

國立中山大學西灣學院支援全英語卓越教學中心

約聘教學人員考核要點

Guidelines on the Assessment of Contract Employed Faculty in the Center for EMI Teaching Excellence of the Si Wan College

110.08.30西灣學院110學年度第1次全英語教學諮詢委員會通過

110.09.23西灣學院110學年度第2次教師評審委員會通過

111.01.18 簽奉核可

114.04.12西灣學院全英語卓越教學中心113學年度第8次中心會議修訂通過

114.05.01西灣學院全英語卓越教學中心113學年度第9次中心會議修訂通過

114.5.29西灣學院113學年度第10次教師評審委員會通過

114.7.16 簽奉核可

Approved by the President on July 16, 2025

- 一、 為考核支援全英語卓越教學中心(以下簡稱本中心)教學相關事務之西灣學院約聘教學人員，依據本校「進用約聘教學人員及研究人員實施要點」訂定本要點。
 - I. These guidelines are formulated in accordance with the University's *Guidelines on the Contract Employment of Faculty and Researchers* to assess the performance of contract employed faculty supporting teaching-related affairs of the Center for EMI Teaching Excellence (hereinafter referred to as the "Center") in the Si Wan College.
- 二、 受聘人應逐年接受考核，並應於每年五月底前提供本要點第三點考核項目成果資料，經本中心會議、西灣學院教師評審委員會及校教師評審委員會審議通過後，陳請校長核定後始得續聘。
 - II. Contract employed faculty shall undergo annual assessment and submit relevant materials demonstrating their achievements based on the assessment items stipulated in Article 3 **by the end of May each year**. After being reviewed and approved by the Center, the College Faculty Evaluation Committee (CFEC), **and the University Faculty Evaluation Committee, the cases shall be submitted to the President for final approval before appointment renewal takes effect.**
- 三、 受聘教學人員服務滿一年以上，且符合下列各項條件者，始得由本中心提送相關證明，予西灣學院教師評審委員會作為審議是否續聘之參考：
 - III. Contract employed faculty with one year of service or above who fulfill all the following requirements shall have the Center submit relevant materials to the CFEC as a reference for appointment renewal.
 - (一) 每學期每週授課時數為 12 小時。

- (1) Average weekly teaching hours shall be 12 hours per semester.
1. 因擔任國家科學及技術委員會(以下簡稱國科會)計畫或教育部教學實踐研究計畫主持人，得降低每周授課時數 3 小時。每學期每週授課時數下限應為教授 8 小時、副教授及助理教授 9 小時、講師 10 小時。授課時數未達學期授課時數下限者，應於次一學期補足。
 - i. The faculty serving as the principal investigator (PI) of projects funded by the National Science and Technology Council (NSTC) or the Ministry of Education's Teaching Practice Research Program may have their weekly teaching hours reduced by 3 hours per semester. The minimum weekly teaching hours per semester shall be 8, 9, and 10 hours for professors, associate/assistant professors, and lecturers, respectively. Those failing to fulfill the required teaching hours shall make them up in the following semester.
 2. 若因不可抗力事項無法達成學期授課時數下限要求，應於開學前專案簽請西灣學院院長核准後實施。
 - ii. The faculty failing to fulfill the required teaching hours due to force majeure shall obtain the special approval from the dean of the Si Wan College before the start of the semester.
- (二) 每學年所授課程之平均修課人數需為 10 人(含)以上。(若該級數本中心僅開設一門課，則不計入。)
- (2) The average class size of all courses offered by the faculty in an academic year shall be at least 10. (The course shall not be taken into account if it is the only one offered at a level by the Center.)
- (三) 聘任期間需申請國科會專題研究計畫或教育部教學實踐研究計畫。
- (3) The faculty shall apply for NSTC research projects or MOE Teaching Practice Research Program during their employment.
- (四) 於受聘期間有期刊、專章論文或學術研討會論文發表者，並能在本校系級審議會議之前提供佐證資料。
- (4) The faculty shall publish journal papers, book chapters, or conference papers during their employment, with supporting documents submitted before the Center's review committee meetings.
- (五) 考評前一學期每門課程教學意見調查平均滿意度皆應達 5.6 分(含)以上者。
- (5) The faculty shall receive an average satisfactory score of 5.6 or above the teaching survey of each course in the previous semester.
- (六) 教學績效良好，符合以下條件其中一者：
- (6) The faculty with outstanding performance in teaching shall fulfill one of the following:

1. 本中心舉辦之觀課考核結果，在 4 級評比(卓越(Highly Effective)、優良(Effective)、滿意(Satisfactory)、待改進(Improvement needed))中至少為「滿意(Satisfactory)」(含)以上者。
 - i. They shall obtain a “Satisfactory” grade in the four-level system (Highly Effective, Effective, Satisfactory, and Improvement Needed) from the class observation conducted by the Center.
2. 配合教育部計畫，進行培力英檢推動，所授課程至少一門達報名率 70%以上 (報名人數含已達 B2 之學生)，且出席率達報名成功人數之 60%以上。
 - ii. In line with the Ministry of Education’s program, the faculty shall promote the BEST Test of English Proficiency (BESTEP). There shall be at least 70% of students (including those with CEFR B2 level or above) in one of their courses register for BESTEP, with at least 60% of them actually taking the test.

(七) 每學年應至少主辦一項本中心的全英語活動事務。

(7) The faculty shall organize at least one English enhancement activities hosted by the Center every academic year.

(八) 完成其他主管交辦事項。

(8) The faculty may complete other tasks as assigned by their supervisor.

四、本要點未盡事宜悉依本校進用約聘教學人員及研究人員實施要點辦理。

IV. Matters not covered herein shall be handled in accordance with *Guidelines on the Contract Employment of Faculty and Researchers*.

五、本要點經本中心會議及西灣學院教師評審委員會通過，陳請校長核可後施行，修正時亦同。

V. These guidelines are approved by the Center and the CFEC, and submitted to the President for approval before implementation. Amendments to these guidelines shall follow the same procedure.