

中國醫藥大學教師教學意見調查實施要點

China Medical University Implementation Guidelines for the Faculty Teaching Evaluation Survey

- 一、 為執行本校教師教學意見品質提升委員會相關業務，特訂定「教師教學意見調查實施要點」，以下簡稱本要點。

China Medical University Implementation Guidelines for the Faculty Teaching Evaluation Survey (hereinafter referred to as “these Guidelines”) are established to implement matters related to the Faculty Teaching Evaluation Quality Enhancement Committee.

- 二、 教師發展中心負責設計全校性教學評量問卷及舉辦相關教學研習活動。

The Center for Faculty Development is responsible for designing the university-wide teaching evaluation survey and organizing teaching workshops and activities.

- 三、 本教學意見調查分為「期中課程評量」與「期末教學意見調查」二種，皆以電腦網路填答為之。

(一) 「期中課程評量」每學期實施一次，施測時程為第 8 至 11 週，調查結果只做為課程改善參考，不列入學期教學評量回饋。

(二) 「期末教學意見調查」採用 1~5 分量表，調查結果作為後續提升教學品質，以及提供相關單位參考。每學期實施一次，施測時程自第 15 週起到學期結束止。

The teaching evaluation survey consists of two types: “Midterm Course Evaluation” and “Semester-End Teaching Evaluation Survey,” both are administered online.

1. The **Midterm Course Evaluation** is conducted once every semester during Week 8-11. The results serve as a reference for course improvement and are not included in the official semester-end teaching evaluation feedback.
2. The **Semester-End Teaching Evaluation Survey** adopts a 1 to 5 scale. The results are used to improve teaching quality and are provided to relevant units for reference. This survey is conducted once each semester, starting from Week 15 until the end of the semester.

- 四、 本校各專、兼任教師之教學成效(不含校外見實習課程、專題討論、服務學習課程及同一門授課次數少於 3 次的老師)，均須依本要點接受全校性教學意見問卷調查。

All full-time and part-time faculty members (excluding those teaching off-campus internships, seminars, service-learning courses, and courses taught fewer than three times per semester) are required to participate in the university-wide teaching evaluation survey in accordance with these Guidelines.

- 五、 各教學單位得依需要，另行設計合適之教學意見調查問卷，自行施測、分析，並將結果送交受評教師本人及教師評審委員會參考。

Teaching units may design and administer their own teaching evaluation survey as needed. The results may be provided to the evaluated faculty and the Faculty Review Committee for reference.

- 六、 期末教學意見調查實施後，經「教學意見調查品質提升委員會」會議審閱，會議紀錄簽核後，公布施測結果，並提供受評教師本人及所屬單位主管參考。

After the implementation of the Semester-End Teaching Evaluation Survey, the results will be reviewed by the Faculty Teaching Evaluation Quality Enhancement Committee. Following approval of the meeting minutes, the results will be released and made available to the evaluated faculty and their supervisors.

- 七、 教務處執行教師教學意見調查之相關單位及參與施測、分析、列印、審閱之人員，均應謹守業務機密，不得對外洩漏填答學生身份及資料。各系、所、中心主管非經教務長同意不得要求調閱他系、所、中心任教教師之教學意見調查結果，各學院之間亦同。

All units and personnel involved in the implementation, administration, analysis, printing, or review of the teaching evaluation surveys under the Office of Academic Affairs must maintain confidentiality. Disclosure of any student identity or response data is strictly prohibited. Department heads may not request access to teaching evaluation results of faculty members from other departments or centers without prior approval from the Dean of Academic Affairs. The same rule applies to inter-college access.

- 八、 教師對當學期課程教學意見調查結果有疑義時，得於公布日起 1 週內向教務處（大學部）、研究生事務處（研究所）提出異議，逾期恕不受理，並以一次為限。

If a faculty member has concerns about their teaching evaluation results, they may raise an objection to the Office of Academic Affairs (for undergraduate courses) or the Office of Graduate Student Affairs (for graduate-level courses) within one week of the results being released. Late submissions will not be accepted, and only one objection is allowed per semester.

- 九、 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，應提出「改善教學品質計畫書」書面報告，另須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。並由該教師所屬學院主管查核、了解其教學現況，於訪談紀錄表中說明是否已改善。

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. Furthermore, the head of their teaching units shall review and assess the faculty's teaching condition and indicate in the interview record whether improvements have been made.

十、 本要點經教務會議通過，陳請校長發布後實施，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.