

Performance Evaluation Measures for Staff of the Department of Chemical Engineering

Discussed at the Department Affairs Meeting on July 5, 2000

Approved at the Department Affairs Meeting on September 6, 2000

Revised at the Department Affairs Meeting on February 25, 2005

Revised at the Department Affairs Meeting on September 9, 2009

Revised at the Department Affairs Meeting on April 22, 2015

Revised at the Department Affairs Meeting on February 22, 2017 (Amended Article 4)

Revised at the Department Affairs Meeting on March 7, 2018 (Amended Articles 2, 4, 5, 6, and 8)

Revised at the Department Affairs Meeting on April 18, 2018 (Amended Articles 4, 5, and 7)

Revised at the Department Affairs Meeting on June 19, 2019 (Amended Article 4)

Revised at the Department Affairs Meeting on September 15, 2021 (Amended Article 2)

Article 1: Purpose

To establish a fair and reasonable performance evaluation system, motivate department office (hereafter referred to as "department office") staff, ensure the execution of assigned tasks, improve administrative efficiency, and create a positive external image of the department. This evaluation also serves as a reference for contract renewal or new hiring.

Article 2: Scope

Full-time teaching assistants, administrative staff, and technicians responsible for departmental office work.

Article 3: Evaluation Principles

Professionalism: Active and responsible work attitude, good coordination, and punctual attendance.

Timeliness: Completion of assigned tasks within the specified time.

Accuracy: Work outcomes align with the objectives of assigned tasks.

Article 4: Evaluation Methods

Teachers of the department will evaluate staff performance at the second semester's department meeting each academic year using the "Full-time Teaching Assistant Performance Evaluation Form" (Appendix 1).

In November each year, evaluations will be conducted based on the "Administrative Staff Performance Evaluation Form" (Appendix 2) and the "Technician Performance Evaluation Form" (Appendix 3).

Evaluation results confirmed by the department meeting will be notified to the evaluated staff by the department chair (Appendix 4).

Article 5: Evaluation Grades

Performance is categorized into four grades based on the average evaluation score:

Outstanding: 85 points and above.

Good: 75-84 points.

Acceptable: 65-74 points.

Needs Improvement: Below 64 points.

For full-time teaching assistants, renewal of the contract requires approval by more than half of the attending teachers at the department meeting.

Article 6: Record Keeping

Performance evaluation forms will be kept by the department chair and included as part of the handover process.

Article 7: Appendices

Full-time Teaching Assistant Performance Evaluation Form

Administrative Staff Performance Evaluation Form

Technician Performance Evaluation Form

Performance Evaluation Results Notification for Full-time Teaching Assistants

Article 8: Implementation

These measures shall be implemented upon approval by the department affairs meeting. Any amendments will follow the same process.

Full-Time Teaching Assistant Performance Evaluation Form (Appendix 1)

Evaluated Staff	Evaluation Contents	Outstanding	Good	Acceptable	Needs Improvement
	<ul style="list-style-type: none"> ● Academic and Student Affairs Work <ul style="list-style-type: none"> Admissions Affairs <ul style="list-style-type: none"> (1) Submission of overall enrollment quotas for all programs (2) Submission of admission brochures for all programs (3) Undergraduate admissions through various channels (4) Admissions for master's degree programs via recommendation and entrance exams (5) Admissions for master's in-service programs (6) Admissions for doctoral programs (7) Admissions for international students (8) Summer and winter transfer admissions (9) Admissions for overseas Chinese and Hong Kong/Macau students (10) Applications for exchange students (11) Review of applications for double majors and minors (12) Verification, registration, and substitute handling for master's degree recommendation and exam admissions ● Academic Affairs and Faculty <ul style="list-style-type: none"> (1) Recruitment of new faculty members (2) Faculty promotion procedures (3) Procedures for faculty sabbatical research (4) Verification and submission of National Science Council project application materials (5) Faculty research awards procedures (6) Applications for distinguished and chair professors (7) Applications for teaching excellence, teaching service, and outstanding mentor awards (8) Faculty evaluation procedures ● Student Affairs <ul style="list-style-type: none"> (1) Orientation for new students and undergraduate parent-student information sessions (2) System operations for advisors' student counseling logs (3) Submission of student awards and penalties (4) Applications for leave of absence, withdrawal, and transfer students (5) Recommendation of students to represent the school in activities such as flag-bearing (6) Applications for internal and external scholarships (7) Applications and recommendations for outstanding freshman awards within the College of Engineering (8) Submission of awards for the college graduation ceremony (9) Graduate student thesis awards programs (10) Appointments and reimbursements for graduate student assistantships and scholarships 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluated Staff	Evaluation Contents	Outstanding Good Acceptable Needs Improvement
	<ul style="list-style-type: none"> ● (11) Approval of graduation procedures for students leaving the department or university ● Curriculum <ul style="list-style-type: none"> (1) Submission of curriculum planning and class scheduling for all programs (2) Approval of course selections for all programs (3) Credit transfer and exemption procedures (4) Applications for educational training programs (5) Hourly teaching assignments for full-time and part-time faculty (6) Graduation credit qualification reviews for undergraduate, master's, and in-service master's students (7) Qualification exams for doctoral programs (8) Oral exams for graduate degree conferral and related expense reimbursements (9) Orientation meetings for research students (10) Assistance with departmental student association affairs ● Administrative Affairs <ul style="list-style-type: none"> (1) Reimbursement for course materials within the college (2) Tasks related to relevant committees (3) High school visits and promotional activities for recruitment (4) Assistance with alumni graduation survey tasks (5) Assistance with engineering education accreditation tasks (6) Assistance with departmental leadership transitions (7) Assistance with personal data management tasks ● Temporary ● Assigned Tasks 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reappointment	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	Total Score:

Performance Evaluation Form for Administrative Staff of the Department

of Chemical Engineering

(Appendix 2)

Evaluated Person	Evaluation Content	Outstanding	Good	Acceptable	Needs Improvement
	<ul style="list-style-type: none"> ● Administrative/General Affairs ● Administrative Affairs <ul style="list-style-type: none"> (1) Organizing recreational activities for faculty and staff (2) Handling educational subsidies for staff children (3) Managing the selection committee and handover processes for department chairpersons (4) Convening related committee meetings (5) Managing alumni association affairs for the Chemical Engineering Department (6) Assisting with industry-academia advisory committee activities (7) Handling electronic document management affairs (8) Submitting green procurement reports (9) Compiling reports for college affairs (10) Managing correspondence for factory visits (11) Reporting data for the Higher Education Database (12) Assisting with department website maintenance <i>(assistants still need to provide scholarship and other student-related information)</i> and disseminating official documents ● Procurement Affairs and Departmental Budget Management <ul style="list-style-type: none"> (1) Procurement and reimbursement of departmental equipment and office expenses (2) Procurement of departmental library materials (3) Procurement and reimbursement of undergraduate lab equipment and consumables (4) Reimbursement for graduation tea party expenses (5) Reimbursement for counseling activity expenses (6) Managing centralized procurement affairs (7) Arranging graduate seminars and processing reimbursement for related expenses (8) Reimbursement under the Higher Education Sprout Project ● Instrument, Property, and Space Management <ul style="list-style-type: none"> (1) Managing equipment and property for the Chemical Engineering Department (2) Handling maintenance of shared instruments (3) Overseeing rental and management of public spaces (4) Managing parking spaces in the department building (5) Managing the department's access control system (6) Managing keys for the Chemical Engineering building 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> (7) Maintaining the department's network system (8) Planning and overseeing space reorganization and renovation ● Workplace Safety Management <ul style="list-style-type: none"> (1) Handling waste liquid and waste disposal affairs (2) Managing air-conditioning equipment and laboratory safety and hygiene ● Student Affairs <ul style="list-style-type: none"> (1) Assisting with university and departmental graduation ceremony-related tasks ● Other Assigned Tasks 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Total Score		

Performance Evaluation Form for Technical Staff of the Department of

Chemical Engineering (Appendix 3)

Evaluated Person	Evaluation Content	Outstanding	Good	Acceptable	Needs Improvement
	<p>Environmental Safety/Duties</p> <ul style="list-style-type: none"> ● Equipment Borrowing and Maintenance <ul style="list-style-type: none"> (1) Daily management, borrowing, consumable replacement, and maintenance of audiovisual equipment for activities (2) Maintenance and management of electronic lectern connections, microphones, presentation pointers, and other teaching equipment ● Repair and Maintenance Management <p>Managing maintenance and upkeep of key equipment in the Chemical Engineering Building (elevator, emergency generator, central air-conditioning system, refrigeration units, fire safety system, substation equipment, and high/low voltage substation systems) (including power outage control management)</p> <ul style="list-style-type: none"> ● Administrative Affairs Handling mail, managing keys for some public spaces, issuing vehicle permits, and distributing gift vouchers to faculty and staff. ● Building Access Control Management ● Environmental Maintenance <ul style="list-style-type: none"> (1) Managing cleanliness and hygiene of the department building (2) Managing gardening and beautification work (3) Septic tank pumping for the building (4) Cleaning the building's water tanks (5) Supervising and assisting with garbage sorting and disposal ● Work-Study Student Scheduling, Training, and Management ● Labor Education Program Planning ● Other Assigned Tasks 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score	
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Performance Evaluation Result Notification for the Department of Chemical Engineering, National Chung Hsing University

Name	Evaluation Score	Performance Grade	Renewal of Appointment: Yes or No

The evaluation results on the right are handled in accordance
Year Month Day.
with the resolution made at the department affairs
meeting .

Department Chair..

(Signature)

Hereby Notified

(Date)

Mr.

(Ms.)