

[Promulgated on January 24, 2024]

NATIONAL TAIWAN UNIVERSITY
Center for General Education
Regulations for the Faculty Evaluation of Teaching-Focused
Project Instructors

November 17, 2023 Passed by the 2nd Center Affairs Meeting, fall semester, Academic Year 2023-24
January 09, 2024 Passed by the 3,161st Administrative Meeting
January 24, 2024 Promulgation of all Articles

Article 1 National Taiwan University (NTU or “the University”) Center for General Education (“the Center”) formulates the *Regulations for the Faculty Evaluation of Teaching-Focused Project Instructors* (“the Regulations”) in accordance with Article 14 of the University’s *Directives for Appointing Contract Faculty Members and Research Fellows with the University Endowment Fund* to elevate the quality of teaching, research, and service provided by teaching-focused project instructors (“project instructors”) of the Center.

Article 2 The faculty evaluation described herein includes appointment renewal evaluation and promotion evaluation.

Appointment renewal evaluations shall be conducted by the subordinate units of the Center. Project instructors whose employment has been renewed by the Center for three consecutive years may apply for promotion evaluation starting from their fourth year of service. Promotion evaluations are divided into two phases; after the first-round evaluation is passed by the subordinate units of the Center, promotion evaluation applications shall be forwarded to the Center, which shall proceed with the promotion evaluation.

Project instructors’ employment may only be renewed after passing the appointment renewal evaluation. Project instructors may only apply for promotion after passing the promotion evaluation by the Center, and the number of times to put forth a request for promotion is not limited. However, project instructors shall put forth their promotion request within three academic years after passing the promotion evaluation.

Article 3 The evaluation schedule is as follows:

1. Appointment renewal evaluation: The evaluation shall be completed no later than the end of June of the year in which the project instructor’s employment period expires.
2. Promotion evaluation: After a project instructor submits an application for promotion evaluation, the application shall be processed under the same schedule as the evaluation of the Center’s full-time quota-based faculty members.

Article 4 Matters related to the promotion evaluation of project instructors shall be handled by the Center Faculty Evaluation Committee (“the Committee”).

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The Director of the Center shall serve as convener of the Committee and chair of its meetings. The other members of the Committee shall be faculty members of the Center who are exempt from evaluation.

The Committee's review of faculty member's performance for each evaluation item shall primarily be based upon written documentation; the Committee may invite faculty members under evaluation or professionals in a related field to attend meetings to make statements or give explanations.

The Committee may only convene with at least two thirds of its members in attendance, and a resolution may only be made with more than half of the attending members approving the resolution in question.

However, further regulations may be formulated, which shall prevail.

Committee members shall attend meetings in person and may not appoint proxies.

The evaluation items shall, as in the evaluation of full-time quota-based faculty members, include teaching, research, and service, and the full score for all items combined shall be 100 points. A project instructor who receives a score of 75 or higher from more than half of the Committee members in attendance shall be deemed as having passed the promotion evaluation.

The weights for each of the three items described in the preceding paragraph shall be determined by each subordinate unit of the Center based on objective factors.

- Article 5 Subordinate units of the Center shall, in accordance with the Regulations, formulate their own regulations for the faculty evaluation of project instructors and specify details including evaluation items, review criteria, evaluation procedures, and qualifications of the faculty evaluation committee members, and then report such regulations to the Center for reference.
- Article 6 Matters not addressed herein shall be subject to applicable regulations of the University.
- Article 7 The Regulations shall be passed by the Center for General Education Affairs Meeting and the Administrative Meeting and then implemented on the date of promulgation.