

Detailed Rules of Evaluation Implementation for the Faculty of GIAH, NTNU

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Article I The Detailed Rules for Evaluation Implementation for the Faculty of the Graduate Institute of Art History (hereinafter referred to as the “Rules”) are established in accordance with the “National Taiwan Normal University Faculty Evaluation Standards” and the “Faculty Evaluation Implementation Rules of the College of Arts, National Taiwan Normal University,” to enhance the quality of faculty research, teaching, service and counseling and to encourage the faculty to continue professional learning.

Article II Those₂ who meet the following conditions₂ may be exempt from evaluations for life, be exempt from or defer the most recent evaluation: (Please refer to Article IV, Paragraph 1, Item 3 for details):

1. Associate Professors or Professors may, under the following research performance conditions, apply for being exempt from evaluation for life.
 - 1.1 Those₂ who have been elected Fellow of Academia Sinica.
 - 1.2 Those₂ who have received the Ministry of Education Academic Award, the National Chair Professorship, the National Award of Arts, or the Executive Yuan National Cultural Awards.
 - 1.3 Those₂ who were Chair Professors at distinguished universities in

Taiwan or abroad and whose previous teaching positions have been recognized by National Taiwan Normal University (hereinafter referred to as “NTNU” or “University”).

1.4 Those who have received fifteen times or more the research program organization grants for being the principal investigator of a research project (including industry-university cooperative research projects) of NSTC the “Category A” Award of NSTC can be counted as one research program organization grant for being the principal investigator of the research project; one “Outstanding Research Award” [傑出研究獎] counts as three research program organization grants for being the principal investigator of the research project). The execution period of the project must be one year or more. Only one research project can be counted for one year.

The Teaching Excellence Award [教學傑出獎] and The “Outstanding Service Award” [服務傑出獎] can be counted for one research program organization grant for being principal investigator of a research project (One Teaching Exceptional Award or one Outstanding Service Award counts as three research program organization grants for being the principal investigator of a research project). The Excellence Award and the Outstanding Service Award cannot be counted as a research program organization grant for being principal investigator of a research project of the same year, and the Teaching Exceptional Award cannot be counted as the research program organization grant for being principal investigator of a research project within three years of the year, when receiving the Teaching Exceptional Award.

2. NTNU Lecturers or Assistant Professors, who meet the following

conditions in the past three years before the most recent evaluation; and Associate Professors and Professors, who meet the following conditions in the past five years before the most recent evaluation may be exempt from the current evaluation:

- 3.1 Those, who are lecturers of the NTNU-Chair Professor (講座者).
 - 3.2 Those, who have received the NTNU Exceptional Teaching Award.
 - 3.3 Those, who have received the NTNU Exceptional Service Award.
 - 3.4 Those, who will be retiring in the semester following the evaluation.
 - 3.5 Those, who have received the Excellent Teacher Award from the Ministry of Education (MoE).
3. Faculty members, who are newly hired from August 1, 2011 and meet the requirements of other regulations to be exempt from the evaluation, can apply for exemption.
4. Those, who are sixty years old or older may be exempt from evaluation.

Article III Evaluation schedule

1. Full-time faculty members of this Institute should be evaluated according to these Rules starting from August 1, 2014.
2. Full-time faculty members at all levels of this Institute, whose initial employment at the University began on August 1, 2011 or thereafter, should be evaluated and pass the evaluation in their seventh semester of employment counted from the initial date of employment. The evaluation criteria are similar to those that apply to Assistant Professors mentioned in Article V of these Rules. Faculty members, who meet the conditions cited in Article II, can apply for exemption. The evaluation period of faculty members, who teach for the first time, should include at least four

semesters of Course Evaluation Survey (課程意見調査). The evaluation period of faculty members with teaching experience (having been appointed in other universities or having served as NTNU project teachers) should include at least two semesters of Course Evaluation Survey.

3. According to the *NTNU Guidelines for the Development of the Faculty's Teaching Ability*, faculty members, who were newly recruited on February 1, 2016 or thereafter, should attend the “New Teacher Workshop” organized by the Office of Academic Affairs in their first year of employment. Faculty members, who are hired for a teaching position for the first time, should undergo a “~~Lesson Observation and Feedback~~ Teaching Consultation and Counseling” organized by the Office of Academic Affairs and the “Research Consultation” held by the Office of Research and Development in the first academic year of employment. Faculty members, who are not able to attend the programs mentioned above, should attend the programs in the following academic year to meet the requirements cited under this Article, Paragraph 1, Item 2, for passing the evaluation for newly-recruited faculty members.
4. Assistant Professors must apply for evaluation organized by the Institute every three years (six semesters). This evaluation cannot be implemented in advance.
5. Associate Professors or Professors must apply for evaluation organized by the Institute every five years (ten semesters). This evaluation cannot be implemented in advance.
6. The evaluation period is calculated on a semester basis. The date for her/his evaluation is calculated starting from the semester, in which

she/he has been evaluated last time. Her/his performance in the current semester, when she/he is evaluated, will be taken into account for the next evaluation. For faculty members, who pass their promotion, the evaluation period must be re-calculated from the date, when her/his promotion is effective. A newly-recruited faculty member should apply for promotion in the next semester, after she/he has passed her/his evaluation.

7. Evaluation Deferral:

7.1 Faculty members, who are on leave with or without pay for more than six months, for doing research, for studying abroad, for teaching abroad, for temporary transfer (secondment), for childcare, for taking care of her/his parents approved by the University, can apply for deferral of evaluation and undertake the evaluation after returning to the University. Those who experience a special incident during the evaluation period, they may submit supporting documents and, upon approval from the University, postpone the evaluation starting from the semester in which the evaluation was originally scheduled.

7.2 Female faculty members, who are pregnant, have given birth or are recovering from miscarriage, can apply for an evaluation deferral with a maximum of two years and are not required to apply for Position Retained without Pay to obtain a deferral.

7.3 Those, who are the University's second-level directors or deputy directors or above, can apply for evaluation deferral based on their number of years of service at the University.

The material for the evaluation should be collected starting from the semester of the last evaluation. The evaluation dossier in the current

semester, when she/he is evaluated, will be taken into account for the next evaluation.

8. For those, who did not pass the evaluation and apply for re-evaluation after guidance and assistance, the results of Teaching, Research, Service and Counseling performance should be advanced by three years (Lecturers and Assistant Professors) or five years (Associate Professors and Professors). The first evaluation year cannot be taken into account.

Article IV Evaluation Procedure

1. Initial evaluation by the Institute:

- 1.1 Faculty members, who will be evaluated in the following semester:

- In late September/March of every year, the Institute will notify the faculty members, who must apply for evaluation in the following semester.

- 1.2 Evaluation timeframe: Those, who must be evaluated in the current

- semester, should send the evaluation dossier to the Institute Office before the end of August/February. The Faculty Evaluation Committee of the Institute will hold meetings for initial evaluation before the end of October/April, and will submit the dossier and evaluation result to the Office of the College of Arts (hereinafter referred to as the “College”).

2. Second stage of the evaluation by the College: Before the end of November/May of each year, the College will hold a Faculty Evaluation Meeting for the second stage of the evaluation, and will submit the evaluation dossier and evaluation results to the University Faculty Evaluation Committee for review. After the review, the College will

send official letters with the results to the Institute and the faculty members, who have been evaluated.

3. Application for evaluation exemption: Any faculty member, who is qualified for evaluation exemption, should submit her/his application in the semester before the designated evaluation period. After the proposal has been raised and discussed in the Institute Faculty Evaluation Committee Meeting, the proposal will be submitted to the Faculty Evaluation Committee of the College and the University Faculty Evaluation Committee.

The Faculty Evaluation Committees of the Institute and the College should make faculty evaluation proposals (including applications for evaluation exemption) as part of the meeting agenda, examine the dossier carefully and pass resolutions by secret ballots.

When the faculty evaluation and promotion are undertaken in the same semester, the promotion should be held after the evaluation.

Article IV-1

Full-time faculty members at every level are required to take courses of Academic Ethics and Integrity (學術倫理與誠信教育課程) for at least 3 hours before evaluation, and must provide proof of having taken such courses.

Article V The evaluation implemented according to these Rules target three areas:

Research, teaching, and service and counseling of the Institute's faculty. A faculty member should meet the requirements of all three areas in order to successfully pass the evaluation. The criteria are as follows:

1. Teaching: The average score on the Course Evaluation Survey for the evaluation must be at least 3.5 points, the required teaching hours must

be fulfilled, and there is no specific instance of not fulfilling a faculty member's duty or not competently perform their work (the evaluated faculty member may be required to provide related documentary evidence if needed).

2. Research: A faculty member's academic performance and research should comply with the following rules:

2.1 A faculty member's academic performance (including publications, exhibitions, and related materials) should be original and meet one of the following requirements. If a faculty member is being employed by more than (including) two institutions, she/he should publish as NTNU faculty member and give the University the first priority. Full-time faculty members, with 25 years of service or more, can reduce one piece of academic work in each academic performance item, if two are required.

2.1.1 Monographs: Faculty members should publish books that meet the review requirements stated in "The University Regulations of Qualification Evaluation" (being one of two co-authors of a book is accepted). An Assistant Professor should publish one book in three years, an Associate Professor or Professor, one book in five years-, or:

2.1.2 Chapters in books or journal articles: Chapters in books or journal articles can be calculated together. An Assistant Professor should publish at least three chapters in books (two for those with 25 years of service or more) or at least two publications including one chapter in a book (admitted maximum) and one journal article or two journal articles in

the past three years (one for those with 25 years of service or more). An Associate Professor or Professor should publish at least three publications including chapters in books or journal articles (two for those with 25 years of service or more) in the past five years.

These articles should be published in journals recognized by indices such as SCI, SSCI, A&HCI, EI, TSSCI, THCI (Formerly THCI Core), SCOPUS or included in the list of journals recognized by the Colleges of National Taiwan Normal University. Papers published in the top 20% of SCI IF journals or in the top 50% of SSCI IF journals: An Assistant Professor needs to publish only one such article, while an Associate Professor or Professor needs to publish two such articles to meet the requirements (one for those with 25 years of service or more).

Three articles in conference proceedings collected in SCOPUS as the first author or corresponding author can be counted as one journal article. Author order of chapters in books or journal articles published by a faculty member: Assistant Professors should publish at least one chapter in a book or journal article as the first author or corresponding author; Associate Professors or Professors should publish at least two as first author or corresponding author (those with 25 years of service or more are not restricted by this rule).

2.1.3 Other academic performance: Other academic performance must be approved in the Faculty Evaluation Committee

Meetings of the Institute, College and University. The academic performance regarding exhibitions or awards won in competitions is in accordance with Article 5 of the “Faculty Evaluation Implementation Rules of the College of Arts, National Taiwan Normal University.”

2.2 Research projects: An Assistant Professor should be the principal investigator (not co-investigator) of at least one research project outside the University every three years. An Associate or a Professor should be the principal investigator (not co-investigator) of at least one research project outside the University every five years. The co-investigator status is only counted for full-time faculty members with 25 years of service or more at the University.

Research projects outside NTNU should be undertaken in the name of NTNU (including industry-academia collaboration projects).

Service as a principal investigator for a subsidiary research project of an individually integrated project of MOST should be regarded as hosting a research project.

3. Service and counseling: This section adopts a score-based system. The minimum passing score is 80 and the full score is 100. The evaluation criteria are:

3.1 Service and counseling in NTNU (accounts for 60% of the total score):

3.1.1 Holding a position as a second-level or higher academic or administrative director.

3.1.2 Holding a position as a committee member of the University or one of the University’s colleges, departments or graduate

institutes.

3.1.3 Serving as a mentor (導師), thesis advisor, academic counselor or competition instructor for students.

3.1.4 Being a project manager or assistant manager of activities or projects of the University or one of the University's colleges, departments or graduate institutes.

3.1.5 Providing assistance for the execution, evaluation or counseling service for any academic affair or activity of the University or one of the University's colleges, departments or graduate institutes.

3.1.6 Being a host, presenter, speaker, commentator or discussant of a conference or seminar hosted by the University or one of the University's colleges, departments or graduate institutes.

3.1.7 Providing other services for the University.

3.2 Service and counseling outside the University (accounts for 40%)

3.2.1 Being the committee member of a government agency or office.

3.2.2 Being the host, presenter, speaker, commentator or discussant of a seminar or conference hosted by an institution outside the University.

3.2.3 Being the host or curator of exhibitions or assisting the activities held by other institutions outside the University.

3.2.4 Being the member of a thesis review board, a judge of a competition, an examiner or an exam grader.

3.2.5 Being the board director or supervisor (理監事) of a national

or international organization.

3.2.6 Contributing to social service.

Article V-1 Academic performance mentioned in Article V may be calculated cumulatively: One book published by over three individuals (inclusive) or one chapter in a book, may be regarded as a journal publication; an award in an exhibition or competition may be regarded as two journal publications. The standards of the mutual replacement of journal publications and research projects are as follows, and the mutual replacement is restricted to once in an evaluation.

1.1 Replacement of a journal publication: A research project from the National Science and Technology Council (NSTC) may be regarded as one journal publication (recognition granted only if the faculty member is the principal investigator).

1.2 For externally funded projects undertaken in the name of the University (with the teacher serving as the principal investigator), the total execution budget must be one million NT dollars or more, and the administrative management fee must be paid according to regulations. One such project can be credited as equivalent to one journal article.

2. Replacement of a research project:

2.1 One academic performance (book/article/time) may be regarded as one research project outside NTNU, and the replacement is granted only, if the faculty member is the main author or corresponding author of a book, individual chapter in a book, or journal publication.

2.2 Faculty members, who have made the following special

contributions to NTNU within the evaluation period, may be exempted from one research project outside NTNU.

2.2.1 Formulation and execution in university-level projects done twice (Only projects with an execution period of one year will be counted; fractional months beyond one year, but less than twelve months, will not be counted.) University-level projects must significantly impact overall university affairs and align with the listed projects approved by the Research and Development Committee.)

2.2.2 Instruction of NTNU students done twice in participation of instruction of national competitions with results higher than merit awards, or one-time selection in international competitions.

Article VI Response to the evaluation results:

1. Assistant Professors of the Institute, who fail to pass the evaluation, should not be given a salary increase and are forbidden to teach extra hours or hold job or teaching positions (including the in-service program [在職專班], School of Continuing Education [進修推廣學院], and summer courses [暑期班]) inside and outside the University in the following academic year. They are not allowed to apply for paid leave to study or conduct research abroad, and they cannot hold secondary or deputy administrative positions at the university. The Institute may provide assistance and improvement plans. The re-evaluation should be undertaken within two years. If someone fails to pass the re-evaluation, the results should be submitted to the Faculty Evaluation Committees of the Institute, College and University for approving a resolution of non-continual

reappointment.

2. Associate Professors or Professors of the Institute, who fail to pass the evaluation, should not be given a salary increase and are forbidden to teach extra hours or hold job or teaching positions (including the in-service programs [在職專班], School of Continuing Education [進修推廣學院], and summer courses [暑期班]) inside and outside the University in the following academic year; they are further forbidden to be temporarily transferred, to apply for sabbatical leave, to teach and lecture abroad, to apply for leave with pay for doing research or studying abroad, and to be hired as a member of a Faculty Review Committee and administrative or academic director at all levels in NTNU. For those, who fail to pass the evaluation, the re-evaluation should be held within two years. The above restrictions may be lifted starting from the following academic year after having passed the re-evaluation.

NTNU Associate Professors and Professors, who have not passed the evaluation should be provided with improvement plans by the employing department (institute). Improvement plans should be submitted for discussion in the Faculty Evaluation Committees of the Institute, College and University. The improvement plans are not required for those, who did not pass the evaluation, if they are to retire in the semester following the evaluation.

3. Any member of the full-time faculty of this Institute, whose initial employment began on August 1, 2011 or thereafter and who fails to pass the first evaluation, should not be given a salary increase and is forbidden to teach extra hours or hold job or teaching positions

(including the in-service programs [在職專班], School of Continuing Education [進修推廣學院], and summer courses [暑期班]) inside and outside the University in the following academic year. The Institute is allowed to provide assistance and improvement plans, and the re-evaluation should be held within two years. If she/he fails to pass the re-evaluation, the results should be submitted to the Faculty Evaluation Committees of the Institute, College and University for approving a resolution of non-continual reappointment.

4. Any member of the full-time faculty of this Institute, whose initial employment began on August 1, 2011 or thereafter and who passed the new faculty evaluation, should apply to this rule. If she/he fails to pass the re-evaluation, the results should be submitted to the Faculty Evaluation Committees of the Institute, College and University for approving a resolution of non-continual reappointment.
5. Any member of the faculty, who failed the most recent evaluation, is forbidden to apply for promotion.
6. Faculty members, who fail to pass the evaluation, but are retiring in the two semesters following the evaluation, can be exempted from submitting the improvement plan.

Article VII If a faculty member submits her/his evaluation documents involving plagiarism, forgery, illicit alterations or other violations of academic ethics, her/his evaluation will be regarded as having failed, once it is verified. The faculty member should be treated according to the relevant regulations of the University.

Article VIII The refusal to undergo evaluation is regarded as failing to meet the

evaluation criteria.

Article IX Matters not covered by these Rules should be dealt with according to the relevant regulations of the College and the University.

Article X After the Rules have been approved at the General Affairs Committee Meeting of the Institute and submitted to the Faculty Evaluation Committee of the College of Arts for review, they go into effect from the day of promulgation by the Principal of NTNU; the same principles apply to the amendments of the Rules.