

# 國立東華大學人文社會科學學院教師評鑑細則

## NATIONAL DONG HWA UNIVERSITY

### College of Humanities and Social Sciences

#### Faculty Review Regulations

(Implemented June 11, 2025.)

第一點 國立東華大學（以下簡稱本校）人文社會科學學院（以下簡稱本院）為提昇教師教學、研究與服務及輔導水準，創造本院學術特色，依據「國立東華大學教師評鑑辦法」，訂定「國立東華大學人文社會科學學院教師評鑑細則」（以下簡稱本細則）。

Article I The National Dong Hwa University (hereinafter referred to as NDHU) College of Humanities and Social Sciences (hereinafter, the College) has established the National Dong Hwa University College of Humanities and Social Sciences Faculty Review Regulations (hereinafter, the Regulations) in accordance with the National Dong Hwa University Regulations for Faculty Review (hereinafter, NDHU Regulations) to improve standards of education, research, guidance, and services for the College.

第二點 本院教師評鑑之通過標準與各分項最低分數標準按照「國立東華大學教師評鑑辦法」之規定。

各分項之分數計算方式依下列四款規定：

一、教學項目（擇一目採計）：

（一）受評期間榮獲優良教師者（擇一點採計）；

1. 榮獲校教學優良教師者，得 60 分。

2. 榮獲院教學優良教師一次者，得 50 分；榮獲二次者，得 60 分。

（二）受評期間教學情況與教學精進表現（本目之 1~4 各點不得為零分）；

1. 單一學期開課符合基本鐘點數，每學期得 2 分。

2. 單一學期準時上傳教學計畫表及學期成績，每學期得 2 分。

3. 單一學期授課出勤與調補課符合規定，每學期得 2 分。

4. 教學意見調查成績達 3.5（含）以上（計 6 分）。

5. 單一學期至少「開授 1 門使用本校教學數位平台（如東華 e 學苑、ZUVIO、Microsoft Teams 等）輔助教學之課程」，每學期加 1 分。

6. 單一學期至少「參加 1 場次校內外舉辦提升教學品質與技能相關研習會（含工作坊、研討會）活動」或「取得 1 種與個人教學相關之專業認證」，每學期加 1 分。

7. 單一學期至少「開授 1 門符合本校『獎勵教師全英語授課實施要點』之全英語授課課程」或「完成 1 門 MOOCs 課程製作」或「執行 1 門數位課程通過並製作教學影片」，每學期加 1 分。

二、研究項目：

（一）直接採計受評人於受評期間研究成果所獲「國立東華大學學術研究績效獎勵」點數。

（二）直接採計受評人於受評期間所獲「國立東華大學延攬及留任國內外各

類頂尖人才學術獎勵金」次數，每次 4 點。

(三) 期刊論文

- 1、SCIE、SSCI 收錄之期刊論文每篇 6~15 點，由各級教評會（以下簡稱各級教評會）審議並核定點數。
- 2、AHCI 收錄之期刊論文不分級，每篇 12 點。
- 3、ECONLIT 收錄之期刊論文不分級，每篇 5 點。
- 4、EI 收錄之期刊論文不分級，每篇 4 點。
- 5、「臺灣人文及社會科學核心期刊」第一級、第二級期刊收錄之期刊論文每篇 3~6 點，由各級教評會審議並核定點數。
- 6、出版於其他具正式匿名審查制度學術期刊之論文，每篇至多核定 2 點，由各級教評會審議並核定點數。
- 7、經正式匿名審查以外文發表於國際期刊並有佐證料者，得評定為 2~3 點，由各級教評會審議並核定點數。

(四) 個人學術論著專書每件 6~15 點；專章（含經事後匿名審查並正式出版於會議論文集之專書論文）每件 2~5 點；譯著（須為包含學術註釋者）每冊 2~5 點，均由各級教評會審議並核定點數。前述個人學術論著專書、專章須經正式匿名審查。

(五) 藝文創作專書（含單篇集結），並由專業出版社正式出版者每冊 6~10 點；由國際知名出版社正式出版者，每冊 6~15 點，由各級教評會審議並核定點數。

(六) 學術研究計畫之點數計算，大型（國家型、科專、大產學）計畫總主持人每件每年 5 點；國家科學及技術委員會（含原科技部及原國家科學委員會，以下簡稱國科會）一般整合型計畫總主持人每件每年 3 點；國科會一般型個人研究計畫（含整合型計畫子計畫）、教育部教學實踐型（含深耕）計畫或產學合作計畫（計畫總金費超過 30 萬元者）主持人每件每年 1 點；國科會研究計畫或教育部教學實踐型（含深耕）計畫協同主持人每件每年 0.5 點。

(七) 上述所列以外之研究成果（含創作展演類成果、主編學術性著作等），而有特殊表現者，應提供相關說明並由各級教評會審議並核定點數。

(八) 前列第（一）、（二）目與（三）~（七）目所列研究成果不得重複採計。以上各款所獲點數之總計，第 1 點得換算為 20 分，後每增加 1 點換算為 10 分。

(九) 參加國際研討會以外文發表之論文且為主要貢獻者，每一篇可獲 5 分；參加其他研討會發表之論文且為主要貢獻者，每一篇可獲 2 分。學術會議論文三年最多可得 10 分。

三、服務項目：

(一) 服務滿 1 年，每學年核給 2 分。

(二) 擔任本校編制內二級（含）以上學術或行政單位主管，每學年核給 10 分。

(三) 其他行政職務（含本校其他編制內單位、本院暨所屬系所班設置任務型編組教研中心主管），每學年核給 4 分。

- (四) 任本校各級委員會委員，每學年每委員會核給 1~2 分。
- (五) 從事校內外專業服務，每學年每項服務核給 1~2 分。
- (六) 獲頒校內外與服務相關獎狀，每次核給 1 分。
- (七) 配合系所班務運作有貢獻者，由系所班主管或系所班教師評審委員會（以下簡稱系所班教評會）作有貢獻者，由系所主管斟酌加 2~6 分。

#### 四、輔導項目：

- (一) 受評期間曾獲選校級優良導師典範者，每次核給 20 分；獲選院級優良導師典範者，每次核給 15 分
- (二) 擔任導師，每學年核給 3 分。
- (三) 在校內外輔導學生參與社會服務、服務學習及實習等相關活動，每學年每項核給 2 分。
- (四) 參與本校或院系所班舉辦之各項師生身心輔導、學習輔導或職涯輔導等相關活動，每項核給 1 分；擔任前述相關活動推動（協助）者或負責人，每項核給 2 分。
- (五) 擔任系所班學會或校內學生社團指導老師，每學年核給 2 分。
- (六) 其他輔導工作（如系所學生事務組組長或負責人等），每學年核給 2 分。

Article II Review standards and minimum score for each category shall be determined in accordance with NDHU Regulations.

Scoring rules for each category shall be as follows:

#### A. Pedagogy (choose one of the scoring methods):

1. Those who were awarded outstanding teaching teacher (choose one of the following to calculate).
  - a) Those who are awarded the school-level outstanding teaching teacher during the period of review shall be counted 60 credits.
  - b) Those who are awarded the college-level outstanding teaching teacher once during the period of review shall be counted 50 credits; those who are awarded twice shall be counted 60 credits.
2. Scoring based on the teaching situation and teaching improvement performance during the period of review (items a to d of this method cannot be zero credits);
  - a) Teaching hours meet the basic requirements, 2 credits shall be counted each semester.
  - b) Uploading teaching plans and semester grades on time, 2 credits shall be counted each semester.
  - c) Teaching on time and make up or adjust course time as required, 2 credits shall be counted each semester.
  - d) Semester teaching performance survey score of 3.5 or above (maximum score of 6 credits).
  - e) Teaching at least one course using the school's digital teaching platform (such as e-Learning@NDHU, ZUVIO, Microsoft Teams,

etc.), 1 credit shall be counted each semester.

- f) Participate in at least one seminar (including workshops and seminars) on improving teaching quality and teaching skills or obtain at least one professional certification related to personal teaching, 1 credit shall be counted each semester.
- g) Offer at least one all-English teaching course that complies with the school's "Key Points for Rewarding Teachers for All-English Teaching", or produce at least one MOOCs course, or implement at least one digital teaching course and make this course into a teaching video, 1 credit shall be counted each semester.

B. Research:

1. Determined based on the number of points awarded by the NDHU Academic Research Performance Bonus during the period of review.
2. Those receiving the Academic Incentive Scholarship for the Recruitment and Retention of Domestic and Foreign Talent during the period of review are count an additional 4 points for each instance.
3. Journal papers
  - h) Six to fifteen points shall be counted for each paper published in SCIE or SSCI journals, after review by faculty evaluation committees at every level.
  - i) Twelve points shall be counted for each paper published in AHCI journals, regardless of journal ranking.
  - j) Five points shall be counted for each paper published in EconLit journals, regardless of journal ranking.
  - k) Four points shall be counted for each paper published in EI journals, regardless of journal ranking.
  - l) Three to six points shall be counted for each paper published in TSSCI or THCI journals of tier-1 or tier-2 after review by faculty evaluation committees at every level.
  - m) A maximum of 2 points may be count for papers published in other journals, which have undergone formal peer review, after review by faculty evaluation committees at every level.
  - n) Two to 3 points may be count for papers published in foreign languages in international journals, which have undergone formal peer review and submitted with supporting documents, after review by faculty evaluation committees at every level.
4. Personal academic monographs shall be counted 6 to 15 points each. Monograph chapters (including papers published and peer reviewed at an academic conference and later included in the conference's published proceedings) shall be counted 2 to 5 points each. Translated works (must include academic annotations) shall be counted 2 to 5 points. Points shall

be counted after review by faculty evaluation committees at every level. The aforementioned personal academic monographs and monograph chapters must be formally peer reviewed.

5. Books of literary or artistic works (including collections of individual works) published by a professional publishing company shall be counted 6 to 10 points per book; books published by renowned international publishing companies shall be counted 6 to 15 points for each book. Points shall be counted after review by faculty evaluation committees at every level.
6. The principal investigator of any major (national, technology, or major industry-academia collaboration) academic research project shall be counted a score of 5 points per year for each project; the chief investigator of any integrated or interdisciplinary research project of the National Science and Technology Council (including papers published and peer reviewed) shall be counted a score of 3 points per year for each project; the principal investigator of any general personal research project of the National Science and Technology Council (including the Ministry of Science and Technology and the former National Science Council, hereinafter referred to as NSTC), academic practice project (including those of the Sprout Project) of the Ministry of Education, industry-academia collaboration (with administrative expenses of over NT\$300,000) shall be counted a score of 1 point per year for each project; the co-principal investigators of any National Science and Technology Council research project or Ministry of Education academic practice project (including those of the Sprout Project) shall be counted a score of 0.5 points per year for each project.
7. Any of the aforementioned research results (including exhibitions or performances of creative works, and chief editing of academic literature) with exceptional performance must be submitted with statements for review by faculty evaluation committees at every level in order to obtain approval for the awarding of points.
8. The research results stipulated in Clause 1 to 2 shall not coincide with the those stipulated in Clauses 3 to 7. The points count according to the preceding clauses shall be converted to credits, with the first point shall be worth 20 credits and subsequent points worth 10 credits each.
9. The first author of any paper published in a foreign language at an international conference shall be counted 5 credits per paper; the first author of any paper published at other conferences shall be counted 2 credits per paper. Any author of an academic paper can be count a maximum of 10 credits within a three-year period.

C. Service:

1. Any faculty member who has served for one year shall be counted 2 credits per academic year.
2. Any faculty member who in a second-level (including) academic or administrative director in the establishment unit of the school, shall be counted 10 credits per academic year.
3. Any faculty member who serves in any other administrative position shall be counted 4 credits per academic year.
4. Any faculty member who serves as a member of any committee of NDHU shall be counted 1 to 2 credits by the committee for each academic year served.
5. Any faculty member who participates in professional services on or off campus shall be counted 1 to 2 credits for each instance per academic year.
6. Any faculty member who is count a certificate for service on or off campus shall be counted 1 credit for each occurrence.
7. Any faculty member who contributes to the running of departmental affairs shall be counted 2 to 6 credits by the department chair or the departmental faculty evaluation committee.

D. Counseling/Advising:

1. Any faculty member voted Outstanding NDHU Academic Advisor during the evaluation shall be counted 20 credits; if voted Outstanding College Academic Advisor, 15 credits.
2. Any faculty member who serves as an academic advisor shall be counted 3 credits per academic year.
3. Any faculty member who has mentored students participating in community service, service learning, internships, or other extracurricular activities on or off campus shall be counted 2 credits for each instance per academic year.
4. Any faculty member who has participated in psychological, academic, or career counseling events organized by NDHU or departments of the College shall be counted 1 credit for each instance; organizers or promoters (assistants) of the aforementioned events shall be counted 2 credits for each instance.
5. Any faculty member who serves as an instructor to a departmental student association or club shall be counted 2 credits per academic year.
6. Any other counselling work (e.g. director of the departmental division of student affairs) shall be counted 2 credits per academic year.

第三點

本評鑑作業程序，各系所班原則上應於每年十月十五日前完成系所班教師評審委員會初評後彙整送院（含第二條第一款各條之年度期刊排序，若當年度未有應受評教師或無應受評教師適用者免提），院教師評審委員會（以下簡稱院教評會）原則上應於每年十月底前完成初審，彙送校教師評審委員會（以下簡稱校教評會）複審。

- Article III The evaluation procedures shall be as follows: In principle, the departmental faculty evaluation committees shall complete the initial reviews and submit the results to the collegiate office before October 15 of each year (including the annual journal rankings as stated in Article II, Section B; this item is not required if no faculty member is under evaluation or if the regulations are inapplicable to any faculty member under evaluation). The College Faculty Evaluation Committee should complete its initial review and submit the results to the NDHU Faculty Evaluation Committee for review.
- 第四點 本院教師延後評鑑申請，須於應受評學年度開始前依規定獲核准或會議通過。若因情況特殊未能於前述時間內提出者，須於應受評學年度所屬系所班受評資料截止收件日前經校長簽准，否則不予受理。
- Article IV Any College faculty member who applies for postponement of their evaluation shall obtain permission in accordance with the regulations or meeting results before the start of the academic year of the evaluation. If permission is not granted before the deadline, an authorization from the president is required before the deadline for submitting evaluation materials specified by their department or else the application shall be rejected.
- 第五點 評鑑未達標準者，應於次學年度起二年內就其過去四至五年之整體表現再度受評，受評標準如下：
- 一、於次學年度再度受評者，應就其過去四年之研究、教學、服務暨輔導表現再度受評，通過標準為總分 75 分以上且研究至少得 25 分；教學至少得到 20 分；服務暨輔導至少得到 13.3 分。
  - 二、於又次學年度再度受評者，應就其過去五年之研究、教學、服務暨輔導表現再度受評，通過標準為總分 85 分以上且研究至少得 30 分；教學至少得到 20 分；服務暨輔導至少得到 16.7 分。
- Article V Any faculty member who fails their evaluation shall be evaluated again for overall performance during the preceding four to five years within two years of the academic year following the failed evaluation. The standard for the evaluation shall be as follows:
- A. Faculty members being evaluated in the following academic year: The faculty member in question shall be evaluated for research, teaching, and service and counselling/advising performance in the last four years. Passing score shall be 75 credits, with a minimum of 25 credits for research, a minimum of 20 credits for teaching, and a minimum of 13.3 credits for service and counselling/advising work.
  - B. Faculty members being evaluated in the second academic year following the failed evaluation: The faculty member in question shall be evaluated for research, teaching, and service and counselling/advising performance in the last five years. Passing score shall be 85 credits, with a minimum of 30 credits for research, a minimum of 20 credits for teaching, and a minimum of 16.7 credits for service and counselling/advising work.
- 第六點 本細則如有未盡事宜，依「國立東華大學教師評鑑辦法」及相關法規辦理。

Article VI For issues not addressed in these Rules, refer to the NDHU Regulations and other related regulations.

第七點 本細則經院教評會及院務會議通過，送校教評會核備後實施。

Article VII These Regulations shall be implemented following approval by the College Faculty Evaluation Committee and Collegiate Affairs Meeting and submission to the NDHU Faculty Evaluation Committee for approval and entering into record.

Note: The English part of this document was translated from the original Chinese version. In the case of any discrepancy between the two, the Chinese version shall prevail.