

Faculty Evaluation Directions of The Department of Athletic Performance of National Taiwan Normal University

- 2012.12.03 Passed during the 4th Department Faculty Evaluation Committee Meeting of the first term of the 2012 academic year
- 2013.09.09 Passed during the 1st Department Affairs Meeting of the first term of the 2013 academic year
- 2013.09.11 Passed during the 4th College Faculty Evaluation Committee Meeting of the first term of the 2013 academic year
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- 2015.03.13. Passed during the 1st Department Affairs Meeting of the second term of the 2014 academic year
- 2015.03.17. Passed during the 1st College Faculty Evaluation Committee Meeting of the second term of the 2014 academic year
- 2016.12.16. Passed during the 4th Department Faculty Evaluation Committee Meeting of the first term of the 2016 academic year
- 2016.12.21. Passed during the 4th Department Affairs Meeting of the first term of the 2016 academic year
- 2017.01.17 Passed during the 5th College Faculty Evaluation Committee Meeting of the first term of the 2016 academic year

1. To enhance the quality of faculty performance in teaching, research, consultation, and service, and to further the professional development of faculty members, the Department has established the Faculty Evaluation Directions of the Department of Athletic Performance, College of Sports and Recreation of the National Taiwan Normal University in accordance with Faculty Evaluation Regulations of College of Sports and Recreation and Faculty Evaluation Regulations of the National Taiwan Normal University (hereby refers to as “the Directions” respectively).
2. These Directions shall be applicable to all full-time faculty members of the Department (including technical specialists).
3. Three areas of evaluation shall be covered in these Directions: teaching, research, service, and consultation. Evaluation methods may include faculty self-evaluations, faculty peer evaluations, student evaluations, and other evaluations. The Department Faculty Evaluation Committee is responsible for the conductions of initial evaluations and the applicant should passed the evaluations in these three areas.
4. Areas of evaluation for faculty members are as follows:
 - 1) Teaching:
 - i. Compliance with the regulations for teaching hours.
 - ii. Student Opinion of Instruction Survey score of 3.5 or above during the evaluation.
 - iii. Performance of supervising students’ research activities.
 - iv. Confirmed uploading of full course syllabi.
 - v. On-time submission of student term scores.
 - vi. Other teaching-related affairs.
 - 2) Research: The following regulations regarding academic performance and research projects must all be met.
 - i. Academic performance (including publications, works, exhibitions and other related materials) must be original and meet one of the following criteria:
 1. Monographs or monograph chapters: Publication of one monograph (joint authorship by two or fewer authors is acceptable) or three monograph chapters, which were approved by the university or from a domestic and foreign publishing house with a censorship system approved by each college of the university, within three years for assistant professors, and within five years for associate professors and full professors.

2. Journal publications: Two journal publications in three years for assistant professors, and three journal publications in five years for associate professors and full professors. The aforementioned publications should have been published in journals listed in the SCI, SSCI, A&HCI, EI, TSSCI or THCI Core indices, or otherwise approved and positively listed by each College. Or for sports-related achievements, please refer to the "Conversion Table of Sports Achievements for Research Achievements for Faculty Member Promotion " announced by the college for conversion and with at least two publications in sports-related academic journals that aren't listed in the positive list of the College of Sports and Recreation. One Ministry of Science and Technology (former National Science Council) research project (providing that the faculty member undergoing evaluation serves as the principal investigator) may be deemed equivalent to one journal publication. For papers published in SCOPUS, three papers can be deemed equivalent to one aforementioned journal article (but the faculty member must be listed as first author or corresponding author). One publication for assistant professors, and two publications for associate professors and full professors will be deemed sufficient, if these are published in journals with impact factors ranking in the top 20% of SCI journals, or top 50% of SSCI journals.
3. Patents: Two patents, subjected to substantive examination, in three years for assistant professors; and three patents, subjected to substantive examination, in five years for associate professors and full professors. The aforementioned patents should designate the University as the rights holder.
4. Competition awards: Lecturer (in person) and assistant professor (in person) shall win a national-level competition at or above hosted by the Republic of China Sports Federation and the Chinese Taipei University Sports Federation within three years; associate professor (in person) and full professor (in person) shall win two national-level competitions at or above hosted by the Republic of China Sports Federation and the Chinese Taipei University Sports Federation within five years.
5. Other comparable achievements: Achievements approved by Faculty Evaluation Committees at three levels (Department, College, and University).

Concerning the order of authorship for monograph chapters or journal publications, assistant professors should serve as first author or corresponding author for at least one publication, and associate professors and full professors should serve as first author or corresponding author for at least two publications. Monograph chapters and journal publications may be evaluated in combination: one monograph co-authored by three or more people, one monograph chapter, or one patent may be considered equivalent to one journal publication; one competition award may be considered equivalent to two journal publications. If faculty members have two or more affiliations, the University should be listed first when publishing.

- ii. Research projects:

Assistant professors should serve as principal investigator (not including co-principal investigator) for at least one extramural research project within three years; associate professors and full professors should serve as principal investigator (not including co-principal investigator) for at least one extramural research project within five years. Extramural research projects should be undertaken under the name of the University (including academia-industry collaboration projects). Principal investigators of sub-projects within Ministry of Science and Technology (former National Science Council) integrated research projects are viewed as having one research project. During the evaluation period, faculty members who have made any of the following special contributions to the University may be exempt from research project requirements: Submitting and undertaking two University projects (e.g. Top University Projects or Teaching Excellence Projects etc.); serving as the coach of each varsity for two years, or serving as director for a national or international competitive talent training program twice; coaching students to two honourable mentions or better in national competitions, or to one official selection or better in international competitions. All full-time faculty members may use one unit (publication, book, patent, exhibition/performance, competition award) of academic performance to fulfil the requirements for research projects, but for monographs, monograph chapters, or journal publications to be eligible for consideration, faculty members must be listed as first author or corresponding author.

The redeemable items concerning the aforementioned academic performances, extramural research projects and special contributions to the University may be exempt for only once.

- iii. Service and consultation: A score of 80 or above; evaluations are based on the evaluation items and scoring standards established by the Department-Service and Consultation Item Self-Assessment Form.

5. Evaluation results for assistant professors shall be processed as follows:

- 1) Assistant professors shall be subject to evaluation by the Department and the College every three years. Faculty members who fail to pass the evaluation shall, in the following academic year, be ineligible for advancements in salary, and may not exceed prescribed teaching hours, or teach/work part-time outside of the University. The College shall coordinate with the Department to provide reasonable assistance, and conduct a re-evaluation in one to two years. Failure to pass the re-evaluation shall result in a recommendation of suspension or contract non-renewal by the Department Faculty Evaluation Committee.
- 2) Faculty members who fail to pass the most recent evaluation may not apply for promotion.

The above-stated evaluation data is calculated on a term basis, and a 3-year calculation period shall start from a faculty member's last evaluating term; the faculty member's performance for each different category during the evaluating term will be counted towards the faculty's next evaluation.

For lectures and assistant professors who receive a promotion to a higher rank, then their evaluation period shall be re-calculated beginning from the effective date of their promotion. Evaluation results for lecturers and assistant professors employed before September 29, 1999 shall be processed according to Point VI of the Directions.

6. Evaluation results for associate professors and full professors shall be processed as follows:

- 1) Associate professors and full professors shall be subject to evaluation by the Department every five years. Faculty members who fail to pass the evaluation shall,

in the following academic year, be ineligible for advancements in salary, and may not exceed prescribed teaching hours, teach/work part-time outside of the University, take a secondment, apply for research study leave, take overseas lectureship, request a sabbatical for overseas research or study, and may not be a committee member of any level's faculty evaluation committee on campus nor assume positions of administrative or academic chiefs. Faculty members who fail to pass the evaluation should apply for a re-evaluation in one year, and after passing the re-evaluation, the restrictions described above shall be lifted in the following academic year.

- 2) Faculty members who fail to pass the most recent evaluation may not apply for promotion.

The above-stated evaluation data is calculated on a term basis and a faculty member's 5-year calculation period begins from the term of his/her last evaluation; the faculty member's performance for each different category during the evaluating semester will be counted towards the faculty's next evaluation. Assistant professors receive a promotion to a higher rank and their evaluation period shall be re-calculated from the effective date of their promotion.

Faculty members who are appointed as associate professors or full professors in NTNU do not pass a re-evaluation will then be provided with consultation and an improvement plan offered by the Department; such cases will be discussed by three levels of Faculty Evaluation Committees.

7. All new full-time faculty members employed on or after August 01, 2011 must pass an evaluation within three Years (i.e., their 7th semester) after their initial appointment at the University, with passing standards equivalent to those for assistant professors described in Point IV.

All new full-time faculty members employed on or after February 1, 2016, must attend the workshop for new faculty members within a year after their initial appointment at the University and satisfy the regulation from the Teaching and Developing Points for NTNU Faculty. They can pass the evaluation of the new faculty members, as stated in the first paragraph of this Point.

New full-time faculty members of all ranks appointed after February 1, 2016 who serve in NTNU departments or institutes with laboratory (internship) facilities, and those who have been assigned by the departments/institutes to accept training courses from the NTNU Environmental Safety Centre, are required to complete training courses in accordance with related regulations of the aforementioned Centre within the first year of service before they can pass the evaluation for newly-appointed faculty members required in Paragraph 1 of this Point.

Faculty members who fail to pass the evaluation shall, in the following academic year, be ineligible for advancements in salary, and may not exceed prescribed teaching hours, or teach/work part-time outside of the University. The College of Sports and Recreation shall coordinate with the Department to provide consultation and an improvement plan, and conduct a re-evaluation in two years. Faculty members who fail to pass the re-evaluation shall be referred to Faculty Evaluation Committees at three levels for a decision on contract non-renewal.

Full-time faculty members appointed from August 1, 2011 and onwards, and those that are qualified for an evaluation exemption based on Point VIII and Point IX, may request for exemption from an evaluation regarding the new full-time faculty members evaluation.

All full-time faculty members employed on or after August 01, 2011, and who have passed the new faculty evaluation prescribed in point VII, shall revert to the regulations described in Points V and VI for future evaluations. Faculty members who fail to pass re-evaluation shall be referred to Faculty Evaluation Committees at three levels for a decision on contract non-renewal.

Dismissals shall be determined by consensus from more than two-thirds of the Faculty Evaluation Committee (with more than two-thirds of the entire committee present). The Faculty Evaluation Committee shall submit the resolution to competent educational authorities.

- 7.1 For individuals who did not pass their evaluations, the adoption period for the re-evaluation of their performance in teaching, research, service and consultation shall be advanced by three years (for assistant professors), or five years (for associate professors and full professors) after providing consultation or assistance. The adoption of performance may not begin on the first evaluation year.
8. Associate professors and above whose research performance qualifies for one of the following conditions may apply for exemption from the current evaluation:
- 1) Served as an NTNU Chair Professor within the five years prior to the evaluation.
 - 2) Received the NTNU Exceptional (Outstanding) Teaching Award within the five years prior to the evaluation.
9. Associate professors and above whose research performance qualifies for one of the following conditions may apply for lifetime exemption from the evaluation:
- 1) Elected as an academician of Academia Sonica.
 - 2) Received the Ministry of Education Academic Award or National Chair Professorship.
 - 3) Served as an NTNU Chair Professor.
 - 4) Served as a Chair Professor for a renowned university domestically or abroad recognized by NTNU.
 - 5) Awarded research organization grants (hereinafter referred to as research project organization grants) from the research program (including industry-academia collaboration projects) of the Ministry of Science and Technology (formerly known as the National Science Council) for more than fifteen times. (A Class-A Research Award from Ministry of Science and Technology (formerly known as National Science Council) may be regarded as an organization grant for research projects; one Outstanding Research Award may be regarded as three organization grants for research projects). The project's execution period shall be at least one year, and a maximum of one grant may be included per year.
- The standards for research project organization grants in the preceding Paragraph shall be adjusted to increase by one grant every two years from 10 grants starting in 2015, and adjustments shall be made as follows:
1. Applications filed for 2016 and 2017: 11 times.
 2. Applications filed for 2018 and 2019: 12 times.
 3. Applications filed for 2020 and 2021: 13 times.
 4. Applications filed for 2022 and 2023: 14 times.
 5. Applications filed for 2024 and after: 15 times.
- One NTNU Teaching Excellence Award may be counted as one research program organization grant (a Teaching Exceptional Award may be counted as three research program organization grants). However, Teaching Excellence Awards and research program organization grants received within the same year as the award may not be

counted repeatedly. Teaching Exceptional Awards and research program organization grants received within three years following the year of the award may not be counted repeatedly.

Associate professors and above whose awards won in sports competitions (including coaching athletes) meet one of the following conditions may apply for lifetime exemption from evaluation, including individual events for 7 times and above; team events for 15 times and above. Coaching NTNU athletes in competitions refer to services provided as the coach of the representative team officially appointed by the NTNU Athletic Department or national athletic associations. The athletes he/she instructs has won the third class of the Kuo-Kuang Sports Medal or above. The team event refers to the first-place winner in the national competition. The results of the competition in the same year shall be counted only once.

10. Faculty members who have been approved for work suspension with or without pay for over six months for reasons such as sabbatical leave, studying overseas, teaching overseas, a secondment, taking parental leave, attending to relatives, or due to major incidents shall have their evaluations deferred after they return to work in accordance with the period of leave starting on the term when the evaluation was due. Female faculty who are pregnant, who have given birth (or miscarriage) may be given a two-year grace period for postponing evaluation without the requirement to apply for retention without pay.
Faculty members who serve as NTNU Level 2 directors, deputy directors, or above may apply for deferred evaluation starting on the term when the evaluation was due in accordance with their service period.
11. Regarding service and consultation evaluation items, this department has formulated specific and clear scoring items and standards in accordance with Point IV and V of this Directions. The detailed evaluation items and standards are listed in the Faculty Member Self-Assessment Form. The Department shall include faculty evaluation as an agenda item for review and evaluate relevant information with great rigor; decision voting is conducted on an anonymous basis.
12. Initial evaluation of the Department's faculty shall proceed as follows:
 - 1) The Department shall inform the faculty members undergoing an evaluation in an upcoming term by the end of September/ March each year. If there are faculty members who are exempt from evaluation, the applications for such exemption and relevant procedures should be processed one term prior to the faculty's evaluation conduction. By such, the Department may then finalize the list of faculty members who will receive an evaluation in the coming term. The list shall be submitted to the College of Sports and Recreation.
 - 2) Faculty members undergoing an evaluation in the term must submit their evaluation documents/portfolios to the Department Office by the end of August/February each year. The Department Faculty Evaluation Committee shall hold meetings before the end of October/April each year and shall complete initial evaluations according to the scoring standards set forth by the Department. In addition, faculty members' evaluation portfolios and initial evaluation results are sent to the College of Sports and Recreation.
13. If faculty members' evaluation data contains potential plagiarisms, falsifications, fabrications, or other breaches of ethical and honest conducts, and upon verification as to be the case, then the particular evaluation will be considered to not have been passed and will be subject to the University's relevant regulations.
14. After submitting the faculty evaluation results to the University Faculty Evaluation Committee for future reference, the College of Sports and Recreation shall notify the related departments and individuals of the evaluation results.

15. If faculty members of the department have doubts about the evaluation process and results of the year, they may submit an appeal to the Departmental Faculty Evaluation Committee within 30 days of receiving the results through administrative procedures. For the appeal in the preceding paragraph, the Department shall refer it to the Departmental Faculty Evaluation Committee, and notify the applicant of the decision within ten days after the meeting.
16. The evaluation of researchers and contract faculty members shall be handled in accordance with the relevant NTNU regulations.
17. Any matters that are not addressed in these Directions shall be governed by relevant regulations of the College of Sports and Recreation and National Taiwan Normal University.
18. Starting on August 1, 2014, evaluation of full-time faculty members of the department shall be carried out in accordance with the standards set forth in the Directions; the Directions are applicable to faculty members appointed after August 1, 2011. Paragraph 2 of Point 10 of the Directions is the relevant provisions on gender equality regulations and shall be applied immediately.
19. The Directions, as well as future revisions, shall be approved by the Department Affairs Meeting, submitted to the College Faculty Evaluation for review; upon approval, the Directions are submitted to the University President for promulgation and implementation.