

國立中山大學西灣學院支援全英語卓越教學中心約聘教學人員考核要點

Guidelines for Evaluation of Contract Faculty at Si Wan College Who Provide Instructional Support to the Center for EMI Teaching Excellence at National Sun Yat-sen University

110.08.30西灣學院110學年度第1次全英語教學諮詢委員會通過

110.09.23西灣學院110學年度第2次教師評審委員會通過

111.01.18 簽奉核可

114.04.12西灣學院全英語卓越教學中心113學年度第8次中心會議修訂通過

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

114.5.29西灣學院113學年度第10次教師評審委員會通過

114.07.16校長核定通過

- 一、為考核支援全英語卓越教學中心(以下簡稱本中心)教學相關事務之西灣學院約聘教學人員，依據本校「進用約聘教學人員及研究人員實施要點」訂定本要點。

ARTICLE 1. These regulations are formulated by the provisions outlined in the “Regulations for Contract Employment of Faculty and Researchers at National Sun Yat-sen University.” Matters about evaluation of contract employed faculty of Si Wan College supporting teaching related affairs of the Center for EMI Teaching Excellence (hereafter referred to as The Center) shall follow these regulations.

- 二、受聘人應逐年接受考核，並應於每年五月底前提提供本要點第三點考核項目成果資料，經本中心會議、西灣學院教師評審委員會及校教師評審委員會審議通過後，陳請校長核定後始得續聘。

ARTICLE 2. The performance of contract employed faculty shall be evaluated annually. Documents related to items listed in Article 3 shall be submitted for review by the Si-Wan College Faculty Evaluation Committee before the end of May. Employment for the next year shall be renewed after the Center approves the performance at the EMI Teaching Excellence Affairs Meeting, the Si-Wan College Faculty Evaluation Committee, and the NSYSU Faculty Evaluation Committee, and it shall be executed upon approval by the President.

- 三、受聘教學人員服務滿一年以上，且符合下列各項條件者，始得由本中心提送相關證明，予西灣學院教師評審委員會作為審議是否續聘之參考：

(一) 每學期每週授課時數為 12 小時。

1. 因擔任國家科學及技術委員會(以下簡稱國科會)計畫或教育部教學實踐研究計畫主持人，得降低每周授課時數 3 小時。每學期每週授課時數下限應為教授 8 小時、副教授及助理教授 9 小時、講師 10 小時。授課時數未達學期授課時數下限者，應於次一學期補足。

2. 若因不可抗力事項無法達成學期授課時數下限要求，應於開學前專案簽請西灣學院院長核准後實施。

(二) 每學年所授課程之平均修課人數需為 10 人(含)以上。(若該級數本中心僅開設

一門課，則不計入。)

- (三) 聘任期間需申請國科會專題研究計畫或教育部教學實踐研究計畫。
- (四) 於受聘期間有期刊、專章論文或學術研討會論文發表者，並能在本校系級審議會議之前提供佐證資料。
- (五) 考評前一學期每門課程教學意見調查平均滿意度皆應達 5.6 分(含)以上者。
- (六) 教學績效良好，符合以下條件其中一者：
 - 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。
- (七) 每學年應至少主辦一項本中心的全英語活動事務。
- (八) 完成其他主管交辦事項。

ARTICLE 3. The Center shall provide relevant evidence to the Si Wan College Faculty Evaluation Committee for consideration of contract renewal on behalf of the contract faculty who have been employed for one full year and meet the requirements stipulated below:

1. **The teaching load shall be 12 hours per week each semester.**
 - (1) **Faculty members serving as Principal Investigators (PIs) of projects funded by the National Science and Technology Council (NSTC) or the Ministry of Education's Teaching Practice Research Program may reduce their weekly teaching hours by 3 hours per week per semester. The minimum weekly teaching hours per semester shall be 8 hours for full professors, 9 hours for associate and assistant professors, and 10 hours for lecturers. If the teaching hours of faculty members do not meet the semester's minimum requirement, they shall make up the difference in the following semester.**
 - (2) **If the minimum teaching hour requirement cannot be fulfilled due to force majeure, a special request must be submitted and approved by the Dean of Si Wan College before the start of the semester.**
2. **The average enrollment for each course offered every academic year shall be no fewer than 10 students. (This requirement does not apply if only one course is offered at the respective level by the Center.)**
3. **During employment, contract faculty must apply for NSTC research projects or the Ministry of Education's Teaching Practice Research Program.**
4. **During employment, contract faculty must have newly published journal papers,**

book chapters, or conference papers. Supporting documents must be provided before the Center for EMI Teaching Excellence Review meeting.

- 5. In the semester immediately preceding the evaluation, the average student evaluation score for each course in the teaching survey must be 5.6 or higher.**
- 6. Teaching performance of contract faculty members must be satisfactory and meet at least one of the following conditions:**
 - (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, contract faculty members must promote the BEST Test of English Proficiency (BESTEP). At least one of the courses taught must achieve a test registration rate of 70% or above (including students who have already achieved CEFR B2 level), and the attendance rate must be higher than 60% of the registered students.**
- 7. Contract faculty must organize at least one English activity hosted by the Center every academic year.**
- 8. Other tasks as assigned by the supervisor must be completed.**

四、本要點未盡事宜悉依本校進用約聘教學人員及研究人員實施要點辦理。

ARTICLE 4. Those matters that are not covered by these Regulations shall be subject to the “Regulations for Contract Employment of Faculty and Researchers at 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 regulations 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 regulations 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.