# 國立勤益科技大學教師定期成效評估實施準則

# National Chin-Yi University of Technology

# Regulations for the Implementation of Periodic Performance Evaluation Standards

民國 95 年 2 月 24 日 94 學年度第 2 學期第一次校務會議審議通過
Approved at the First University Affairs Faculty Meeting of the second semester of the 2005 academic year on February 24, 2006.
民國 96 年 5 月 31 日 95 學年度第二學期第一次臨時校務會議修正
Amended at the First Ad Hoc University Affairs Faculty Meeting of the second semester of the 2006 academic year on May 31, 2007.
民國 98 年 6 月 11 日 97 學年度第 2 學期第一次臨時校務會議修正
Amended at the First Ad Hoc University Affairs Faculty Meeting of the second semester of the 2008 academic year on June 11, 2009.
民國 102 年 9 月 4 日 102 學年第 1 學期第 1 次校務會議修正
Amended at the First University Affairs Faculty Meeting of the first semester of the 2013 academic year on September 4, 2013.
民國 105 年 12 月 15 日 105 學年度第 1 學期第 1 次臨時校務會議修正第 2 條
Article 2 was amended at the First Ad Hoc University Affairs Faculty Meeting of the first semester of the 2016 academic year on December 15, 2016.
民國 108 年 9 月 4 日 108 學年度第 1 學期校務會議審議通過修正第 2、3 條
Articles 2 and 3 were amended at the University Affairs Faculty Meeting of the first semester of the 2019 academic year on September 4, 2019.
民國 108 年 9 月 30 日勤益科大人字第 1081700345 號函發布修正並自 109 年 8 月 1 日生效(評估 108 學年度績效)
Promulgated by Official Letter No. 1081700345 on September 30, 2019, and effective August 1, 2020 (evaluating performance for the 2019 academic year).
112 年 1 月 10 日勤益科大人字第 1121700002 號函發布修正，並自 112 年 8 月 1 日生效(評估 111 學年度績效)
Amended and promulgated by Official Letter No. 1121700002 on January 10, 2023, effective August 1, 2023 (evaluating performance for the 2022 academic year).
**115 年 1 月 8 日勤益科大人字第 1151700001 號函發布修正，並自 115 年 8 月 1 日生效(評估 114 學年度績效)**
**Amended and promulgated by Official Letter No. 1151700001 on January 8, 2026, effective August 1, 2026 (evaluating performance for the 2025 academic year).**

第一條　國立勤益科技大學（以下簡稱本校）為維護教師榮譽，協助教師提昇教學、研究、服務與輔導水準，特依大學法第二十一條及本校組織規程第三十七條規定，訂定教師定期成效評估實施準則（以下簡稱本準則）。

Article 1. To uphold faculty honor and assist in enhancing teaching, research, service, and student guidance and in accordance with Article 21 of the University Act and Article 37 of the University's Organizational Regulations, the National Chin-Yi University of Technology (the "University") hereby establishes the Regulations for the Implementation of Periodic Performance Evaluation Standards (the "Regulations").

第二條　符合下列條件之一者，得免辦理定期成效評估：

Article 2. Faculty members who meet any of the following conditions may be exempted from periodic performance evaluations:

一、 任職本校年資至辦理評估學年度未滿一年或年滿六十歲者。

Faculty members who have served at the University for less than one year as

of the evaluation academic year, or those who have reached the age of 60.

二、 自任職本校專任教師起，累計下列積點滿 40 點以上者。

積點計算如下：

Faculty members who, since assuming full-time appointment at the University, have accumulated 40 or more performance points, calculated as follows:

(一) 任職本校年資，每滿 2 年 1 點。

(1) Years of service at the University: One point for every two full years.

(二) 行政工作：副校長每年 4 點，一級單位主管每年 3 點，二級單位主管每年 2 點，特別助理每年 1 點。

(2) Administrative positions: Vice president, four points per year; director of first level administrative units, three points per year; director of second level administrative units, two points per year; special assistant, one point per year.

(三) 執行政府部門研究計畫，每件 2 點或每累積 25 萬元 1 點:

(3) Principal investigator of a government-funded research project: Two points per project, or one point for every accumulated NT$250,000, including:

1. 國科會研究獎助暨專題研究計畫主持人。

   Principal investigator of research grant or research projects funded by the National Science and Technology Council (NSTC).

2. 擔任教育部直接委辦計畫或教學型計畫且僅限教學單位之教師個人承接計畫之總計畫主持人或由總計畫主持人指定 1 位實際執行者。

   Principal investigator of projects directly commissioned by the Ministry of Education or teaching-oriented projects, limited to faculty members of teaching units, or one actual executor designated by the principal investigator.

3. 中央或地方政府機關委託研究計畫主持人。

   Principal investigator of research projects commissioned by central or local government agencies.

(四) 推廣教育計畫主持人，每件 2 點或每累積 25 萬元 1 點。

(4) Principal investigator of a continuing education project: Two points per project, or one point for every accumulated NT$250,000.

(五) 產學合作計畫主持人：每累積 25 萬元 1 點。

(5) Principal investigator of industry–university collaboration projects: One point per NT$250,000 accumulated.

(六) 產學專班（包含產學攜手計畫專班、產學訓計畫專班、雙軌計畫專班及產碩專班）計畫主持人：每件計畫書 2 點。

(6) Principal investigator of industry–academia special programs (including a special team of an industry-university joint cooperation program, a special

team of an industry-university-training cooperative training program, a Dual System Vocational Training Project in Taiwan, and industry–university cooperation master's programs): Two points per project proposal.

符合本款免辦理成效評估條件者，每年仍須提供本準則第三條第二項所訂評估標準項目之相關績效，公布於所屬院、系、所、中心、室、學位學程網頁。

Faculty members who qualify for exemption under this subparagraph shall still provide relevant performance information each year corresponding to the evaluation criteria specified in Paragraph 2, Article 3 of the Regulations, which shall be posted on the website of the faculty member's **college**, department, institute, center, office, or **degree program**.

三、 獲選為中央研究院院士者。

Elected as an Academician of Academia Sinica.

四、 曾獲頒教育部學術獎或國家講座者。

Recipient of the Ministry of Education Academic Award or National Professorship.

五、 曾擔任國內外著名大學講座教授經本校認可者，或擔任本校講座教授 2 年以上者。

Recognized by the University as having served as a chair professor at a prestigious domestic or international university, or having served as a chair professor of the University for more than two years.

六、 曾經擔任全國公私立大學校長者。

Having served as president of a domestic or international public or private university.

七、 曾獲國科會傑出研究獎者。

Recipient of the Outstanding Research Award of the National Science and Technology Council.

第三條　凡本校講師級以上專任教師均應依本準則每三學年接受一次成效總評估。

Article 3. All full-time faculty members at the rank of lecturer or above shall undergo a comprehensive performance evaluation once every three academic years in accordance with these Regulations.

前項成效評估內容包括教學、研究、服務（含輔導）等三分項，受評期間為最近三學年度之工作表現，評分標準詳如附表「教師定期成效評估標準項目一覽表」。

The evaluation shall cover three categories: Teaching, Research, and Service (including Student Guidance). The evaluation period shall be based on performance during the most recent three academic years. The detailed scoring criteria are specified in the attached Table of Standards for Periodical Performance Evaluations of Teachers.

受評教師辦理總評作業時，得自行選定各分項計分比重。教學、研究、服務（含輔導）各佔20%至60%，配分比例以5%為一級距，總和100%接受評估。

When undergoing a comprehensive evaluation, the faculty member may determine

the weighting of the three categories. Each category shall account for no less than 20% and no more than 60%, with increments of 5%, for a total weighting of 100%.

定期成效評估總分，滿分為一百分，採計受評期間三年度三分項個別原始積分總和之平均（各分項三年平均分數之上限為100分），依前項比重合計後分數達70分以上(小數點以下四捨五入)，且任一分項成績不得為0分者，即符合評估標準。

The total score shall be calculated on a 100-point scale and comprise the weighted average of the original scores of each category for the three years, with each category capped at 100 points per year. A final weighted score of 70 points or above (rounded to the nearest whole number), with no category receiving a score of zero, shall be deemed to have met the evaluation standard.

教師在受評期間若曾領有中度以上之身心障礙證明，前項之分數達60分以上即符合評估標準。

A final score of 60 or above shall constitute a pass for faculty members who held a certificate of moderate or higher physical or mental disability during the evaluation period.

年滿五十五歲以上未滿六十歲者之總分，得依本準則第二條第一項第二款1至4目規定加計積分。

Faculty members aged 55 to under 60 may receive additional points added to their total score in accordance with the provisions of Items 1 to 4, subparagraph 2, Paragraph 1, Article 2 of these Regulations.

第四條　本校教師定期成效評估程序分為自評及總評。由三級教師評審委員會審議。

Article 4. The evaluation process consists of a self-evaluation and comprehensive evaluation to be reviewed by three levels of the Faculty Evaluation Committee.

一、 自評：受評教師每年均應依評估項目進行自我檢核，檢核資料並應送請所屬院、系、所、中心、室、學位學程教師評審委員會(以下簡稱第一級教評會)審定當年度積分。

Self-Evaluation: Faculty members shall conduct a self-assessment each year based on the evaluation items and submit supporting documentation to the Faculty Evaluation Committee of the affiliated college, department, institute, center, office, or degree program (the "First-Level Faculty Evaluation Committee") for verification of the score.

(一) 第一級教評會審議期間，受評教師得就校訂評估項目之外其他教學、研究、服務（含輔導）具體成果提請審議，並列席說明。第一級教評會得經審議，於校訂評估項目之其他項評分範圍核給一適當分數。

During the review of the First-Level Faculty Evaluation Committee, the faculty member may present additional achievements in teaching, research, or service (including student guidance) not included in the University's prescribed evaluation items. Faculty members may attend the meeting to provide explanations. Upon deliberation, the First-Level Faculty Evaluation Committee may award an appropriate score within the range designated for "other" items in the University's prescribed evaluation standards.

(二) 各院、系、所、中心、室、學位學程各學年度協助教師辦理自評作業應於

九月底以前完成。審定分數如未達標準，受評教師所屬系所應提供必要之協助。

Each college, department, institute, center, office, or degree program shall assist faculty members in completing their annual self-evaluation by the end of September. If a score fails to meet the standard, the department or institute concerned shall provide necessary assistance to the faculty member.

(三) 第一級教評會審定當年度積分後，受評教師如有特殊情形須重新填報者，應專簽敘明理由，陳請校長同意。

After the First-Level Faculty Evaluation Committee has approved the annual score, any teacher under evaluation who, due to special circumstances, needs to resubmit the information shall submit a separate signed request stating the reasons and obtain the approval of the President.

二、 總評：教師累計三學年自評結果，應接受總評。

Comprehensive Evaluation: The cumulative results of the three-year self-evaluations shall be subject to a comprehensive evaluation.

(一) 受評教師應於總評當年度十月十五日前，備妥「教學、研究、服務（含輔導）等三分項評值表」循三級教評會進行總評。

By October 15 of the year in which the comprehensive evaluation is conducted, the faculty member shall fill in a Teaching, Research, and Service (including Student Guidance) Evaluation Form and submit it for comprehensive evaluation to the three levels of Faculty Evaluation Committees.

(二) 第一級教評會應於十一月十五日前完成，學院教評會應於十二月十五日前完成；前揭審議結果由人事室彙總提次年一月召開之學校教評會總評，總評完成後，陳請校長核定。

The First-Level Faculty Evaluation Committee shall complete its review by November 15 and the College Faculty Evaluation Committee by December 15. The results of these reviews shall then be compiled by the Office of Personnel and submitted to the University Faculty Evaluation Committee in January of the following year for comprehensive evaluation. After completion, the results shall be submitted to the president for approval.

定期成效評估自評、總評時程如有調整，依當年度人事室公布之教師定期成效評估作業時程表為準。

If the schedule for self-evaluation or comprehensive evaluation requires adjustment, the evaluation shall be conducted in accordance with the Annual Evaluation Schedule for Periodic Performance Evaluations announced by the Office of Personnel for that year.

第五條　評估結果應於完成後一個月內送交受評教師及其所屬單位主管。

Article 5. The evaluation results shall be delivered to the evaluated faculty member and

his/her unit head within one month after completion.

評估結果不合標準者，應接受系所協同教務處、學生事務處及研究發展處等相關單位輔導改善，並自次一年起不予晉薪、不得在校內授課超鐘點及校外兼職兼課；受評教師應於二年內申請就當年度成效再評估。並自再評估通過次年恢復晉薪及得在校內授課超鐘點、校外兼職兼課。受評教師於二年內未申請再評估或連續二次再評估後仍未達標準者，各級教評會於審議續聘作業時，應依大學法第21條規定列為重要參考。

Faculty members whose evaluation results fail to meet the required standard shall receive guidance and assistance for improvement jointly provided by the department or institute, the Office of Academic Affairs, the Office of Student Affairs, the Office of Research and Development, and other relevant units. Starting from the following year, such faculty members shall not be eligible for salary increases, shall not be permitted to teach overload hours at the University, or hold concurrent employment or teaching positions outside the University. The evaluated faculty member shall apply for a re-evaluation of the performance for the year in question within two years. Upon passing the re-evaluation, the faculty member shall, beginning in the following year, once again be eligible for salary increases and may teach overload hours at the University and hold concurrent employment or teaching positions outside the University. If the evaluated faculty member fails to apply for re-evaluation within two years, or still fails to meet the required standard after two consecutive re-evaluations, the Faculty Evaluation Committees at all levels shall take such results into serious consideration when reviewing the renewal of the faculty member's appointment in accordance with Article 21 of the University Act.

凡最近一次評估未符合標準者，不得提出升等。

Faculty members whose most recent evaluation fails to meet the standard shall not be eligible for promotion.

各學院、系所有更嚴格之規定者，從其規定。

Where stricter regulations are in place within colleges or departments, such regulations shall apply.

第六條　受評教師對於各級教評會評估結果認為違法或不當，致損害其權益者，得於收到評估結果書面通知後三十日內向學院、校申覆專案小組提出申覆，或另依「教師申訴評議委員會組織及評議要點」規定提起申訴。

Article 6. Faculty members who consider the evaluation results of an Faculty Evaluation Committees at all levels to be unlawful or inappropriate, thereby infringing upon their rights and interests, may, within thirty (30) days after receiving written notification of the evaluation results, file a request for reconsideration with the College or University Special Committee for Reconsideration, or separately file an appeal in accordance with the Directions for the Organization and Review of the Teacher Appeal Review Committee.

第七條　教師於申請帶職帶薪或留職停薪期間，不計入應接受評鑑年度之計算。

Article 7. Periods during which faculty members are on approved paid or unpaid leave shall not be included in the calculation of years subject to performance evaluation.

應接受評估年度有帶職帶薪或留職停薪（育嬰、侍親、全時進修、出國講學、休假

研究、借調至公民營機構或大學院校及其他情事，經學校核准者）不在校內致未能提出者，俟返校服務後順延辦理；前揭於國內外全時進修、出國講學及休假研究期間之研究績效，得由教師自行選擇列入總評，惟經選擇列入總評之研究績效所屬年度應併入研究項目之累計評估年數後計算平均分數。

Faculty members on approved paid or unpaid leave (such as parental leave, family care leave, full-time further study, overseas teaching, sabbatical research, or secondment to public/private institutions or universities as approved by the University) during the evaluation year and therefore unable to submit evaluation materials shall have their evaluation deferred until their return to service. However, research performance achieved during full-time further study, overseas teaching, or sabbatical research may, at the faculty member's discretion, be included in the comprehensive evaluation. Where such research performance is included, the academic year to which the performance belongs shall be counted toward the total years in the research category when calculating the average score.

因懷孕、生產或遭受重大變故者，得檢具證明文件簽經所屬系、所、學院及校核准後順延辦理。至延後年限，由學院教評會認定之。

Faculty members who are pregnant, have given birth, or have experienced major unforeseen circumstances may submit supporting documentation and, upon approval by their department, institute, college, and the University, defer their evaluation. The duration of such deferral shall be determined by the College Faculty Evaluation Committee.

第八條　本校專任教師依本實施準則接受評估，採計自 98 學年度起之 3 個學年度績效資料，至 101 學年度正式實施第 1 次總評。嗣後並應於每 3 學年期滿之次學年內完成成效評估 1 次。

Article 8. Full-time faculty members of the University shall undergo performance evaluations in accordance with these Regulations based on performance data covering three academic years starting from the 2009 academic year, with the first comprehensive evaluation formally implemented in the 2012 academic year. Thereafter, a performance evaluation shall be conducted once every three academic years, to be completed in the academic year immediately following the three-year period.

第九條　本準則若有未盡之事宜，悉依相關規定辦理。

Article 9. Any matters not covered by these Regulations shall be handled in accordance with the relevant provisions.

第十條　本準則經校教評會及校務會議通過，陳請校長核定後實施。

Article 10. These Regulations shall be implemented following approval by the University Faculty Evaluation Committee and the University Affairs Faculty Meeting, and ratification by the President.