum Requirements Standards should be appended with an explanation. Faculty who do not pass the Departmental Faculty Evaluation Committee review of their teaching performance or their student advising and services performance shall be forwarded to the College Faculty Evaluation Committee for review.

Article 5 College of Engineering faculty who pass the reviews of their teaching performance and student advising and services performance shall be given evaluation scores of Outstanding, Excellent, Good, or Satisfactory depending on their respective department's allotted quotas for that academic year.

Article 6 These regulations and their amendments shall be promulgated following ratification by the College Affairs Meeting and approval by the University Faculty Evaluation and Rewards Review Committee.