

Regulations for the Faculty Evaluation Committee, College of Science, Chung Yuan Christian University

Approved on September 20, 2007, following discussion at the 1st College Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2007
Approved on October 2, 2007, following discussion at the 2nd College Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2007
Approved on November 8, 2007, following discussion at the 3rd College Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2007
Approved on March 18, 2008, following discussion at the 1st College Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2007
Approved on March 25, 2008, at the 1st College Affairs Meeting of the 2nd semester of the academic year of 2007
Amended on October 19, 2010 at the 1st College Affairs Meeting of the 1st semester of the academic year of 2010
Amended on June 26, 2012 at the 2nd College Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2011
Approved on June 26, 2012 at the 2nd College Affairs Meeting of the 2nd semester of the academic year of 2011
Amended on October 16, 2012 at the 2nd College Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2012
Approved on October 17, 2012 at the 1st College Affairs Meeting of the 1st semester of the academic year of 2012
Amended on November 13, 2012 at the 3rd College Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2012
Approved on November 19, 2012 at the 2nd College Affairs Meeting of the 1st semester of the academic year of 2012
Approved on January 18, 2013 at the 5th University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2012
Revised on September 16, 2013 at the 1st University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2013
Amended in accordance with Correspondence Yuan Mi Zi No. 103000643, dated March 5, 2014
Revised on October 24, 2014 at the 2nd University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2014
Revised on March 20, 2015 at the 2nd University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2014
Revised on April 22, 2016 at the 1st University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2015
Revised on June 24, 2016 at the 3rd University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2015
Revised on April 28, 2017 at the 3rd University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2016
Revised on July 20, 2017 at the 6th University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2016
Revised on June 22, 2018 at the 5th University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2017
Revised on June 25, 2019 at the 5th University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2018
Revised on December 27, 2019 at the 5th University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2019
Revised on September 10, 2021 at the 1st University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2021
Revised on May 27, 2022 at the 3rd University Faculty Evaluation Committee meeting of the 2nd semester of the academic year of 2021
Amended in accordance with Correspondence Yuan Mi Zi No. 1110002691, dated August 3, 2022
Revised on January 13, 2023 at the 6th University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2022
Revised on October 27, 2023 at the 2nd University Faculty Evaluation Committee meeting of the 1st semester of the academic year of 2023

Article 1. These regulations have been established in accordance with Article 4 of the Chung Yuan Christian University Faculty Evaluation Regulations.

Article 2. Full-time faculty members of the College must undergo evaluations in teaching, research, and service (including counseling/advising). Visiting faculty, short-term contract faculty, and faculty eligible for exemption are not subject to these evaluations.

The categories of evaluated faculty are divided into new faculty evaluation and general faculty evaluation.

New faculty refers to those who have been at the university for less than three years, while general faculty refers to those who have been at the university for three years or more.

Evaluations for new faculty are conducted in accordance with the College's Regulations for New Faculty Reappointment and Evaluation.

Article 3. Faculty evaluations consist of scores for teaching, research, and service (including counseling/advising), totaling 100 points. A passing score is 70 or above. The distribution of evaluation criteria is as follows: teaching 30%-55%, research 30%-55%, and service (including counseling/advising) 15%-40%. The evaluated faculty member may allocate the proportions within the specified ranges, provided that the total sum of the three categories equals 100%.

Faculty members who do not pass the evaluation will receive additional guidance.

Those with evaluation scores below 75 points will receive assistance for improvement from the college.

For faculty members primarily undertaking administrative duties, as specified in Article 15 of the university's Faculty Evaluation Regulations, the distribution of evaluation criteria is as follows: teaching 10%-30%, research 10%-30%, and service (including counseling/advising) 60%-80%, with the total sum of the three categories equaling 100%.

Article 4. The teaching evaluation is scored as follows: basic items account for 50 points, and development items account for 50 points, with a maximum score of 100 points. If the basic

items score below 40 points, no additional points will be awarded for development items. Detailed scoring methods shall be established separately.

Article 5. The research evaluation is divided into basic items (50 points) and development items (50 points), with a total score of 100 points. Detailed scoring methods shall be established separately.

Article 6. The service (including counseling/advising) evaluation is similarly divided into basic items (50 points) and development items (50 points), with a maximum score of 100 points. Detailed scoring methods shall be established separately.

Article 7. Matters not covered in these guidelines will be decided by the college affairs meeting in accordance with relevant university regulations.

Article 8. These guidelines will take effect following approval by the college affairs meeting and review by the university's Faculty Evaluation Committee. The same process will apply to any revisions.

Chung Yuan Christian University, College of Science Faculty Evaluation Scoring Table

This scoring table was revised and approved on October 19, 2010 at the 1st College Affairs Meeting of the 1st semester of the academic year of 2010.
 Approved on June 26, 2012, at the 2nd College Affairs Meeting of the 2nd semester of the academic year of 2011
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_____ **Department** _____ **Instructor (Signature of the**
evaluated faculty member) **Year** **Month** **Day**

For each of the following items, the evaluated faculty member is required to self-assess scores (enter 0 if not applicable; do not leave blanks) and calculate the total score. Written supporting documents must be provided.

One. Teaching

The basic items are worth 50 points, and the development items are worth 50 points. If the score for basic items is below **40** points, no additional points may be awarded in the development items.

I. Basic items

Item	Indicator	Score	Scoring Method
Basic Item	Instructors must meet the required teaching hours		Each instructor must meet the university's required teaching hours (excluding reduced hours). For every hour below the required teaching hours <u>per</u> semester, 2 points will be deducted.
	Instructors are expected to possess curriculum planning abilities		Each semester, course syllabi must be uploaded online and evaluated as complete by the department curriculum committee. (If a syllabus is not uploaded, 2 points will be deducted per course; if deemed incomplete by the department curriculum committee, 2 points will also be deducted per course)
	Instructors are expected to schedule time for student consultations		During each semester, instructors must schedule at least 3 hours per week for student consultations. (Failure to schedule or fulfill this requirement will result in a 2-point deduction per semester)
	Instructors must earn basic approval from students for their teaching		For each course, the teaching evaluation score must be above 3.5 points. (If the score falls within the bottom 10% in the college and below 3.5 points, 2 points will be deducted per course.)
	Instructors must continually reflect on and improve teaching effectiveness		If any course receives a teaching evaluation score below 3.5 points in a semester, the instructor must review the evaluation feedback and address areas such as teaching innovation, material development, and class management.

Item	Indicator	Score	Scoring Method
			A report proposing improvements to course content and delivery must be submitted. (Failure to submit this report will result in a 4-point deduction per semester)
	Instructors who fail to comply with department or university teaching policies or relevant regulations		If an instructor fails to cooperate with the department or university's teaching policies or relevant regulations, the teaching evaluation committee may, based on actual circumstances, determine specific items and scores for deduction, with a maximum deduction of 10 points from the basic score.
Basic item score: 50 points		Point	

II. Development items (Quantitative Items 35 points and Qualitative Items 15 points)

Item	Indicator	Score	Scoring Method
(I) Quantitative Items: 35 points			
Common Component	Outstanding teaching quality		<ol style="list-style-type: none"> 1. If the teaching evaluation score ranks between 75%-45% of all courses (including prerequisite and elective), 0.5 points are added per course; between 45%-15%, 1 point is added per course; and in the top 15%, 1.5 points are added per course. 2. If the course syllabus for the semester is rated as Excellent by the department's course committee, 1 point is added per course. If the teaching materials are uploaded to the i-learning platform and rated as "A" by the evaluation committee, 1 point is added per course. 3. For courses taught in English, if the course evaluation certification is rated as "Excellent", 2 points will be added; "Good" adds 1 point; and "Fair" adds 0.5 points. 4. The maximum score for this item is 20 points.
	Course interaction management		If the instructor uses the i-learning platform for student interaction and the effectiveness of the course is ranked in the top 20% of all courses, 1 point is added per course.
	Teaching awards and honors		<ol style="list-style-type: none"> 1. If the instructor has been awarded the "Excellent Instructor" award at the university level within the past three years, 10 points are added per award.; If the instructor has received the "Exceptional Instructor" award at the university level, an additional 20 points are added per award. 2. If the instructor has received teaching awards from credible external organizations, the department's teaching evaluation committee will assign a corresponding score, with a maximum of 20 points.

Item	Indicator	Score	Scoring Method
	Teaching resources contribution		Instructors who implement government-driven educational improvement plans, such as the Ministry of Education's Science and Technology Education Improvement Plan, <u>the Higher Education SPROUT Project</u> , etc., will receive the following points: As the principal investigator (including executive director), 15 points will be added; as a co-investigator or collaborative host (including sub-project or program host), 8 points will be added; serving as an advisory instructor for <u>the Higher Education SPROUT Project</u> , 2 points will be added; instructors who receive university teaching resource and teaching material development subsidies and whose projects have been evaluated as excellent upon completion will receive 3 points per project.
	Professional development for instructors		Instructors who participate in the "National University Teachers' Teaching Professional Certification Program" and pass each stage of certification will receive 2 points per semester.
	Participation in policy courses		Instructors who execute the university's cross-disciplinary programs or employment programs and serve as the program host will receive 10 points per academic year. Instructors who support the university's policy-driven special teaching programs (such as professional courses taught in English, service-learning courses, internship courses, summer courses, three-in-one courses, professional ethics courses, and special courses) will receive 2 points per course each semester (Note: English-taught professional courses outside of the instructor's department are not included); instructors who offer asynchronous or distance education courses, or MOOCs (Massive Open Online Courses), will receive 5 points per course each semester; instructors who offer distance learning courses certified by the Ministry of Education will receive 10 points per course each semester. The maximum score for this item is 15 points.
	Innovative development for teaching material		Instructors who independently publish, compile, or translate textbooks or teaching kits/software will receive 15 points per set/book. Instructors who contribute to reprints or partial involvement will receive 5 points.
	Teaching innovation		<ol style="list-style-type: none"> 1. Course innovation: Instructors who offer innovative courses such as Problem-Based Learning (PBL), Project-Based Learning (PBL), micro-courses, and deep-dive courses will receive 5 points per course each semester. 2. Teaching Method Innovation: Instructors who use innovative teaching methods such as flipped classrooms, digital technologies, or Activity Facilitated Learning (AFL) will receive 5 points per course each semester. <p>The maximum score for this item is 15 points.</p>

Item	Indicator	Score	Scoring Method
College / Department	Participation in college and department teaching		<p>Other teaching evaluation items related to enhancing the teaching quality of the college or implementing college teaching policies must be associated with substantial teaching output, having a planned and sustained nature, and being supported by evidence or documented activities. These will be determined by the College Faculty Evaluation Committee, with a maximum of 15 points awarded.</p> <ol style="list-style-type: none"> 1. Receiving a Department Teaching Excellence Award (maximum of 3 instructors per department): 5 points per award. 2. Teaching university-required courses with evaluation scores of 3.5 or higher: 1 point per course per semester. 3. Planning and teaching lecture courses: 2 points per course per semester. 4. Teaching required core courses approved by the Department Curriculum Committee: 2 points per course per semester, with a maximum of 3 courses per department.
	Course interaction management		Beyond the use of the i-learning platform, other innovative methods of course interaction will be reviewed by the College Faculty Evaluation Committee. A rating of “Excellent” adds 10 points, and “Good” adds 5 points.
	Teaching resources contribution		In addition to implementing government-driven educational improvement plans, other efforts to secure external resources will be evaluated by the College Faculty Evaluation Committee. A rating of “Excellent” adds 10 points, and “Good” adds 5 points.
	Participation in policy courses		Instructors who contribute to college-level policy-driven courses, such as semiconductor studies, big data, emerging materials introduction, computational thinking and programming design, and natural sciences and artificial intelligence introduction, will be evaluated by the College Faculty Evaluation Committee. A rating of “Excellent” adds 10 points, and “Good” adds 5 points.
	Innovative development for teaching material		In addition to publishing, compiling, or translating textbooks, teaching kits, or educational software, other innovations in teaching materials will be reviewed by the College Faculty Evaluation Committee. A rating of “Excellent” adds 10 points, and “Good” adds 5 points.
(II) Qualitative items: 15 points			
Other teaching-related activities or achievements			Please fill out the "Chung Yuan Christian University College of Science Qualitative Description of Teaching Development Projects for Faculty Evaluation" form with detailed information and concrete evidence regarding teaching-related matters. These will be evaluated by the College Faculty Evaluation Committee.
(I) Score of quantitative items		Point	

Item	Indicator	Score	Scoring Method
(II) Score of qualitative items		Point	
Score of development items		Point	
Total teaching score (Basic score: 50 points, maximum score: 100 points)		Point	
Teaching self-selected proportion 30%~55%(%)		Point	
Primary administrative role teaching self-selected proportion 10%~30%(%)		Point	

Two. Research Component

I. Basic items

Item	Indicator	Score	Scoring Method
1	Publication of academic or creative works		Publication of academic or creative works as stipulated by the University's Research or Creative Work Incentive Policy, completed once.
2	Serving as a co-principal investigator (or higher) for external projects, including National Science and Technology Council's special research projects or the Ministry of Education's Teaching Practice Research Program.		Serving as a co-principal investigator (or higher) for 2 externally funded projects, 1 project funded by the National Science and Technology Council, or 1 project under the Ministry of Education's Teaching Practice Research Program.
3	Attendance at academic or international conferences		Attending 2 academic conferences or 1 international conference, and being invited to deliver a lecture, serve as a host or discussant, or present a paper.
4	Projects defined by the college based on academic field characteristics		Guiding at least 2 graduate students to earn their degrees within 3 years; or guiding undergraduate project students to receive support from the National Science and Technology Council or University at least 2 times within 3 years; or applying for central ministry-level projects at least three times within 3 years.
	Score of basic items	Point	Meeting one of the above criteria earns a basic score of 40; meeting two or more criteria earns a basic score of 50
	Committee-acknowledged score	Point	The outcomes submitted by the evaluated teacher are independently assessed by the College Faculty Evaluation Committee

II. Development items (Quantitative Items 35 points and Qualitative Items 15 points)

Item	Indicator	Score	Scoring Method
(I) Quantitative Items: 35 points			

Item	Indicator	Score	Scoring Method
1	Hosing, co-hosting, or co-assisting national-level research projects		The Host , the Co-host : 2 projects within 3 years earn 15 points, 3 projects earn 30 points. Co-assistant host : scored at half the above standard. (Multi-year projects count as 1 project per year) Instructors may receive up to 30 points for this item.
2	Publication in peer-reviewed journals (SCI, SSCI, TSSCI, THCI CORE)		1. 1 journal article within 3 years earns 12 points, 2 articles earn 24 points, 3 articles earn 30 points. Instructors may receive up to 30 points for this item. 2. Articles not listed in SCI, SSCI, TSSCI, or THCI CORE are scored at half value. 3. The first author and corresponding author receive full points. For 3 or more authors, points are allocated proportionally.
3	Attendance at international academic conferences		1. Attending 3 or more related international academic conferences within 3 years earns 2 points. 2. Presenting papers (full text) at international academic conferences earns 3 points per paper within 3 years. For 3 or more authors, points are allocated proportionally. Instructors may receive up to 15 points for this item.
4	Publication of academic books or book chapters		Self-assessment followed by evaluation by the College Evaluation Review Committee; each item scores between 0 and 15 points. Instructors may receive up to 30 points for this item.
5	University-industry or industry-academia collaboration		Self-assessment followed by evaluation by the College Evaluation Review Committee; each item scores between 0 and 10 points. Instructors may receive up to 15 points for this item.
6	Patents or technology transfer (related to research/teaching)		Self-assessment followed by evaluation by the College Evaluation Review Committee; each item scores between 0 and 10 points. Instructors may receive up to 15 points for this item.
7	Serving as an academic journal editor or reviewer		Self-assessment followed by evaluation by the College Evaluation Review Committee; each item scores between 0 and 10 points. Instructors may receive up to 15 points for this item.
8	Receiving research awards or national (international) academic honors		Self-assessment followed by evaluation by the College Evaluation Review Committee; each item scores between 15 and 30 points. Instructors may receive up to 30 points for this item.
(II) Qualitative items: 15 points			
1	Other Research-Related Activities or Outcomes		Please complete the "Chung Yuan Christian University College of Science Faculty Research Evaluation - Development Item Qualitative Explanation" form for research-related details with specific evidence. Evaluation and scoring are conducted by the College Faculty Review Committee.
(I) Score of quantitative items		Point	
(II) Score of qualitative items		Point	

Item	Indicator	Score	Scoring Method
	Development items (50 points max)	Point	
	Total research score (Basic score: 50 points, maximum score: 100 points)	Point	
	Research self-selection proportion 30%~55% (%)	Point	
	Primary administrative staff research self-selection proportion 10%~30%(%)	Point	

Three. Service (including counseling/advising)

I. Basic items

Item	Indicator	Selection	Scoring Method
Basic Item	Serving as advisor, guiding students in their learning and growth		Having served as an advisor for at least four semesters, attended at least 1 advisor meeting (including excused absences), with online advisor evaluation response rate exceeding <u>40%</u> , with scores in the top 80% <u>university-wide</u> .
	Serving as career mentor		Having served as a career mentor for at least two years, with career mentorship evaluation passing (over 70 points).
	Caring for students and attending counseling-related training activities		Having provided care and guidance to students while attending at least 4 student mentorship training activities (including mentor meetings, career mentorship meetings and so forth)
	Coached athletic teams and participated in at least two national competitions		Supervised student projects and participated in at least 2 national or international competitions
	Supervised student projects and participated in a national or international competitions		Supervised student projects and participated in at least 2 national or international competitions.
	Instructors failing to engage in essential departmental, college, or university service, mentorship, meetings, or activities		Instructors who fail to engage in essential departmental/college/university service, mentorship, meetings, or activities may have up to 30 basic points deducted at the discretion of the Faculty Evaluation Committee .
Basic score (Maximum of 50 points) Total			Meeting any of the above criteria within the last three years will earn the basic score

II. Development items (Quantitative Items 35 points and Qualitative Items 15 points)

Item	Indicator	Score	Scoring Method
(I) Quantitative Items: 35 points			
Development Item	Recognition as outstanding mentor		1. +5 points per recognition 2. +5 points with recognition at the college level 3. +10 points with recognition at the university level
	Regular one-on-one meetings with students and recording mentor-student interaction logs		1. +2 points with at least 2 records per semester 2. +2 additional points with at least 5 records Instructors may receive up to 10 points for this item.
	Serving as an advisor for freshmen students, including the completion of the “First Mile Care Program” and complete the “New Student Real-time Survey Record”		+5 points for instructors with 100% care record (excluding international students)
	Filling out the online mentor-student interaction logs, with an online advisor evaluation response rate of over 60%, and the evaluation results ranking in the top 50% of the college:		+4 points per semester Instructors may earn up to 10 points for this item.
	If the career mentor's evaluation score is rated as excellent,		+3 points per academic year
	For career mentors who counsel students and complete online meeting records,		+2 points for each semester where 8 or more records are submitted
	Having served as a group mentor for faculty, staff, and students, as a program coordinator, advisor for student organizations, volunteer mentor, or sports team leader:		+1 point per item per semester Instructors may receive up to 10 points for this item.
	Providing mentorship or leading students in service activities with concrete examples		1. +1 point per item per semester 2. +5 points if awarded the “Holistic Care Award” for each award received Instructors may receive up to 10 points for this item.
	Leading an entire class in general education activities or promoting student internships with concrete examples		+1 point per item per semester Instructors may receive up to 10 points for this item.
	Serving in administrative roles at the university		1. +5 points per semester for top-level supervisor 2. +4 points per semester for department or center director 3. +3 points per semester for secondary-level supervisor or administrative faculty member Instructors may receive up to 10 points for this item.

	Serving as a convener, executive secretary, or member of various school-level committees		+1 point per academic year for each item Instructors may receive up to 10 points for this item.
	Planning or organizing large-scale events or seminars		1. +2 points for each event held within the university 2. +5 points for each event held among universities 3. 10 points for each international events Instructors may receive up to 10 points for this item.
	Planning and managing educational facilities, specialized classrooms, laboratories, or sports venues		+1 point per semester Instructors may receive up to 10 points for this item.
	Assisting the Admissions Office with recruitment activities or serving as a department/program admissions committee member		+1 point per academic year for each item Instructors may receive up to 10 points for this item.
	Guiding or participating in competitions and winning awards		1. 1 points for each event held within the university 2. 4 points for each event held among universities 3. 10 points for each international events Instructors may receive up to 10 points for this item.
(II) Qualitative items: 15 points			
	Other activities or achievements related to service (including advising/counseling)		Please list other internal or external activities related to service (including advising/counseling) with concrete evidence for evaluation by the College Faculty Evaluation Committee. Examples: 1. Serving as a member, director, or supervisor for government agencies, public welfare organizations, or academic organizations. 2. Supporting and implementing Ministry of Education policies with concrete evidence. 3. Assisting in student case crisis management with concrete evidence.
	(I) Score of quantitative items	Point	
	(II) Score of qualitative items	Point	
	Score of development items	Point	
	Score for advising/counseling and service (Basic score: 50 points, maximum score: 100 points)	Point	
	Advising/counseling and service self-selected proportion 15%~40%(%)	Point	

Primary administrative role teaching self-selected proportion 60%~80%(%)	Point	
Score calculated by evaluated instructor	Point	
Final score after review by the Faculty Evaluation Committee (Passing score: 70 points)	Point	CYCU College of Science Faculty Evaluation Committee, _____Meeting (____Year ____Month ____Day) Evaluation Result: <input type="checkbox"/>Passed <input type="checkbox"/>Failed

Qualitative explanation for Teaching “Development Item” for College of Science’s Faculty Evaluation

Department:

Name:

Title:

- I. Briefly describe teaching philosophy, methods, features, and innovations. (Up to 1 page)
- II. Key teaching services, outcomes, or awards won in the last three years. (Limit to 5 items)

No.	Description
1	
2	
3	
4	
5	

Qualitative explanation for Research “Development Item” for College of Science’s Faculty Evaluation

Department:

Name:

Title:

I. Briefly describe representative research achievements and contributions in the past three years (including patents, technology transfers, monographs, practical work, or technical reports)

Significant achievements (up to 1 page)

II. Research outcomes in the last three years (list up to 5 most representative academic research papers)

Academic papers must be published under the name of Chung Yuan Christian University. Please fill in all authors in the order of publication; indicate the corresponding author with an asterisk (*). Provide the publication year, month, title, journal name, volume/issue, and page numbers.

No.	Paper details	*Required field 1. Breakthrough innovations 2. Impact on academic development, society, and economy
1		
2		
3		
4		
5		

III. Awards and key invited speeches in the past three years (up to 5 items)

IV. Other academic activities

Note: This qualitative explanation is based on the academic research performance table from the National Science and Technology Council (NSTC).