**NATIONAL SUN YAT-SEN UNIVERSITY**

**College of Engineering**

**Department of Electrical Engineering and Institute of Communications Engineering**

**Guidelines for Faculty Evaluation (Draft Revision)**

Approved by the Department General Meeting on March 22, 2006.

Approved b by the College General Meeting on March 30, 2006.

Amended and approved by the 303th University Faculty Evaluation Committee Meeting on June 15, 2006.

Amended and approved by the 4th University Executive Meeting on June 20, 2006, School Year 94.

Amended and approved by the 2nd Joint Department and Institute General Meeting on November 2, 2007, School Year 96.

Amended and approved by the 1st College General Meeting on December 27, 2007, School Year 96.

Amended and approved by the 312th University Faculty Evaluation Committee Meeting on January 15, 2008.

Authorized by the President on January 14, 2008.

Amended and approved by the 3rd University Executive Meeting on March 28, 2008, School Year 96.

Amended and approved by the 5th Department Faculty Evaluation Committee Meeting on January 26, 2010, School Year 98.

Amended and approved by the 4th College General Meeting on April 9, 2010, School Year 98.

Amended and approved by the 327th University Faculty Evaluation Committee Meeting on May 13, 2010.

Amended and approved by the 4th University Executive Meeting on June 4, 2010, School Year 98.

Amended and approved by the 3rd Department Faculty Evaluation Committee Meeting on November 14, 2011, School Year 100.

Amended and approved by the 4th Department General Meeting on November 25, 2011, School Year 100.

Amended and approved by the 3rd College General Meeting on March 7, 2012, School Year 100.

Amended and approved by the 342nd University Faculty Evaluation Committee Meeting on April 19, 2012.

Amended and approved by the 3rd Department Faculty Evaluation Committee Meeting on January 21, 2014, School Year 102.

Amended and approved by the 5th Joint Department and Institute General Meeting on March 7, 2014, School Year 102.

Amended and approved by the 4th College General Meeting on April 23, 2014, School Year 102.

Approved by the 361st University Faculty Evaluation Committee Meeting on May 15, 2014.

Approved by the 4th University Executive Meeting on June 6, 2014, School Year 102.

Amended and approved by the 5th Department Faculty Evaluation Committee Meeting on April 8, 2015, School Year 103.

Amended and approved by the 7th Joint Department and Institute General Meeting on April 8, 2015, School Year 103.

Approved by the 2nd College General Meeting on April 15, 2015, School Year 103.

1. The present guidelines for faculty evaluation of the Department of Electrical Engineering and the Institute of Communications Engineering are specifically issued in accordance with the university’s regulations of faculty evaluation to enhance teaching, research, as well as counselling and service qualities of all faculty members of the department and institute.
2. All-level full-time faculty members of the Department of Electrical Engineering and the Institute of Communications Engineering shall be evaluated after five years of services in the university. Those who meet exemption criteria described in the university’s “Regulations for Faculty Evaluation” may apply to the university for evaluation exemption; all other full-time faculty members shall undergo evaluation process. Faculty members who are away on paid or unpaid leaves (such as research leaves, transfers, lectures or trainings broad, or facing significant circumstances) and are not able to submit required evaluation documents in time may have their evaluations deferred until they return to the university. Female faculty members on pregnancy and maternity leaves in the evaluation year may apply for the evaluation to be deferred for one year. Those holding mild- or moderate-level Disability Manual may apply for their evaluations to be deferred for one year; those holding server-level Disability Manuals or Catastrophic Cards may apply for a two-year deferrer. Faculty members to be evaluated who do not provide required evaluation documents will have their evaluations regarded as disapproved.
3. Faculty evaluation items and methods of score calculation shall be processed in accordance with the university’s faculty evaluation regulations.

Evaluation items include teaching, research, as well as counselling and services. For faculty members academically ranked as assistance professors and above, evaluation proportions for teaching, research, and counselling and services are 40%, 50%, and 10%, respectively; for lecturers, teaching accounts for 70%, research accounts for 10%, and counselling and services accounts for 20% of overall evaluation.

1. Evaluation results are “Approved,” “Approved with Conditions,” and “Disapproved.”
2. Evaluation process:
	1. A list of faculty members undergoing evaluations and those who are exempt shall be generated in the evaluation year.
	2. Faculty members undergoing evaluations shall prepare evaluation forms and relevant information to submit to the joint faculty evaluation committee of the Department of Electric Engineering and the Institute of Communications Engineering. Incomplete evaluation submission or late submissions will not be accepted.
	3. Once the joint faculty evaluation committee of the Department of Electric Engineering and the Institute of Communications Engineering confirms evaluated documents, submissions shall be forwarded to the College of Engineering’s faculty evaluation committee by the specified deadline. Incomplete evaluation submission or late submissions will not be accepted.
3. The time and period of faculty evaluation shall be determined in accordance with the university’s regulations.
4. The faculty evaluation committee shall send faculty evaluation results to the Office of Academic Affairs for documentation and notify evaluated faculty members and their respective departments/institutes in writing. In case an evaluated faculty member is dissatisfied with the evaluation result, he/she may apply in writing for an appeal to the College of Engineering’s faculty evaluation committee within 15 days after receiving the notification. A faculty member dissatisfied with the appeal result may apply in writing for a second appeal to the university faculty evaluation committee. One who is dissatisfied with the second appeal result may make a grievance in writing to the university’s Appeal and Appraisal Committee.
5. Matters unaddressed by the present guidelines shall be processed in accordance with relevant regulations.
6. The present guidelines shall be implemented following approvals of joint department and institute faculty evaluation committee, joint department and institute general meetings, college general meetings, as well as the university-level faculty evaluation committee. The same procedure shall be carried out when amendments are to be made.