

# Ming Chuan University Procedures for Teaching Evaluation

Passed at the Academic Affairs Committee Meeting in May, 1997  
Revised and passed at the Academic Affairs Committee Meeting on December 27, 2007  
Revised and passed at the Academic Affairs Committee Meeting on October 23, 2008

- Article 1 These procedures were established to increase the teaching quality of faculty members and students' learning effectiveness for future improvement in course design (herein referred to as the procedures).
- Article 2 These procedures are used to regulate the implementation of teaching evaluations and the use of collected data.
- Article 3 Teaching evaluations of faculty members shall be conducted as follows:
1. Midterm teaching evaluation: The items on midterm evaluation can be established by each individual department or center, either according to the designated teaching evaluation form or particular professional needs.
  2. Final teaching evaluation: The items of the final evaluation are decided by each School; the online evaluations will be administered by the Academic Affairs Division.
  3. Self-Evaluation: The items of self-evaluation are designed by the teaching faculty themselves. An evaluation survey mechanism comprising evaluation schedule and frequency is available on the teaching platform.
  4. Regular teaching evaluation: Regular evaluation will be conducted through the online teaching platform, allowing students to access the evaluation surveys at all times.
- Article 4 The evaluation periods of midterm evaluations and self-evaluations can be decided by individual departments or centers. In addition, departments and centers should have faculty members' final teaching evaluations completed within three weeks before the end of each semester.
- Article 5 These procedures for teaching evaluations will be applied to all the courses and teaching faculty. Evaluated items can be arranged by each department or center, depending on its needs.
- Article 6 The evaluation results of teaching faculty will be provided to those being evaluated and curriculum administrators. The combined analyzed report of teaching evaluation will be provided to the Dean of Academic Affairs and the president, as a reference for future

faculty promotion, further study, outstanding faculty awards, and extension of employment.

Article 7 Staff who handle evaluation documents are required to maintain the confidentiality of all data collected. Without the university's consent, no faculty member is allowed to view the teaching evaluation results of other departments.

Article 8 Faculty members who fail to achieve minimum scores on the teaching evaluation will be reported to the responsible departments, graduate schools and Teaching and Learning Resources Center for teaching consultation and mentoring programs.

Article 9 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***