

國立中山大學西灣學院支援全英語卓越教學中心兼任教師考核要點
Guidelines for Evaluation of Adjunct Faculty at Si Wan College
Supporting Center for EMI Teaching Excellence

110.08.30西灣學院110學年度第1次全英語諮詢委員會議通過

110.09.23西灣學院110學年度第2次教師評審委員會議通過

111.01.18校長核定通過

114.05.01西灣學院全英語卓越教學中心113學年度第9次中心會議修訂通過

114.05.29 西灣學院113學年度第10次教師評審委員會議通過

114.07.16校長核定通過

- 一. 為擴展全英語卓越教學中心(以下簡稱本中心)全英語通識課程之多元性，配合雙語校園政策實施，特依本校「兼任教師聘約」及「兼任教師聘任資格審查要點」制訂本要點。

ARTICLE 1 To promote the diversity of curricula of the Center for EMI Teaching Excellence (hereinafter referred to as “the Center”) in aligning with the bilingual campus policy, these regulations are formulated by the provisions outlined in the “Regulations for Appointment of Adjunct Faculty” and the “Guidelines for Evaluation of Adjunct Faculty Qualifications.” The evaluation of adjunct faculty at Si Wan College supporting the Center shall follow these regulations.

- 二. 支援本中心授課兼任教師應遵守本校兼任教師之相關規定(如本校「教師授課鐘點核計準則」、「教師教學守則補充規定」及「兼任教師聘約」等)，並配合本中心開設全英語通識課程，支援辦理全英語活動，以及協助推動雙語校園等相關事務。

ARTICLE 2 The adjunct faculty supporting The Center shall follow the regulations of the university, including but not limited to the “Guidelines for the Calculation of Teaching Hours,” the “Supplementary Provisions for the Teachers Handbook,” the “Regulations for the Appointment of Adjunct Faculty,” and other related regulations. The adjunct faculty shall provide general education courses in English, support The Center's English activities, and assist with bilingual campus-related affairs.

- 三. 支援本中心授課兼任教師有下列任一情事者，得由本中心提送相關證明，建議西灣學院教師評審委員會不予續聘：

(一) 於執行業務時顯有重大瑕疵者(即教育部「專科以上學校兼任教師聘任辦法」第5條任一情事)。

(二) 考評最近一學期有任一課程教學意見調查平均滿意度未達5.6分(含)以

上者。

(三)教學績效不夠良好，未能於以下條件中符合其中一項者：

1. 本中心舉辦之觀課考核結果，在 4 級評比(卓越(Highly Effective)、優良(Effective)、滿意(Satisfactory)、待改進(Improvement needed))中至少為「滿意(Satisfactory)」(含)以上者。
2. 配合教育部計畫，進行培力英檢推動，所授課程至少一門達報名率 70%以上(報名人數含已達 B2 之學生)，且出席率達報名成功人數之 60%以上。

ARTICLE 3 The employment of the adjunct faculty shall not be renewed, upon approval of the Si Wan College Faculty Evaluation Committee, with relevant documentation or materials submitted by The Center, if any of the following conditions occur:

1. The adjunct faculty exhibits major flaws when performing duties under any clauses of Article 5 of the “Regulations Governing Accreditation of Teacher Qualifications of Junior Colleges and Institutions of Higher Education” of the Ministry of Education.
2. **The adjunct faculty received an average student evaluation score lower than 5.6 in any course in the teaching survey for the most recent semester before evaluation.**
3. **The adjunct faculty member’s teaching performance is deemed unsatisfactory for failing to meet at least one of the following criteria:**
 - (1) **In classroom observations conducted by the Center, the evaluation result must be at least “Satisfactory” in a four-tier scale (Highly Effective, Effective, Satisfactory, Improvement Needed).**
 - (2) **In coordination with the Ministry of Education programs, the adjunct faculty members must promote the BEST Test of English Proficiency (BESTEP). At least one course taught has achieved a registration rate of 70% or above (including students who have already achieved the CEFR B2 level), and the attendance rate must be higher than 60% of the registered students.**

四. 本要點未盡事宜，悉依教育部相關法令及本校相關規定辦理

ARTICLE 4 Matters not covered by these **guidelines** shall be subject to the related

regulations of the Ministry of Education and the National Sun Yat-sen University.

五. 本要點經本中心會議及西灣學院教師評審委員會通過，陳請校長核可後施行，修正時亦同。

ARTICLE 5: These **guidelines** have been approved by the Center for EMI Teaching Excellence Affairs Meeting and the Si Wan College Faculty Evaluation Committee and implemented upon the President's approval. Amendments to these **guidelines** shall follow the same procedure.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The above guidelines were translated from the original Chinese version. In the event of inconsistency or discrepancy between the two versions, the Chinese version shall prevail.