

College of Engineering, National Sun Yat-sen University

Evaluation Guidelines for the Employment of Non-Tenure Foreign Faculty

Enacted by the 2nd College Affairs Meeting of the 2017 academic year on April 12, 2018

Passed by the 387th University Faculty Evaluation Committee Meeting on May 3, 2018

Passed by the 2nd College Affairs Meeting of the 2018 academic year on November 27, 2018

Passed by the 391st University Faculty Evaluation Committee Meeting on January 10, 2019

Passed by the 4th Temporary College Affairs Meeting of the 2019 academic year on February 24, 2020

Passed by the 398th University Faculty Evaluation Committee Meeting on March 19, 2020

Passed by the 2nd College Affairs Meeting of the 2022 academic year on November 25, 2022

Passed by the 3rd College Faculty Evaluation Committee Meeting of the 2022 academic year on December 13, 2022

Passed by the 420th University Faculty Evaluation Committee Meeting on December 29, 2022

Article 1 These Evaluation Guidelines were enacted in pursuant to Article 6 of the University's Regulation and Implementation Plan for the Employment of Foreign Faculty.

Article 2 These Evaluation Guidelines are applicable to the foreign faculty employed under the University's Regulation and Implementation Plan for the Employment of Foreign Faculty. The prescribed faculty's duration of employment is two years by principle. In pursuant to Article 3 of the Guidelines, the submitted evidence of the College's foreign faculty shall be reviewed by the Department/Institute/Master's Program Faculty Evaluation Committee (convened semiannually by the end of May or November), and subsequently shall be reviewed and approved by the College Faculty Evaluation Committee and the University Faculty Evaluation Committee. The approved cases shall be ratified by the President for pay raises and reappointments.

Article 3 Evaluation items and criteria for the College's foreign faculty are as follows:

1. The satisfaction scores on the "Teaching Survey" questionnaire for the courses offered in the previous semester shall be examined and approved by the Department/Institute/Master's Program Faculty Evaluation Committee and the College Faculty Evaluation Committee.
2. Served within the last two years as the project investigator of projects granted by National Science and Technology Council(NSTC), commissioned projects from Government Units, or industry-university cooperation projects.
3. Published academic papers within the last two years with affiliation to National Sun Yat-sen University.

Above guidelines were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

For foreign faculty in their first year of employment or for those who are appointed for special course requirement (e.g. EMI courses), their evaluation criteria shall be based on meeting the contracted teaching hours per week, meeting the requirements outlined in Article 3.1, and receiving approval from the Department/Institute/Master's Program Faculty Evaluation Committee and the College Faculty Evaluation Committee.

For foreign faculty in their second year of employment or later, their evaluation criteria, in addition to meeting the contracted teaching hours per week and the requirements outlined in Article 3.1, shall be based on meeting the requirements outlined in Article 3.2 or 3.3 and receiving approval from the Department/Institute/Master's Program Faculty Evaluation Committee and the College Faculty Evaluation Committee.

Those who fail the evaluation may be conditionally reappointed for one academic year, but they will not be eligible for a pay raise for the following academic year. Those who receive the College Faculty Evaluation Committee's notification shall improve their performance within a specified period; if they fail to do so, their employment contract shall be terminated in pursuant to regulations.

After the Department/Institute/Master's Program Faculty Evaluation Committee and the College Faculty Evaluation Committee have reviewed the evaluation cases, the committee resolutions regarding the evaluated foreign faculty's pay raise or reappointment shall be submitted to the University College Faculty Evaluation Committee for review

Article 4 Each department, institutes, and master's programs of the College of Engineering shall notify the foreign faculty according to the procedures and timeframes provided in Article 2. Those who receive notifications shall prepare relevant documents to demonstrate their teaching performance, research projects, journal publications, and awards for evaluation.

Article 5 Any other matter not set forth in these Guidelines shall be handled in accordance with the applicable laws, rules, and regulations.

Article 6 The Guidelines shall be implemented upon approval by the College of Engineering Council and ratification by the University Teacher Evaluation Committee and submitted to and ratified by the President before implementation. Any amendments shall be processed accordingly.

Evaluation Form for College of Engineering's Foreign Faculty

Enacted by the 2nd Meeting of the College of Engineering Council on April 12, 2018

Passed by the 387th Meeting of the University Teacher Evaluation Committee on May 3, 2018

Passed by the 2nd Meeting of the College of Engineering Council on November 27, 2018

Passed by the 391st Meeting of the University Teacher Evaluation Committee on January 10, 2019

Passed by the 4th Meeting of the College of Engineering Temporary Council on February 24, 2020

Passed by the 398st Meeting of the University Teacher Evaluation Committee on March 19, 2020

Passed by the 2nd College Affairs Meeting of the 2022 academic year on November 25, 2022

Passed by the 3rd College Faculty Evaluation Committee Meeting of the 2022 academic year on December 13, 2022

Passed by the 420th University Faculty Evaluation Committee Meeting on December 29, 2022

1. Examinee Information

Department:

Name:

Initial appointment date:

- The evaluated teacher shall provide information and attachments (such as teaching performance, project execution, paper publications, etc.) in separate items in the tables below, with explanation and supporting documents attached.

1. Information of the courses offered (Please attach supporting documents.)					
Semester	Course No.	Course Name	Credit	Required / Elective	Students' Satisfaction
	Please add more fields if necessary.				

3. Information on the projects granted by National Science and Technology Council(NSTC), commissioned projects from Government Units, or industry-university cooperation projects in which the evaluated teacher has been involved as a project investigator within the last two years
(Please provide a description in bullet points and attach the approved project list.)

Please add more fields if necessary.

4. Information of academic papers published within the last two years with affiliation to National Sun Yat-sen University.
(Please provide a description in bullet points and attach the first page of the thesis.)

Item	List full table of content of the paper (name of author, title of paper, title of journal or name of conference, volume / issue No., year of publication) and attach the first page of the thesis for verification.	Has the paper been published with affiliation to NSYSU?	Has the paper been published by a journal or a conference?	Journal Level
1				
2				
.....	Please add more fields if necessary.			

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3. Evaluation result (attached with meeting minutes)

<input type="checkbox"/> Pay raise Pass. Approved for <input type="checkbox"/> Reappointment, duration:	
<input type="checkbox"/> Fail. The evaluated teacher may be conditionally reappointed for one academic year but will not be eligible for a pay raise for the following academic year. Shall the evaluated teacher fail to make improvement within the period required by the College Faculty Evaluation Committee, their employment contract shall be terminated in pursuant to regulations.	
Reasons for failing the evaluation (Please list in detail)	
Conditions for improvement within required period (Please list in detail)	
Signature of head of department/ institute/ master's program (sign in person)	