

# Ming Chuan University Procedures for Assessing the Performance of Faculty and Staff Members

Revised and passed at the Administrative Council Meeting on November 1, 2021.

The procedures include 28 articles.

## General 1 Provisions

- Article 1. Evaluation of the performance of Ming Chuan University full-time faculty and staff members will be conducted in accordance with these procedures.
- Article 2. Evaluations are conducted each academic year, and are based on the period from August 1 to July 31 of the following year.
- Article 3. Ming Chuan University full-time faculty and staff members who have served in Ming Chuan University for over one year will be evaluated. Persons who are not present due to illness, unpaid leave of absence, or legal matters will not be evaluated.

## General 2 Evaluation of Teaching Effectiveness

- Article 4. The performance of Ming Chuan University faculty members is evaluated following related regulations of Ming Chuan University Procedures for Faculty Member Evaluations. The seniority and salary of faculty members is calculated in accordance with relevant regulations established in public universities.
- Article 5. All full-time faculty members in the university must be evaluated. Faculty members who do not pass the most recent evaluation will not have their salary ranks raised. After passing the second evaluation, the salary rank of faculty members may be raised from the following academic year. The relevant evaluation regulations and enforcement rules are dealt with separately.
- Article 6. Full-time faculty members' salary ranks will be maintained at the same level or won't be raised to next level for the following academic year in the case of meeting one of the situations mentioned below:
1. At the end of the academic year, faculty members who have not served at Ming Chuan University for whole one year.
  2. Faculty members who were promoted in the middle of the academic year, thus their salary rank was already raised.
  3. Faculty members who are under sanctions; their salary rank may not be raised during the period in accordance with article 14 of Ming Chuan University Faculty Employment and Service Regulations and article 13 of Ming Chuan University Procedures for Dealing with Teacher Qualification Screening Violations and Academic Ethics Cases.
  4. Following a resolution of the Faculty Hiring and Promotion Committee, faculty members' salary ranks won't be raised once they have violated the university's Faculty Appointment Regulations or related procedures.

## General 3 Evaluation of Staff Members Performance

- Article 7. The performance of Ming Chuan University staff members and general laborers (hereinafter referred to as MCU staff) is evaluated in terms of work performance, ethics, achievement, and attendance. Scores are assigned according to daily performance, with a full score being 100. Scores are simplified into grades of A, B, C, and D. The values of each grade are shown below:
- A: Above 80.  
B: Above 70 but below 80.  
C: Above 60 but below 70.  
D: Below 60.
- MCU Staff evaluation results will be assigned according to the grades described above, will be passed by the Employee Review Committee, and approved by the president.
- Article 7-1 For MCU staff who haven't served one whole academic year or who are on extended sick leave, their yearly evaluation is conducted in accordance with the following regulations.

1. MCU staff who serve over 6 months but less than one academic year will receive an evaluation result but they cannot be advanced to the next level and won't receive bonus.
2. Evaluation won't be conducted once MCU staff meet one of the following conditions:
  - (1) MCU staff who take unpaid parental leave or extended sick leave over 6 months.
  - (2) MCU staff who are on suspension from duty or have already resigned from duty.
  - (3) MCU staff who serve for less than 6 months (including 3-month probation).

Article 8. The yearly evaluation of MCU staff is conducted in accordance with the following regulations.

1. Staff members who meet the following conditions in a given academic year will receive an evaluation of A.
  - (1) Have borne heavy responsibility, worked hard, withstood hardship without complaining, and completed missions satisfactorily with concrete evidence to show for their efforts.
  - (2) Have taken less than 14 days for sick or personal leave.
  - (3) Have taken less than 24 times of one-hour sick or personal leave.
  - (4) Have no record of lateness for work or leaving the workplace early.
  - (5) Have no blemish on their ethics records.
  - (6) Have received no punishments for crimes and have received no administrative punishments.

In addition to rising one salary rank or extended salary rank, MCU staff will also be granted a one-month bonus. Those who have received a yearly bonus of the highest rank will be granted a two-month bonus.

2. Staff members who meet the following conditions in a given academic year will receive an evaluation of B.
  - (1) Have proved to be conscientious and have completed assignments on schedule.
  - (2) Have taken less than 21 days of sick or personal leave.
  - (3) Have no record of leaving work early.
  - (4) Have no blemish on ethics record.

In addition to rising one salary rank, MCU staff will be granted a half-month bonus; those who have received salary of the highest rank and whose evaluation is still evaluated as B will be upgraded one rank; those who have reached the highest salary rank will be granted a one-month bonus.

3. Staff members who meet the following conditions for a given academic year will receive an evaluation of C.
  - (1) Have ability to follow directions to complete daily work, but with disappointing performance which needs to be improved.
  - (2) Have accumulated sick and personal leave exceeding the amount specified in Article 8, Section 1, Clause 2, Item 2.
  - (3) Have been absent without leave without reaching the level described in Article 8, Section 1, Clause 4, Item 2.
  - (4) Have a blemished ethics record but have not influenced the school's reputation or their own personal integrity.
  - (5) Have been punished with 1st Level demerit.
4. Staff members who meet the following conditions for a given academic year will receive an evaluation of D, and will have their contracts terminated.
  - (1) Have engaged in outside work and concrete evidence indicates they have neglected their duties such that school affairs have been negatively influenced.
  - (2) Have been absent without leave for three consecutive days or have been absent without leave for a cumulative seven days in one semester.
  - (3) Have blemished ethics records and concrete evidence shows the university's reputation has been harmed or educational atmosphere negatively influenced.
  - (4) Have refused to take guidance or have negatively affected order, have not improved their performance after redress from the university, as substantiated by concrete evidence.

- (5) Have serious violations of trying to drive a wedge between MCU staff within the university, spread black mail or false accusations, been involved in vexatious situations, haven't improved their performance after redress from the university, as substantiated by concrete evidence.

MCU staff salary rank won't be raised once their salary rank was already raised in the middle of an academic year based on earning a higher degree.

- Article 9. Aside from those who receive an evaluation of C because of taking sick leave due to a hospital stay, MCU staff should submit a self-improvement plan to their unit administrators within one month of the day of receiving the evaluation result. The report should be sent to Human Resources Division for reference, and their unit administrator must arrange a two-stage consultation for the staff. The first stage of staff consultation record and result should be completed in three months and sent to Human Resource Division after the self-improvement plan begins. The second stage of staff consultation should be implemented from the day after the first stage consultation ends; related consultation record and improvement result should be completed in three months. The university will continue the employment contract with the staff once they have passed the two-stage consultation evaluation. The university will dismiss the staff once they don't pass two-stage consultation evaluation.
- Article 10. MCU staff whose excellent evaluations have been approved by the president will be issued special bonuses. The amount of the bonus will be decided by the president.

#### **General 4 MCU Staff Evaluation Procedures**

- Article 11. The Human Resources Division at Ming Chuan University will fill in MCU staffs' attendance, merit and demerit records on the Performance Evaluation Form at the end of each academic year and submit the documents to unit administrators. Based on this documentation, an initial evaluation and re-evaluation by respective first-level directors will be conducted. Re-evaluation result will be seen as the final result; first-level director will directly handle evaluation affairs once there is no second-level director in the unit.
- Article 12. The Human Resource Division will collect all the evaluation results and send them to the Performance Evaluation Committee after first-level directors complete evaluation affairs. The evaluation results will then be approved by the president. If the president disagrees with the evaluation result, changes may be made by the president or returned to the Performance Evaluation Committee for reconsideration. The first-level director annual evaluation will be directly conducted by the president..
- Article 13. For MCU staff who transfer units during the evaluation year, their evaluation will be conducted by the original unit administrator once they serve in the current unit less than three months. Their evaluation will be conducted by their current unit administrator once they have served in the current unit for three or more months.
- Article 14. Record of daily performance along with awards and punishments must be the basis on which MCU staff are given a numerical performance evaluation. Except for cases where merits and demerits cancel each other or cases where dismissal has resulted, persons who have received two 1st Level Merits may not receive an evaluation below a B; persons who have received one 1st Level Merit may not receive an evaluation below a C; those who have received a 1st Level Demerit may not receive an evaluation above a B.
- Article 15. MCU staff must receive written notification of their own evaluation results. Detailed reasons for the evaluation results and implementation date must be provided for those who will have their contracts terminated or who are dismissed. Staff will be initially suspended from work before the evaluation results come out. Those who have been punished with termination of contract or with dismissal as detailed in the previous section are permitted to submit an application to the Employee Review Committee for having the ruling overturned within 30 days of receiving notification. After the deadline, applications will not be accepted. If the reconsideration results of the investigation show that the original punishment was unreasonable, the original punishment will

be revoked and the evaluation grade adjusted. If the investigation concludes that the original punishment was reasonable, the appeal will be rejected. Application is limited to one time only.

## **General 5 Daily Evaluations**

Article 16. The daily evaluation and evaluation of special cases for Ming Chuan University staff members and laborers will be conducted in accordance with the following:

1. Daily evaluation must be made based on concrete evidence that has been recorded; rewards and punishments must be given for special circumstances. Rewards are divided into Recognitions, 2<sup>nd</sup> Level Merits, and 1<sup>st</sup> Level Merits. Punishments are divided into Reprimands, 2<sup>nd</sup> Level Demerits, and 1<sup>st</sup> Level Demerits. Three recognitions are equal to one 2<sup>nd</sup> Level Merit, and three 2<sup>nd</sup> Level Merits are equal to one 1<sup>st</sup> Level Merit. Three Reprimands are equal to one 2<sup>nd</sup> Level Demerit, and three 2<sup>nd</sup> Level Demerits are equal to one 1<sup>st</sup> Level Demerit. Unless staff members and laborers receive two 1<sup>st</sup> Level Demerits in one year, equivalent merits and demerits may cancel each other.
2. Evaluation involving special circumstances is done immediately when important rewards or punishments are issued. The rewards and punishments issued will be in accordance with the following.
  - (1) Staff members or laborers who are given two 1<sup>st</sup> Level Merits on one occasion will be given a raise in salary rank or extended salary rank as well as a one-month bonus. Those already at the top of the extended salary rank will receive a two-month bonus. Those who are given two 1<sup>st</sup> Level Merits a second time in a given academic year will be given a two-month bonus with no raise in salary rank.
  - (2) Those who receive two 1<sup>st</sup> Level Demerits at one time, or who have accumulated the equivalent of two 1<sup>st</sup> Level Demerits for an academic year after merits and demerits have cancelled each other, will be dismissed.

Article 17. Staff members who meet one of the following conditions may receive a reward depending on the situation:

1. Have proposed concrete and effective solutions for significant, difficult problems and have solved the problems satisfactorily.
2. Have placed value on public property and have economized while using public funds, and concrete evidence proves this is the case.
3. Have acted nobly or returned money they have found of their own volition.
4. Have performed their duties with excellence and achieved positive results.
5. Have bettered students' understanding of laws and university regulations, and concrete evidence substantiates this.
6. Have handled emergency situations or unexpected incidents well and avoided serious losses.
7. Have proved to be honest and fitting role models.
8. Have overcome difficulties and achieved excellent results when completing missions assigned by superiors.
9. Have taken positions as proctor supervisors and concrete evidence shows they have been diligent in carrying out their duties.
10. Have accomplished other tasks which have benefited the university.

Article 18. Staff members who meet one of the following conditions may receive a punishment depending on the situation:

1. Have been indolent or negligent in their work and who have caused damage, or whose actions have had a detrimental effect.
2. Have been insufficiently attentive in supervising or evaluating those who report to them, which has had a detrimental effect.
3. Have disobeyed a supervisor's orders or commands and offended their supervisors.
4. Have acted in an undisciplined way or have behaved inappropriately which has harmed another faculty member's reputation or disturbed order in the institution.

5. Have brought false charges against supervisors or colleagues that have been proved to be untrue.
6. Have disseminated rumors and instigated disputes that have damaged the university's reputation or the reputation of others, or which negatively affected the implementation of university affairs.
7. Have been sentenced to imprisonment for a definite term and have not been declared on probation.
8. Have deliberately misinterpreted laws, which has infringed on the rights of students or colleagues.
9. Have deliberately been absent from duty for three to five consecutive days without reason.
10. Have taken on proctor supervision responsibilities but have failed to fulfill their duties in accordance with regulations.
11. Those who have made other serious mistakes.

Article 19. Laborers who meet one of the following conditions will receive a Recognition:

1. Have shown a high level of skill in their work and have done good work.
2. Have worked hard and diligently, and have been serious about their responsibilities.
3. Have behaved ethically, followed instructions, and performed in an exemplary way.
4. Have shown a commendable spirit of service.
5. Have helped and cared for others, which is demonstrated by concrete evidence.
6. Have other achievements.

Article 20. Laborers who meet one of the following conditions will receive a 2<sup>nd</sup> Level Merit:

1. Have placed value on public property, and concrete evidence proves this.
2. Have alerted authorities in advance about theft cases or reported schemes to cause damage, which have prevented losses to the university.
3. Have diligently obeyed assignments, raised work efficiency, and behaved in an exemplary way.
4. Have received no traffic fines, and have been involved in no accidents in the preceding year.
5. Have made other important contributions.

Article 21. Laborers who meet one of the following conditions will receive a 1<sup>st</sup> Level Merit.

1. Have made a special contribution which has brought honor to the university.
2. Have responded with courage to disasters and prevented losses to the university.
3. Have reacted with care to unexpected events and prevented losses to the university.
4. Have made other major contributions.

Article 22. Laborers who meet one of the following conditions will receive a Reprimand:

1. Have been indolent in their work or left their post; have refused to change after frequent reprimands.
2. Have been negligent in their work which has influenced the carrying out of their duties to some extent.
3. Have negatively influenced the quietness and order of the workplace or have been repeatedly warned about public safety and sanitation, and have not made changes in their behavior.
4. Have not been diligent in their work which has caused delays.
5. Have not heeded reasonable advice or guidance from superiors.

Article 23. Laborers who meet one of the following conditions will receive a 2<sup>nd</sup> Level Demerit:

1. Have through negligence brought about damage to university facilities or resources; have caused the university to suffer damage.
2. Have refused orders to complete responsibilities within a given period of time, and have not provided a reasonable explanation; have caused the university to suffer damages.
3. Have disseminated rumors that have had a negative influence on the institution.
4. Have seriously influenced the order of the workplace and have negatively affected the affairs of the university.
5. Have seriously influenced the atmosphere of the university or the morale of their colleagues through indolence or absence.

Article 24. Laborers who have been investigated and found to meet one of the following conditions will receive a 1<sup>st</sup> Level Demerit:

1. Have used the name of Ming Chuan University off campus for the purpose of swindling.
2. Have caused the university great losses by being absent from their posts without good reason.
3. Have intentionally destroyed public property.
4. Have asked other employees to swipe their ID cards for them or have swiped an ID card for others.
5. Have engaged in outside work on the job which has seriously affected their work.

Article 25. Laborers who meet one of the following conditions may be dismissed without prior notice and have their contracts cancelled.

1. Have signed the contract under false pretexts and have misled the university, bringing harm to the university.
2. Have drunk alcohol on the job or assembled with others for the purpose of gambling.
3. Have disobeyed reasonable commands or defy orders to a serious extent.
4. Have insulted or threatened supervisors in a serious way.
5. Have provoked disputes, agitated for illegal strikes, caused harm to the university, or influenced the orderliness of work.
6. Have behaved in an unmannerly way or fought with colleagues other than in self-defense.
7. Have stolen, and proof exists that theft has occurred.
8. Have accumulated two 1<sup>st</sup> Level Demerits in one year, or have two 1<sup>st</sup> Level Demerits on their records.
9. Have been convicted of a crime and received a prison sentence, and have not had the sentence commuted to a fine.

## **General 6 Supplementary Regulations**

Article 26. The university must conduct evaluations of staff members and laborers impartially, ensuring that evaluations are correct and objective, which will both raise morale and work efficiency. If unfair evaluations are discovered, the punishment will be revoked and the case reevaluated. Persons involved in evaluations who have been negligent will be punished.

Article 27. Persons participating in the evaluation process must maintain strict confidentiality. Persons conducting evaluations must avoid evaluating their own performances.

Article 28. Upon being passed at the Administrative Council 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.\*\***