

NTUB Guidelines for Evaluating the Teaching & Service Performance of Faculty Teachers

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Approved the change of the University's name at the 2nd University Affairs Meeting of the 2nd Semester of Academic Year 2013 on June 5, 2014
Amended at the 1st University Faculty Evaluation Committee Meeting of the 2nd Semester of Academic Year 2016 on February 23, 2017

- Article 1 National Taipei University of Business (hereinafter, the University) adopts these Regulations pursuant to Ministry of Education Letter Tai (87) Shen No. 87047741 dated May 13, 1998, and Article 14 of the Regulations for Faculty Promotion of the University.
- Article 2 For faculty promotion cases submitted for external review (excluding degree-based review), the overall score comprises two items: the score for research or R&D outcomes in professional theory or practice (including teaching) as presented through scholarly works, creative works, proofs of achievement, and technical reports, and the score for teaching and service performance. Of these, the first item accounts for 70% of the overall score and continues to follow established procedures, with evaluation based on the Ministry of Education's review standards. Additionally, the second item, concerning the teaching and service score, accounts for 30% of the overall score and is assessed by the University.
- Article 3 The total score for teaching and service is calculated on a 100-point scale, with teaching accounting for 70% and service accounting for 30%.
- Article 4 The evaluation of teaching performance includes the following items: "Teaching Preparation," "Teaching Implementation," "After-class Guidance," "Teaching Effectiveness," "Compliance with Academic Affairs Administration," and "Student Course Evaluation Responses." The scoring methods and details for each item are set out in the benchmark table (see the attached table).
- Article 5 The evaluation of service performance includes the following items: "Advisor Duties," "Student Clubs and Project Advising, Counseling or Internship Advising, and Sport Team Training," "Undertaking Externally Commissioned Projects," "Participation in Off-campus Professional Service," and "Participation in On-campus Administrative and Academic Service." The scoring methods and details for each item are set out in the benchmark table (see the attached table).

- Article 6 Participants in the scoring of teaching and service performance shall include the applicant under review, peer faculty members of the applicant's unit, students taught by the applicant, and supervisors of administrative units related to teaching and service, in accordance with the principle of diverse participation.
- Article 7 The evaluation period for teaching and service performance shall be the applicant's performance over the most recent five years, and each scoring item shall be supported by concrete evidence.
- Article 8 When a faculty member submits an application for promotion (including degree-based submissions), the teaching and service performance shall be submitted to the respective Faculty Evaluation Committees at each level and be reviewed in conjunction with the University's relevant promotion regulations to conduct a comprehensive evaluation of the applicant's eligibility for promotion (with reference to scholarly works, teaching and service performance, moral conduct, or other matters). Those who pass the review shall have all application materials, together with the teaching and service performance, forwarded by the Personnel Office to the Ministry of Education for review in accordance with prescribed procedures.
- Article 9 These Regulations shall be implemented after approval by the President following passage by the University Faculty Evaluation Committee. The same procedure shall apply to any amendments.

Scoring Rubric for the Evaluation of Faculty Teaching and Service Performance of National Taipei University of Business

Faculty Name: _____ Current Academic Rank: _____

Rank Proposed for Review: _____

Affiliated Academic Unit: _____ College (Center, Office)

Department (Institute)

(A) Teaching Section

I. Teaching Preparation (including: 1. course plan 2. preparation of teaching materials, handouts, or textbooks 3. production of teaching aids, etc.) 10%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
7				/		
II. Teaching Implementation (including: 1. teaching methods 2. teaching content 3. teaching attitude 4. class attendance 5. responses to in-class questions 6. testing and grading 7. student performance assessment, etc.) 15%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
10.5				/		
III. After-class Guidance (including: 1. answering questions outside class 2. assigning and grading homework 3. advising on projects or theses, etc.) 10%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
7				/		
IV. Teaching Effectiveness (including: 1. alignment between actual course progress and the teaching plan 2. teaching-related awards received by the instructor 3. awards earned by students under the instructor's guidance 4. other concrete evidence of improved teaching performance, etc.) 10%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
7				/		

V. Coordination with Academic Affairs (including: 1. timeliness in submitting exam papers and grades 2. rigor in grading and assessment 3. participation in teaching-related administrative work, such as scheduling, curriculum planning, service on curriculum committees, service as a journal editorial or review committee member, or documented voluntary provision of extracurricular professional tutoring as organized by the Office of Academic Affairs, etc.) 10%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
7						
VI. Student Course-Evaluation Feedback (compiled and processed by the Office of Academic Affairs based on student questionnaire data) 15%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
10.5						
Teaching Score (70% of total score)						

(B) Service Section

I. Tutoring (including: 1. no major incidents in the advised class throughout the year, or proper handling if any incidents occur; 2. flexible design of advising <u>methods</u> , or <u>planned themed activities implemented regularly for the class with complete records</u> ; 3. full attendance at university-wide or departmental homeroom-teacher meetings; 4. student participation from the advised class in major school festivals or various competitions; 5. notable performance by students in the advised class in matters of student affairs; 6. <u>drafting and leading student teaching plans</u> ; 7. other concrete achievements) <u>9%</u>						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
<u>6.3</u>						
II. Student Clubs <u>and Project Advising</u> , Counseling, <u>Internship Advising</u> , and Sport Team <u>Training</u>						
(1) Student Clubs <u>and Project Advising</u> (including: 1. serving as a faculty advisor to a student club and providing active guidance; 2. advising a club that places in the top three of its category in on-campus evaluations; 3. <u>advising a club</u> that earns a merit award or higher in off-campus evaluations; 4. <u>advising student project work that receives related awards on or off campus</u>)						
(2) Counseling Advising (including: 1. helping promote counseling concepts; 2. participating in related activities; 3. referring individual cases; 4. other concrete achievements)						

(3) <u>Internship Advising (including: 1. proactively arranging industry internship partnerships; 2. guiding student internships that yield concrete results; 3. drafting and leading internship programs for government agencies)</u> (4) <u>Sports Team Training (including: 1. coaching tenure; 2. competition results; 3. advising students selected as national team members or all-star players; 4. being selected as an outstanding coach; 5. guiding student-athletes in volunteer service on or off campus) 5%</u>						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
<u>3.5</u>						
III. <u>Undertaking</u> externally commissioned projects (including: 1. undertaking commissioned <u>business</u> projects, seminars, training programs, or patent examination for public or private institutions; 2. invited by industry to deliver special-topic talks, conduct applied research, provide technical services, or perform materials testing and <u>appraisal</u>; 3. invited by academia to deliver scholarly talks; 4. <u>leading industry-academia collaboration projects</u>; 5. other outstanding related performance substantiated with concrete evidence) <u>5%</u>						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
<u>3.5</u>						
IV. Participation in off-campus professional service work (<u>including: 1. being invited by government agencies or companies to serve as a consultant, judge/reviewer, oral examiner, test setter, grader, evaluator, reviewer, or editor; 2. planning or co-organizing off-campus activities with outstanding performance substantiated by concrete evidence; 3. other demonstrated, specific contributions</u>) 5%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
<u>3.5</u>						

V. Participation in on-campus administrative and academic service work (including: 1. serving as an administrative or academic supervisor or convener 2. making effective contributions to university or departmental development 3. achieving results in fundraising for the university endowment 4. planning or co-organizing on-campus academic activities with outstanding performance 5. achieving results in student career counseling 6. <u>drafting and leading government-funded projects</u> 7. <u>participating in continuing and extension education</u> 8. other outstanding performance substantiated by concrete evidence) 6%						
Evaluators Baseline score for subitem	Applicant	Peers	Students	Administrative Supervisor	Weighted average for subitem	Supporting documents attached ()
<u>4.2</u>						

Service Score (accounts for 30% of the total score)	
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Remark:

1. All scores on this form are an overall assessment of the candidate's performance over the most recent five years.
2. Teaching evaluations for continuing education have been incorporated into the service section.
3. The baseline score for each sub-item listed on this form is set by the University. The faculty member under review should provide supporting documentation for the reference of evaluators. Example: If the baseline score for a sub-item is set at 70 percent of that sub-item's maximum (for example, if the maximum is 10 points, the baseline is 7), this indicates a moderate threshold. Below 70 percent indicates a higher threshold, above 70 percent indicates a lower threshold.
4. "Weighted average by sub-item" means the weighting of each category of evaluator is set by each academic unit. If weighting is required, specify the weights; otherwise, compute a simple average across the scores.
5. The supporting materials provided by the faculty member under review should be concrete, clear, and detailed. Evaluators may request additional information.
6. After the faculty member under review completes a self-assessment for each item based on concrete evidence, the academic unit forwards the form to the designated evaluators for scoring. The academic unit head then enters the weighted average for each sub-item and submits the form to the Teachers' Evaluation Committees at each level for review.
7. Cells marked with a slash indicate that the item does not apply to that evaluator.
8. Weighted averages for sub-items are rounded to one decimal place.
9. "Academic unit" includes each college, center, or office, and each department or institute.
10. For bonus items listed in the benchmark table, activities for which remuneration or equivalent compensation has been received will not be considered in scoring.

Teaching and Service Score (100%)	
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