

Yuan Ze University Faculty Evaluation Minimum Requirements Standards

Passed at the 1st Institute Affairs Meeting of the 82nd Academic Year on February 2, 1994
Amended and passed at the 1st University Council of the 85th Academic Year on November 25, 1996
Amended and passed at the 1st University Council of the 94th Academic Year on January 16, 2006
Amended and passed at the 8th Administrative Meeting of the 96th Academic Year on January 4, 2008
Amended and passed at the 5th Administrative Meeting of the 97th Academic Year on November 10, 2008
Amended and passed at the 10th Administrative Meeting of the 106th Academic Year on December 20, 2017
Amended and passed at the 17th Administrative Meeting of the 106th Academic Year on April 25, 2018
Amended and passed at the 17th Administrative Meeting of the 111th Academic Year on April 12, 2023
Amended and passed at the 22nd Administrative Meeting of the 112th Academic Year on July 10, 2024
Amended and passed at the 5th Administrative Meeting of the 114th Academic Year on October 08, 2025
Amended and passed at the 13th Administrative Meeting of the 114th Academic Year on January 18, 2026

Article 1 In accordance with Article 6 of the University's Faculty Evaluation and Rewards Regulations, these "Yuan Ze University Faculty Evaluation Minimum Requirements Standards" (hereinafter referred to as "these Standards") are established.

Article 2 Faculty shall meet the following minimum requirements:

I. General Requirements

Faculty members' teaching, research, consultation, and service shall adhere to the "YZU Regulations for Employment, Payment, and Service of Faculty" as well as the "Yuan Ze University Full-time Faculty Employment Contract". They must also comply with the "YZU Supplementary Notices on Faculty's Incompetence in Teaching or Inappropriate Behavior."

II. Teaching

Faculty members must complete the following tasks in each academic year:

1. Faculty members should follow the curriculum arranged by the University and fulfill the prescribed teaching hours.
2. Faculty members should submit syllabi for review by the departmental supervisor to facilitate students' access to teaching content.
3. Faculty members taking leave during the semester should apply, obtain approval from their supervisors, and make arrangements for makeup classes.
4. Faculty members should prioritize student feedback to enhance teaching effectiveness. The average satisfaction rating of all students (excluding invalid questionnaires) in course-end evaluations should be 3.5 or higher each academic year.
5. Faculty members should attend at least one university seminar or assembly on teaching each academic year.

III. Research

Faculty members must complete **at least one** of the following tasks in each academic year:

1. Research projects with university project RD numbers: Leading individual or co-leading integrated projects (lecturers may participate collaboratively).
2. Publication of peer-reviewed academic works (journal or conference papers, books or book chapters, patents, exhibitions). Each conference paper should only be credited to one author (first author or corresponding author).
3. Research awards (as determined by conveners of various categories, including achievements in sports or awards).
4. Supervision of National Science and Technology undergraduate research projects
5. Supervision of Ministry of Education teaching practice research projects.
6. Supervision of Ministry of Education University Social Responsibility (USR) projects.

IV. Consultation and service

1. Consultation:

Faculty members must complete the following tasks in each academic year:

- (1) Attend at least one university seminar or assembly on consultation.
- (2) Provide each mentee (including undergraduate, master's, and doctoral students) with a guidance record, either in group activity (e.g., class consultation, mentor- student gatherings, or mentee activities) or through individual consultations (including care and communication via email, social media, etc.). All interactions must be recorded in the Mentee Care System to ensure that every mentee has at least two opportunities to receive guidance or engage in consultation.
- (3) Provide academic care interviews for students with midterm warnings, which can be conducted through face-to-face meetings, phone calls, emails, and social media tools, and must be logged in the academic care interview system.

2. Service

Faculty members shall cooperate in the following service-related matters:

- (1) Collaborate on service work at the department, college, and university levels (or equivalent units). Maintain an average attendance rate of at least 75% at college and departmental (or equivalent unit) meetings (including the leave of absence approved by the chairperson in advance).
- (2) Complete the required hours of education and training mandated by government regulations, including **general information security education training, Gender Equality Training, and General Safety and Health Training.**

Article 3 Colleges (or divisions), departments (or equivalent units), and centers or administrative offices may, based on their respective characteristics and needs, establish additional standards for passing teaching, research, consultation, and service evaluations beyond those set forth in these Standards. The standards shall be approved by various levels of meetings before being submitted to the University's Faculty Evaluation and Reward Review Committee for approval.

Article 4 Faculty members who do not meet the requirements of these Minimum Standards (including those set by units under Article 3) shall submit their performance in the relevant category for the past three years, an explanation of why they did not meet the minimum requirements in this evaluation, and a plan for improvement in the future. This information will be reviewed and confirmed by the Faculty Evaluation and Reward Review Committee and the University's Faculty Evaluation Committee. Faculty members who do not pass the evaluation for the current academic year must undergo relevant counseling mechanisms, including:

- I. Interviews with departmental supervisors.
- II. Participation in relevant workshops or training for categories that did not meet the minimum requirements.
- III. Follow-up checks are conducted before the end of the academic year.

If, after receiving counseling, a faculty member still fails to meet the required standards in the review of the subsequent academic year, the case should be submitted to the faculty evaluation committees at the respective levels for deliberation.

Article 5 These Standards shall be implemented after being reviewed and approved by the Administrative Meeting, and amendments shall be treated similarly.

This version is applicable starting from 115th academic year, evaluating the performance of the 114th academic year

In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.

Description of Non-compliance with the Standards for YZU Faculty Evaluation Minimum Requirements

Department			
Name		Job title	
Year of Evaluation		Item that fails to meet the Standards (please tick): <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Consultation and Service	
Performance of the ticked items in the past three years			
Description of non-compliance with the standard			
Future improvement plan			
Faculty (signature)		Date	
Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	
Reviewed by YZU Faculty Evaluation Committee	Reviewed at the_____meeting in the academic year_____	Confirmed results	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

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Non-compliance with the Standards for YZU Faculty Evaluation Minimum Requirements: Interview Record and Follow-up Checklist

Department			
Name		Job title	
Year of Evaluation		Item that fails to meet the Standards (please tick): <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Consultation and Service	
Interview records			
Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	
Follow-up check (fill in before the end of the current academic year)			
Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	

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Non-compliance with the Standards for YZU Faculty Evaluation Minimum Requirements: Records of Research or Advanced Study

Department			
Name		Job title	
Year of Evaluation		Item that fails to meet the Standards (please tick): <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Consultation and Service	
Records of research or advanced study			
Faculty (signature)		Date	
Chairperson of the department (signature):		Date	
Convener of the discipline category (signature)		Date	
Chair of the Faculty Evaluation and Reward Review Committee (signature)		Date	

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