

# 國立中山大學文學院新聘教師評鑑實施要點

## Guidelines on the Implementation of New Faculty Performance Assessment in the College of Liberal Arts

109.05.14 文學院 108 學年度第 3 次院務會議通過  
Approved at the 3rd College Council meeting on May 14, 2020

109.06.11 本校第 400 次校教評會通過  
Approved at the 400th University Faculty Evaluation Committee meeting on June 11, 2020

113.09.26 文學院 113 學年度第 1 次院務會議通過  
Approved at the 1st College Council meeting on September 26, 2024

113.12.26 本校第 440 次校教評會通過  
Approved at the 440th University Faculty Evaluation Committee meeting on December 26, 2024

一、國立中山大學文學院(以下簡稱「本學院」)為提昇本學院教師教學、研究、輔導及服務品質，依據國立中山大學教師評鑑辦法訂定「國立中山大學文學院新聘教師評鑑實施要點」(以下簡稱本要點)。

I. These guidelines are formulated in accordance with the University's *Regulations for Faculty Performance Assessment* to enhance the quality of teaching, research, and counseling & services of the faculty in the College of Liberal Arts (hereinafter as the "College").

二、本學院109學年度起新聘專任助理教授及副教授(以下簡稱新聘教師)任教滿五年需接受第一次評鑑。通過評鑑者，以通過評鑑之學年為下次評鑑之起算學年，並依國立中山大學教師評鑑辦法、國立中山大學教師評鑑作業細則及國立中山大學文學院教師評鑑實施要點等規定接受評鑑。

II. New full-time assistant and associate professors employed from the 2020-21 academic year shall undergo the first assessment after five years of employment. The current academic year when the faculty passes the assessment shall be the first year for the next assessment in accordance with the University's *Regulations for Faculty Performance Assessment*, *Guidelines on the Detailed Implementation of Faculty Performance Assessment*, and *Guidelines on the Implementation of Faculty Performance Assessment in the College of Liberal Arts*.

三、本學院新聘教師第一次評鑑，評鑑項目、免評鑑標準、程序及通過結果等，參照國立中山大學教師評鑑辦法、國立中山大學教師評鑑作業細則及國立中山大學文學院教師評鑑實施要點等規定據以辦理。

III. Assessed items, exemption criteria, procedures, and results of the first assessment of new faculty in the College shall be handled in accordance with the University's *Regulations for Faculty Performance Assessment*, *Guidelines on the Detailed Implementation of Faculty Performance Assessment*, and *Guidelines on the Implementation of Faculty Performance Assessment in the College of Liberal Arts*.

四、本學院新聘教師評鑑應綜合教學、研究、輔導及服務三大項目予以客觀審慎之評鑑，並依「國立中山大學文學院新聘教師評鑑指標表」辦理評分，

其通過標準除於受評期間內教學項目部分應符校定(教務處)教學基本門檻，且研究項目部分應有國科會專題研究計畫或教育部教學實踐研究計畫至少一件外，其各評鑑項目結果均應達七十分(含)以上者，始為通過評鑑。

IV. The new faculty performance assessment shall be conducted on the three categories of teaching, research, and counseling & services in accordance with New Faculty Assessment Form in the College of Liberal Arts. The new faculty are deemed passing the assessment when receiving a score of at least 70 in each category, in addition to meeting the teaching threshold formulated by the Office of Academic Affairs during the assessment and having at least one research project granted by the National Science and Technology Council or teaching practice research program granted by the Ministry of Education.

五、本學院新聘教師到校任教滿三年者，針對本學院訂定之教學、研究、服務項目之進展提出書面說明。由院長邀集該教師系所主管以及校內外資深教師等三至五人組成評鑑輔導小組(校外資深教師視必要時邀集)。評鑑輔導小組針對教師所提出書面說明，提供建議或輔導方式並作成紀錄，該紀錄送交系教評會。院長應指定傳授教師(mentor)協助需輔導教師，由其所屬系所確實依評鑑輔導小組建議提供協助及資源。

V. The new faculty who have served at the University for three years shall submit a written report on their progress in teaching, research, and counseling & services, as stipulated by the College. The dean of the College shall appoint the chair of the faculty's affiliated unit and several internal/external senior faculty members to form an ad hoc assessment guidance team of three to five members, with external senior faculty members being invited only when necessary. The team shall provide documented guidance with suggestions based on the faculty's report and submit it to the department/institute faculty evaluation committees (hereinafter referred to as the "DFEC") for reference. The dean of the College shall appoint a mentor to assist the faculty, with support and resources provided by their affiliated unit based on the documented guidance.

六、本學院新聘教師評鑑結果為「條件式通過」與「未通過」之教師，應依其評鑑項目表現，接受本學院評鑑輔導小組之輔導，其所屬系所應提供相關資源與協助。「條件式通過」教師輔導期間至間隔一學年後之一月底止，「未通過」教師輔導期間至次學年一月底止，並將輔導過程作成紀錄，該紀錄送交系教評會及院教評會備查。

VI. The new faculty "conditionally passing" or "failing" the assessment shall follow the advice of assessment guidance team, with relevant support and resources provided and documented by the affiliated unit. Those "conditionally passing" the assessment shall fulfill the requirements by the end of January after one full academic year, while those "failing" the assessment shall do so by the end of January in the next academic year, with the process of guidance documented by their affiliated unit and submitted to the DFEC and the College Faculty Evaluation Committee for reference.

七、「條件式通過」與「未通過」之教師於輔導期間結束後，應提交其改善方案/事項成效報告書至原教師評鑑委員會審議是否通過，再送交教務處彙整後送校教評決議。

VII. The new faculty “conditionally passing” and those “failing” the assessment shall submit their *Report on Improvement Plan* and *Report on Improvement of Assessed Areas*, respectively, to the Faculty Assessment Committee (FAC) of the College. The report shall be reviewed by the FAC for approval and, through compilation by the OAA, then submitted to the University Faculty Evaluation Committee (UFEC) for resolution.

八、本要點若有未盡事宜，悉依國立中山大學教師評鑑辦法、國立中山大學教師評鑑作業細則、國立中山大學文學院教師評鑑實施要點及相關規定辦理。

VIII. Matters not covered herein shall be handled in accordance with the University's *Regulations for Faculty Performance Assessment* and *Guidelines on the Detailed Implementation of Faculty Performance Assessment*, and *Guidelines on the Implementation of Faculty Performance Assessment in the College of Liberal Arts*.

九、本要點經院務會議及校教評會通過後實施，修正時亦同。

IX. These guidelines are approved by the College Council and the UFEC before implementation. Amendments to these guidelines shall follow the same procedure.