

# **Faculty Evaluation Guidelines – Department of Environmental Engineering, National Cheng Kung University**

Approved at the 207th Department Affairs Meeting on June 11, 2003

Amended at the 224th Department Affairs Meeting on November 3, 2004

Further amended at the 338th Department Affairs Meeting on March 4, 2015

1. These guidelines are established in accordance with the NCKU Directions for Faculty Evaluation Guidelines and are intended to govern the evaluation process within the Department (hereinafter referred to as "these Guidelines").
2. Full-time faculty evaluations in the Department shall be conducted in accordance with the University's Teacher Evaluation Guidelines. These Guidelines pertain only to the Department's review process.
3. Faculty members undergoing evaluation must submit relevant documentation for review. The preliminary review shall be conducted by the Department Faculty Evaluation Committee, which meets annually in March. Upon approval, the case shall be forwarded to the College of Engineering Faculty Evaluation Committee for secondary review by April 15.
4. If a member of the Department Faculty Evaluation Committee is under evaluation, they shall recuse themselves from any discussion or decision-making related to their own review. Each meeting must be attended by at least two-thirds of the committee members (excluding those who are required to recuse themselves) to be considered valid. Any decisions require the approval of more than half of the attending members.
5. Faculty evaluations shall objectively and prudently assess performance during the evaluation period in the areas of teaching, research, and service. The general weighting is as follows:
  - Teaching: 35–40%
  - Research: 35–40%
  - Service: 20–25%
  - Student Advising: 0–5%

A passing recommendation requires that at least half of the attending committee members give a total score of 70 or above, or that the average score from all attending members is 70 or above. (Scoring criteria are attached.)

6. Outstanding performance in any single area (teaching, research, service, or advising) should be duly recognized. The weighting of evaluation items may be adjusted by the Department Faculty Evaluation Committee accordingly.
7. Full-time research personnel under departmental staffing shall be evaluated in the same manner as faculty members. Their evaluation weightings shall be:
  - Research: 60%

- Service: 40%

A passing recommendation requires that at least half of the attending committee members give a combined score of 70 or above in the two categories, or that the average score from all attending members is 70 or above.

8. If the preliminary review is not passed, the Department Faculty Evaluation Committee must provide a written explanation. Faculty members who disagree with the result of the initial review may submit a written appeal to the College of Engineering Faculty Evaluation Committee.
9. Matters not covered in these Guidelines shall be handled in accordance with relevant University regulations.
10. These Guidelines shall be implemented upon approval by the Department Affairs Meeting and ratification by the College and University Faculty Evaluation Committees. Amendments shall follow the same procedure.