

National Taipei University of Education - Implementation Guidelines for Faculty Evaluation and Promotion

101.9.26 Approved by the 86th Administrative Meeting.

101.11.28 Amended and approved by the 88th Administrative Meeting.

102.5.29 Amended and approved by the 94th Administrative Meeting.

103.12.31 Amended and approved by the 113th Administrative Meeting.

105.3.30 Amended and approved by the 127th Administrative Meeting.

105.4.21 Approved by the 2nd School Affairs Fund Management Committee Meeting of the 104th Academic Year.

107.4.25 Amended and approved by the 150th Administrative Meeting.

- 一、In order to enhance and strengthen the professional competence and qualities of the full-time faculty members in teaching, research, student counseling, and service responsibilities at our university, as well as to assist in their professional development, the following guidelines have been established.
- 二、Adjunct faculty members shall be selected from among the full-time faculty members or retired faculty members of our university who have demonstrated exemplary performance in teaching, research, service, or counseling. They must meet one of the following qualifications as recommended by the department chair or dean of the respective college:

(一) Teaching Excellence Adjunct Faculty:

- a. Received teaching-related awards from the Ministry of Education.
- b. Received teaching excellence awards from our university.
- c. Received teaching-related awards from foreign universities.

(二) Professional Excellence Adjunct Faculty:

- a. Received teaching or research-related awards from the Ministry of Education.
- b. Received special talent awards funded by the Ministry of Science and Technology or the Ministry of Education for colleges and universities.
- c. Received teaching excellence or outstanding mentor awards from our university.
- d. Received teaching or research-related awards from foreign universities.

- 三、Newly hired faculty members may refer to the list of adjunct faculty members provided by the university and independently invite one Teaching Excellence Adjunct Faculty and one Professional Excellence Adjunct Faculty. If necessary, they may seek assistance from the Adjunct Faculty Matchmaking Committee. The Teaching Excellence Adjunct Faculty and the Professional Excellence Adjunct Faculty should be different individuals.

In cases where a faculty member receives feedback for improvement from the end-of-semester teaching evaluation support group or does not pass the teaching evaluation, they should be invited to work with a Teaching Excellence or Professional Excellence Adjunct Faculty member, based on their specific needs for guidance, to assist in improving their teaching or research service.

The Adjunct Faculty Matchmaking Committee is composed of the President, Vice President(s), Dean of Academic Affairs, Dean(s) of the three colleges, Director of the Teacher Education Center, and Director of the Teaching Development Center.

- 四、Full-time faculty members at our university can apply for consultation with adjunct faculty members in the areas of teaching, research, student guidance, service, and professional development. The duration of the adjunct consultation for different cases is as follows:

a. Newly hired faculty members should receive consultation services from Teaching Excellence Adjunct Faculty for a minimum of one semester, as well as undergo classroom observations and feedback sessions at least twice within the first two years.

b. Faculty members identified by the "End-of-Semester Teaching Evaluation Support Group" as needing improvement based on questionnaire results should receive consultation services from adjunct faculty members for a minimum of one semester.

c. Faculty members who do not pass the teaching evaluation should receive consultation services from adjunct faculty members for a minimum of one semester.

- 五、 Each adjunct faculty member can assist a minimum of one to a maximum of three faculty members. The consultation methods for adjunct faculty members can include face-to-face meetings, classroom observations, phone consultations, online consultations, group discussions, and other similar approaches. The general principle is to have a minimum of three consultations per semester.
- 六、 The application timeline for adjunct faculty members will be announced separately by the Teaching Development Center on an annual basis. Applicants are required to complete the "Adjunct Faculty Application Form" and submit it to the Teaching Development Center within the specified deadline.
- 七、 The remuneration for adjunct faculty members will be verified based on the number of consultation sessions. As a general principle, the subsidy amount for each adjunct faculty member per semester should not exceed NT\$5,000. Observation costs will be paid separately as an hourly rate. For retired faculty members, reimbursement for transportation expenses will be verified based on actual needs.
- 八、 Each time an adjunct activity takes place, the "Record Form for Adjunct Activities" should be filled out and submitted to the responsible unit for record keeping. This serves as the basis for tracking improvement and verifying fund disbursement.
- 九、 These guidelines have been approved by the Administrative Council and the Campus Fund Management Committee, and are implemented upon the approval of the President.