(Amended on 2022/10)

**National Central University**

**[Teaching Type] Full-time Teaching Staff (Contract Based)**

**Annual Performance Evaluation Form for the \_\_\_ (Academic Year)**

|  |  |
| --- | --- |
| Name |  |
| Hiring Department/Institute |  |
| Rank |  □Project Professor □Project Associate Professor  □Project Assistant Professor □Project Lecturer |
| Evaluation Period**(Current Appointment Period)** | From \_\_\_\_\_\_\_ (YYYY/MM/DD) to \_\_\_\_\_\_\_ (YYYY/MM/DD) |
| **Department-Level Teaching Evaluation Committee****Evaluation Results****(Meeting Minutes attached)** | **□Approved** **□Not approved****Reasons for non-approval (please describe in summary):** |
| **※ This case was reviewed by the Faculty Evaluation Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD), With \_\_\_ votes approving, \_\_\_ votes dissenting, and \_\_\_ votes invalid.**  |
| Principal Investigator(Signed or Affixed with Seal) |  |
| Head of Department/Institute/Center(Signed or Affixed with Seal) |  |
| College-level Dean(Signed or Affixed with Seal) |  |
| Dean of Academic Affairs(Signed or Affixed with Seal) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) |

**[Teaching Type]** Full-time Teaching Staff Performance Evaluation Items (Contract Based)

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| **Teaching Mission Requirements (please summarize in bullet points)** |
| 1. Teaching:2. Counseling and Services:3. Others:Note: The employing unit should describe the teaching mission requirements based on the **performance evaluation criteria set forth** by the department-level Faculty Evaluation Committee to facilitate the review process. |
| **Teaching Performance Evaluation Items (during the current appointment period)** |
| 1.Total number of courses taught, total teaching hours | Total number of courses taught: Courses | Per the university's "Total Teaching Hours by Faculty Regulations", the actual teaching hours by faculty members should be 24 hours per academic year as a general rule. |
| Total number of hours taught: hours |
| 2. Average number of courses taught per semester, average teaching hours | Average number of courses taught: Courses |
| Average teaching hours: hours |
| 3. Teaching undergraduate courses:Total number of students taught, average number of students per course |  |
| 4. Teaching graduate courses:  Total number of students taught, average number of students per course |  |
| 5. Teaching undergraduatecommon subject courses | Academic Year/Semester | Subject | Hours taught | Number of students | Required/elective courses |
|  |  |  |  | **□**Required **□**Elective |
|  |  |  |  | **□**Required **□**Elective |
|  |  |  |  | **□**Required **□**Elective |
| 6. Results of teaching evaluation | Academic Year/Semester | Subject | Comprehensive Score | Number of students | Required/elective courses | Average for the Department/ Institute | Average for the College |
|  |  |  |  | * Required
* Elective
 |  |  |
|  |  |  |  | * Required
* Elective
 |  |  |
|  |  |  |  | * Required
* Elective
 |  |  |
| 7. Record of Teaching Awards(Include awards such as Outstanding Teaching Award within NCU, Excellent Teaching Award within NCU, College-level Teaching Excellence Award, External Teaching Awards, etc.) | Year | Awards |
|  |  |
|  |  |
| 8. Implementation of Teaching-Related Programs from the National Science and Technology Council, Ministry of Education, or other relevant government agencies (such as projects such as Ministry of Education's Teaching Practice Research Program and other projects not related to the Higher Education SPROUT Project) | Year | ※ If there are multiple approved projects in the same year, please add corresponding columns as needed. |
|  | Funding Unit:Program/Project Name:Duration of Implementation:Approved Amount:□ Principal Investigator □ Co-Principal Investigator |
|  | Funding Unit:Program/Project Name:Duration of Implementation:Approved Amount:□ Principal Investigator □ Co-Principal Investigator |
|  | Funding Unit:Program/Project Name:Duration of Implementation:Approved Amount:□ Principal Investigator □ Co-Principal Investigator |
| Average number of programs/projects per year: \_\_\_\_ projects | Average number of project grants per year: NT$\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9. Execution or participation in Higher Education SPROUT Project (such as integrating innovative teaching methods into courses, social practice courses, courses conducted in English, etc.) |  |
| 10. Compilation of teaching materials (Please specify quantity and provide a brief description) |  |
| 11. Awards in arts, cultural works, exhibitions, sports, etc. |  |
| 12. Other specific achievements(Include items such as thesis advisory, teaching hours beyond the regulated limit, participation in teaching enhancement activities, serving as a convener of a teaching community, involvement in teaching reviews, and other relevant teaching-related activities) |  |
| **13. Self-Defined Projects/Standards of Centers and Departments/Institutes (please list)**  |  |
| **(1)** |  |
| **(2)** |  |
| **(3)** |  |

**[Teaching Type]** Full-time Teaching Staff Performance Evaluation Items (Contract Based)

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| **Counseling and Service Performance Evaluation Items** **(during the current appointment period)** |
| 1. Academic year serving as a mentor, number of counseled students | Year |  |  |  |  |  |
| Number of students |  |  |  |  |  |
| 2. Actively promote counseling measures for students with low academic achievement(Effectively utilizing academic counseling resources provided by the Office of Academic Affairs, such as one-on-one tutoring, calculus tutoring, group academic improvement competitions, mid-term alerts, etc. Please provide examples of counseling activities, including respective semester, student names, and course names) |  |
| 3. Record of counseling awards(Include awards such as Outstanding Mentor Award within NCU, Excellent Mentor Award within NCU, University-level Specific Excellent Mentor Award, External Teaching Awards, etc.) | Year | Awards |
|  |  |
|  |  |
| 4. Concurrent administrative positions (Year and position held) And serving as members of various committees within NCU:Year serving as a convener and positions held |  |
| 5. Participation in the affairs of Centers, Departments (Institutes), Colleges, and NCU (please list) |  |
| 6. Counseled students in extracurricular and academic activities, as well as internal and external presentations (Please list) |  |
| 7. Organized or co-organized domestic and international academic seminars and conferences (Please list) |  |
| 8. Serving as an advisor for student clubs, publications, representative teams, etc. (please list) |  |
| 9. Other specific achievements(Including mentorship, administrative work, academic activities, counseling and consultation, or service-related activities) |  |
| **10. Self-Defined Projects/Standards of Centers and Departments/Institutes (please list)**  |  |
| **(1)** |  |
| **(2)** |  |
| **(3)** |  |