**輔仁大學外語學院專任教師評鑑[教學]配分表**

Fu Jen Catholic University (FJU):

College of Foreign Languages and Literatures (CFLL)

Full-time Faculty Teaching Evaluation Score/Point Chart

經110.05.06 109學年度第5次教師評審委員會議同意核備

經110.04.14 109學年度第2學期外語學院院務會議過

經110.02.23 109學年度第4次外語學院教師評鑑委員會議通過

經109.11.27 109學年度第1學期第5次外語學院主管會議通過

109.09.25 109學年度第1學期外語學院院發展委員會教學改進小組

Approved by the College Teacher Evaluation Committee Meeting on May 6, 2021

Approved by the College Council on April 14, 2021

Approved by the College Teacher Evaluation Committee Meeting on February 23, 2021

Approved by the 5th College Chairs’ Meeting on November 27, 2020

Approved by the College Development Research Enhancement Committee on September 25, 2020

**佐證資料：**

**Necessary Documents:**

A1.「教師評鑑＼教師升等 資料審查平台」

“Teacher Evaluation\Teacher Promotion Platform”

A2. 教師或系辦申請; 教師填入表格＊，計算點數後二者一併上傳

The teacher or the department office submits the application; the teacher then fills in the form. Both the department and the teacher upload the file after calculating points.

B. 系所教評會(開課或計畫執行單位），可徵詢相關意見後，提供證明＊

The department hiring and evaluation committee, after consultation, provides a proof.

C. 課程大綱與教材上網系統、Tronclass（教師提供課曆與教材截圖證明＊）或

Google drive上傳課曆與連結

Course syllabus and teaching material online system, Tronclass (the teacher provides a proof of screenshots of the curriculum and teaching materials), or the teacher uploads course schedules and links onto the Google drive

D. 教師上傳研發處「研究人才資料庫」；系秘彙整，放入資料夾

The teacher uploads the “Research Personnel Database” of the R&D Office; the department secretary compiles documents and puts them in the folder.

E. 教師提供，會議手冊之工作人員名單

The teacher provides the staff list of the conference program book

**評分標準：**

**Evaluation Criteria:**

第I、II、III、IV、V項最多扣15分，若第I、II、III、IV、V無加減分，則得70分。

各細項(1-20)加總後，通過分數為70分，總計100分。所有教師評鑑[教學]分數與[研究]點數，不得同時/重複採計。

Up to 15 points will be deducted for items I, II, III, IV, and V. If there is no point deducted, 70 points will be awarded.

After the sub-items (1-20) are added up, the passing score is 70 points (the total:100 points). The points calculated for the faculty’s teaching evaluation shall not overlap with those for research evaluation and vice versa.

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| **Requirements: Deducting Points** | **deduction** | **proof** | **reviewed🗹** | **score** |
| **(I) Requirements** | | | | |
| 1. Online course syllabus and teaching materials in compliance with the school's regulations: if not, 1 point deducted per semester and per subject. |  | A1 |  |  |
| 1. The average score for a semester’s course evaluation (considered as a valid evaluation) less than 3 points: 1 point deducted for per course. |  | A2. |  |  |
| 1. Submitting grades on time according to the school regulations: 1 point deducted for the late grade submission, per course/semester. |  | A1 |  |  |
| 1. No unexcused absence: 2 points deducted per absence |  | B. |  |  |
| 1. Presence in school for 4 days:1 to 5 points deducted per semester for not fulfilling the requirement. [[1]](#footnote-1) |  | B |  |  |
| Subtotal ❶ score: /70 |  | | |  |
| **Teaching Performance: Adding Points** | **addition** | **proof** | **reviewed🗹** | **score** |
| **(II) Teaching award** | | | | |
| 1. FJCU Teaching Achievement Award awarded by the school:   5 points added. |  |  |  |  |
| 1. FJCU Teaching Excellence Award: 5 points added. |  | A1 |  |  |
| 1. Online course certified by The Ministry of Education: 5 points per case added. |  | D |  |  |
| **(III) Teaching materials (maximum 10 points)** | | | | |
| 1. 自編寫講義或教材：一門課 (16週)完整教材加5 分[[2]](#footnote-2) ，限評鑑週期，每科一次。   Handouts or teaching materials composed or complied by the teacher: 5 points per course (materials for 16 weeks) added.  Note: a course can only be counted once during the evaluation period |  | C |  |  |
| **(IV) Course evaluation results (maximum 10 points)** | | | | |
| 1. The average score for a semester’ course evaluation (considered as a valid evaluation):   --above 4 points (inclusive): 1 point per course added  --above 4.2 points (inclusive): 2 points per course added. |  | A2 |  |  |
| **(V) Other teaching performance (maximum 10 points)** | | | | |
| 1. Holding seminars, workshops or conferences at FJCU or other universities/institutions:   2~5 points per case added [[3]](#footnote-3) |  | E |  |  |
| **˙**Facilitate scholarly exchange and improvement | | | | |
| 1. Participating in seminars, workshops or conferences at FJCU or other universities/institutions: 1 point per case added. |  | E |  |  |
| 1. Participating in teacher learning communities:   1 point pre community per semester |  | D |  |  |
| **˙**Capstone , inter-disciplinary and innovative courses | | | | |
| 1. Advising the student’s capstone projects: 1 point per case added. |  | A1 |  |  |
| 1. Teaching internship courses: 2 points per course added.   Offering high school’s elective courses as the course instructor or advisor: 2 points per course added.  Co-teaching: 1 point per course added. |  | C |  |  |
| 1. Teaching service-learning courses, EMI courses (ESP or EMI): 2 points per course per semester added (exclusive the courses offered by English department or English language training courses) |  | C or D |  |  |
| 1. Teaching general education courses, MOOCs courses, summer courses, “Introduction to University Studies”, SOCE courses, courses for in-service programs, programming/coding integrated courses: 2 points per course added |  | C or D |  |  |
| 1. Teaching innovative or interdisciplinary courses, co-taught courses, large-class size courses; participating in or implementing MOE sprout projects, international scholarly exchange projects: 1 point per case added. [[4]](#footnote-4) |  | C |  |  |
| ˙Advising: Students' thesis and theater performance | | | | |
| 1. Thesis advising: MA student (per student): 3 points added; PhD student (per student): 5 points added. (cannot be counted for the points for “research” evaluation) |  | D |  |  |
| 1. Advising: senior/graduation play, annual play or other plays: 4 points added. |  | D |  |  |
| Subtotal ❷ |  | | |  |
| Total Score ❶ +❷ |  | | | |

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| **Teacher’s Self-Evaluation** |
| My score is at least 70 (passing score): □Yes □No  Explanation for not reaching a score of 70: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  I declare that the information given in this application is true. I follow the research ethics. I take responsibility for any fraudulent documents and for all penalties.  (需簽名)  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Department Faculty Evaluation Committee Meeting** | |
| (College/Department Faculty  Evaluation Committee Stamp) | 系所教師評鑑委員會第 次會議 年 月 日 |
| **院教評會** College Faculty Evaluation Committee Meeting | |
| **Evaluator’s Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_**\_\_\_\_\_\_\_\_\_**\_**\_\_\_\_**  Explanation for not reaching a score of 70: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  If the evaluator’s score differs from the teacher’s total score, please explain the reason:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

1. Presence in school for 4 days: if not, 1~3 times: 1 point deduction, 4-6 times: 2 points deduction, 7-9 times: 3 points deduction, 10-12 times: 4 points deduction, more than 13 times: 5 points deduction. [↑](#footnote-ref-1)
2. Please publish materials online or provide CD(s) as a proof. [↑](#footnote-ref-2)
3. Please provide the conference program book: the list of organizers/ committee members as the proof. Workshop: 2 points, symposium: 3 points, conference: 5 points. Conference/workshop/symposium: 2 kinds. For example: Local conference: 4 points/1-2 points, International conference: 5 points/3 points. [↑](#footnote-ref-3)
4. Teaching innovation: please provide examples, such as interdisciplinary, large-class-size courses (more than 70 students), co-taught courses: please provide course description or syllabus and use one paragraph to explicate how teaching innovation is implemented. [↑](#footnote-ref-4)