Yuan Ze University Faculty Evaluation Minimum Requirements Standards

Article 1 In accordance with Article 6 of the University's Faculty Evaluation and Rewards Regulations, these "Yuan Ze University Faculty Evaluation Minimum Requirements Standards" (hereinafter referred to as "these Standards") are established.

Article 2 Referring to the "Yuan Ze University Full-time Faculty Appointment Agreement," full-time faculty members must work on campus four days per week. In addition to teaching, they should engage in academic research, assist with departmental affairs, participate in research and development, and collaborate on educational projects. They are also responsible for mentoring students in psychology, character, life, behavior, and more.

Article 3 Teaching:

I. Faculty members should follow the curriculum arranged by the University and fulfill the prescribed teaching hours.

II. Faculty members should submit syllabuses for review by the departmental supervisor to facilitate students' access to teaching content.

III. Faculty members taking leave during the semester should apply, obtain approval from their supervisors, and make arrangements for makeup classes.

IV. Faculty members should prioritize student feedback to enhance teaching effectiveness. The average satisfaction rating of all students (excluding invalid questionnaires) in course-end evaluations should be 3.5 or higher each academic year.

V. Faculty members should attend at least one university seminar or assembly on teaching each academic year.

Article 4 Research:

Faculty members must complete at least one of the following tasks in each academic year:

I. Research projects with university project RD numbers: Leading individual or co-leading integrated projects (lecturers may participate collaboratively).

II. Publication of peer-reviewed academic works (journal or conference papers, books or book chapters, patents, exhibitions). Each conference paper should only be credited to one author (first author or corresponding author).

III. Research awards (as determined by conveners of various categories, including achievements in sports or awards).

IV. Supervision of National Science and Technology undergraduate research projects

V. Supervision of Ministry of Education teaching practice research projects.

VI. Supervision of Ministry of Education University Social Responsibility (USR) projects.

Article 5 Consultation and service:

I. Consultation:

Advisors shall complete the following in each academic year:

(I) Attend at least **one** university seminar or assembly on consultation.

(II) Effectively mentor master's and doctoral students.

(III) Provide group consultation activities for undergraduate students at least twice a year (e.g., class consultation, advisor-student gatherings, or student activities), ensuring that each student has at

least two opportunities for consultation or meetings.

    (IV) Provide academic care interviews for students with midterm warnings, which can be conducted through face-to-face meetings, phone calls, emails, and social media tools, and must be logged in the academic care interview system.

  II. Service

    Collaborate on service work at the department, college, and university levels (or equivalent units). Maintain an average attendance rate of at least 75% at college and departmental (or equivalent unit) meetings (including the leave of absence approved by the chairperson in advance).

Article 6 If a faculty member does not meet the standard in teaching or consultation and service, the department (or equivalent unit) supervisor should understand the reasons and provide guidance. Suppose the faculty member still does not meet the standard in the next academic year. In that case, the faculty member's effectiveness shall be reviewed by the college (department), institute (or equivalent unit), and center/office faculty evaluation committees to determine whether it meets the minimum evaluation requirements.

Article 7 Colleges (departments) and centers/offices may establish evaluation passing criteria for teaching, research, consultation, and service beyond these Standards based on their characteristics and needs. These criteria must be approved by various levels of meetings before being submitted to the University's Faculty Evaluation and Reward Review Committee for approval.

Article 8 Faculty members who do not meet the requirements of these Minimum Standards (including those set by units under Article 7) shall submit their performance in the relevant category for the past three years, an explanation of why they did not meet the minimum requirements in this evaluation, and a plan for improvement in the future. This information will be reviewed and confirmed by the Faculty Evaluation and Reward Review Committee and the University's Faculty Evaluation Committee. Faculty members who do not pass the evaluation for the current academic year must undergo relevant counseling mechanisms, including:

  I. Interviews with departmental supervisors.

  II. Participation in relevant workshops or training for categories that did not meet the minimum requirements.

  III. Follow-up checks are conducted before the end of the academic year.

Article 9 These Standards shall be implemented after being reviewed and approved by the Administrative Meeting, and amendments shall be treated similarly.

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In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.

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Description of Non-compliance with the Standards for YZU Faculty Evaluation Minimum Requirements

Department			
Name		Job title	
Year of Evaluation		Item that fails to meet the Standards (please tick): ☐ Teaching ☐ Research ☐ Consultation and Service	
Performance of the ticked items in the past three years			
Description of non-compliance with the standard			
Future improvement plan			
Faculty (signature)		Date	
Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	
Reviewed by YZU Faculty Evaluation Committee	Reviewed at the_____meeting in the academic year_____	Confirmed results	☐ Pass ☐ Fail

Non-compliance with the Standards for YZU Faculty Evaluation Minimum Requirements: Interview Record and Follow-up Checklist

Department	
Name		Job title	

Year of Evaluation		Item that fails to meet the Standards (please tick): □ Teaching □ Research □ Consultation and Service

Interview records	

Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	

Follow-up check (fill in before the end of the current academic year)	

Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	

Non-compliance with the Standards for YZU Faculty Evaluation Minimun Requirements: Records of Research or Advanced Study

Department			
Name		Job title	
Year of Evaluation		Item that fails to meet the Standards (please tick): ☐ Teaching ☐ Research ☐ Consultation and Service	
Records of research or advanced study			
Faculty (signature)		Date	
Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	

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