

National Taiwan University of Science and Technology School of Management

Routine Faculty Evaluation Worksheet

Passed at the 12th School of Management Faculty Evaluation Committee Meeting in the 2016–2017 academic year on May 25, 2017
 Amended and passed at the 5th School of Management Faculty Evaluation Committee Meeting on December 23, 2022

1. Evaluation Criteria and Scoring for Teaching Performance

Evaluation criteria	Scoring	Description					Note
1. Teaching hours	Meeting the minimum required teaching hours within a 3-year period earns a base score of 20 points (provided that the minimum student enrollment requirement is also met). For each semester in which the teaching hours fall below the requirement by 1 credit hour, 1 point is deducted from the base score. For each semester in which the teaching hours exceed the requirement by 1 credit hour, 1 point is added.	Semester	Shortfall in teaching hours			Score	Maximum: 30 points Teaching hours for undergraduate practical projects and for master’s or doctoral students’ supervision are not counted toward the minimum required teaching hours. The minimum teaching hours are 8 for professors, 9 for associate professors, and 9 for assistant professors. Faculty members who have been assigned a reduced teaching load may calculate their hours on the basis of their adjusted load.
2. Average teaching evaluation score	A base score of 10 points is awarded. Courses are categorized into three types: graduate-level courses, undergraduate elective courses, and undergraduate required courses. Teaching evaluations for courses that do not meet the minimum student enrollment requirement are excluded from the calculation. For each course, if the teaching evaluation score meets or exceeds the minimum score standard for each course category, an additional 1 point is awarded per instance. The minimum score standard is 4.0 for graduate-level courses, 3.8 for undergraduate elective courses, and 3.5 for undergraduate required courses.	Academic year	Program/course title/teaching evaluation score			Score	
3. Number of students supervised for thesis writing	A base score of 30 points is awarded for supervising six master’s, doctoral, or international students within a 3-year period. For every student below the required number, 5 points are deducted from the base score.	Academic year	Master’s student	Doctoral student	International student	Score	During joint supervision with individuals outside the University, supervision is counted in full as if it were independently conducted. In cases of joint supervision with other faculty members from the University, the score is equally divided between the supervisors.
4. Number of students supervised for special projects or internships	Within a 3-year period, supervising one student from the same department earns 1 point. Supervising one student from another department, including students in the Management Undergraduate Program and students in Polytechnic University Taiwan–Paraguay , earns 2 points.	Academic year	Number of students from the same department		Number of students from other departments (including students in the Management Undergraduate Program and students in Polytechnic University Taiwan–Paraguay)	Score	Maximum: 30 points
5. Development of teaching materials, teaching plans, and innovative teaching methods	For each set of newly developed teaching materials recognized with an award from the Teaching and Learning Center within the past 3 years, 5 points are awarded.	Academic year	Award title			Score	Maximum: 15 points
6. Winning the Excellent Teaching Award of the Department or School of Management	Receiving the departmental (or institute-level) Excellent Teaching Award within the past 3 years earns 10 points per instance. Receiving the School’s Excellent Teaching Award earns 20 points per instance.	Academic year	Award title			Score	Maximum: 50 points Each department may nominate up to three faculty members, and each independent graduate institute may nominate one. The college-level award is granted in accordance with specific School regulations.
7. Grants received from the School of Management for English language teaching, English as a Medium of Instruction , innovative	Each instance of receiving a grant within the past 3 years earns 5 points.	Academic year	Grant title			Score	Maximum: 30 points

PBL teaching, or teaching practice projects					
8. Participation in AOL evaluations	Each course participated in for AOL evaluations within the past 3 years earns 2 points.	Academic year	Course title	Score	Maximum: 10 points

2. Evaluation Criteria and Scoring for Service and Counseling Performance

Evaluation criteria	Scoring	Description						Note	
1. Administrative positions held at the university, college, or department (institute) level	Serving as a top-level administrative officer earns 20 points for each full year of service. Serving as a second-level administrative officer earns 10 points for each full year of service.	Academic year	Top-level supervisor/title		Second-level supervisor/title		Score	Maximum: 60 points	
2. Service on university- and college-level committees and undertaking college administrative tasks	Within the past 3 years, serving a full year in any of the following positions earns 10 points per position: member of the university- or college-level faculty evaluation committee, member of the College Affairs Committee, member of the College Curriculum Committee, coordinator of degree or credit programs, or coordinator for international accreditations. Service on other university- or college-level committees earns 5 points per position for each full year.	Academic year	University- or college-level faculty evaluation committee	College Affairs or College Curriculum Committee	Coordinator of degree or credit programs or coordinator for international accreditations	Other committees	Score	Maximum: 60 points	
3. Serving as the convener of a department (institute) committee	For each committee convener position held for a full year within the past 3 years, 5 points are awarded per position.	Academic year	Committee					Score	Maximum: 30 points
4. Serving as a mentor	Serving as a mentor within the past 3 years earns 5 points per semester. This includes advising students from Polytechnic University Taiwan–Paraguay .	Academic year	Department (institute)/class					Score	Maximum: 30 points
5. Recognition as an excellent mentor by the department (institute)	Each instance of receiving this recognition within the past 3 years earns 10 points.	Academic year	Award title					Score	Each department may select up to three excellent mentors, and each independent graduate institute may select one.
6. Recognition as an excellent mentor by the university	Each instance of receiving this recognition within the past 3 years earns 20 points.	Academic year	Award title					Score	
7. Recognition as an excellent service teacher by the department (institute)	Each instance of receiving this recognition within the past 3 years earns 10 points.	Academic year	Award title					Score	Each department may select up to three excellent service teachers, and each independent graduate institute may select one.
8. Recognition as an excellent service teacher by the School of Management	Each instance of receiving this recognition within the past 3 years earns 20 points.	Academic year	Frequency					Score	
9. Serving as the	Each university-level research center directorship held	Academic	University-level center (unit)/position					Score	

director of a university-level research center	for a full year within the past 3 years earns 10 points per position.	year			
10. Organizer of national academic conferences	Each instance of organizing a national academic conference within the past 3 years earns 10 points.	Academic year	Title of national academic conference	Score	
11. Organizer of international academic conferences	Each instance of organizing an international academic conference within the past 3 years earns 20 points.	Academic year	Title of international academic conference	Score	
12. Editorial and review roles in domestic journals (TSSCI) and internationally recognized journals (SCI or SSCI)	(1) As an editor-in-chief or editorial board member: Within the past 3 years, serving as an editor-in-chief or editorial board member earns 10 points per year for domestic journals and 20 points per year for international journals. (2) As a reviewer: Each manuscript reviewed within the past 3 years earns 1 point.	(1) As an editor-in-chief or editorial board member within the past 3 years			(1) Maximum: 50 points (2) Maximum: 20 points
		Academic year	Journal title/position	Score	
13. Holding equivalent positions to president or secretary-general in academic societies or nationally registered public interest organizations	Within the past 3 years, serving in such a position earns 5 points per year for a domestic organization and 10 points per year for an international organization.	(2) As a reviewer within the past 3 years			Maximum: 30 points
		Academic year	Journal title/number of manuscripts reviewed	Score	
14. Other major service contributions	(1) Key service tasks assigned by the School of Management and formally recorded in College Affairs Meeting minutes: Each instance within the past 3 years earns 5 points. (2) For the organization or co-organization of external workshops, training programs, or off-campus lectures or signing academic cooperation agreements, each instance within the past 3 years earns 2 points.	Academic year	Service item/recognition meeting	Score	Maximum: 20 points
15. Advising students who receive awards in on- or off-campus competitions	(1) For international competitions, 10 points are awarded for placing in the top three; and 3 points for other awards. (2) For domestic competitions, 5 points are awarded for placing in the top three; and 2 points for other awards.	Academic year	Competition name/award	Score	Maximum: 30 points Please attach supporting documentation related to the respective competitions.

3. Evaluation Criteria and Scoring for Research Performance

Evaluation criteria	Scoring	Description						Note
1. <i>SSCI</i> or <i>SCI</i> journal publications	Within the past 3 years, each publication for which the faculty member is the first author earns 20 points . Publications in journals recognized by the University as being in the top 15% (published in the name of the University) or listed as A+ by the National Science and Technology Council (NSTC) earn 50 points. For publications in which the faculty member is not the first author, the score is halved.	Academic year	First author	Non-first author	Top 15% journal	NSTC A+ journal	Score	Maximum: 300 points <i>TSSCI</i> law journals are evaluated with the same criterion. These include the <i>National Taiwan University Law Journal</i> , <i>Chengchi Law Review</i> , <i>Fair Trade Quarterly</i> , <i>Soochow Law Journal</i> , and <i>Taipei University Law Review</i> .
2. <i>EI</i> or <i>TSSCI</i> journal publications	Within the past 3 years, each publication for which the faculty member is the first author earns 6 points. For publications in which the faculty member is not the first author, the score is halved.	Academic year	First author		Non-first author		Score	Maximum: 150 points
3. Other Chinese-language journals	Each article published in other Chinese-language journals within the past 3 years earns 3 points.	Academic year	Journal title/article title				Score	Maximum: 30 points
4. Book chapters	Each book chapter published within the past 3 years earns 5 points if the faculty member is the first author or corresponding author; if not, the score is halved.	Academic year	Book chapter title				Score	Maximum: 50 points
5. NSTC projects	Within the past 3 years, the first approved project earns 20 points; each additional project earns 10 points. For integrated projects, each instance of serving as a co-principal investigator earns 5 points .	Academic year	Project title				Score	Maximum: 70 points
6. International conferences	Each paper presented at an international conference within the past 3 years earns 5 points.	Academic year	Conference title/paper title				Score	Maximum: 50 points
7. Domestic conferences	Each paper presented at a domestic conference within the past 3 years earns 3 points.	Academic year	Conference title/paper title				Score	Maximum: 30 points
8. Government projects or industry–academia collaboration projects	For every NT\$100,000 in funding, principal investigators earn 2 points, and co-principal and associate investigators earn 1 point.	Funding amount/a academic year	Principal or co-principal investigator		Associate investigator		Score	Maximum: 60 points
9. Patents	Each invention patent earns 15 points. All other types of patents earn 5 points each.	Academic year	Patent title/registration number				Score	Maximum: 60 points
10. Books	Each book published within the past 3 years earns 15 points.	Academic year	Book title				Score	Maximum: 45 points
11. (1) Case studies (peer-reviewed by the Ministry of Education or the NSTC)	(1) Each case study within the past 3 years earns 5 points.	(1) Case studies (peer-reviewed by the Ministry of Education or the NSTC)						(1) Maximum: 10 points
		Academic year	Case study title				Score	

