

Guidelines on Faculty Evaluation

at Institute of Marine Ecology and Conservation, National Sun Yat-sen University

Approved by the 3rd Institute Affairs Meeting on January 3, 2024, 1st Semester of School year 112.

1. The present guidelines have been established by the Institute of Marine Ecology and Conservation (hereafter referred to as “the Institute”) in accordance with *Regulations for Faculty Evaluations* at National Sun Yat-sen University (hereafter referred to as “the University”) and at College of Marine Sciences (hereafter referred to as “the College”) to improve the quality of teaching, research, counseling and service of faculty members.
2. All full-time faculty members at the Institute are required to undergo evaluation in accordance with these guidelines. Failure to submit evaluation materials when required will be considered as not having passed the evaluation. However, full-time faculty members who meet the exemption criteria outlined in the University's faculty evaluation regulations are exempt from undergoing evaluation.
3. After three years of service, newly appointed teachers will undergo a preliminary evaluation, and coaching will be provided based on the results. A formal evaluation will be conducted upon completion of five years of service. For those who pass the evaluation, the academic year in which the evaluation is successfully completed will be considered the starting point for the subsequent evaluation. The calculation of the number of years subject to evaluation shall follow the regulations outlined in the *Regulations for Faculty Evaluations at University*.
4. The evaluation of faculty members at this institute should be a comprehensive and objectively conducted assessment that integrates three categories: "Teaching," "Research," and "Guidance and Service." The proportion of each category will be determined based on the implementation guidelines of the Regulations for Faculty Evaluations at the College of Marine Sciences, National Sun Yat-sen University, for the academic year in which the evaluation is conducted.
5. The calculation of faculty evaluation scores at this institute follows the indicators outlined in a table *Regulations for Faculty Evaluations*.
6. The evaluation results are divided into “pass”, “conditionally pass” and “fail”.
7. The evaluation procedure:

- (1) At the beginning of evaluation year, the Institute compiles the list of faculty who are exempt from evaluation and faculty who shall be evaluated.
- (2) Faculty who need to be evaluated should prepare the relevant materials of the evaluation items and submit to the Institute Evaluation Committee for check according to the schedule.
- (3) After the Institute Evaluation Committee checks the evaluation materials, it will be submitted to the College Faculty Evaluation Committee for review according to the schedule.
- (4) The composition of the Institute Faculty Evaluation Committee shall be handled in accordance with the provisions of Article 6 of the University's *Regulations for Faculty Evaluations*.

8. Procedure for Conducting Preliminary Evaluation:

- (1) Faculty members, who have completed three years of service at the Institute, are required to submit a written explanation regarding their progress in teaching, research, guidance, and service, as stipulated by the college.
 - (2) The dean will invite the Institute head of the faculty member, with three to five members, including senior faculty members from both within and outside of the University, to form an evaluation and mentoring team. This team will review the faculty member's written explanation and provide recommendations or guidance, making a record that will be submitted to the Faculty Evaluation Committee at College. The dean should designate a mentor to assist the faculty member in need of guidance. The institute will then provide assistance and resources in accordance with the recommendations of the evaluation and mentoring team.
9. The schedule for Faculty Evaluation will follow the timetable outlined in the University's Faculty Evaluation Operational Schedule.
10. The implementation and subsequent procedures of Faculty Evaluation shall be conducted in accordance with Regulations for Faculty Evaluations at University and their operational procedures.
11. Matters not included in the guidelines shall be processed in accordance to the University's relative regulations.
12. The present guidelines shall be implemented following the formulation of

Faculty Evaluation Committee at Institute, the Meeting of General Affair at Institute, and submitted to Faculty Evaluation Committee at the College and at the University for approval. The same procedure shall be carried out when amendments are to be made.