

Asia University Consultation Guidelines for Teachers Conditionally Passing Teacher Evaluation

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1. Purpose: The guidelines are specifically established for teachers who pass teacher evaluation conditionally to carry out the teacher evaluation system.
2. Accordance: Article 12 of Teacher Evaluation Regulations of Asia University
3. Target: Teachers who pass teacher evaluation conditionally according to Teacher Evaluation Regulations
4. Consultation Procedure: (As Flow Chart 1)
 - (1) After the teacher evaluation result is made, Personnel Office makes a list of teachers who conditionally pass the evaluation (hereinafter "Case Teacher") and respectively informs Case Teachers, heads of departments, college deans/Center for General Education Director and Teaching Resources and Faculty Development Center (hereinafter "Teaching Development Center") within a week.
 - (2) After receiving the notice from Personnel Office, the dean of the college which Case Teacher works under or Center for General Education Director recommends a senior teacher who has obtained great related evaluation results as a consulting teacher to provide support within a week.
 - (3) After receiving the notice from Personnel Office, Case Teacher should discuss with the consulting teacher and propose a self-improvement plan (as Attachment 1) within 5 weeks. The plan should be sent to the dean and Teaching Development Center for future reference.
 - (4) After the teacher evaluation result is made, Teacher Evaluation Consultation Committee holds a meeting within 8 weeks to confirm Case Teacher's unqualified category in the teacher evaluation and fills in Consultation Form for Teacher Evaluation (hereinafter "Consultation Form" in Attachment 2). Consultation Form should be sent to Case Teacher, department head, college dean, Personnel Office and all members of the committee for future reference.
 - (5) Teaching Development Center, the college dean/Center for General Education Director, the consulting teacher and related departments provide proper support based on Consultation Form and the self-improvement plan.
 - (6) Teacher Evaluation Consultation Committee holds a meeting every 4 months and invites related departments, the consulting teacher and the college dean/Center for General

Education Director to the meeting for improvement assessment.

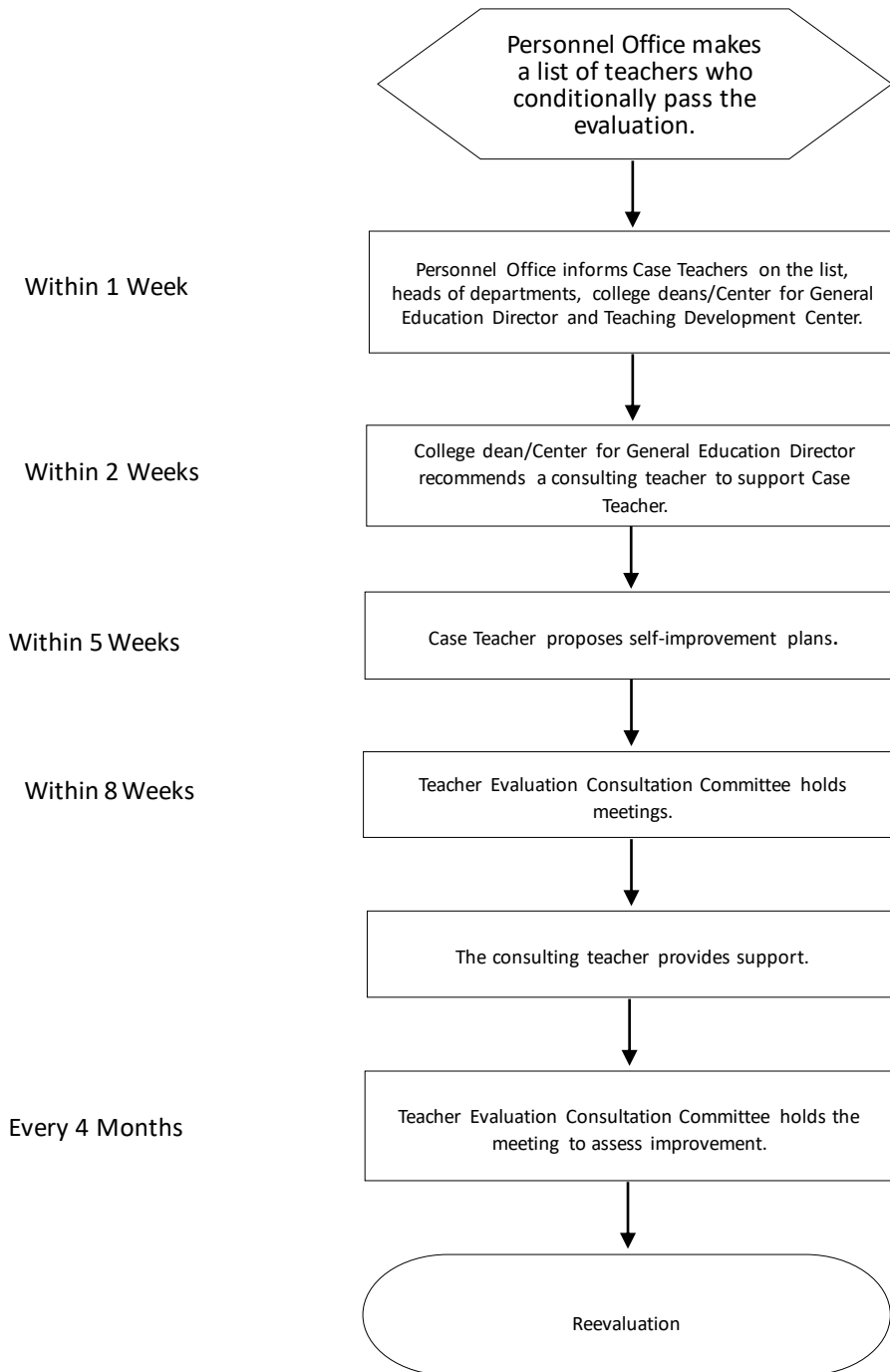
5. Members of Teacher Evaluation Consultation Committee:
 - (1) The committee consists of one vice president, Dean of Academic Affairs, Dean of Student Affairs, Director of Research and Development, Director of Industry-Academia Collaboration, the college dean/Center for General Education Director and one teacher who has obtained great evaluation results. The chairperson will be the vice president.
 - (2) Personnel Office Director, the department head and the consulting teacher can be invited for the meeting to give reports.
 - (3) According to Teacher Evaluation Regulations, teachers provide consultation services and members of the committee will receive service points.
6. If Case Teacher does not pass the teacher evaluation in the following academic year, the result should be sent to Faculty Evaluation Committee in charge as an important reappointment reference according to Article 12 of Teacher Evaluation Regulations.
7. The guidelines have been approved by Administration Meeting and become effective after ratification by the principal. The same procedure must be followed for amendments.

Flow Chart 1

Consultation Procedure of Conditional Pass for Teacher Evaluation:

Time

Procedure



Asia University

Self-Improvement Plan for Teacher Evaluation

| | | | | | | | |
|---|-----------------|----------|-------|-------------------|---------|--------------|----------------|
| Name | | | | Position | | | |
| Department | | | | College | | | |
| Seniority in Asia University | | | | Evaluation Period | | | |
| Evaluation | | Teaching | Study | Industry-Academy | Service | Consultation | Weighted Total |
| Scores | Score | | | | | | |
| | Assigned Weight | % | % | % | % | % | % |
| Self Analysis (Weakness) | | | | | | | |
| Desired Resources/ Support | | | | | | | |
| Self-Improvement Plan (Propose specific improvement measures for all weaknesses in the evaluation) | | | | | | | |

Teacher's Signature:

Consulting Teacher's Signature:

Asia University Consultation Form for Teacher Evaluation

Academic Year of Evaluation:
Consulting Teacher:
Case Teacher :
Department/Center:
Department/Center:
Date: (YYMMDD)

| Item | Description |
|--|--|
| 1. Weakness Analysis (Filled in by Case Teacher) | Evaluation Weakness: <input type="checkbox"/> Teaching <input type="checkbox"/> Study <input type="checkbox"/> Industry-Academy <input type="checkbox"/> Service <input type="checkbox"/> Consultation Description: (Please make a list) |
| 2. Planned Improvement measures (Filled in by Case Teacher) | |
| 3. Consulting Teacher's Suggestions (Filled in by the consulting teacher) | |
| 4. Consultation Committee's Suggestions (Filled in by Teaching Development Center) | |
| 5. Continuous Track after Improvement Measures are Implemented (Filled in by Teaching Development Center) | |
| 6. Note | |
| Case Teacher's Signature | Consulting Teacher's Signature |
| Department Head's Signature | College Dean/Center for General Education Director's Signature |
| Teaching Development Center Director's Signature | |
| Consultation Committee Member's Signature | |