

# Ming Chuan University Procedures for Credential Evaluations Related to Faculty Promotion

Revised and passed at the University Hiring and Promotion Committee on January 5, 2001

Reported as MOE document Tai (90) 90014155 on February 2, 2001

Revised and passed at the University Affairs Committee Meeting on October 27, 2008

- Article 1. The Ming Chuan University Procedures for Credential Evaluations Related to Faculty Promotion were established to conduct assessment for faculty promotion, and were established in accordance with Ming Chuan University Procedures for Faculty Promotion and the regulations laid out in Ministry of Education Tai (87) Document No. 87047741 on May 13, 1998.
- Article 2. Faculty promotion and teaching performance evaluation are conducted in accordance with these procedures.
- Article 3. Faculty teaching and service scores account for 30% of the overall score submitted to the Ministry of Education for the examination of faculty credentials.
- Article 4. The criteria for assessment and the items assessed are as follows:
1. Assessment criteria
    - (1) The score of teaching accounts for 18% of overall score submitted for the examination of faculty credentials.
    - (2) The service score accounts for 12% of overall score submitted for the examination of faculty credentials.
  2. Assessment items:
    - (1) Teaching
      - a. Years of teaching experience 20%.
      - b. Dedication to teaching and teaching methodology 20%.
      - c. Schoolwork advising 20%.
      - d. Teaching results 20%.
      - e. Other teaching-related achievements 20%.
    - (2) Service
      - a. Administrative service 30%.
      - b. Advising service 20%.
      - c. Professional service 30%.
      - d. Other achievements relating to the promotion of the school reputation or service 20%.
- Article 5. The scores of teaching and service are arrived at through self-evaluation, student evaluation, peer evaluation, and administrative evaluation.
- Article 6. The assessment criteria for promotion are as follows:
1. Full-time instructors: Research achievements account for 70%; teaching for 18%; and service for 12% of the overall submitted score. Each score must be greater than 80.
  2. Part-time instructors: Research achievements account for 70%, while teaching accounts for 30% of the overall submitted score. Each individual score must be greater than 80.
- Article 7. All achievement items mentioned here refer only to teaching or service conducted at the applicant's current position rank. Supporting documents are required for each assessment item. Department Faculty Evaluation Committees must carefully make quantifiable standards for the assessment of teaching and service, with each assessment item being accompanied by supporting documents. Items must be approved by the School and University Faculty Evaluation Committees.
- Article 8. Departments must inform faculty and staff members of all regulations related to promotion upon application, ask the applicant or relevant unit for supporting documentation, and have Department, School and University Faculty Evaluation Committees examine the documentation in the appropriate order. All three committees must provide a rationale for any changes to the score which was assigned. The scores for successful applicants must be converted into a

percentage in accordance with Article 4 of these procedures and then the Human Resources Division must send the score and accompanying materials to the Ministry of Education for approval.

Article 9. Matters not covered in these procedures will be dealt with in accordance with relevant regulations of this university and the Ministry of Education.

Article 10. Upon being passed at the University Faculty Hiring and Promotion Committee and the University Affairs Committee Meeting, and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***