**NATIONAL SUN YAT-SEN UNIVERSITY**

**Department of Electrical and Communications Engineering Regulations of Teaching and Service Performance Evaluation for Faculty Promotions**

Reviewed and approved by the Department Faculty Evaluation Committee Meeting on August 27, 2003.

Discussed and approved by the Department General Meeting on December 26, 2003.

Amended and approved by the Department Faculty Evaluation Committee Meeting on September 16, 2004.

Amended and approved by the Department General Meeting on October 15, 2004.

Amended and approved by the Department Faculty Evaluation Committee Meeting on December 22, 2005.

Amended and approved by the Department General Meeting on January 6, 2006.

Amended and approved by the College Faculty Evaluation Committee Meeting on May 29, 2008.

Amended and approved by the 2nd College Faculty Evaluation Committee Meeting on September 24, 2008.

Amended and approved by the 6th College Faculty Evaluation Committee Meeting on May 19, 2009.

Amended and approved by the Department Faculty Evaluation Committee Meeting on January 26, 2010.

Amended and approved by the 6th College Faculty Evaluation Committee on May 21, 2010.

Amended and approved by the Department Faculty Evaluation Committee Meeting on July 28, 2011.

Amended and approved by the 3rd College Faculty Evaluation Committee Meeting on November 30, 2011.

Amended and approved by the 5th College Faculty Evaluation Committee Meeting on February 29, 2012.

Amended and approved by the 5th College Faculty Evaluation Committee Meeting on April 30, 2014.

1. This set of regulations is specifically issued for evaluations of teaching and service performances of lecturers during process of faculty promotions in Department of Electrical Engineering and Department of Communications.
2. All performances or achievements mentioned in this set of regulations, apart from years of teaching, refer to teaching and services performed or achieved in National Sun Yat-sen University (NSYSU) by a promotion candidate on his/or current position.
3. Scores for teaching performances are calculated as follows:
	1. Years of teaching: 50 points will be awarded if a candidate has remained on his/her current position in NSYSU for three years. One extra point will be awarded for each semester of teaching on top of the three years, with the highest extra points being 70. Years of teaching in other universities and parental leaves will be halved when accounted in the calculation for promotion scores. In cases of a candidate having evidenced excellent teaching achievements performed in other universities or institutions, the candidate may be recommended by the joint department faculty evaluation committee to the Faculty Evaluation Committee of the Department of Engineering and the University Faculty Evaluation Committee for appropriately awarding up to three quarters of the total points received.
	2. Average hours of teaching of a candidate within five years on current position: 2.5 points will be awarded for every average hour of teaching, with the highest being 25 points. Deductible hours of a director-level position or other positions alike shall be added back to the calculation.
	3. Assistance in teaching of the department and specific achievements:
		1. Outstanding and Excellent Teaching Awards: 10 extra points for a Ministry of Education Outstanding Teaching Award, 5 extra points for an NSYSU Outstanding Teaching Award (issued in School Year 86 or earlier), 8 extra points for an Outstanding Teaching Award (issued in School Year 87 and after), 4 extra points for an NSYSU Excellent Teaching Award, 3 extra points for a College Outstanding Teaching Award, and 1.5 points for a Department Outstanding Teaching Award. In cases a candidate receiving multiple awards of different levels in the same school year, only the outstanding award of the highest level of the school year will be accounted. This item of performance and achievement may be accounted for two times at most.
		2. General education courses: 1 extra point will be awarded for each course established on the position at the time of promotion. A total of 1 extra point will be awarded for each course co-established by faculty members. A maximum of 5 extra points may be awarded for this item.
		3. An extra of 0.5 points will be awarded for conducting each individual outstanding teaching project. This item of score shall be reviewed by the Office of Academic Affairs. A maximum of 4 extra points may be awarded for this item.
		4. Extra 2 to 8 points will be awarded for each award (excluding thesis awards) received in a government-organized national academic competition or a competition of level(s) above participated by a candidate him/herself or a student supervised by the candidate.
		5. Courses delivered in English: 1 extra point will be rewarded for each course on the position at the time of promotion. A total of 1 extra point will be awarded for each course co-established by faculty members. A maximum of 5 extra points may be awarded for this item.

Courses with any of the following conditions, which are in references to NSYSU’s “Regulations of Faculty Evaluation, Investigation, and Tracking for Improvements in Teaching,” are not accounted for scores:

1. A course with a score of 4.2 or below (on a scale of 7) for faculty evaluation and investigation.
2. A course with a score of 4.9 or below (on a scale of 7) for faculty evaluation and investigation that is taught by a faculty member who scored 3.5 or below on a scale of 5, or 4.9 or below on a scale of 7, in “Surveys of Graduates’ Satisfactions of the Department and Lecturers” that were collective in recent two years with the total number of returned responding surveys being 10 or above.
	1. Others: a maximum of 10 points may be added or deducted by members of the joint department faculty evaluation committee for a candidate with evidenced teaching achievement or insufficiency.
	2. The total score of points of items mentioned in Article III shall not exceed 100 points.
3. Scores for services are calculated as follows:
	1. Years of services: 50 points will be awarded if a candidate has remained on his/her current position in NSYSU for three years. One extra point will be awarded for each semester of services on top of the three years, with the highest extra points being 60. Years of services in other universities and parental leaves will be halved when accounted in the calculation for promotion scores.
	2. Specific achievements:
		1. Excellent mentor awards: 8 extra points will be awarded for a NSYSU Excellent Mentor Award, 5 extra points will be awarded for a College Excellent Mentor Award, and 3 points will be awarded for a Department Excellent Mentor Award. In cases of a candidate receiving excellent mentor awards of multiple levels in the same school year, only the award of the highest level of the school year will be accounted. This item of achievements may be accounted for two times at most.
		2. Extra 1 to 3 points will be awarded for each conference or competition organized, or each position of a journal editor. A maximum of 5 extra points may be awarded for this item.
	3. Serving as administrative or academic heads of units within university organizational structure:

An extra of 2 points may be awarded for each semester being on a level I head position, and 1.5 extra points for each semester being on a level II head position. In cases of simultaneously being on two or more administrative or academic heads of units within university organizational structure, extra points are awarded separately with amounts described earlier in this item.

* 1. General addition or deduction of scores:
		1. Serving as a mentor: 1 extra point for each semester serving as a mentor, with the highest extra point for this item being 20.
		2. Serving as an examiner of undergraduate, master’s degree, or doctoral degree entry examinations (written exams): 0.25 points for each time serving as an examiner, with the highest extra point for this item being 10.
		3. Others: a maximum of 10 extra points may be appropriately added or deducted by faculty evaluation committees for participating in student recruitment events, departmental committees, college or university committees, promoting education participations, services outside NSYSU, serving as a member of the gender equity committee or a member of a professional committee that is included in the Ministry of Education 0n-Campus Sexual Abuse or Sexual Harrassment Professional Investigation Workforce, or other excellent service achievements.
	2. The total score of points of items mentioned in Article IV shall not exceed 100 points.
1. This set of regulations shall be implemented following reviews of the joint department faculty evaluation committees, discussions in joint department general meetings, and approvals of the College of Engineering Faculty Evaluation Committee. The same procedure shall be carried out when amendments are to be made.