

# Personal Self-Assessment Form for the Evaluation of Full-time Faculty Members of the School of Management

Completed by (signature): \_\_\_\_\_ Date of completion: \_\_\_\_\_

The period for which the years in service under this evaluation are calculated: from \_\_\_\_\_ [date] to \_\_\_\_\_ [date]

Year in service under the evaluation: \_\_\_\_\_ years

## I. Teaching Performance

### (1) Calculation of the basic teaching hours

(If the teaching hours requirement is not met, one point will be deducted for the shortfall of each hour. Except for required PhD courses, the teaching hours of the courses that do not meet the required minimum number of students will not be counted. If the required teaching hours are not met after the deduction, the teaching score for such academic year should be  $8 \cdot E/A$ ).

| Serial No. | Academic Year | Required Teaching Hours (A) | Actual Teaching Hours (B) | Plus:<br>Reduced and Offset Teaching Hours (C) | Minus:<br>Number of Teaching Hours for Which the Required Minimum Number of Students Is Not Met (D) | Actually Earned Teaching Hours (E = B + C - D) | Points Earned<br>(Maximum 8 Points Per Academic Year) |
|------------|---------------|-----------------------------|---------------------------|--|---|--|---|
|            |               |                             |                           |  |   |  |   |

## (2) Teaching (not including in-service master programs)

(The teaching evaluation scores of required and required elective courses in the undergraduate program and graduate institutes should reach 4.2 and 4.5, respectively, and the response rate should be greater than 50%)

| Serial No. | Academic Year/ Semester | Curriculum<br>(Specify Undergraduate Program / Graduate Institutes) | Credits | Number of Students | Teaching Evaluation Score | Points Earned |
|------------|-------------------------|---|---------|--------------------|---------------------------|---------------|
|            |                         |   |         |                    |                           |               |

(3) Thesis supervision (not including thesis supervision for in-service master's programs, which **generates a maximum of 10 points**)

| Serial No. | Academic Year | Student's Name | PhD/Master Students<br>(graduation required)   | Points Earned |
|------------|---------------|----------------|--|---------------|
|            |               |                | <input type="checkbox"/> PhD students / 1 point / person<br><input type="checkbox"/> Master student/0.5 point/person |               |

## (4) Awards for excellence in teaching

| Serial No. | Academic Year | Awards  | Points Earned |
|------------|---------------|---|---------------|
|            |               | <input type="checkbox"/> School Excellent Teacher Award / 3 points<br><input type="checkbox"/> University Excellent Teacher Award / 3 more points<br><input type="checkbox"/> University Outstanding Teacher Award / 10 more points |               |

**Teaching performance points: (I)+(II)+(III)+(IV)= \_\_\_\_\_ points**

## II. Research Performance

### (1) Journals and papers

(For those whose works are published in domestic or foreign journals with a peer review system, please **attach supporting materials for the peer review system**; and for accepted but unpublished papers, please attach a **letter of acceptance or other supporting materials** in addition to the above supporting materials.)

| Serial No. | Title of the Work<br>(Including the Author, Journal of Publication, and <u>Year, Month</u> , and Page Range of the Publication) | Place of Publication | Journal Type | Points Earned |
|------------|---|----------------------|--------------|---------------|
|            |   |                      |              |               |

### (2) International seminar papers (up to 8 points)

(This is limited to non-Chinese presentation in international symposia with an anonymous review system. The **supporting materials for the anonymous review system** should be attached. For papers accepted but not yet presented, please attach a **letter of acceptance or other supporting materials** in addition to the above supporting materials.)

| Serial No. | Title of the Work<br>(Including the Author, Name of Symposium, and <u>Year and Month</u> of Presentation) | Points Earned |
|------------|---|---------------|
|            |   |               |

### (3) Research projects (limited to those registered with the Research and Development Office)

(For service as the principal investigator of a MOST project or a project valued at more than NT\$300,000 and commissioned by a public or private organization, the points will be calculated on a pro rata basis by the month if the period exceeds or is shorter than one year. Please attach the screen shots of webpages or materials supporting registration with the Research and Development Office.)

| Serial No. | Project Title<br>(Including the Project Period and Roles) | Project Amount | Points Earned |
|------------|---|----------------|---------------|
|            |   |                |               |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

## (4) Research excellence awards

| Serial No. | Academic Year | Awards   | Points Earned |
|------------|---------------|--|---------------|
|            |               | <input type="checkbox"/> Ministry of Science and Technology Research Award / 20 points<br><input type="checkbox"/> Wu Ta-yu Academic Award / 10 points |               |

**Research performance points: (1)+(2)+(3)+(4)=\_\_\_\_\_ points**

**\* [Note] If the supporting materials for Paragraphs (1) through (4) are not attached, the score will be directly adjusted and reduced during the review by the School.**

### III. Counseling and Service Performance

(1) Service as an editor of a domestic or overseas journal or a governor, supervisor, or secretary general of an academic society

(Such service will be counted once during the evaluation period. Please attach the supporting materials.)

| Serial No. | Academic Year | Awards  | Points Earned |
|------------|---------------|---|---------------|
|            |               | <input type="checkbox"/> Service as an editor of an international journal / 10 points<br><input type="checkbox"/> Service as a governor, supervisor, or secretary general of an international academic society / 10 points<br><input type="checkbox"/> Service as an editor of a domestic TSSCI journal / 5 |               |

|  |  |   |  |
|--|--|---|--|
|  |  | points<br><input type="checkbox"/> Service as a governor, supervisor or secretary general of a domestic academic society / 5 points |  |
|--|--|---|--|

## (2) Service as a student advisor and recommendations and awards

| Serial No. | Academic Year | Awards   | Points Earned |
|------------|---------------|--|---------------|
|            |               | <input type="checkbox"/> Service as a student advisor / 3 points / year<br><input type="checkbox"/> Department recommendation for an excellent student advisor / 6 points / each time<br><input type="checkbox"/> School recommendation for an excellent student advisor / 6 more points / each time<br><input type="checkbox"/> Receipt of the Excellent Faculty Award of the University / 10 more points / each time |               |

## (3) Service as a member of all levels of committee at the University

(For service as a member of all levels of committees at the University, 2 points will be awarded each year)

| Serial No. | Academic Year | Name of the Committee | Points |
|------------|---------------|-----------------------|--------|
|            |               |                       |        |

## (4) Service awards from the University and the School

| Serial No. | Academic Year | Awarded  | Points Earned |
|------------|---------------|--|---------------|
|            |               | <input type="checkbox"/> Receipt of the School's Public Service Award / 6 points<br><input type="checkbox"/> Receipt of a service award above university level / 10 more points at university level or above / 10 points |               |

## (5) Administrative position

(For service as the unit supervisor above the level of department or as the

director of a center at the school level or above, 6 points will be awarded each year; and for service as a deputy unit supervisor or a Level-2 supervisor of an administrative unit at department level or above, 3 points will be awarded each year.)

| Serial No. | Academic Year | Administrative Position | Points Earned |
|------------|---------------|-------------------------|---------------|
|            |               |                         |               |

**(6) Service as the principal investigator of a research project funded by the University**

(Such as the Aim for the Top University Project, Higher Education Sprout Project, etc.; if the duration exceeds or falls short of one year, the calculation will be conducted on a pro rata basis by the month; and points will not be awarded for a collaborative investigator of a project, and please attach supporting materials such as the University Budget Allocation Table.)

| Serial No. | Academic Year | Title of Project | Points Earned |
|------------|---------------|------------------|---------------|
|            |               |                  |               |

**(7) Other specific achievements**

(If an individual concerned under evaluation has special service achievements not included above, s/he may request the their submission to the departmental or institute faculty evaluation committee for recognition by awarding points commensurate to the degree of contribution reflected in the above items.)

| Serial No. | Academic Year | Contents | Points Earned |
|------------|---------------|----------|---------------|
|            |               |          |               |

**Counseling and service performance points:**  
**(1)+(2)+(3)+(4)+(5)+(6)+(7)= \_\_\_\_\_ points**

**\* [Note] If the supporting materials for Paragraphs (1) and (6) are not attached, the score will be directly adjusted and reduced during the review by the School.**

#### **IV. Aggregate Points**

| <b>Performance Items</b> | <b>Teaching</b> | <b>Research</b> | <b>Counseling and Services</b> | <b>Total</b> |
|--------------------------|-----------------|-----------------|--------------------------------|--------------|
| <b>Points Earned</b>     |                 |                 |                                |              |