

## 中國醫藥大學提升教師教學品質評估要點

### China Medical University Guidelines for the Evaluation of Teaching Quality Enhancement for Faculty Members

- 一、 為加強教師教學品質，強化教學能量，提升學生學習績效，訂定「中國醫藥大學提升教師教學品質評估要點」（以下簡稱本要點）。

To enhance teaching quality, strengthen instructional capabilities, and improve student learning outcomes, China Medical University hereby stipulates the “Guidelines for the Evaluation of Teaching Quality Enhancement for Faculty Members” (hereinafter referred to as “these Guidelines”).

- 二、 本要點適用教師，係指經各單位或學生反應至教務處，並由教務長與相關學術單位查證屬實，具以下教學相關情事者。

(一) 符合本校「教師教學意見調查實施要點」第九點之規定者(註一)。

(二) 教師授課課程於教學意見調查結果中連續 2 個學期呈現大幅下降或低於 3.5 分者。

(三) 該課程修習學生之學期總成績不及格人數比例嚴重異常之授課教師。

(四) 教師不當預設學生學習成效，如：預設學生不及格人數或比例。

(五) 教師未於學期中第 16 週學生選課前中、英文輸入教學綱要（含大綱與進度表）者。

(六) 未按課表授課者，如未準時上課、提早下課或未與學生溝通即任意調課者。

(七) 學習評量試題及成績考核有失誤者，如未審慎檢查試題、遺失報告、作業、考卷等、或成績核算錯誤者。

(八) 教師未提供 office hour 或與學生約定晤談而未履行晤談者。

(九) 教師未依規定時間內登錄期中及學期考試成績。

These Guidelines apply to faculty members identified through reports from academic units or students to the Office of Academic Affairs. Upon verification by the Dean of Academic Affairs and relevant academic units, faculty members exhibiting the following teaching-related issues shall be subject to these Guidelines:

1. Those fall in the condition stipulated in Article 9 of the “Implementation Guidelines for the Faculty Teaching Evaluation Survey” (Note 1).
2. Those whose course teaching evaluation scores have significantly declined for two consecutive semesters or have fallen below a score of 3.5.
3. Those whose course has an abnormally high percentage of students receiving failing grades.
4. Those who inappropriately predetermine students’ learning outcome, such as predetermine a certain number or proportion of students will fail.

5. Those who fail to enter the course syllabus (including outline and schedule) in both Chinese and English into the system by Week 16 of the semester prior to course registration.
6. Those who fail to follow the scheduled class time, including starting late, ending early, or rescheduling classes without prior communication with students.
7. Those with errors in assessment or grading, including failure to carefully review exam questions, loss of student reports, assignments, or exam papers, or miscalculation of grades.
8. Those who fail to offer office hours or do not attend pre-arranged meetings with students.
9. Those who fail to submit midterm and final grades within the required deadline.

三、本要點適用之教師，得由教務長與該教師所屬學術單位主管進行輔導，並研擬以下教學改進計畫方案，擇一行之。

- (一) 由教師自行提出教學改進計畫，並經所屬學術單位主管同意後，由該單位負責追蹤、觀察、督導與落實其改進成效。
- (二) 教學目標與教學內容方面之困難，由學術單位之專家、教學優良教師提供協助。
- (三) 教學策略與教學方法方面之困難，由教師發展中心、教學優良教師提供諮詢服務。

Faculty members subject to these Guidelines may receive assistance from the Dean of Academic Affairs and the head of their academic unit, who shall collaborate to formulate one of the following teaching improvement plans:

1. The faculty member may propose their own improvement plan, which must be approved by the head of their academic unit. The unit will be responsible for tracking, observing, supervising, and ensuring implementation and effectiveness.
2. If the difficulties pertain to teaching objectives or course content, support shall be provided by subject matter experts or award-winning instructors within the academic unit.
3. If the difficulties involve instructional strategies or teaching methods, the Center for Faculty Development or award-winning instructors shall offer consultation services.

四、本要點適用之教師應主動參與各項提升教學品質之研習活動。教師發展中心與受評估教師所屬學術單位主管，視授課教師改進教學之相關需求給予協助。

Faculty members subject to these Guidelines shall proactively participate in workshops and activities aimed at enhancing teaching quality. The Center for Faculty Development and the head of the faculty member's academic unit shall provide support based on the faculty's specific needs for teaching improvement.

五、本要點適用之教師若未採行任何改進教學方案者，應交由所屬學術單位之教師評審委員會討論，並列入教師評估及升等之考核。

Faculty members who fail to adopt any of the proposed teaching improvement plans shall be reviewed by the Faculty Evaluation Committee of their academic unit. The outcome of the review shall be included in faculty performance evaluations and promotion considerations.

六、 本要點經教務會議通過，陳請校長核准後公佈實施，修正時亦同。

These Guidelines shall be implemented upon approval by the Academic Affairs Meeting and promulgation by the President of the University. Amendments follow the same procedure.

註一

本校「教師教學意見調查實施要點」第九點規定：

全校調查結果排名後 5% 且未達 3.5 分之專、兼任教師，得由該教師所屬學術單位主管了解原因並進行訪談，訪談紀錄以密件做成紀錄後，會簽教務處，轉陳校長核閱。連續 2 學期需接受輔導之教師，應參加教師發展中心舉辦之教學研習活動，每學期至少 2 次，至教學成效改善為止。

Note 1

According to Article 9 of the "Implementation Guidelines for the Faculty Teaching Evaluation Survey":

Full-time or part-time faculty members whose evaluation results fall within the bottom 5% university-wide and score below 3.5 shall be reviewed by the head of their academic unit, who shall investigate the underlying reasons and conduct an interview with the faculty. A confidential record of the interview shall be made, signed by the Office of Academic Affairs, and submitted to the President for review. Faculty members requiring guidance for two consecutive semesters must attend at least two teaching workshops organized by the Center for Faculty Development each semester, until their teaching performance improves.