

中國醫藥大學教師評估辦法

China Medical University Regulations for Faculty Evaluation

第一條 本校為增進及評鑑教師教學、研究、輔導與服務之水準與成效，特依大學法第二十一條規定，訂定本辦法。

To enhance and assess the effectiveness of teaching, research, counseling, and service of CMU faculty, these regulations are established in accordance with Article 21 of the University Act.

第二條 本校每學年依本辦法辦理專任教師評估之總積分統計作業，統計期間為每年 8 月 1 日至翌年 7 月 31 日。

本校專任教師每學年均應填寫「自我評估表」逐級核備。

Full-time faculty members shall undergo an annual evaluation based on these regulations. The evaluation period covers August 1 to July 31 of the following year. All full-time faculty members must complete a “Self-Evaluation Form” annually for hierarchical review and approval.

第三條 評估原則如下：

一、由各級教評會實施評估；但新進教師到職未滿三年者，得不實施評估。

二、教授及副教授獲選為中央研究院院士、曾獲頒教育部學術獎、國家講座、國家科學及技術委員會(以下簡稱國科會)傑出研究獎二次或年滿 62 歲者，得申請永久免辦評估；符合下列條件者，得申請並經校教評會同意後，於 5 年內免辦評估，期滿得重複申請：

(一)曾擔任國內外著名大學講座教授經本校認可者。

(二)最近 10 年內，曾獲頒國科會傑出研究獎一次，或獲國科會及國衛院研究計畫補助合計十六次以上者。

(三)曾獲其他教學、研究、服務等獎項，成果具體卓著者。

Evaluation principles are as follows:

1. Evaluations are conducted by the Faculty Evaluation Committee at all levels. Newly appointed faculty members who have been employed for less than three years may be exempt from evaluation.
2. Professors and associate professors who meet any of the following criteria may apply for permanent exemption from evaluation: (1) Elected as Academicians of Academia Sinica. (2) Recipients of the Ministry of Education Academic Award. (3) Recipients of the National Chair Professorship. (4) Recipients of the National Science and Technology Council (NSTC) Outstanding Research Award twice. (5) Aged 62 or above.

Faculty members who meet any of the following conditions may apply for a five-year exemption from evaluation, subject to the approval of the Faculty Evaluation Committee of the University. The exemption may be renewed upon expiration:

- (1) Have served as chair professors at renowned domestic or international universities, with recognition by CMU.
- (2) Have received the NSTC Outstanding Research Award once in the past 10 years, or have received a combined total of 16 or more research project grants from the NSTC and the National Health Research Institutes.
- (3) Have received other significant awards in teaching, research, or service.

第四條 評估依教學、研究、服務合計之原始總積分，區分下列三項標準，經各級教師評審委員會審議後，評定評估結果：

- 一、原始總積分 750 分以上：評估通過。
- 二、原始總積分 430 分以上、未達 750 分：評估通過，但次學年度不晉級。
- 三、原始總積分未達 430 分：評估不通過，且次學年度不晉級、不發放年終績效獎金、不得申請升等教授、不得在外兼職或兼課。

校院互聘教師之評估，依附設醫院相關辦法辦理後提各級教評會審議。

連續三次評估不通過者，提經各級教評會確認後辦理不續聘或資遣。

Faculty evaluations are based on the cumulative raw score from the areas of teaching, research, and service. Evaluation results shall be determined by the respective Faculty Evaluation Committees according to the following criteria:

1. Total raw score of 750 points or above: Evaluation passed.
2. Total raw score between 430-749 points: Evaluation passed, but the faculty member shall not receive a promotion in the following academic year.
3. Total raw score below 430 points: Evaluation not passed. The faculty member shall not be promoted in the following academic year, shall not receive the year-end performance bonus, shall not be eligible to apply for promotion, and shall not engage in external part-time jobs or teaching.

Evaluation of faculty members jointly appointed between CMU and affiliated hospitals shall be conducted in accordance with the relevant hospital regulations and submitted to the respective Faculty Evaluation Committee for review.

Faculty members who fail the evaluation for three consecutive times shall, upon confirmation by the respective Faculty Evaluation Committees, be subject to non-renewal of contract or dismissal.

第五條 評估項目及標準如下：

一、教學：

項目	分項	核計標準
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(一)授課時數	授課時數(係指依中國醫藥大學教師授課時數計算辦法計算之純授課時數、指導研究生時數、指導專題生時數)與基本授課時數比值	每學年 100 分 X (授課時數/基本授課時數)
(二)教師授課意見調查	1.原始分數平均 ≥ 4.0 分	每學期 50 分
	2.原始分數平均 < 4.0 ， ≥ 3.5 分	每學期 40 分
	3.原始分數平均 < 3.5 分	每學期 20 分
	4.依本校教師教學意見調查實施要點第 4 點規定不辦理教學意見問卷調查，但有授課之實	每學期 30 分
(三)教學行政配合	1.擔任課程負責人並按時於網路輸入教學綱要	每門課程 5 分
	2.擔任課程負責人並按時於網路登錄成績	每門課程 5 分
	3.每門課程依規定進入教師資訊系統完成點名作業	每門課程 5 分
	4.未依教學進度表到課且無請假補課紀錄	每次扣 10 分
	5.出席校內教學研習活動	每次 2 分
	6.擔任校內教學研習活動之主講者	每次 10 分。
(四)至北港授課	1.每學年未達 6 次，但均依授課進度表實體到課或有填寫調課單確實實體補課	每次 3 分
	2.每學年達 6 次，且均依授課進度表實體到課或有填寫調課單確實實體補課	每次 6 分
(五)創新教學授課	1.TBL 及 PBL 教案等授課	每人每小時 3 分
	2.校內遠距教學課程授課	每門課程每人各 20 分

	3.參與微學分課程	每門課程每人各 20 分
	4.開設獨立研究課程	每門課程 20 分
	5.參與跨域課程	每門課程每人各 20 分
	6.完成製作數位標竿課程(由教務處教學設計團隊協助製作)	每門課程 100 分
	7.教育部數位學習課程認證	每門課程：提出申請 100 分、通過認證 100 分
	8.EMI 授課	每人每小時 2 分
(六)推廣中心或教務處課業輔導授課	1.推廣中心授課	每小時 1 分
	2.教務處課業輔導授課	每小時 5 分
(七)教師於統計期間內，因教學表現績優獲頒有關獎勵之事蹟	1.傑出教授(需有公開評審制度，不含因年資獲獎獎項)	(1)全國性獎項 300 分
		(2)地方性獎項 250 分
		(3)校內傑出教授當選人 200 分
		(4)校內傑出教授複選候選人 150 分
		(5)校內傑出教授初選候選人 50 分
		(3)~(5)以最高獎項給分，不重複認列
	2.優良教材獎勵(需有公開評審制度)	(1)全國性獎項 200 分
		(2)地方性獎項 150 分
		(3)校內優良教材傑出獎 100 分
		(4)校內優良教材優良獎 60 分
(5)校內優良教材佳作獎 20 分		

		同一教材以最高獎項給分，不重複認列
	3.生物醫學講座負責人	每次 3 分
	4.指導本校大專生國科會計畫	申請每件 3 分
		獲補助每件 3 分
	5.教學實踐研究計畫	提出申請每件 30 分
		通過 100 分
	6.執行教育部學海計畫	計畫主持人 100 分
		計畫共同主持人 50 分
	7.其他經教務處審核通過項目	每件 2 分
(八)指導本校學生參與發表得獎	1.指導學生參與學術論文以外之發表創作、展演、發明、競賽(不含課堂內發表、學術論文及研討會發表)	(1)國際發表每件 25 分
		(2)全國發表每件 15 分
		(3)地方性發表每件 10 分
		(4)校內發表每件 5 分
		同一指導案件以最高分認列，不重複認列。
	2.指導學生參與相關競賽得獎(需有公開評審制度)	(1)國際競賽每件 25 分
		(2)全國競賽每件 15 分
		(3)地方性競賽每件 10 分
		(4)校內競賽每件 5 分
		同一指導競賽案件以最高分認列，不重複認列。

二、研究：評估項目分為期刊論文及專利或技術移轉、學術研討會論文、研究計畫及專書四部分。

(一)期刊論文及專利或技術移轉之計分方式如下：

- 1.依國科會研究成果計分標準(CJA)計算。
- 2.醫經醫史及通識中心依推薦期刊之加權分數計算(如附表二)。
- 3.通識教育中心之人文藝術及社會科學領域學術論文刊登雜誌分類排名加權分數J，依一般具審查制度之學術期刊論文以0.5分計算、ACI以1分計算、TSSCI以1.5

分計算、THCI Core（等同 THCI Core 水準之優良期刊，參附表一）以 2 分計算、AHCI 以 6 分計算。

(二)學術研討會論文之計分方式如下：

- 1.學術研討會論文分為國際性及一般性兩種。
- 2.國際性學術研討會論文每篇第一作者或口頭報告作者得 4 分，其他作者得 2 分；一般性學術研討會論文每篇第一作者或口頭報告作者得 2 分，其他作者得 1 分；出席國際性學術研討會獲國科會或教育部補助者加 2 分；出席學術研討會擔任會議主持人或引言人者加 2 分。

(三)研究計畫之計分方式如下：

- 1.獲得政府機構、事業機構、民間機構或學術研究機構之專題研究補助或產學合作計畫，經費在百萬元以下，每件計畫案主持人得 5 分，共同主持人得 2 分，經費在百萬元以上者依比例原則計算。
- 2.國家型研究計畫主持人得 10 分，共同主持人得 4 分，校內專題研究計畫得主持人得 2.5 分，共同主持人得 1 分。

(四)專書（含專書章節）之計分方式如下：

- 1.教師以其專業知識或其教學上之創見經驗，撰書公開發行出版者謂之。
- 2.計算方式：第一作者 10 分，共同作者 5 分。

三、服務：

(一)核給分數之條件：

分數	校內服務	校外服務	
區間 計算	45	擔任副校長、主任秘書、附設醫院院(副)長、各處處長、學院院長、通識中心主任、人力資源室主任或財務室主任等職務。	
	40	擔任圖書館館長、副院(處)長、所長、系主任、體育室、環安室、招生室主任、分部主任、中心主任、高教深耕執行處主任、立夫中醫藥博物館館長、場長、附設醫院部主任等職務。	
	30	擔任副系主任、科主任、附設醫院科室主任、處組長、校院級及附設醫院各委員會召集	各學會、協會、公會正/副理事長或秘書長、國際期刊編輯、副編輯、編輯群等職務。

		人、主任委員(含總幹事或執行秘書)、教師會理事長等職務。	
	25	擔任導師。	
	15	擔任校院級及附設醫院各委員會委員、社團輔導老師、服務學習課程教師、校代表隊指導老師、附設醫院督導等職務	各學會、協會、公會理監事
	10	各級遴選委員會委員等任一職務、學術刊物編輯委員、教師會理監事	擔任政府審查(評審)、諮詢、評鑑委員(校務評鑑、系所評鑑、自我評鑑、衛生署醫院評鑑等)、各學會、協會、公會委員會委員
	7	系所中心各委員會委員	擔任校外機構審查(評審)、諮詢、評鑑委員
次數 計算	15	擔任教師傳習制度輔導者(每輔導一位教師核給15分,最多不超過30分)	
	10		考試院、考選部、大考中心等相關全國性命題、閱卷及典試委員、審查國科會、衛生署或其他政府計畫(依案件計算)
	7	研發處學術諮詢委員、審查學術刊物(依篇數計算)	審查學術刊物(依篇數計算)
	5	本校招生業務之學系導覽老師、口試、書面審查、命題及監試委員、協助英文網頁稿件審閱潤飾 擔任校內審查(評審)、諮詢、評鑑委員 執行本校國際見(實)習計畫	各校教師資格審查委員、畢業生學位考試口試委員
	3	籌劃或協助辦理學術(藝文)系列講座、研討會、研習、評鑑、	

	表演、展覽、運動會、畢業典禮、校(院、系)慶等活動 籌劃主辦演講(每場 1 分，至多 3 分)	
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(二)教師因其他有助校、院及系(所、科)發展之具體事項，得檢附相關證明文件，由學院院長參酌上表建議分數後，由學校組成審查會議認定後核給。

Evaluation items and standards:

1. Teaching

Item	Sub-item	Assessment standard
Teaching hours	The ratio of actual teaching hours (including pure teaching hours, hours of supervising graduate students and hours of supervising special project students) to the basic teaching hours	100 points per academic year × (Actual Teaching Hours / Basic Teaching Hours)
Course Evaluation Survey	Average original score ≥ 4.0	50 points per semester
	Average original score < 4.0 and ≥ 3.5	40 points per semester
	Average original score < 3.5	20 points per semester
	Teachers who offer courses but not subject to course evaluation according to the Article 4 of the CMU Guidelines for the Implementation of Faculty Teaching Evaluation Survey	30 points per semester
Teaching Administrative Compliance	Serving as course coordinator and timely inputting the syllabus online	5 points per course
	Serving as course coordinator and timely recording grades online	5 points per course
	Completing attendance records in the teacher information system for each course as required	5 points per course
	Failure to attend classes according to the teaching schedule without leave or make-up class records	10 points deducted per occurrence
	Attending on-campus teaching workshops	2 points per session
	Serving as a speaker at on-campus teaching workshops	10 points per session

Teaching at Beigang campus	Fewer than 6 sessions per academic year, with all sessions attended in person according to the schedule or properly rescheduled with make-up classes	3 points per session
	6 or more sessions per academic year, with all sessions attended in person according to the schedule or properly rescheduled with make-up classes	6 points per session
Innovative Teaching Methods	Teaching using TBL and PBL methods	3 points per hour per person
	Teaching in distance learning courses	20 points per course per person
	Participating in micro-credit courses	20 points per course per person
	Offering independent research courses	20 points per course
	Participating in interdisciplinary courses	20 points per course per person
	Established digital benchmark courses (assisted by the Teaching Design Team of the Office of Academic Affairs)	100 points per course
	Ministry of Education digital learning course certification	100 points for application; 100 points for certification approval
	Teaching in EMI courses	2 points per hour per person
Teaching in the Continuing Education Center or Tutoring	Teaching in the Continuing Education Center	1 point per hour
	Participating in tutoring provided by the Office of Academic Affairs	5 points per hour
Recognitions for Outstanding		National awards: 300 points

Teaching Performance	Outstanding Professorships (must have a public review system; excludes awards based on seniority)	Local awards: 250 points
		CMU Outstanding Professor Awardee: 200 points; Finalist: 150 points; Preliminary Candidate: 50 points. (Only the highest point is counted)
	Excellent Teaching Material Awards (must have a public review system)	National awards: 200 points
		Local awards: 150 points
		CMU Outstanding Teaching Material Award: 100 points; Excellent Award: 60 points; Good Award: 20 point. (Only the highest point for the same material is counted)
	Serving as coordinator for Lecture on Modern Biomedicine	3 points per session
	Guiding students in NSTC projects	3 points per project for application; 3 points per project for approval
	Conducting Teaching Practice Research Projects	30 points per project for application; 100 points per project for approval
Executing Ministry of Education Study Abroad Programs	Principal Investigator: 100 points; Co-Principal Investigator: 50 points	
	Other items approved by the Office of Academic Affairs	2 points per item
Guiding students to participate in	Guiding students to participate in creations, exhibitions, inventions, and competitions (excluding classroom	International publication: 25 points; National publication:

award-winning presentations	presentations, academic papers, and seminars)	15 points; Local publication: 10 points; Publication within CMU: 5 points (Only the highest point for the same case is counted)
	Guiding students to participate in competitions and win awards (must have a public review system)	International award: 25 points; National award: 15 points; Local award: 10 points; Award within CMU: 5 points (Only the highest point for the same case is counted)

2. Research: Evaluation items are divided into 4 categories: journal articles and patents or technology transfer, academic conference papers, research projects, and refereed books.

(1) Journal articles and patents or technology transfer:

- i. Scoring is based on the NSTC's Research Achievement Evaluation Standards (CJA score).
- ii. For Chinese Medicine-medical history and literature and General Education, scores are calculated based on the weighted scores of recommended journals.
- iii. For humanities, arts, and social sciences journal articles, the weighted score (J) is assigned according to journal classification rankings:
 Academic journals with peer review: 0.5 points
 ACI: 1 point
 TSSCI: 1.5 points
 THCI Core (or journals recognized as equivalent in quality): 2 points
 AHCI: 6 points

(2) Academic conference papers:

- i. Conference papers are classified as international or general.
- ii. For international conferences papers: First author or presenter: 4 points per paper; co-authors: 2 points. For general conferences papers: First author or presenter: 2 points per paper; co-authors: 1 point.

Additional 2 points for attending international conferences with NSTC or MOE funding support. Additional 2 points for serving as a session chair or moderator.

(3) Research projects:

- i. For research projects or academia-industry cooperation projects funded by government agencies, corporations, private institutions, or academic research organizations:
 Total funding under NT\$1 million: Principal Investigator (PI): 5 points per project; co-PI: 2 points per project.
 Total funding exceeds NT\$1 million, points are calculated proportionally.
- ii. For national-level research projects: PI: 10 points per project; co-PI: 4 points per project. For internal university research projects: PI: 2.5 points per project; co-PI: 1 point per project.

(4) Refereed books (including book chapters):

- i. Books must be published and publicly distributed, based on the teacher's professional expertise or innovative teaching experience.
- ii. Scoring: First author: 10 points; co-author: 5 points.

3. Service

(1) Scoring:

Score		On-campus services	Off-campus services
Calculated by period	45	Serve as Vice President, Chief Secretary, Dean (deputy) of affiliated hospitals, Dean of Offices, Dean of Colleges, Director of General Education Center, Director of Office of Human Resources, and Director of Office of Finance.	
	40	Serve as Director of the Library, Associate Dean of Offices and Colleges, Director of Departments, Director of Athletic Department, Director of Environmental Safety and Health, Director of Admission, Director of branches, Director of centers, Director of higher education sprout project, Director of Lifu Museum of Chinese Medicine, field	

		director, and Director of Departments in CMUH.	
	30	Serve as Associate Director of Departments, Director of Divisions, Director of Divisions at CMUH, Group leader, convener of committees at CMU and CMUH, chairman (including secretary general or executive secretary), chairman of the faculty association.	Serve as Director/Deputy Director/Secretary of societies, associations and guilds, Editor/Deputy Editor/Editorial group of international journals.
	25	Serve as Mentor.	
	15	Serve as a member of committees at CMU and CMUH, counselor of student club, instructor of service learning courses, instructor of school team, supervisor of CMUH.	Serve as supervisor of societies, associations and guilds.
	10	Serve as a member of the selection committees at all levels, Editorial board member of academic journals, supervisor of faculty committee.	Serve as government review (assessment), consultation, evaluation committee members, and academic societies, associations, and guilds committee members.
	7	Serve as a member of committees of the department, institute and center.	Serve as a review (evaluation), advisory, and evaluation committee member for

			external institutions
Calculated by number of times	15	Serve as a Mentor in the Faculty Mentorship Program (15 points will be awarded for mentoring each new faculty member, up to a maximum of 30 points).	
	10		Serve as an exam question designer, grader, or examiner for national institutions such as the Examination Yuan, Ministry of Examination, and the College Entrance Examination Center. Serve as a reviewer for projects funded by the NSTC, the Ministry of Health and Welfare, or other government agencies (points awarded per project).
	7	Serve as an academic advisory committee member under the Office of Research & Development and review academic journals (points awarded per paper).	Review academic journals (points awarded per paper).
	5	1. Serve as department representatives for admissions	Serve as off-campus faculty

		<p>activities, oral examiners, written reviewers, test designers or proctors.</p> <p>2. Assist with the review and editing of English content on the university's website.</p> <p>3. Serve as internal reviewers, consultants, or evaluation committee members.</p> <p>4. Assist with or implement international internship/visitation programs.</p>	<p>evaluation committee member, graduate oral examination committee member.</p>
	3	<p>1. Organize or assist in academic (or arts and culture) lectures, seminars, workshops, evaluations, performances, exhibitions, sports events, commencement, and university (college, department) anniversary events.</p> <p>2. Host lectures (1 point per event, up to a maximum of 3 points).</p>	

(2) Faculty members may earn service points for verifiable contributions that support the development of the university, colleges, or departments (institutes). Supporting documents should be submitted and reviewed by the Dean of the College, referencing the above scoring table. Final approval is determined by the Evaluation Committee of the University.

第六條 教師於統計期間內，因留職留薪、留職停薪（出國講學、進修、研究或教授進修休假等）、生產、育嬰或遭重大變故者，得檢具證明簽經校方核准後延後辦理評估。

During the evaluation period, faculty members who are on paid leave, unpaid leave (for international lecturing, further study, research, or academic leave), give birth, raise a child, or suffered a major accident may postpone their promotion after submitting a proof and obtaining approval from the university.

第七條 教師對評估結果有異議者，得於接獲書面通知之次日起三十日內，以書面檢具具體事實，依本校教師申訴制度提出申訴。

If faculty members have any objections to the evaluation results, they may submit a written appeal with specific evidence within 30 days following the receipt of the written notice, in accordance with the university's grievance procedures.

第八條 本辦法若有未盡事宜，悉依相關規定辦理。

Any matters not covered by these regulations shall be handled in accordance with the relevant rules and regulations.

第九條 本辦法經校務會議通過，陳請校長發布後實施；修正時亦同。

These regulations shall take effect after approval by the University Affairs Meeting and subsequent promulgation by the President of China Medical University. Amendments follow the same procedure.