

Taipei Medical University Faculty Evaluation Regulations

- Article 1. Taipei Medical University Faculty Evaluation Regulations (Hereafter referred to as “Regulations”) are enacted in accordance with “the University Act” and “TMU Faculty Employment Regulations” in order to enhance the university’s competitiveness and the quality of faculty’s teaching, research, service, and advising.
- Article 2. All full-time salaried faculty members of this University must be evaluated on the basis of their teaching, research, service and advising endeavors once a year. Evaluation regulations for full-time faculty in medical-related departments shall be referred to other policies
- Article 3. Every year by the end of March, the Office of Academic Affairs shall provide all faculty's data of every item in the Teaching Quantitative Evaluations from the previous two years; the Office of Research and Development shall provide all the faculty's data of every item in the Research Quantitative Evaluations from the previous five years; departments concerned shall provide all the faculty's data of every item in the Service Quantitative Evaluations from the previous three years. The data shall be distributed to different colleges after the president's approval. After the Office of Human Resource announces the application schedule of FES, the faculty members shall submit the application to the department supervisors with relevant files attached. After the preliminary review conducted by school-level Faculty Evaluation Committee (only applicable to the School of Medicine) and college-level Faculty Evaluation Committee, the application shall be presented to the TMU Faculty Evaluation Committee for secondary review.
- Article 4. The evaluation items and standards of the faculty's quantitative evaluation on teaching, research, service and advising are enacted in accordance with Appendix 1,2, and 3.
- Article 5. The details for scoring system of the faculty's quantitative evaluation on teaching, research, service and advising is shown in Appendix 4. The faculty member shall choose a category (teaching, general, or research). Nevertheless, only those who satisfy the following requirements can choose the teaching or research category.
- I. Only those who averagely have received at least once research subsidization from administrative agencies every year, or have published at least two research papers as first or corresponding authors over the past five years are qualified to choose the research category.
- II. Only those who teach more than 8 hours a week (excluding the deducted teaching hours), or certificate-qualified teachers, or TMUH teaching physicians, or department program directors, or the past teaching award winners are qualified to choose the teaching category.
- Article 6. After being reviewed by different levels of Faculty Evaluation Committees, full-time faculty members who score lower than 300 points and are ranked among the lowest 5% in the quantitative evaluation, as well as those who have not published any SCI, SSCI paper as first or corresponding authors over the past three years shall be considered as failing the evaluation.
- For faculty members from College of Humanities and Social Sciences and Center of General Education, the SCI and SSCI paper mentioned above can be replaced by an A&HCI, THCI (Core), TSSCI paper, one peer-reviewed academic book or two chapters from a peer-reviewed academic book, two peer-reviewed academic papers, two formally published expert-reviewed academic conference papers, or an exhibition or performance on a national level.
- Article 7. Faculty members (who have been employed for more than 3 years) who fail their annual evaluation are barred from applying for sabbaticals, shall not receive any salary raises within the next school year, and are not allowed to hold any part-time positions or teach at other institutions. Furthermore, the faculty member cannot assume the

position of a Faculty Evaluation Committee member at any level, nor can they be a supervisor of an administrative office. If the faculty member passes the annual evaluation in the following year, he/she will regain all the rights mentioned above. If he/she fails again, the teaching appointment will not be renewed after being reviewed by all levels of faculty evaluation meetings.

Article 8 Faculty members who suffer a major change in life or take leave without pay for the birth of a child, care of the newborn, temporary transfer, or advanced studies can postpone the annual evaluation and extend the time period of promotion with the approval of the dean of the college and the president of TMU.

Article 9 Faculty who meet one of the following requirements shall be exempt from the evaluation process and receive a renewal contract:

- I. Be elected as a Fellow of Academic Sinica.
- II. Have been awarded an Academic Award or a National Chair Professorship by the Ministry of Education.
- III. Have been awarded an Outstanding Research Award by the Ministry of Science and Technology over the past 3 years.

Faculty members who will be eligible for retirement within three years shall be exempt from the evaluation process and receive a renewal appointment after the approval of the Faculty Evaluation Committee. The members' application form shall be submitted to the Faculty Evaluation Committee a year prior with the approval signatures of their supervisors and the president of TMU.

Article 10 The Regulations have been ratified and enacted by the University Meeting; all amendments shall be made according to the aforementioned procedure.

Appendix 1 Evaluation Items and Standards of TMU Faculty's Quantitative Evaluation- Teaching

Type	No.	Item	To be improved	Normal	Fair	Good	Excellent	Points explanation
BASIC	1	Actual weekly teaching hours (weighted on enrolled student number)	30	70	170	270	340	<p>1. Compared with the statistical mean of all full-time faculty over the past two academic years, if the faculty member's personal data falls:</p> <p><last 5%: to be improved</p> <p>≥ last 5% < last 10%: normal</p> <p>≥ last 10% < last 30%: fair</p> <p>≥ last 30% < overall average: good</p> <p>≥ overall average: excellent</p> <p>2. Calculated in accordance with TMU Faculty Member Teaching Hour Pay Regulations by the number of students.</p>
	2	Teaching Evaluation Result	10	20	40	50	80	<p>1. Scored by the faculty member's average points on teaching courses over the past 2 academic years.</p> <p>2. When teaching in both the undergraduate and graduate program, the faculty member shall choose one course out of each program to be</p>

Type	No.	Item	To be improved	Normal	Fair	Good	Excellent	Points explanation
								<p>evaluated.</p> <p>3. evaluation score = (the evaluation points of the chosen undergraduate course X total course credits of undergraduate program / total course credits of undergraduate and graduate program) + (the evaluation points of the chosen graduate course X total course credits of graduate program / total course credits of undergraduate and graduate program)</p> <p>4. Compare the evaluation score with all other full-time faculty's:</p> <p><last 5% : to be improved</p> <p>≥last 5% < last 20% : normal</p> <p>≥last 20% < the average all : fair</p> <p>≥the average all < first 30% : good</p> <p>≥first 30% : excellent</p>

	3	research paper points	20	50	100	170	200	
basic item total			40	130	250	400	500	

Category	No.	Item	Points Explanation
Extra Points	1	The Ministry of Education or National Education Awards	Each 90 points
	2	Academic Teaching Excellence Awards	Each 90 points
	3	Academic Good Teaching Awards	University level: each 60 points College level: each 30 points Department level: each 15 points
	4	Best Attending Physician Teaching Awards	Each 60 points
	5	The Ministry of Education's Excellent Course Awards	Each 60 points
	6	Guide students and win the Ministry of Science's College Student Research Plans, International Awards, or National Awards	The Ministry of Science's Plans approval: each 15 points The Ministry of Science's Plans approval and awards: each 30 points International Awards: each 15 points National Awards: each 10 points
	7	Earn a doctoral / master's degree in education or teaching in addition to the professional fields	Doctoral: 75 points Master: 60 points

Category	No.	Items	Points Explanation
	8	Serve as the principle investigator of a government organization's (such as the Ministry of Education) education/teaching research projects	Principal Investigator (PI): each 40 points Co-principal Investigator (co-PI): each 30 points Planner: each 40 points Executor: each 30 points
	9	Besides the ones listed above, any other item that can be scored according to the teaching practices promotion	Each will be looked at based on the items and scoring standards listed in TMU's "Guidelines for Calculating Points for Faculty Promotion" teaching practice standards (四)(五)(六)

Note 1 : 『 Actual Weekly Course Hours 』 refers to the average course hours every semester for the last 2 academic years/18 weeks, including university and graduate school's actual teaching hours, seminar accountable hours and clinical teaching hours.

Note 2 : The approval of the items for extra points has to be reviewed by the Office of Academic Affairs first.

Appendix 2 : Research and Industry-University Cooperation--basic Evaluation items and points (Average of first five years); extra points criteria and

points (last academic year) The total cannot exceed 150 points

category	No.	item	to be improved	normal	fair	good	excellent	Points explanation
Basic	1	project number (with a review system)	10	50	100	150	200	annual average number : ≤ 0.2 to be improved , $>0.2 <0.6$ normal , $\geq 0.6 <0.8$ fair , $\geq 0.8 <1$ good , ≥ 1 case: excellent
	2	total project budget	10	30	50	80	100	<last 50% : to be improved
	3	research paper points	20	50	100	170	200	\geq last 50% <overall average: normal \geq last overall average< first 50% : fair \geq first 50% < first 30% : good \geq first 30% excellent
Basic points total			40	130	250	400	500	

category	No.	item	points explanation
extra points	1	comprehensive project PI	Within the project execution period I, PI gets 60 points for each project
	2	comprehensive sub-project PI	1. Within the sub-project execution period I, PI gets 30 points for each project 2. Within the sub-project execution period I, co-PI gets 10 points for each project
	3	other research awards	Each awards of the follows get 60 points: 1. Tungyuan Awards 2. Yongxin Li Tiande Medical Technology Award (1) Excellent Medicine Awards (2) Medical Technology Award for Youth Wang Minning Award 4. Far Eastern Y.Z. Hsu Science Forum 5. Ta-You Wu Memorial Award 6. Academia Sinica Young Scholar Research Publication Awards 7. Taiwan Bio-Development. Foundation Scholarship Forum
	4	industry-university cooperation	each NT. 500,000 industry-university cooperation project gets 5 points
	5	clinical trial execution	PI (not including co-PI or sub-PI) of clinical trial management regulation No. 4 , based on Medicine Law (new medical technology 、 new medicine 、 new medical equipment), and the third level medical equipment project with clinical trial records are scored as the following : 1. Investigator initiated Trial, gets 60 points for each 2. PI new medical technology 、 new medicine clinical trial (Phase I), each 45 points 3. PI new medical technology 、 new medicine clinical trial (Phase II), and (Phase III) each 30 points. 4. PI new medical equipment 、 new medicine clinical trial, each 45 points. 5. PI third level new medical equipment 、 new medicine clinical trial, each 45 points. PI the above mentioned combined items new medicine clinical trial, points calculated by the highest level standard.

category	No.	item	points explanation
	6	additive innovation company	found an additive innovation company, each 100 points
	7	Innovative Technology Awards	1 international invention award : each award 10 points (each invention can only count one time) 2 national innovation award : each award 60 points 3. Taipei bio-technology award : each award 60 points

Note 1 : The subsidy organization with review mechanism refers to the subsidy plans from the following: the Ministry of Technology 、 the Ministry of Economy 、 the Ministry of Hygiene and Welfare, and its sub-organizations 、 The National Health Research Institutes 、 the Ministry of Education 、 National Health Insurance 、 Academia Sinica/the Ministry of Science 、 Atomic Energy Council 、 the Ministry of Agriculture 、 Environmental Protection Administration 、 the Ministry of Labor.

Note 2 : Project number and total budget do not include: 1.Excellence Plan 2.Excellent Post Plan 3. Core facilities 4. Valuable equipment plan 5.cooperative education hospitals and inter-campus cooperation 6. promoting university infra-education plan 7. education reform plan

Note 3 : Extra points items and approval have to be reviewed by the office of research development 、 career development or clinical trial research offices ◦

Appendix 3 : service and advising--basic score items and points (first three years average); extra points items and points (last academic year) , cannot exceed 150 points.

category	No.	item	to be improved	normal	fair	good	excellen t	Points explanation
	1	administration chair	10	10	50	100	120	first level chair(including university research center chair or deputy chair) is excellent; second level chair(including college research center chair or deputy chair) is good; third level chair/ forth level chair/ administrator, is fair)
	2	mentorship	5	35	50	80	100	「mentor counseling record fulfillment」 + 「mentor cognition seminar participation」 average fulfillment proportion : $\leq 20\%$ is to be improved , $>20\% \leq 40\%$ is normal , $>40\% \leq 60\%$ fair , $>60\% \leq 80\%$ good , $>80\% \leq 100\%$ excellent
	3	university (college) committees	10	30	45	70	90	Serving in the committee more than 1 time is normal , 2 times is fair , 3 times is good , 5 times and the above, excellent
	4	executing university (college) assigned projects	5	20	40	50	65	Serving more than 1 time is normal , 2 times is fair , 3 times is good , 5 times and the above, excellent

		(administration cooperation)						
	5	Service outside the university (college)	5	25	40	50	65	Serving more than 1 time is normal , 2 times is fair , 3 times is good , 5 times and the above, excellent
	6	student club instructor	5	10	25	50	60	Serving more than 1 time is normal , 2 times is fair , 3 times is good , 5 times and the above, excellent
basic items total			40	130	250	400	500	

category	No.	item	points explanation								
extra points items	1	Serving university (college) excellent mentor	1. Each campus excellent mentor award gets 90 points 2. Each university excellent mentor award gets 60 points 3. Each college excellent mentor award gets 30 points.								
	2	Serving the Ministry of Education excellent mentor	1. The Ministry of Education excellent mentor, 90 points. 2. Excellent mentor, 120 points.								
	3	house-visiting service	each time 20 points								
	4	guide teacher for service teams	each team 10 points, accumulative								
	5	instructor for service teams	seed instructor for service teams / profession service instructor Who opens courses , 10 points								
	6	foreign or domestic society/ association chair or editor-in-chief	<table border="1"> <thead> <tr> <th>item</th> <th>score</th> </tr> </thead> <tbody> <tr> <td>SCI、SSCI、EI editor-in-chief、international society/association chair</td> <td>60</td> </tr> <tr> <td>SCI、SSCI、EI editor-in-chief/Section Editor；non SCI、SSCI、EI international or domestic journal editor-in-chief； domestic society/association chair</td> <td>30</td> </tr> <tr> <td>non SCI、SSCI、EI international or domestic journal vice editor</td> <td>15</td> </tr> </tbody> </table>	item	score	SCI 、 SSCI 、 EI editor-in-chief、international society/association chair	60	SCI 、 SSCI 、 EI editor-in-chief/ Section Editor ；non SCI 、 SSCI 、 EI international or domestic journal editor-in-chief； domestic society/association chair	30	non SCI 、 SSCI 、 EI international or domestic journal vice editor	15
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7	Xinglin Medicine Award	each award gets 50 points									
8	Medicine Devotion Award	each award 150 points									
9	Health and Welfare Professional Medal	each first prize 150 points，second prize 120 points，third prize 100 points									

note 1 : student club instructor refers to those who are with appointments certification

note 2 : academic committee includes: university level (including first level administration committees) 、 college level and all department committees

note 3 : Service outside the university (college) includes : Governmental institution service : Committee member 、 Committee Chairman 、 committee 、 consultant

(1) Non-governmental organization service : Officer of International Society 、 Officer of Domestic Society 、 Consultant 、 Member of Domestic Board of Directors 、 Domestic Society Convener

(2) International journals : Editor-in-Chief or Editor 、 Associate Editor or Deputy Editor 、 Editorial Board Member 、 Reviewer or Referee

(3) Domestic journals : Editor-in-Chief or Editor 、 Associate Editor or Deputy Editor 、 Editorial Board Member 、 Reviewer or Referee

note 4 : mentor counseling record fulfillment = counseling records/advisee number*2

(1) Each advisee should receive 2 counseling each year

(2) Each teacher should participate in 4 seminars each academic year.

note 5 : The approval of extra points has to be reviewed by the office of student affairs and department chairs.

Appendix 4 : faculty member quantity evaluation scores(**T** × proportion+ **R** × proportion+ **S** ×proportion)

Quantitative evaluation category	teaching proportion T	research and industry-university cooperation R proportion	service and counseling S proportion
teaching	60%	20%	20%
general	30%	50%	20%
research	20%	60%	20%

* The Chinese version of the regulations shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.