Regulations on Evaluations for NPUST University-Funded Research Fellows

Article 1

In order to continuously enhance the research performance of University-Funded Research Fellows, academic funding is being injected by the university and various research indicators have been established. Accordingly, based on Article 6 of the "Regulations for Employing University-Funded Research Fellows", the "Regulations on Evaluations for NPUST University-Funded Research Fellows" have been established (hereafter, "Regulations").

Article 2

Two (2) months prior to the end of the contract term, University-Funded Research Fellows shall take action to apply for an evaluation of the research, services, and education they are providing. The evaluation will serve as reference for contract extension.

Prior to the arrival of the evaluation period, if it has already been confirmed that the contract for the University-Funded Research Fellow will not be extended, the evaluation shall be exempted.

Article 3

Each year, NPUST University-Funded Research Fellows shall be subjected to evaluations regarding research, services and education.

The items of evaluation are listed in the attached "Evaluation Standards".

Article 4

The University-Funded Research Fellow Evaluation Committee (hereafter, "Committee") shall be comprised of members appointed by the President of NPUST; the Committee shall be chaired by the NPUST Vice-President for Academic Affairs.

Evaluation Procedures:

1) Self-Evaluation: Research Fellows are to conduct self-evaluations of the actual situations according to the evaluation items and related subject matter. They are to provide supporting evidences to the related overseeing offices which will conduct the verification and preliminary evaluation.

2) Preliminary-Evaluation: Once the General Research Service Center has conducted the preliminary review of the "self-evaluation" and approved it, the evaluation shall be sent to the Committee for deliberations.

3) Terminative Evaluation: The Committee shall conduct deliberations on the preliminary evaluation and opinions which have been submitted and make a decision regarding the approval of the appraisal. If necessary, based on specific stated reasons, the results of the preliminary evaluation may be revised or sent back for reconsideration.

Article 5

Those who did not pass the evaluation may submit reasoning and related evidence to the Committee for reconsideration within ten days following the date that the evaluation results notification was received. Based on Article 4 of these regulations, the Committee may re-conduct the review and evaluation of results and make an appraisal.

Article 6

These regulations and any amendments are to be executed upon ratification by the General Research Service Center Steering Committee and Administrative Meeting.

NPUST University-Funded Research Fellow Evaluation Standards

(Research Fellows of Assistant Professor Rank and Higher)

（Supporting evidence for each item shall be provided by the University-Funded Research Fellow under evaluation）

1. Research

Items	Breakdown	Basic Threshold	Standards for Approval
A1 Required Items	1. Execution of university-wide project: Cumulative execution of 1 or more university-wide project(s) (e.g. 1.a university-level project of which the university president is the principal investigator or of which the principal investigator has been appointed by the university president; 2.another university funded mission orientated project.). A results report must be provided by the Research Fellow and verified by the responsible office or agency. 2. Execution of governmental projects or industry-academia cooperative projects: Starting in the second year of the contract, every year, Research Fellows are required to execute 1 or more governmental agency project(s) or industry-academia cooperative project(s) with cumulative funds of more than 100,000 NTD. 3. Indexed Journal Paper: Starting from the time the position as a Research Fellow is assumed, the standard number of papers for the researcher's respective position must be completed (Research Fellow: 2 papers per year; Associate Professor Rank Research Fellow: 1 paper per year; Assistant Professor Rank Research Fellow: 1 paper over a 2-year period (including the first year)). The paper(s) must be published in the name of the university. The publishing must already be completed at the time of evaluation (or proof that the paper has already been accepted for publishing must be provided) and the Research Fellow must be the first author or the author of correspondence. 4. Registered 1 or more invention patent(s). 5. Completed 1 or more technology transfers (accumulative total funds for Research Fellow: 500,000 NTD; Associate Professor Rank Research Fellow: 300,000 NTD; Assistant Professor Rank Research Fellow: 100,000 NTD. Transfer of funds must be complete)	**Items 1 and 2** are both required (the number of projects and the total funds shall be calculated as described in the notes). Any 1 item of **Items 3~6** must be completed, but they shall not be subjected to the upper limits of the item.	At the time of evaluation, Research Fellow must have met the Basic Threshold for **Required Items (A1)** and **Basic Items (A2)** to pass.

Items	Breakdown	Basic Threshold	Standards for Approval
	6. Complete 1 or more individual performance(s) or public results presentation(s) (including exhibitions, instrumental or singing performances, sound creation/orchestra performances, etc. The performance must be held at an international venue or a venue reviewed at a municipal level or higher). A video or CD recording shall be provided as evidence.		
A2 **Basic Items**	1. Indexed Journal Paper(s) (other than Item A1-3). 2. Complete oral presentation at domestic or overseas research conference and complete 1 or more paper(s) (must be the main author or author of correspondence). 3. Author or translate 1 or more book(s) on science, humanities, social sciences or another academic field (author or co-author). 4. Facilitate or participate in a professional strategic alliance and complete 1 or more substantive project of cooperation. 5. Provide commissioned technical services to the business sector with accumulative services value of above 50,000 NTD and a management fee going to the university. 6. Rank in the top 3 at a government hosted national competition related to your field (if there is no numerical ranking, it will be assessed based on the circumstances of the award). 7. Rank in the top 3 at an international competition related to your field or a related field of research (if there is no numerical ranking, it will be assessed based on the circumstances of the award). 8. Provide 1 or more lecture(s) on- or off-campus on a professional topic. 9. Participate in 1 or more professional group performance(s) on- or off-campus. 10. Make other outstanding research achievements with supporting evidence to serve as verification.	**Items 1~10** are selected by the Research Fellow; 3 items must be completed.	

Note:

1. Items that have already been tallied should not be repeated. Only when a single item has multiple instances of performance may it be listed separately.

2. The execution of university-wide projects, government agency projects or industry-academia cooperation projects shall be determined according to the designations of principal investigator, co-principal investigator or sub-investigator/research fellow. The number of cases and budgets shall be calculated accordingly:

(1)Number of Cases

Principal Investigator= 1 case x 100%; Co-Principal Investigator= 1 case x 50% ÷ number of co-principal investigator; Sub-Investigator/Research Fellow= 1 case x 30% ÷ number of sub-investigators/research fellows.

(2) Funds

Principal Investigator= Total funds x 100%; Co-Principal Investigator= Total funds x 50% ÷ number of co-principal investigator; Sub-Investigator/Research Fellow = Total funds x 30% ÷ number of sub-investigators/research fellows.

3. Verification of industry-academia cooperation projects shall be done according to the "NPUST Regulations for Handling Commissioned Research Projects". Project final reports or related meeting materials will not be given consideration.

4. Indexed journal papers shall be determined based on the time of the letter of acceptance for periodic publication **or** the names list of publications in Science, Nature, SSCI, AHCI, SCIE or Ministry of Science and Technology Social Science Citation Index (TSSCI) journals or Taiwan Humanities Citation Index (THCI) journals at the time of publication. If there are any disputes, it shall be based on the names lists published in the Library and Exhibition Hall. Item A2-1 may also include those accepted by Engineering Index (EI) or Scopus journals.

5. Patents or technology transfers must be registered in the name of the university to be given consideration

NPUST University-Funded Research Fellow Evaluation Standards

(Research Fellows of Assistant Professor Rank and Higher)

（Supporting evidence for each item shall be provided by the University-Funded Research Fellow under evaluation）

2. Services

Items	Breakdown	Basic Threshold	Standards for Approval
B1 **Required Items**	1. Provide professional consultation and technical services for NPUST research teams on 2 or more occasions. Corresponding records must be kept. 2. Coordinate with NPUST on research and development policy and visit off-campus partners on 2 or more occasions. Corresponding records must be kept.	**Items 1 and 2** are required.	At the time of evaluation, Research Fellow must have met the Basic Threshold for
B2 **Basic Items**	1. Serve as a competition judge/panelist for an on-campus or off-campus competition in a professional field. 2. Serve as a reviewer of a domestic or foreign journal or a professional conference paper. 3. Serve as a host, commentator or moderator at a domestic or foreign academic conference. 4. Assist the university with the organizing of a national or international conference or a regional, national or international activity or competition. 5. Assist with work on the promotion of R&D technology (including domestic or international promotion of R&D technology or jointly advising teachers and/or students of schools of any level on participation in science fairs or technical competitions). 6. Serve as advising teacher for innovation or entrepreneurship activities at NPUST for 1 semester or more. Evidence of substantive performances must be provided. 7. Serve as a volunteer counseling teacher at the NPUST student counseling center for 1 full semester with less than 3 days of requested leave of absence. 8. Serve as a counseling instructor for a student society for 1 or more semester(s) and	At least 3 of **Items 1~13** must be completed.	**Required Items (B1)** and **Basic Items (B2)** to pass.

Items	Breakdown	Basic Threshold	Standards for Approval
	participate in 1 society convention each semester and submit the record of participation.		
	9. Assist with management of a teaching lab or practicum facility. Must be confirmed by the overseeing office/department.		
	10. Assist an administrative department, the General Research Service Center and/or their affiliated centers with the execution of work tasks (serve in administrative position). Evidence of actual performance must be provided.		
	11. Match students to internships or employment positions. Actual results must be supported by evidence.		
	12. Take part in NPUST student recruitment work on 1 or more occasion(s) (including serving as recruitment committee member or assisting with school recruitment work, recruitment promotion, examination supervisions, questioning, scoring, oral examinations and/or written reviews).		
	13. Conduct other service items that facilitate the promotion of the university's social responsibility. Actual results must be supported by evidence.		

NPUST University-Funded Research Fellow Evaluation Standards
(Research Fellows of Assistant Professor Rank and Higher)
(Apart from where it is clearly stated that the overseeing office shall provide the support, the University-Funded Research Fellow under evaluation shall provide supporting evidence for each item）

3. Teaching

Items	Breakdown	Basic Threshold	Standards for Approval
C1 **Required Items**	1. Meet the basic quota for Research Fellow "<u>regular course</u> teaching hours" every semester (each week, actual classroom teaching time is between 2hrs and 4hrs; at least 50% of total classroom teaching time must be spent teaching practical courses). (Provided by the responsible office) 2. Teach classes, hold exams and give grades in accordance with the academic regulations. (Provided by the responsible office) 3. Comply with course online teaching material policy. Course outlines, weekly progress, methods of evaluation and teaching materials should be uploaded to the NPUST digital learning platform every semester. (Provided by the responsible office) 4. Take part in 1 or more teaching related learning activity on- or off-campus. Evidence must be provided.	During the course offering period, **Items 1~4** are all required.	At the time of evaluation, Research Fellows must have met the Basic Threshold for **Required Items (C1)** and **Basic Items (C2)** to pass.
C2 **Basic Items**	1. Participate in university, college or department level projects related to improving teaching, such as the Ministry of Education Higher Education Sprout Project; University, College and Department Teaching Improvement Project, Engineering Accreditation or department evaluation. Must supply supporting evidence with positive results confirmed by the overseeing office. 2. Achieve 80 points or higher on the teaching questionnaire survey for compulsory (elective) courses taught each semester. (Provided by the responsible office) 3. Assist with the offering and teaching of special program courses overseas. 4. Offer and teach English language instructed courses or long-distance education	At least 3 of **Items 1~10** must be completed	

Items	Breakdown	Basic Threshold	Standards for Approval
	courses. (Provided by the responsible office) 5. Coordinate with NPUST to offer and teach "extension education training courses" on 2 or more occasions. (Provided by the responsible office) 6. Advise NPUST students on participating in practical application competitions or performances on- or off-campus. Evidence must be provided. 7. Lead students in off-campus educational activities or visitations that can help with practical application or job competitiveness. Evidence must be provided. 8. During the period of evaluation, serve as a panelist for a PhD or master's thesis oral defense on- or off-campus. 9. During the evaluation period, coordinate with each of the departments and administrative agencies to tutor students on the processes of testing for a certification with supporting evidence. (Provided by the responsible office) 10. Within the period of evaluation, have other actual performances that improve education quality or improve student learning effectiveness. Supporting evidence must be provided.		

Note:
1. Values for co-offered courses will be evenly divided between teachers. Courses with the same name offered in the same semester can be calculated separately based on the class distinctions.

NPUST University-Funded Research Fellow Evaluation Standards

(Lecturer Rank Research Fellow)

（Supporting evidence for each item shall be provided by the University-Funded Research Fellow under evaluation）

1. Research

Items	Breakdown	Basic Threshold	Standards for Approval
A1 Required Items	1. Execution of university-wide project: Execution of 1 or more university-wide project(s) (e.g. 1.a university-level project of which the university president is the principal investigator or of which the principal investigator has been appointed by the university president ; 2.another university funded mission orientated project). A results report must be provided by the Research Fellow and verified by the responsible office or agency.	**Item 1** is required	At the time of evaluation, Research Fellow must have met the Basic Threshold for **Required Items (A1)** and **Basic Items (A2)** to pass.

A2 Basic Items	1.Governmental or industry-academia cooperative projects
	    Execution of a cumulative total of 0.3 governmental projects or industry-academia cooperative projects, with cumulative project funds equal to or greater than 100,000 NTD.
	
	2.Journal Paper
	    Publish one journal paper or technical report. The paper(s) must be published in the name of the university and the publishing must be complete (or there must be proof provided that it has been accepted for publishing), and the Research Fellow must be the main author or author of correspondence.
	
	3. Registered 1 or more invention patent(s).
	
	4 .Completed 1 or more technology transfer(s) (accumulative: 100,000 NTD. Transfer of funds must be complete).
	
	5. Complete 1 or more individual performance(s) or public results presentation(s) (including exhibitions, instrumental or singing performances, sound creation/orchestra performances, etc. The performance must be held at an international venue or a venue
		Items 1~14 are selected by the Research Fellow; 3 items must be completed.	

Items	Breakdown	Basic Threshold	Standards for Approval
	reviewed at a municipal level or higher). A video or CD recording shall be provided as evidence.		
	6. Complete oral presentation at a domestic or overseas research conference and complete 1 or more paper(s) (must be the main author or the author of correspondence).		
	7. Author or translate 1 or more book(s) on science, humanities, social sciences or another academic field (author or co-author).		
	8. Facilitate or participate in a professional strategic alliance and complete 1 or more substantive project(s) of cooperation.		
	9. Provide commissioned technical services to the business sector with accumulative services value of above 50,000 NTD and a management fee going to the university.		
	10. Rank in the top 3 at a government hosted national competition related to your field (if there is no numerical ranking, it will be assessed based on the circumstances of the award).		
	11. Rank in the top 3 at an international competition related to your field or a related field of research (if there is no numerical ranking, it will be assessed based on the circumstances of the award).		
	12. Provide 1 or more lecture(s) on- or off-campus on a professional topic.		
	13. Participate in 1 or more professional group performance(s) on- or off-campus.		
	14. Make other outstanding research achievements with supporting evidence to serve as verification.		

Note:

1. Items that have already been tallied should not be repeated. Only when a single item has multiple instances of performance may it be listed separately.

2. The execution of university-wide projects, government agency projects or industry-academia cooperation projects shall be determined according to the designations of principal investigator, co-principal investigator or sub-investigator/research fellow. The number of cases and budgets shall be calculated accordingly:

(1)Number of Cases

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(2) Funds

Principal Investigator= Total funds x 100%; Co-Principal Investigator= Total funds x 50% ÷ number of co-principal investigator; Sub-Investigator/Research Fellow = Total funds x 30% ÷ number of sub-investigators/research fellows.

3. The verification of an industry-academic project shall follow the standards of the "NPUST Regulations for Handling Commissioned Research Projects". Project final reports or related meeting materials will not be given consideration.

4. Patents or technology transfers must be registered in the name of the university to be given consideration.

NPUST University-Funded Research Fellow Evaluation Standards

(Lecturer Rank Research Fellow)

（Supporting evidence for each item shall be provided by the University-Funded Research Fellow under evaluation）

2. Services

Items	Breakdown	Basic Threshold	Standards for Approval
B1 **Required Items**	1. Provide professional consultation and technical services for NPUST research teams on 2 or more occasions. Corresponding records must be kept. 2. Coordinate with NPUST on research and development policy and visit off-campus partners on 2 or more occasions. Corresponding records must be kept.	**Items 1 and 2** are required.	At the time of evaluation, Research Fellow must have met the Basic Threshold for
B2 **Basic Items**	1. Serve as a competition judge/panelist for an on-campus or off-campus competition in a professional field. 2. Serve has a reviewer of a domestic or foreign journal or a professional conference paper. 3. Serve as a host, commentator or moderator at a domestic or foreign academic conference. 4. Assist the university with the organizing of a national or international conference or a regional, national or international activity or competition. 5. Assist with work on the promotion of R&D technology (including domestic or international promotion of R&D technology or jointly advising teachers and/or students of schools of any level on participation in science fairs or technical competitions). 6. Serve as advising teacher for innovation or entrepreneurship activities at NPUST for 1 semester or more. Evidence of substantive performances must be provided. 7. Serve as a volunteer counseling teacher at the NPUST student counseling center for 1 full semester with less than 3 days of requested leave of absence. 8. Serve as a counseling instructor for a student society for 1 or more semester(s) and	At least 3 of **Items 1~13** must be completed.	**Required Items (B1)** and **Basic Items (B2)** to pass.

Items	Breakdown	Basic Threshold	Standards for Approval
	participate in 1 society convention each semester and submit the record of participation. 9. Assist with management of a teaching lab or practicum facility. Must be confirmed by the overseeing office/department. 10. Assist an administrative department, the General Research Service Center and/or their affiliated centers with the execution of work tasks (serve in administrative position). Evidence of actual performance must be provided. 11. Match students to internships or employment positions. Actual results must be supported by evidence. 12. Take part in NPUST student recruitment work on 1 or more occasion(s) (including serving as a recruitment committee member or assisting with school recruitment work, recruitment promotion, examination supervisions, questioning, scoring, oral examinations and/or written reviews). 13. Conduct other service items that facilitate the promotion of the university's social responsibility. Actual results must be supported by evidence.		

NPUST University-Funded Research Fellow Evaluation Standards
(Lecturer Rank Research Fellow)
(Apart from where it is clearly stated that the overseeing office shall provide the support, the University-Funded Research Fellow under evaluation shall provide supporting evidence for each item）

3. Teaching

Items	Breakdown	Basic Threshold	Standards for Approval
C1 Required Items	1. Meet the basic quota for Research Fellow "regular course teaching hours" every semester (each week, actual classroom teaching time is between 2hrs and 4hrs; at least 50% of total classroom teaching time must be spent teaching practical courses). (Provided by the responsible office) 2. Teach classes, hold exams and give grades in accordance with academic regulations. (Provided by the responsible office) 3. Comply with course online teaching material policy. Course outlines, weekly progress, methods of evaluation and teaching materials should be uploaded to the NPUST digital learning platform every semester. (Provided by the responsible office) 4. Take part in 1 or more teaching related learning activity on- or off-campus. Evidence must be provided.	During the course offering period, **Items 1~4** are all required.	At the time of evaluation, Research Fellow must have met the Basic Threshold for **Required Items (C1)** and **Basic Items (C2)** to pass.
C2 Basic Items	1. Participate in university, college or department level projects related to improving teaching, such as the Ministry of Education Higher Education Sprout Project; University, College and Department Teaching Improvement Project, Engineering Accreditation or department evaluation. Must supply supporting evidence with positive results confirmed by the overseeing office. 2. Achieve 80 points or higher on the teaching questionnaire survey for compulsory (elective) courses taught each semester. (Provided by the responsible office)	At least 3 of **Items 1~10** must be completed	

Items	Breakdown	Basic Threshold	Standards for Approval
	3. Assist with the offering and teaching of special program courses overseas.		
	4. Offer and teach English language instructed courses or long-distance education courses. (Provided by the responsible office)		
	5. Coordinate with NPUST to offer and teach "extension education training courses" on 2 or more occasions. (Provided by the responsible office)		
	6. Advise NPUST students on participating in practical application competitions or performances on- or off-campus. Evidence must be provided.		
	7. Lead students in off-campus educational activities or visitations that can help with practical application or job competitiveness. Evidence must be provided.		
	8. During the period of evaluation, serve as a panelist for a PhD or master's thesis oral defense on- or off-campus.		
	9. During the evaluation period, coordinate with each of the departments and administrative agencies to tutor students on the processes of testing for a certification with supporting evidence. (Provided by the responsible office)		
	10. Within the period of evaluation, have other actual performances that improve education quality or improve student learning effectiveness. Supporting evidence must be provided.		

Note:

1. Values for co-offered courses will be evenly divided between teachers. Courses with the same name offered in the same semester can be calculated separately based on the class distinctions.