

Chung Yuan Christian University (CYCU)

Regulations Governing Teaching Evaluation

April 12, 2012 Pass ed at 896 th School Administration Council Meeting
Amended per the official letter under Yuan Mi Zi No. 105002657 dated August 25, 2016
March 2, 2017 Amended at 950 th School Administration Council Meeting
May 4, 2017 Amended at 952 th School Administration Council Meeting

- Article 1. Chung Yuan Christian University (hereinafter referred to as “CYCU”) hereby establishes these Regulations Governing Teaching Evaluation (hereinafter referred to as the “Regulations”) to understand students’ reaction to the course teaching of faculty members so as to assist faculty members to improve teaching, to enhance teaching quality and to promote the interaction between teaching and learning.
- Article 2. The functions of the teaching evaluation are as follows:
1. Provide basis for faculty teaching improvement.
 2. Provide reference point for faculty promotion, evaluation, continuing education and outstanding faculty selection, etc.
 3. Provide academic units reference point for renewal of appointment of full-time/part-time faculty.
 4. Providing other references to administrative or academic units.
- Article 3. The teaching evaluation is required for all degree courses offered by CYCU with Environment Service-Learning, Master’s Thesis and Doctoral Dissertations being excluded from the scope of said evaluation.
When a course is determined to be a relevant course under the Teaching Innovation Trial Project of the Ministry of Education, a policy development course of CYCU, or Distance Learning course, an English Medium Instruction (EMI) course, a practice course or a hands-on course, its scope and evaluation requirements are to be further specified.
For courses with fewer than 10 students enrolled, co-teaching courses or other special courses, the provisions of Subparagraphs 1 to 5 of Article 8 of these Regulations are not applicable to the evaluation results of such courses, and the evaluation results thereof are provided for teaching reference only.
- Article 4. The teaching evaluation implementation method shall adopt the online assessment method in principle.
This period of implementation for the evaluation shall be from four weeks before the final examination to one week before the final examination in each semester, except for graduating classes where such period of implementation for the evaluation shall be from three weeks before the graduation examination to one week before the graduation examination.
- Article 5. The response rate of the student teaching evaluation questionnaire may be used as the basis for the course selection priority distribution of the next semester.
After the faculty members have submitted the semester grades, the evaluation results may then be accessed and reviewed.
- Article 6. The statistical method of this evaluation is as follows:
1. Each course evaluation question is rated in five levels of score points. For each assessment question, the five levels and corresponding score points are

Strongly Agree (5), Agree (4), Average (3), Disagree (2), Strongly Disagree (1), and Evaluation Unavailable (excluded from rating).

2. The score result of each course is calculated by dividing the total score points obtained by the number of questions and the number of respondents.
3. For co-teaching courses, only the completion of one teaching evaluation questionnaire is required.

Article 7. An outstanding teaching course refers to a course selected by more than 30 students (inclusive), has achieved a teaching evaluation response rate of 70%, and the score result of the course is ranked top 10% of its college, and such course has also been reviewed and approved by the Meetings of Office of Academic Affairs.

A course receiving an poor teaching evaluation result refers to any course with a result ranked at the bottom 10% of its college, and has obtained a score of less than 3.5, and such course has also been reviewed and approved by the Meetings of Office of Academic Affairs.

Article 8. Handling of evaluation results:

1. Outstanding teaching courses, a certificate of merit for the course is presented by the President of CYCU, and the award is presented publicly.
2. With regard to the faculty guidance mechanism for courses receiving an poor teaching evaluation result, the “Chung Yuan Christian University CYCU Regulations Governing Teaching Evaluation and Counseling” are further established.
3. When one identical course taught a full-time faculty member receives a score less than 3.0 for two times cumulatively within five years, or when one identical course taught by a part-time faculty member receives a score less than 3.0 for two times cumulatively, such course shall not be taught in the following semester after the announcement of the teaching assessment score result. Unless such course is approved by the Meetings of Office of Academic Affairs, such restrictions shall not be applicable.
4. When the semester overall course average score result of a course is ranked at the bottom 10% of its college and the score result is less than 3.5, a full-time faculty member shall not exceed the regular teaching hours in the following semester after the announcement of the teaching assessment score result, and shall not hold any part-time positions or perform any part-time teaching outside CYCU. Furthermore, part-time faculty members shall not open the course for teaching.
5. Supervisors of each college or department and supervisors of the unit opening the course may look up the teaching assessment results of the courses of their respective college, department or the unit opening the course.
6. The Office of Academic Affairs shall announce the course score results of each department on a per-semester basis. The “Teaching Quality Analysis Report” of each college or department shall be submitted per academic year to be used as the reference basis for improvement of teaching quality of each college or department.
7. All evaluation documents/information and result shall be treated as confidential information, and the case handlers at all levels handling the evaluation shall bear non-disclosure obligations.

Article 9. In case where any faculty member has objections regarding the teaching evaluation result, he or she may apply for re-examination of the evaluation result

within two weeks after the announcement of the assessment result.

Article 10. Any revision of the content of the teaching evaluation questionnaire shall be reviewed and approved by the Meetings of Office of Academic Affairs, and when it is considered necessary, the convener shall invite external scholars and experts to act as consultants to participate in meetings as attendees and serve as consultants.

Article 11. The Regulations shall be promulgated by the President and enforced upon approval of the School Administration Council. The same shall apply where the Regulations are amended.