

## National Taiwan University College of Public Health Teaching and Service Standards for Faculty Promotion of Rank

- I. NTU College of Public Health (hereinafter referred to as “the College”) enacts “Teaching and Service Standards for Faculty Promotion of Rank” (hereinafter referred to as “the Standards”) for handling the examination of faculty members’ teaching and service for promotion of rank.
- II. Guiding principles of the examination:
  1. Attach equal importance to the quality and quantity of teaching and service.
  2. Improve teaching standards and effectiveness.
  3. Attach importance to participation in service activities and the effects of that service.
- III. While submitting the application of promotion, faculty members shall, depending on their field and practical circumstances, select and confirm one of the two following ways of allocating points to determine their teaching and service score.
  1. Teaching: 80%; service: 20%.
  2. Teaching: 60%; service: 40%.
- IV. Examination of teaching.

Teaching and Service Examination Committee is responsible to put forward the written opinions on the teaching of the applicant for promotion. The following items comprise the substance of the evaluation:

  1. Quality of teaching: Including teaching material preparation and student comments.
    - (1.) Teaching material preparation (including textbooks). The important points emphasized in this score consist of: (1.) teaching objectives, (2.) teaching plans, (3.) the organization of teaching materials (their coherency, consistency and integratedness), (4.) teaching material content (richness and up-to-dateness).
    - (2.) Student comments. Three members of the Examination Committee are responsible for collecting the material by means of written questionnaires and by conducting face-to-face interviews. The part of the evaluation related to lesson teaching consists of the faculty member’s ability to present a clear lecture, how much the students learn in the classroom, and how reasonable the demands of the coursework are. The part of the examination of the faculty member’s advising graduate students emphasizes the amount of time spent with students discussing their research, the amount of communication and interaction with students, and the quality of the research theses written by the students.
  2. Others: Including teaching hours, teaching by example, and internationalization of teaching.
    - (1.) Teaching hours. The hours of teaching (including main-instructed courses and joint-instruction course) shall be in accordance with the rules of NTU.
    - (2.) Teaching by example. The areas evaluated consist of the time the faculty member is actually engaged in on-campus teaching, research and service; the attitude with which the faculty member treats the students; and the quality of teaching and research demanded and practiced by the faculty member.

- (3.) Internationalization of teaching. This includes teaching lessons in English, advising international students doing internships or conducting research at the College, inviting foreign scholars to give lectures or teach classes at the College, acting together with foreign scholars as joint thesis advisors of graduate students, or traveling abroad to guide students in overseas studies or research, and so on.

#### V. Examination of service.

In addition to cooperatively accepting assignments to participate in service programs arranged by the College, Department, Institutes and Programs, faculty members for promotion are expected on their own initiative to be actively engaged in serving local communities within and outside the University as well as beyond in the international community.

Teaching and Service Examination Committee is responsible to put forward the written opinions on the service of the applicant for promotion. The following items comprise the substance of the evaluation:

1. Service within the University.

List all the department-, institute-, college- and university-level administrative affairs, as well as promotion of intercollegiate and international exchange and cooperation, participated in within the last five years by the applicant for promotion of rank on the "Annual Work Report Form"; for example, include all service as a Meeting representative of any level, a Committee member of any level, student service team advisor, editor of a University publication, academic advisor, student organization advisor or in any similar capacity, as well as a record of all awards received for service work done; also explain in specific detail the individual contribution made in each capacity and its importance to the development of the College.

2. Service outside of the University.

Service outside the University is limited to that which is interrelated with teaching, research and service activity performed within the University. List all service work within and outside Taiwan for governmental agencies, private companies and academic or social welfare organizations performed within the last five years by the applicant for promotion of rank on the "Annual Work Report Form," such as serving on a professional advisory committee, complying with an invitation to give a lecture as part of an educational program sponsored by a governmental agency or non-governmental organization, board member or principal secretary or vice secretary of an academic society, master's or PhD thesis examination committee member, a testing advisor or member of a committee in charge of administering a test for the Ministry of Examination, a member of the Research Review Committee of the governmental units, as well as an editor or reviewer of journal, etc.; also explain in specific detail the individual contribution made in each capacity and its importance to the development of the College.

VI. The Teaching and Service Examination Committee shall deliver a response to every single applicant for promotion of rank with a separate written opinion detailing its evaluation of his or her teaching and service record. After the applicant provides a reply, the Examination Committee shall put forward a draft representing the entire committee's opinion to the College Faculty Evaluation Committee to serve as the basis of discussion and voting for their evaluation.

VII. These Standards shall after passage by the College Affairs Meeting and the University Administrative Meeting take effect from the date of promulgation.