

Chung Yuan Christian University (CYCU)

Regulations Governing Teaching Evaluation and Counseling

April 12, 2012 Passed at 896th School Administration Council Meeting
August 4, 2016 Amended at 945th School Administration Council Meeting
Amended per the official letter under Yuan-Mi-Zi No. 105002657 dated August 25, 2016
October 16, 2016 Amended at 946th School Administration Council Meeting

- Article 1. The Regulations are established in accordance with the “Chung Yuan Christian University (CYCU) Regulations Governing Teaching Evaluation” in order to fulfill the teaching evaluation counseling mechanism and help the faculty improve their teaching.
- Article 2. The poor curriculum determined upon the teaching evaluation is categorized into the following levels subject to different counseling measures:
1. 1st level: Any curriculum grades less than 3.5 and ranking the last 10% of the given college.
 2. 2nd level: Categorized into the following three circumstances.
 - (1)2A: Any curriculum grades less than 3.0.
 - (2)2B: Any curriculum grades less than 3.5 for twice consecutively.
 - (3)2C: Two curricula grades less than 3.5 at the same semester.
 3. 3rd level: Any curriculum grades less than 3.0 for twice consecutively.
- Article 3. The faculty who are categorized into Level 1 for poor curriculum according to the evaluation result shall be followed up and counseled in the following manners:
1. The faculty shall submit the teaching evaluation response form and accept the interview with the supervisor of the relevant department (institute/center/office).
 2. The supervisor of the relevant department (institute/center/office) shall provide the counseling service to the faculty, in the form of teaching counseling, physical teaching demonstration or video teaching analysis, as the case may be, to help the faculty improve their teaching upon receipt of the notice from the Office of Academic Affairs. The faculty who are held poor in teaching upon the teaching evaluation shall complete the 5-hour “Nation-Wide College/University Faculty Teaching Profession Certification Program” curriculum at next semester.
 3. The supervisor of the relevant department (institute/center/office) which the faculty are subordinated to shall submit the follow-up and counseling report by the end of next semester, and the report shall be submitted to the Office of Academic Affairs for record upon authorization of the unit supervisor of the relevant college.
- Article 4. The faculty who are categorized into Level 2 for poor curriculum according to the evaluation result shall be followed up and counseled in the following manners:
1. The faculty shall submit the teaching evaluation response form and accept the interview with the Dean of Academic Affairs together with

the relevant college dean.

2. Upon receipt of the notice from the Office of Academic Affairs, the relevant college dean shall invite the supervisor of the relevant department (institute/center/office) and 3~5 faculty of CYCU to form the follow-up and counseling team.
3. The follow-up and counseling team shall provide the counseling service to the faculty, in the form of interview with students, interview with the faculty, teaching counseling, physical teaching demonstration, video teaching analysis and team teaching, as the case may be, to help the faculty improve their teaching. The faculty who are held poor in teaching upon the teaching evaluation shall complete the 10-hour “Nation-Wide College/University Faculty Teaching Profession Certification Program” curriculum at next semester.
4. The dean of the college that the faculty is subordinated to shall submit the follow-up and counseling report the Office of Academic Affairs for record by the end of next semester.
5. Where the faculty still fail to improve their teaching upon the teaching evaluation at the semester following the counseling, the requirements referred to in the subparagraph 2~4 of Article 5 herein shall apply.

Article 5. The faculty who are categorized into Level 3 for poor curriculum according to the evaluation result shall be followed up and counseled in the following manners:

1. The faculty shall submit the teaching evaluation response form and accept the interview with the Vice President together with the Dean of Academic Affairs and President.
2. The Dean of Academic Affairs shall form the dedicated taskforce to provide the counseling service to the faculty, in the form of interview with students, interview with the faculty, teaching counseling, physical teaching demonstration and video teaching analysis, and to implement the team teaching, as the case may be, to help the faculty improve their teaching. The faculty who are held poor in teaching upon the teaching evaluation shall complete the 15-hour “Nation-Wide College/University Faculty Teaching Profession Certification Program” curriculum at next semester.
3. The dedicated taskforce shall submit the follow-up and counseling report to the President for authorization by the end of next semester.
4. Where the faculty still fails to improve their teaching upon the teaching evaluation at the semester following the counseling, they shall be reported to the relevant teacher evaluation committee for resolution about discontinued employment.

Article 6. The various follow-up and counseling data and records shall be identified as the confidential information, which the undertakers involved in various counseling policies shall keep confidential.

Article 7. 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.