

大葉大學教師評鑑辦法

Da-Yeh University Faculty Evaluation Regulations

106年11月16日第37次校務會議(1061116)修正通過第2、9、13、18條條文並溯自106學年度起實施
The provisions of Articles 2, 9, 13 and 18 were amended and approved at the 37th University Affairs Meeting on
November 16, 2016 and took effect and applied to the 106th academic year.

第一條 本校為提昇教師榮譽，增進教學、研究、輔導與服務水準，特依大學法第二十一條規定訂定「大葉大學教師評鑑辦法」（以下簡稱本辦法）。

Article 1

In order to promote teachers' sense of honor and to ensure elevated standards in teaching, research, and counseling/service, the University stipulates the "Da-Yeh University(DYU) Faculty Evaluation Regulations" (hereinafter referred to as the "Regulations") in accordance with Article 21 of the University Law.

第二條 本校每二年對各級專任教師及專業技術人員(含專案教師)進行教師評鑑一次；新聘教師於到校滿二年以上者，即應接受評鑑，評鑑項目包括教學、研究、輔導及服務等三項。
榮獲中央研究院院士、教育部國家講座、科技部傑出研究獎二次、講座教授、客座教授、借調來校服務、本校教學卓越教師、輔導及服務卓越教師、研發卓越教師及當學年度退休、離職教師免辦理評鑑。
前項教學卓越教師、輔導及服務卓越教師、研發卓越教師之審查要點分由教務處、學務處、人事室、研究發展處另定之。

Article 2

All full-time faculty and technical personnel (including project teachers) are subject to teacher evaluation once every two years. Newly recruited faculty members with more than two years of service at school should be subject to teaching, research, and counseling/service evaluation.

Faculty who meet the following criteria can apply for exemption from teacher evaluation: teachers elected as Fellows of Academia Sinica, National Chair Professor of the Ministry of Education, recipients of at least two Academic Research Awards from the Ministry of Science and Technology, Lecture Professor, Visiting Professor, teachers who temporarily transfer to DYU, Teaching Excellence Teachers, Counseling and Service Excellence Teachers, Research Excellence Teachers, and retired/resigned teachers from DYU.

The key review criteria for the aforementioned Teaching Excellence Teachers, Counseling and Service Excellence Teachers, and Research Excellence Teachers are to be set up and announced by the Office of Academic Affairs, Office of Students Affairs, Personnel Office, and the Office of Research and Development.

第三條 評鑑之成績採計，以當學年度第一學期八月一日起至當學年度第二學期七月三十一日止之資料為準。評鑑期間不計留職停薪、教授休假及借調期間。受評鑑期間未足一年者，當學年度免評鑑。

Article 3

The scoring of teacher evaluation shall be based on the information from the first semester (August 1st) of the academic year to the second semester (July 31st) of the same academic year. No-pay leave, sabbatical leave and period of transfer are not counted as part of evaluation. Those whose service is less than one year when the evaluation is conducted are automatically exempt from teacher evaluation.

第四條 教學評鑑項目：

Article 4 Teaching evaluation criteria:

- 一、教學授課表現 Teaching performance
 - (一)授課意見調查 Teaching survey
 - (二)師生互動時間 (Office Hour) 執行 Implementation of teacher-student interaction time (Office Hour)
 - (三)未依規定缺調課及補課情形 Violation of regulations regarding change of class time and make-up classes
 - (四)其他教學授課表現 Other teaching performances
- 二、教學行政表現 Teaching-related administrative performance
 - (一)授課大綱上網 Uploading teaching syllabus
 - (二)教材上網 Uploading teaching materials
 - (三)期中學期成績預警作業配合 Mid-term score warning set-up and pertinent measures
 - (四)按時繳交成績 Punctuality of uploading students' semester scores
 - (五)其他教學行政表現 Other teaching-related administrative performance
- 三、其他教學表現 Other teaching-related performances
 - (一)大學部專題或碩博士論文指導 Advising undergraduate projects, theses and dissertations
 - (二)其他學術專業指導 Advising other academic professional projects
 - (三)教材編撰製作 Compiling and writing teaching materials
 - (四)教學設施之籌設及管理 Participation in preparation-work for and management of teaching facilities
 - (五)教學相關獎項 Teaching-related awards
 - (六)教學相關活動之參與 Participation in teaching-related activities
 - (七)跨院協助通識達雅、師資培育中心、菁英學程及國際語言中心課程 Offering courses in General Literacy, Center for Teacher Education, Elite Program and International Language Center
 - (八)其他校內外教學相關事項 Other teaching-related affairs, on campus or outside the school

第五條 研究評鑑項目：

Article 5 Research evaluation criteria:

- 一、論文發表 Paper publication
- 二、研究專書出版 Research book publication
- 三、研究成果或藝術類作品之公開發表展示
Public display of research-related achievements or art works
- 四、參與專案研究計畫 Participation in research projects
- 五、輔導或協助業界機構進行相關專業研發及技術
Counseling or assisting the industries in related research and development
- 六、其他研究表現 Other research performance

第六條 輔導及服務評鑑項目：

Article 6 Counseling and service evaluation criteria

- 一、行政服務表現 Administrative and service performance
 - (一)出席校內會議及行政配合情形 Attending school meetings and supporting administrative activities
 - (二)擔任各級委員會委員 Serving as committee members at all levels
 - (三)擔任學術或行政主管 Serving as academic or administrative supervisors
 - (四)其他行政服務具體事項 Other administrative and service performance
- 二、學生輔導表現 Student counseling performance
 - (一)擔任各級類導師、社團指導老師或校隊教練 Serving as tutors on student affairs/activities, club advisors or school team coaches
 - (二)其他學生輔導具體貢獻 Other contributions in student counseling
- 三、其他服務表現 Other service performance
 - (一)擔任校外學術性團體之服務事項 Providing service to off-campus academic organizations
 - (二)服務相關獎項 Recipients of service-related awards
 - (三)參與學校招生宣傳活動 Assisting with student recruitment and promotion of related activities
 - (四)推廣教育參與表現 Assisting with continuing education-related affairs
 - (五)其他校內外專業或職務有關之服務具體事項
Other on-campus or off-campus service performance in professional or position-pertinent areas

第七條 Article 7

第四條至第六條之教學、研究、輔導及服務評鑑項目三項權重加總為 100%，教師可在三類之權重比例範圍內以 5% 之倍數自選加權比重，其中教學評鑑項目權重應介於 30-70%，研究評鑑項目權重應介於 10-60%，輔導及服務評鑑項目權重應介於 10-60%。教學評量達一定標準者，可自選 40% 以上權重之教學評鑑項目，但每學期應義務教授非日間學制一門二學分以上之課程為原則。

The total weighted score of the three evaluation categories (as specified in article 4,5, and 6) is 100%. Teachers can choose one category for additional 5% weighted gains in points. The weighting for teaching, research and counseling/service categories should be respectively 30 to 70%, 10 to 60% and 10 to 60 %. Those who reach the required standard in teaching survey shall assign 40% weighting in the category of teaching, with the assumed principle of compulsorily offering one two-credit nighttime course on a semester basis.

第八條 教師評鑑分初評及複評，院級教評會初評通過者，始得送校教評會複評，複評通過者，始為通過。

Article 8

Faculty evaluation comprises primary evaluation and secondary evaluation. Cases of faculty who pass the college-level primary evaluation shall be submitted to school-level secondary evaluation for further assessment. Faculty are regarded as “PASSING the evaluation” only when they pass the college-level primary evaluation and the school-level secondary evaluation.

院級教評會不通過或校教評會複評不通過者，均為不通過。

未依規定接受評鑑者，視為評鑑不通過；所附資料不實致影響評鑑結果者，由校教評會撤銷原評鑑結果，並視為評鑑不通過。

Faculty are regarded as “FAILING the evaluation” if don't pass the college-level primary evaluation or the school-level secondary evaluation. Faculty members who do not submit their Dossier at the scheduled evaluation time or provide false information, thus affecting the result of the evaluation, will be regarded as “FAILING the evaluation”.

第九條 體育室、師資培育中心專任教師由共同學群院教評會辦理。

通識教育中心、國際語言中心專任教師由通識教育中心院教評會辦理。

Article 9

Full-time faculty members of Physical Education Office and Center for Teacher Education are subject to the regulations set by the Faculty Evaluation Committee of General Courses Unit. Full-time faculty of Liberal Arts Center and International Language Center are subject to the regulations set by the Faculty Evaluation Committee of Liberal Arts Center.

第十條 教師因生產、育兒或遭受重大變故者，得檢具證明簽經本校核准後延後辦理評鑑。

Article 10

Faculty may apply for deferred evaluation by submitting proof of childbirth, needs for child

caring or other force majeure. Such applications need to be approved by the school to be qualified for deferred evaluation.

第十一條 院級教評會於辦理教師評鑑時，院長得推薦學院外學者專家一至三人，經校長遴聘後，併同原屬院級教評會委員共同辦理教師評鑑。

Article 11

When the college-level Faculty Evaluation Committee conducts the evaluation, the dean may recommend one to three reputable scholars from outside the college. After being approved by the Principal, the recommended scholars shall jointly serve as members of the college-level Faculty Evaluation Committee.

第十二條 教師評鑑結果，如發現有教學績效特別優良之教師，應建請系級主管或學院院長推薦至本校「傑出與優良教學教師」受理單位，參與傑出與優良教學教師甄審。如發現研究(含創作、展演)績效特別優良者，應建請其依本校「學術研究獎勵辦法」及本校「期刊論文發表獎勵辦法」申請獎勵。

Article 12

Based on the evaluation results, the department supervisors or deans shall recommend faculty who excel in the teaching category to school units in charge of electing the “Excellent and Outstanding Teachers” for review as candidates of the honor. Those who perform outstandingly in the category of research (including designs and exhibitions) shall also be encouraged to apply for awards based on the “DYU Academic Research Award Regulations” and “DYU Journal Publication Award Regulations”.

第十二條之一 為確實達到增進教師教學、研究、輔導及服務水準，針對各學院教師評鑑排序後 5-10%之教師，由所屬學院訂定教師個人精進計畫，協助教師計畫執行並應定期追蹤其成效送教務處教學資源中心核備。

Article 12-1

To enhance faculty teaching, research, counseling and service performances, the colleges should respectively draft and assist with implementing the “Self-improvement Program” for those whose evaluation results are among the bottom 5-10%. Follow-up reports on the efficacy of the program should be reported to the Center for Teaching and Learning on a regular basis.

第十三條 教師評鑑結果校訂成績未達七十分為未通過教師評鑑。
未通過教師評鑑之教師，下學年度不予晉薪、晉級，不得申請休假研究，不得在校外兼職兼課，不得提出升等，不得延長服務年限及不得擔任各級教評會委員。

Article 13

Faculty members whose final score is less than 70 in school-level evaluation are regarded as “failing the evaluation”. Teachers who fail the evaluation will not be eligible for salary raise and promotion from the following academic year. They also cannot apply for leave study, hold part-time teaching positions outside the University; nor can they apply for promotion and deferral of retirement

or take posts as DYU Teacher Evaluation Committee members at all levels.

評鑑未通過之教師名單經校長核定後，由人事室通知相關單位依前項規定執行。未通過教師評鑑之教師，由學院協助輔導改善，連續三次評鑑未通過者，經校教評會確認後，依程序提三級教評會審議作為次學年度停聘、不續聘之重要參考。

Once the list of faculty members who fail the evaluation approved by the Principal, the personnel office shall inform relevant units to implement follow-up measures in accordance with the provisions as follows. Based on pertinent regulations of the faculty evaluation committee, the cases of faculty members who fail the evaluation for three consecutive years should be submitted to the perspective department, college and school-level committees for reviews (three-level reviews). The review result will consequently be an important reference for the committees to decide whether to resolve on the termination or non-renewal of the contract.

第十三條之一 教師因配合本校組織調整或系所發展需要，其主聘單位變更者，有關教師評鑑事項於改(合)聘後二年內，得選擇向原聘(從聘)單位提出申請。

Article 13-1

Faculty whose affiliation change due to institutional restructuring or departmental development needs shall apply for evaluation from the original hiring unit within two years of the change of appointment.

第十四條 各院級教評會應於每年九月十五日前，將所屬學系教師下列評鑑結果提報校教評會：

- 一、校訂成績。
 - 二、初評通過者評鑑分數(校訂成績與院訂成績之加總)與排序。
- 校教評會應於九月三十日前，完成複評並做成評鑑結果。

Article 14

The college-level Teacher Evaluation Committee should submit the following evaluation results to the school-level Teacher Evaluation Committee before September 15 of each year:

1. School-level evaluation scores
2. The scores of primary evaluation and their ranking (those who pass the primary stage)

The school-level Teacher Evaluation Committee should conclude the secondary evaluation and present the results before September 30.

第十五條 各學院應依本辦法及校訂各分項評分標準加訂定各學院教師評鑑施行細則，並明訂評鑑程序與教學、研究、輔導及服務各項權重範圍及評分標準，經院級教評會通過，並報校教評會核備後實施。

Article 15

The colleges should follow the “Regulations” and the corresponding school-level scoring criteria (accompanied by the college-level faculty evaluation guidelines) to implement the evaluation. They also need to clearly specify the evaluation procedure and the scoring framework, including weighting or scoring criteria in the categories of teaching, research and counseling/service. After being approved by the college-level Teacher Evaluation Committee, the aforementioned evaluation-related procedures should be submitted to the school-level Teacher Evaluation Committee

for approval before official implementation.

第十六條 校教評會對於未通過教師評鑑之教師，應以書面通知當事人，當事人對於教師評鑑結果不服者，得於收受通知之次日起三十日內，向本校教師申訴評議委員會提出書面申訴。

Article 16

The school-level Teacher Evaluation Committee should send official notice to faculty members who fail the evaluation. Faculty members who wish to dispute the evaluation results may make an written appeal to the University Teachers' Appeal Committee within 30 days of the notification.

第十七條 本辦法若有未盡事宜，悉依相關規定辦理。

Article 17

If there are matters not covered by the "Regulations", they should be dealt with according to the relevant regulations.

第十八條 本辦法經校務會議通過後施行，修正時亦同。

中華民國一百零六年十一月十六日修正之條文，追溯自一百零六年八月一日起施行。

Article 18

The "Regulations" come into effect after being approved by the University Affairs Meeting and its amendment shall follow the same procedure. Amendments made to the articles on November 16th, 2017 shall be backtracked and applied to as of August 1st 2017.

本校教師評鑑辦法修訂歷程如下：

92年05月20日校教評會通過

92年06月11日校務會議通過

92年06月25日校教評會依校務會議決議修正第9條增列第13條

96年05月30日校教評會通過修正名稱及全文18條

96年06月06日校務會議通過修正名稱及全文18條（原名稱：大葉大學教師評鑑準則）

97年11月24日97學年度校教評會第3次會議通過修正第2、7、12、13、15條條文；並增訂大葉大學教師評鑑各分項最低基本門檻評分標準

97年12月3日第4次校務會議通過修正第2、7、12、13、15條條文；並增訂大葉大學教師評鑑各分項最低基本門檻評分標準

98年11月24日98學年度教師評審委員會第3次會議修正通過並自98學年度第1學期開始實施起算

98年12月2日第6次(091202)校務會議修正通過並自98學年度第1學期開始實施起算

99年10月05日99學年度教師評審委員會第3次會議修正通過並追溯至98學年度實施

99年10月13日第8次(101013)校務會議修正通過並追溯至98學年度實施

100年03月14日大葉大學99學年度教師評審委員會第8次會議

100年04月13日第10次(110413)校務會議修正通過

101年04月25日第16次校務(臨時)會議(1010425)修正通過修正第2、7、9、14條條文並增訂第12條之1(除「專案教師係自101學年度始依辦法辦理評鑑」外，餘修正條文溯自100學年度實施)

101年11月14日第19次校務會議(1011114)修正通過並溯自101年8月1日起實施

101年11月28日第19次校務會議延續會(1011128)修正通過並溯自101年8月1日起實施

102年07月31日第22次校務(臨時)會議修正通過並自102年8月1日起實施

103年06月05日第25次校務會議修正通過並自103年8月1日起實施

104年06月25日第30次校務(臨時)會議修正通過並自104年8月1日起實施

106年11月16日第37次校務會議(1061116)修正通過第2、9、13、18條條文並溯自106學年度起實施

大葉大學教師評鑑校訂各分項評分標準表

Da-Yeh University School-level Teacher Evaluation Scoring Criteria

教學、研究、輔導及服務三項[校訂評分+院訂評分]總分各為 300 分

The total score for teaching, research, and counseling/service (school and college-level combined) is respectively 300 points.

項目	內 容	計 分	方 式
教學 Teaching	1.教學問卷意見評量平均分數 Teaching survey score average	小於等於 3.0 : 0 分 大於 3.0 : 15+(教學問卷意見評量平均分數-3.5)*10/學期 Less than (including) 3.0: 0 points Over 3.0: 15+ (teaching survey score average-3.5)* 10/semester	至多採計 100 分，超出部分得計入院訂分數內 The maximum of the school-level teaching evaluation is 100 points; points exceeding 100 shall be converted to college-level teaching evaluation.
	2.參與提升教學品質研習活動 Attending teaching performance-enhancing seminars	1 小時 1 分 : 10 分/學期 1 point/1 hour: 10 points/semester	
	3.依規定每週提供 200 分鐘以上的 office hour Providing office hours (at least 200 minutes) on a weekly basis	5 分/學期 5 points/semester	
	4.執行教學相關計畫 Implementing teaching-related projects	校外計畫每件 10 分/學期；校內計畫每件 5 分/學期 10 points for each off-campus project/semester 5 points for each on-campus project/semester	
	5.教學相關獎項 Recipient of teaching-related awards	校外教學相關獎項，屬教師個人部分，每件加 4 分 Off-campus teaching award: 4 points/individual 校內教學相關，屬教師個人部分，每件加 2 分 On-campus teaching award: 2 points/individual	
	6.配合落實點名，完成所授課程每週各節次之出席紀錄，且至少達 12 週（含）以上者 Checking attendance on time (at least 12 weeks)	所授課程全部符合 2 分/每學期 有任一課程未符合扣 5 分/學期(至多扣 5 分/學期) 2 points for all subjects completed/semester 5 points deducted for one uncompleted subject/semester (maximum: 5 points deducted/semester)	
	7.配合實施期中預警成績及相關輔導措施 Providing mid-term warning notification and follow-up counseling on alerted student	所授課程全部符合 2 分/每學期 有任一課程未符合扣 5 分/學期(至多扣 5 分/學期) 2 points for all subjects completed/semester 5 points deducted for one subject uncompleted/semester (maximum: 5 points deducted/semester)	
	8.依規定時間完成所有課程課綱上網 Uploading syllabi on time	所授課程全部符合 2 分/每學期 有任一課程未符合扣 5 分/學期(至多扣 5 分/學期) 2 points for all subjects completed/semester 5 points deducted for one subject uncompleted/semester	

	(maximum: 5 points deducted/semester)
9.依規定時間完成所有課程教材上網 Uploading teaching materials on time	所授課程全部符合 2 分/每學期 有任一課程未符合扣 5 分/學期(至多扣 5 分/學期) 2 points for all subjects completed/semester 5 points deducted for one subject uncompleted/semester (maximum: 5 points deducted/semester)
10.按時繳交學期所有任教科目成績 Submitting students' semester scores on time	所授課程全部符合 2 分/每學期 有任一課程未符合扣 5 分/學期(至多扣 5 分/學期) 2 points for all subjects completed/semester 5 points deducted for one uncompleted subject/semester (maximum: 5 points deducted/semester)
11.依規定於排定時間授課 Following the class schedule	所授課程全部符合 2 分/每學期 有任一課程未符合扣 5 分/學期(至多扣 5 分/學期) 2 points for all subjects completed/semester 5 points deducted for one uncompleted subject/semester (maximum: 5 points deducted/semester)
12.依規定時間完成數位課綱上網並經審查合格者 Uploading digital syllabi punctually and passing the review	1 分/每門課程 1 point for each course taught
13.獲選優良數位課綱 Recipient of Excellent Digital Syllabus	3 分/每門課程 3 points for each course taught
14.實施補救教學輔導措施 Providing remedial teaching or counseling	2 分/每門課程 2 points for each course taught
15.擔任自學中心學科老師課業輔導 Serving as subject advisors in the self-learning center	5 分/學期 5 points/academic year
16.擔任教學發展委員會委員並協助審查計畫書 Serving as member of Teaching Development Committee and assisting with reviewing project proposals	5 分/學年 5 points/academic year
17.擔任數位學習推動委員會委員並協助審查計畫書 Serving as member of Digital Learning Promotion Committee and assisting with reviewing project proposals	5 分/學年 5 points/academic year
18.擔任優良教學助理評審委員並協助審查計畫書 Serving as member of Excellent Teaching	2 分/學年 2 points/academic year

	Assistant Review Committee and assisting with reviewing project proposals		
19.特殊教學事項加分 Others		由教務處認定發給證明 Verified and awarded certificates by the Office of Academic Affairs	

說明：研究成果須登錄於「教師研究成果系統」中，並上傳佐證資料電子檔，登錄期限依研發處當年度書函公告為準，逾期未登錄不予補登錄，若有異議者，提送研發審議委員會審議。

Note: The research results must be registered in the "Teacher Research Result System", with supporting files uploaded in electronic files. The deadline for registration is subject to the announcement of the year by the Office of Research and Development. Disagreement on relevant issues should be submitted to the Research & Development Review Committee for consideration.

項目 Item	內容 Description	計分方式 Scoring Criteria	佐證資料說明與審核準則 Supporting File Description And Review Guidelines			
研究 Research	1.期刊論文 Journal Articles	1.以期刊正式出版日期為採計基準 Using the official publication date of the journal as the criteria for credit collection and calculation 2.研究成果須以大葉大學名義發表，學校英文名稱統一以「Da-Yeh University」發表 The research results must be published in using the name of "Da-Yeh University". 3.每篇最多由 2 位教師提出採計，若由 2 位教師提出則各採計 50%	1.SCI, SSCI, A&HCI,等級期刊論文 SCI, SSCI, A&HCI or journals classified in the same tier 2.科技部 A 級期刊 Ministry of Science and Technology A-tier journals	40 分/篇 40 pts/article	1.上傳正式刊登之論文全文電子檔 (正式刊登須有出版之年月及頁碼，而非接受函或在 in press 或 on line 版本) Please upload full text of the published journal article in e-file (year/month of publication and page numbers required; neither the acceptance letter nor the in-press/on-line version accepted) 2.須有「ISSN」 ISSN required 3.公開發行且連續出刊 Issued publicly and continuously 4.從事期刊出版之出版社(商)	至多採計 100 分，超出部分得計入總計分數內 The maximum in the school-level research evaluation is 100 points; points exceeding 100 shall be converted to college-level research evaluation
		1.EI, TSSCI, THCI 等級期刊論文 EI, TSSCI, THCI-tier journals 2.科技部 B 級期刊 Ministry of Science and Technology B-tier journals 3.通識教育學刊 Taiwan Journal of General Education	30 分/篇 30 pts/article			
		國外具審查制度期刊論文 International journals with peer-review mechanism	25 分/篇 25 pts/article			

	<p>Each journal should be co-authored by no more than 2 teachers. In this case, each author receives 50% of the credits.</p>	<p>國內具審查制度期刊 Domestic journals with peer-review mechanism</p>	<p>15 分/篇 15 pts/article</p>	<p>Issued by publishers specializing in journal publication</p> <p>5.若為校內多位教師共同合著，請合著教師先行協調，最多可由2位教師提出採計，並請於「相關網址」欄位填報採計教師姓名，若未填報本處不予認列</p> <p>If the article is co-authored by multiple teachers, please coordinate to reach decision on the credit recipients (at most 2 authors). Please fill in the accredited authors' names in designated website link. Failure to complete the procedure properly will lead to loss of credits on your work.</p> <p>6.依科技部公布人文社會科學專業期刊評比分級採計</p> <p>Calculated based on the grading and classification criteria for Humanities and Social Science Journal by MOST.</p> <p>*請教師於每年一月底前將前一年度研究成果填報上傳至「教師研究成果系統」，逾期填報恕不予採計</p> <p>Please register your scholarly works of the last academic year onto the "Teacher Research Result System" no later than the end of January. Those missing the deadline will lose the credits.</p>	
<p>研討會論文 Conference Papers</p>	<p>1.須為對外公開徵稿，並有審稿制度之研討會論文，校內系所舉辦無對外公開徵稿且無校外人士參與之研討會論文不予採計</p> <p>The conference papers should be selected</p>	<p>國際研討會 International conferences</p>	<p>10 分/篇 10 pts/paper</p>	<p>1.上傳研討會發表之論文電子檔(須包含議程、發表論文以利確認發表時間，請合併成單一檔案)</p> <p>Please upload e-file of the presented conference paper (the agenda and the presented conference paper should be compiled</p>	

	<p>through open submission and fully peer-reviewed by independent editorial board. Those held locally without open submission procedure or external scholarly participation shall not be collected and considered.</p> <p>2.研討會論文每篇僅能 1 位教師提出採計 Only one author receives credit for each conference paper.</p> <p>3.研究成果須以大葉大學名義發表，學校英文名稱統一以「Da-Yeh University」發表 The research results must be published in using the name of "Da-Yeh University".</p>	<p>國內研討會 Domestic conferences</p>	<p>5 pts./paper</p>	<p>together for confirmation of exact presentation time).</p> <p>2.具審稿制度 Conference with peer-review</p> <p>3.重複投稿只採計 1 件 Multiple submission of the same paper not allowed. Only one paper receives credit in such case.</p> <p>4.若為校內多位教師共同合著，請合著教師先行協調，僅由 1 位教師提出採計，並請於「相關網址」欄位填報採計教師姓名，若未填報本處不予認列 If the article is co-authored by multiple teachers, please coordinate to reach decision on the credit recipients (at most 2 authors). Please fill in the accredited authors' names in designated website link. Failure to complete the procedure properly will lead to loss of credits on your work.</p> <p>*請教師於每年一月底前將前一年度研究成果填報上傳至「教師研究成果系統」，逾期填報恕不予採計</p> <p>Please register your scholarly works of the last academic year onto the "Teacher Research Result System" no later than the end of January. Those missing the deadline will lose the credits.</p>	
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項目 Item	內容 Description	計分方式 Scoring Criteria		佐證資料說明與審核準則 Supporting File Description And Review Guidelines	
研究 Research	3. 校外專案計畫 Off-campus Projects	1. 以合約書計畫開始執行之首日為採計基準 Using the execution date of the contract as criteria for credit collection and calculation 2. 須為政府部門、法人及廠商研究型計畫主持人，擔任行政職務所衍生之計畫不予採計 Faculty serving as research project directors of government departments, corporate bodies or private firms shall be granted the credits. Projects deriving from related administrative jobs shall not be considered. 3. 計畫主持人與計畫產學合作金額依本校會計系統認列 Project directors and the amounts of academia-industry collaboration projects should be verified and recognized according to the accounting system of DYU.	每1萬元採計1分。 <u>每學年合計總金額，1千元以下四捨五入計算。</u> 校外計畫在校訂教學項及校訂研究項，僅能擇一認列 Implementation of off-campus projects are available for credit assigning in either the school-level teaching or research category.	1. 以合約書計畫開始執行之首日為採計基準 Using the execution date of the contract as criteria for credit collection and calculation 2. 計畫主持人擔任行政職務所衍生之計畫不予採計， <u>但得視個案簽准後認列。</u> 3. 計畫主持人與計畫產學合作金額依本校會計系統認列 Project directors and the amounts of academia-industry collaboration projects should be verified and recognized according to the accounting system of DYU. 4. <u>整合型計畫總主持人經溝通協調，簽署分配表後，得分配分數給予參與計畫之分項主持人與共同主持人。</u> 5. <u>校外計畫在校訂教學項及校訂研究項，僅能擇一認列。</u>	
		通過科技部「大專學生研究計畫」擔任指導老師	每件採計25分		
	4. 專書出版 Book Publications	Your book should be published with an ISBN by a reputable publisher, released publicly. 1. 以專書出版年月	國際專書(以外文著作出版) Books (published internationally; written in a foreign language)	40分/件 40 pts./book	1. 從事書籍之出版社(商) Issued by publishers specializing in book publication 2. 須有ISBN

		<p>為採計基準 Using the publication date of the book as the criteria for credit collection and calculation</p> <p>2. 只採計初次出版，再版或再刷不採計 Only the first edition is calculated; reprinted books unconsidered.</p> <p>3. 研究成果須以大葉大學名義發表，學校英文名稱統一以「Da-Yeh University」發表 The research results must be published in using the name of "Da-Yeh University".</p> <p>4. 專書章節以章節比例採計 Credits shall be granted according to the proportion of book chapters completed.</p> <p>5. 每件最多由 2 位教師提出採計，若由 2 位教師提出則各採計 50% Each book should be co-authored by no more than 2 teachers. In this case, each author receives 50% of the credits.</p>	<p>國內專書 Books (published domestically)</p>	<p>30 分/件 30 pts./book</p>	<p>ISBN required</p> <p>3. 公開發行且販售 Issued publicly for sale</p> <p>4. 若為撰寫專書章節以章節比例採計 Calculated based on the proportion of book chapters completed</p> <p>5. 同本專書若為校內多位教師共同合著，請合著教師先行協調，最多可由 2 位教師提出採計，並請於「相關網址」欄位填報採計教師姓名，若未填報本處不予認列 If the book is co-authored by multiple teachers, please coordinate to reach decision on the credit recipients (at most 2 authors). Please fill in the accredited authors' names in designated website link. Failure to complete the procedure properly will lead to loss of credits on your work.</p> <p>*請教師於每年一月底前將前一年度研究成果填報上傳至「教師研究成果系統」，逾期填報恕不予採計 Please register your scholarly works of the last academic year onto the "Teacher Research Result System" no later than the end of January. Those missing the deadline will lose the credits.</p>	
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項目 Item	內容 Description	計分方式 Scoring Criteria		佐證資料說明與審核準則 Supporting File Description And Review Guidelines	
研究 Research	5.專利/技術/ 授權或技轉 Patent/ Technology/ Authorization/ Technology Transfer	專利： Patent 1. 以「大葉大學」為專利權人，專利公告(獲證)日為認列年度之基準 Using the publication date of patent application (certification year) as the criteria for credit collection and calculation (DYU as the patentee) 2. 每件最多由 2 位教師提出採計，若由 2 位教師提出則各採計 50% No more than two patent applicants receive credits. In this case, each applicant receives 50% of the credits.	發明 Invention	40 分/件 40 pts./patent	1. 透過本校申請之專利，原則上由本校智財系統自動匯入，若為自行申請之專利，其專利之申請人(即專利權利人)為「大葉大學」者，且專利公告日(中華民國專利之公告日等於專利期間之起始日)符合認列年度方可採計 Patents applied by DYU are automatically imported into the intellectual property system. Patents applied individually (the patentee) using the name of “Da-Yeh University shall be granted the credits. Noted: the issue date of patent (the first day of patent, based on pertinent ROC regulations) should be within the valid recognition year. 2. 請上傳專利證書電子檔 Please upload the e-file of the patent certificate. *請教師至「教師研究成果系統」填報 Please register your scholarly works onto the “Teacher Research Result System”.
			新型/設計 New model or design	20 分/件 20 pts./patent	

		<p>技術： Technology 1. 未經申請專利之技術或逾期未維護之專利，以本校專利技術平台之刊登日期認列 Unpatented technology or expired (abandoned) ones are recognized according to the publication date of DYU patent&technology platform. 2. 經審查通過刊登於本校育成中心專利技術媒合平台 Verified and issued by DYU Innovation Incubator Center 3. 每件最多由2位教師提出採計，若由2位教師提出則各採計50% Each case should be applied for by no more than 2 teachers. In this case, each applicant receives 50% of the credits</p>	<p>10分/件 10 pts./case</p>	<p>1. 經由專利審查委員召集人審核通過，並由創新育成中心上傳至專利技術媒合平台，其系統公告日期符合認列年度方可採計 Credit assigning criteria: should be approved by the Patent Review Committee and uploaded by the Innovation Incubator Center to the DYU patent&technology platform. Noted: the issue date of patent should be within the valid recognition year.</p> <p>2. 上傳技術簡介與審查同意書電子檔 Please upload the e-files of technology introductions and review consent form.</p> <p>*研發處創新育成中心審核認列 Verified by the Innovation Incubator Center</p>	
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		<p>專利授權或技術移轉： Patent authorization or technology transfer</p> <p>1. 簽訂完成之合約日期為認列基準 Using the date of the contract signed as the criteria for credit collection and calculation</p> <p>(1) 每件最多由 2 位教師提出採計，若由 2 位教師提出則各採計 50%</p> <p>(2) Each case should be applied for by no more than 2 teachers. In this case, each applicant receives 50% of the credits</p>	<p>20 萬元以下 Less than NT. 200,000</p> <p>21~50 萬元 NT. 210,000 to 500,000</p> <p>51~80 萬元 NT. 510,000 to 800,000</p> <p>81 萬元以上 More than NT. 810,000</p>	<p>專利授權或技術移轉： Patent authorization or technology transfer</p> <p>1. 簽訂完成之合約日期為認列基準 Using the date of the contract signed as the criteria for credit collection and calculation</p> <p>2. 每件最多由 2 位教師提出採計，若由 2 位教師提出則各採計 50%</p> <p>3. Each case should be applied for by no more than 2 teachers. In this case, each applicant receives 50% of the credits</p>	<p>1. 本校研發成果運用於業界之合約，包含專利授權（專屬、非專屬）、讓與及技術移轉等合約，雙方用印完成後即可採計 The scholarly work considered in this category include patent licensing (exclusive or non-exclusive), authorization and technology transfer. The credits shall be granted after the contract is affixed with official chops by both parties.</p> <p>2. 上傳雙方用印完成之合約書 Please upload the e-file of the contract officially stamped by both parties.</p> <p>*研發處創新育成中心審核認列 Verified by the Innovation Incubator Center</p>	
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項目 Item	內容 Description	計分方式 Scoring Criteria		佐證資料說明與審核準則 Supporting File Description And Review Guidelines	
研究 Research	6. 展演 Exhibitions	<p>1.以展演活動舉辦之首日為採計基準 Using the first day of the exhibition as the criteria for credit collection and calculation</p> <p>2.研究成果須以大葉大學名義發表，學校英文名稱統一以「Da-Yeh University」發表 The exhibition must be organized in using the name of "Da-Yeh University".</p> <p>3.每件最多由2位教師提出採計，若由2位教師提出則各採計分數之50% Each exhibition should be co-organized by no more than 2 teachers. In this case, each participant receives 50% of the credits.</p> <p>4.展演作品須對外公開 Exhibitions should be held publicly.</p> <p>5.校內舉辦之展演不予採計 Exhibitions held on campus shall not be considered.</p>	<p>國際級單位舉辦之展演或於國際級展演場所發表之作品 Exhibitions held by world-class institutes or works displayed in world-class exhibitions venues</p> <p>40分/件 40pts./piece</p>	<p>1. 指導學生之展演不採計 Exhibitions including students shall not be collected and considered.</p>	
			<p>國家級單位舉辦之展演或於國家級展演場所發表之作品(故宮博物院、歷史博物館、國父紀念館或同等級場所)、亦或受國家級單位補助之專業展演場所發表之作品 Exhibitions held by national institutes or works displayed in national exhibitions venues, including National Palace Museum, National Museum of History, National Dr. Sun Yat-sen Memorial Hall and equivalent national exhibitions); works displayed at the professional exhibition venues subsidized by national-level institutes</p> <p>30分/件 30 pts./piece</p>	<p>2. 同一作品發表於不同展覽，可重複採計 The same work shall be displayed in different exhibitions, with credits assigned accordingly.</p> <p>3. 上傳資料(合併成單一檔案)： Please combine related documents before uploading. (3) 主辦單位邀請函 Invitation from the organizer (4) 展覽或演出之照片 Pictures of the exhibitions or performance (5) 宣傳單 Leaflets/Flyers</p>	
			<p>縣市級單位舉辦之展演或於縣市級展演場所發表之作品(縣市文化中心、美術館或同等級場所)、亦或受縣市級單位補助之專業展演場所發表之作品 Exhibitions held by county/city institutes or works displayed in county/city exhibitions venues, including County/City Cultural Center, Art Museum or equivalent county-level venues; works displayed at the professional exhibition venues subsidized by county/city-level institutes</p> <p>20分/件 20 pts./piece</p>	<p>4. 佐證資料不足者不予採計 Insufficient provision of supporting files will make your works unconsidered.</p> <p>*請教師於每年一月底前將前一年度研究成果填報上傳至「教師研究成果系統」，逾期填報恕不予採計 Please register your scholarly works of the last academic year onto the "Teacher Research Result System" no later than the end of January. Those missing the deadline will lose the credits.</p>	

109 年 12 月 23 日第 48 次校務會議修正通過並自 108 年 8 月 1 日起實施
 Amended and approved by the 48th University Affairs Meeting on December 23th 2020, applicable
 since August 1st 2019.

			縣市級單位舉辦之展演 或於專業級展演場所發 表之作品(地方型藝文 中心、校外藝文中心或 同等級場所) Exhibitions held by county/city-level institutes or works displayed at professional exhibition venues, including local art centers, off-campus art centers or equivalent venues	10 分/件 10 pts./piece		
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項目 Item	內容 Description	計分方式 Scoring Criteria	佐證資料說明與審核準則 Supporting Files and Review Guidelines		
研究 Research	7. 獲獎 Awards	1. 教師參賽或參展得獎(含指導學生-須提供教師指導證明) Faculty receiving awards by attending contests or exhibitions (if advisees participate, please provide the teacher advisory certificate.)	獲國際級第一名或同等級 Winning first place or equivalent in international -level contests or exhibitions	40分/件 40 pts. /piece	1. 上傳獲獎之獎狀或證明文件 Please upload the Certificate of Awards or pertinent supporting documents 2. 獲獎證明無指導老師姓名者且無獲技參獎補助者，須提供”教師指導學生證明”(須系主任簽章)，合併檔案後上傳 If the award document has no advisors' name and is not funded, the teacher advisory certificate should be provided (department chair's signature required). Please combine all the documents before uploading. *請教師於每年一月底前將前一年度研究成果填報上傳至「教師研究成果系統」，逾期填報恕不予採計 Please register your scholarly works of the last academic year onto the “Teacher Research Result System” no later than the end of January. Those missing the deadline will lose the credits.
		2. 國際級、國家級、專業級之定義參見「大葉大學教師專業技能暨指導學生參賽與參展獎補助辦法」 Regarding the definition of international, national, and professional level contests or competitions, please refer to the “DYU Funding Regulations for Teacher Professional Techniques and Teachers Advising Students to Participate in Contests or Exhibitions”	獲國家級第一名或同等級 Winning first place or equivalent in national -level contests or exhibitions	30分/件 30 pts. /piece	
		獲專業級第一名或同等級 Winning first place or equivalent in professional -level contests or exhibitions	20分/件 20 pts. /piece		
		獲國際級第二名、第三名或同等級 Winning second, third place or equivalent in international -level contests or exhibitions	20分/件 20 pts. /piece		
		獲國家級其他名次第二名、第三名或同等級 Winning second, third place or equivalent in national-level contests or exhibitions	15分/件 15 pts. /piece		
		獲專業級其他名次第二名、第三名或同等級 Winning second, third place or equivalent in professional -level contests or exhibitions	10分/件 10 pts. /piece		
		3. 校內舉辦之未對外公開或無校外人士參與之競賽獲獎不予採計 Contests held on campus without external academic	獲國際級佳作或第四~六名或入圍 Winning Honorable Mention, forth to fifth place, or Selected Nomination in international -level contests or exhibitions	8分/件 8 pts. /piece	

		<p>participation are not considered.</p> <p>4. 發明展或展覽之獲獎分數減半計算 Points assigned for participating in invention exhibitions or others are half.</p>	<p>獲國家級佳作或第四~六名或入圍 Winning Honorable Mention, forth to fifth place, or Selected Nomination in national-level contests or exhibitions.</p>	<p>5 分/件 5 pts. /piece</p>		
		<p>5. 每件最多由 2 位教師提出採計，若由 2 位教師提出則各採計分數之 50% Only two teachers will receive credits for each participation. In this case, each teacher receives 50% of the credits.</p>	<p>獲專業級佳作或第四~六名或入圍 Winning Honorable Mention, forth to fifth place, or Selected Nomination in the professional-level contests or exhibitions.</p>	<p>3 分/件 3 pts. /piece</p>		

	<p>8. 教師輔導或參與創業 Entrepreneurial Guidance or Participation</p>	<p>1.輔導學生團隊創業，必須正式登記成立公司為採計基準 Offering guidance on entrepreneurial teams to start a business and formally registering the establishment of the company as the criteria for point assigning</p> <p>2.教師輔導學生團隊尋找資金與創投，導入國家、校內、外資金等資源進入 Offering guidance on entrepreneurial teams to search for findings or venture capital on/off campus or from national-level financial resources</p> <p>3. 教師參與創辦衍生事業，以通過衍生事業審議委員會複審為採計基準，創業團隊成員均可採計 Faculty who establish derivative businesses and pass the evaluation of Derivative Business Review Committee will earn credits in this category, applicable to all the participants.</p>	<p>25 分/家 25 pts./case</p>	<p>1. 教師輔導學生團隊： Faculty offering guidance on entrepreneurial teams</p> <p>(1) 全國商工行政服務入口網之公司登記或商業登記公示查詢畫面(須有列印日期，確認公司營運中) Please provide the public inquiry screenshot of company registration or commercial registration from the Commerce Industrial Service Portal (the date of printing required to ensure the operation of the company) .</p> <p>(2) 財政部稅務入口網營業登記資料公示查詢畫面(須有列印日期，確認公司有繳稅) Please provide the public inquiry screenshot of business registration from the Ministry of Finance eTax Portal (the date of printing required to confirm the company has paid the tax).</p> <p>(3) 輔導創業證明書，由公司出具證明，並蓋印公司大小章 The certificate of entrepreneurial guidance should be offered by the company and affixed with official company chop.</p> <p>(4) 教師評鑑之創業協議書(2人以上檢附) Please provide the entrepreneurial agreement for teacher evaluation (if over 2 applicants). *上傳資料包括(合併單一檔案) Please combine related document before uploading. *研發處創新育成中心審核認列 Reviewed and approved by the Innovation Incubator Center</p> <p>2. 教師參與創辦衍生事業： Faculty establishing derivative businesses: 依衍生事業審議委員會會議，決議複審通過參與創辦衍生事業，由研發處登錄於「教師研究成果系統」採計 Approved by the Derivative Business Review Committee and registered on the Teacher Research Result System by the Office of Research &Development</p>
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	<p>9. 參與研發處辦理提升研究能量之研習活動 Participating in research capacity-enhancing seminars held by the Office of Research& Development</p>	<p>5 分/場 5 pts./seminar</p>	<p>以出席活動之簽到表為依據 Points assigned based on the sign-in form</p>	
<p style="writing-mode: vertical-rl; text-orientation: upright;">輔導及服務</p>	<p>1.每學期出席學務處辦理之導師輔導知能研習活動場次(因公務事先請假者視同出席) Participating in advisor-counseling seminars organized by Office of Student Affairs (regarded present if applying for business leave in advance)</p>	<p>達 2 場次：10 分/學期，每多參加一場給 2 分 2 seminars: 10 points/semester; 2 points assigned every additional seminar 未達 2 次：扣 5 分 / 每學期 Less than two seminars: 5 points deducted/semester</p>	<p style="writing-mode: vertical-rl; text-orientation: upright;">至多採計 100 分，超出部分得計入院訂分數內</p>	
	<p>2.教師每學期登錄輔導紀錄 Providing counseling records every semester</p>	<p>1 次 1 分，至多加 20 分/每學期 1 point assigned for each counseling recording (20 pts max./semester)</p>		
	<p>3.參加學校規定應列入教師評量記錄之重要事項(因公務事先請假者視同出席) Participating in important school-level activities required for all full-time faculty (regarded present if applying for business leave in advance)</p>	<p>參加：2 分/次 未參加：扣 5 分/次 2 points/activity 5 points deducted for each absence</p>		
	<p>4.擔任班級導師且開班會，並繳交班會紀錄表者 Hosting class meetings as homeroom teachers/providing class meeting records</p>	<p>每次 2 分 (至多加 6 分/每學期) 2 points for each class meeting (6 pts max./semester)</p>		
	<p>5.擔任社團指導老師，並繳回指導老師輔導紀錄卡 Serving as school club advisors/providing advising records</p>	<p>指導 1 個 2 分(至多加 4 分/每學期) 2 points/case (4 pts max./semester)</p>		
	<p>6.社團指導老師帶隊參與校外活動 Leading school club members to join international activities</p>	<p>每次 2 分 (至多加 4 分/每學期) 2 points for each case (4 pts max./semester)</p>		
	<p>7.參與協助各項宣導(交通安全、智財權、反毒、菸害防治、愛滋防治、品德教育、人權法治教育) Participating in various advocacy activities (traffic safety, intellectual property rights, anti-drug, tobacco control, prevention and control of AIDS, moral education and human rights law education)</p>	<p>每次 2 分 (至多加 4 分/每學期) 2 points for each case (4 pts max./semester)</p>		
	<p>8.訪視住校生並有輔導紀錄 Counseling resident students and providing records</p>	<p>每人次 0.2 分 (至多加 4 分/每學期) 0.2 point/session (4 pts max./semester)</p>		
	<p>9.訪視校外賃居生並有輔導紀錄 Counseling non-resident students and providing records</p>	<p>每人次 0.5 分 (至多加 5 分/每學期) 0.5 point/session (5 pts max./semester)</p>		
	<p>10.獲選優良導師者 Recipient of Best Academic Advisor Award</p>	<p>10 分/學年 10 points/academic year</p>		
	<p>11.擔任行政或學術主管 Serving as administrative / academic director</p>	<p>一級行政、學術主管 Vice President/Dean/Chief Officer 40 分/學期 40 points/semester 系(所)主任 Chair/Director 30 分/學期 30 points/semester 二級、組長 Division Director 20 分/學期 20 points/semester</p>		
	<p>12.擔任校級委員會主席、主任委員或召集人，</p>	<p>除前項外，每委員會 1 分/學期</p>		

每委員會 3 分/學期		
13.執行學務處核定之學生輔導計劃或輔導特殊個案 Implementing student counseling projects or providing counseling on students with special needs verified by the Office of Academic Affairs		2 分/每案(至多加 10 分/每學 2 points/case (10 pts max. /semester)
14.參與境內招生宣導活動 Supporting domestic student recruitment activities		每點 1 分(至多加至 65 分/每學年) 1 point/activity (65 pts max./academic year)
15.具體招生貢獻 Contributing to enrollment of new students		績效給分/學期 Points assigned according to performance on a semester basis
16.推廣教育參與 Participating in continuing education-related activities		每點 1 分/學期 1 points for each activity/semester
17.參與境外招生宣導活動 Supporting international student recruitment activities		接待國際參訪團，1 分/團 Receiving delegations from foreign schools: 1 pt/delegation 赴境外招生宣導，3 分/天 Attending recruitment activities abroad: 3 pts/day

備 註
<p>1.參加學校規定應列入教師評量記錄之重要事項（因公務事先請假者視同出席），重要事項指：親師懇談會、校慶、畢業典禮等。 It should be noted that the definition of “important school-level activities” in item 3 of service/counseling evaluation category refer to parents-teacher seminar, school anniversary, graduation ceremony,etc.</p> <p>2.刪除 Deleted</p> <p>3.擔任行政或學術之副主管，其計分依本校教師授課鐘點費發放辦法之正副主管減授時數比例採計。 Point assigning criteria for serving as Deputy Vice President or Associate Dean shall be based on pertinent DYU teaching hourly payment regulations for chief/vice directors.</p> <p>4.推廣教育參與規劃與計分方式由推廣教育處負責辦理。 College of Continuing Education is in charge of assigning points to faculty who participate in continuing education-related activities.</p> <p>5.具體招生貢獻規劃與計分方式由教務處就學服務中心負責辦理。 Career Development Center of Office of Student Affairs is in charge of assigning points to faculty who contribute to actual enrollment of new students.</p> <p>6.教學項各項計分方式說明如下： (1)執行教學相關計畫： Implementing teaching-related projects: <ul style="list-style-type: none"> ➢ 校外計畫為教師取得外部單位之教學類計畫案，包含教學卓越計畫、高教深耕計畫、教學研究實踐計畫、通識課程計畫、現代公民計畫等。 Off-campus projects refer to those funded by external units, including Teaching Excellence Project, Higher Education Project, Teaching Research Practice Project, General Education Curriculum, Modern Citizenship Program,etc. ➢ 校內計畫為教務處及卓越中心徵案之計畫，包含教學創新、服務學習、數位學習、磨課師、特色實驗空間推動計畫及其他特色課程計畫等，徵案計畫若不獲補助，但老師仍可執行計畫，並於期末繳交成果報告書至教務處或卓越中心認定後，方可給予加分。 On-campus projects refer to those funded by Office of Academic Affairs and Center for Teaching Excellence, including Teaching Innovation, Service Learning, E-learning, MOOCs, Special Experimental Space Promotion Programs and other special curriculum programs. Faculty can still implement the projects if not funded and will be assigned points after submitting project result reports to Office of Academic Affairs or Center for Teaching Excellence for verification. </p> <p>(2)教學相關獎項： Teaching-related awards: <ul style="list-style-type: none"> ➢ 校外教學相關獎項須取得外部單位證明文件，方可認列。 Off-campus teaching-related awards shall not be recognized without official certificates issued by pertinent external institutes. ➢ 校內教學相關獎項為教務處遴選之校級教學傑出教師、教學優良教師及各學院依據該院辦法，經公開遴選之教學優良 </p>

教師等。

On-campus teaching-related award recipients are school-level outstanding/excellent teachers publicly selected by Office of Academic Affairs and excellent teachers publicly selected based on pertinent college-level regulations.

(3)配合落實點名，完成所授課程每週之出席紀錄，且至少達12週(含)以上者：老師透過系統登錄當學期所授課程每週各節次之出席紀錄，且至少達12週(含)以上者。

Teachers should check attendance on all the subjects (s)he teaches through I-care on a weekly basis (at least 12 weeks required).

(4)依規定於排定時間授課：凡教師未經申請核准，無故自行調整上課時間或缺課未補課，經查獲(證)屬實者，則為未符合狀況，其餘則為符合狀況。

Adjusting class time without approval or not arranging make-up classes properly (when needed) will result in deduction of points in teacher evaluation after being verified.

(5)擔任自學中心學科老師課業輔導：老師須每次準時簽到且確實填寫對應的輔導紀錄表，而未到超過3次者將不列入加分項(公差假除外)。

Teachers who serve as subject advisors in the self-learning center are required to sign in on time and fill in the counseling record form properly. Those who are absent for more than three times will not be assigned any points in teacher evaluation, business leave excluded.

(6)教學項至多採計至100分。

The points in teaching category shall not exceed 100.

本校標準表修訂歷程如下：

97年11月24日97學年度校教評會第3次會議通過

97年12月3日第4次校務會議修正通過

98年11月24日98學年度教師評審委員會第3次會議修正通過並自98學年度第1學期開始實施起算

98年12月2日第6次(091202)校務會議修正通過並自98學年度第1學期開始實施起算

99年10月05日99學年度教師評審委員會第3次會議修正通過並追溯至98學年度實施

99年10月13日第8次(101013)校務會議修正通過並追溯至98學年度實施

100年3月14日99學年度校教評會第8次會議修正通過

100年04月13日第10次(110413)校務會議修正通過

101年04月25日第16次校務(臨時)會議(101.4.25)修正通過並自101學年度實施

101年11月28日第19次校務會議延續會(101.11.28)修正通過並自101年8月1日起實施

103年06月05日第25次校務會議修正通過並自103年8月1日起實施

104年06月25日第30次校務(臨時)會議修正通過並自104年8月1日起實施

104年07月08日第31次校務(臨時)會議修正通過並自104年8月1日起實施

107年01月24日第38次校務會議修正通過並自106年8月1日起實施

109年12月23日第48次校務會議修正通過並自108年8月1日起實施