

Performance Evaluation Guidelines for Department of Chemical Engineering Administrative Office Staff

Discussed in the Department Affairs Meeting on July 5, 2000

Approved in the Department Affairs Meeting on September 6, 2000

Amended and approved on February 25, 2005

Amended and approved on September 9, 2009

Amended and approved on April 22, 2015

Amended and approved on February 22, 2017 (revision to Article 4)

Amended and approved on March 7, 2018 (revisions to Articles 2, 4, 5, 6, and 8)

Amended and approved on April 18, 2018 (revisions to Articles 4, 5, and 7)

Amended and approved on June 19, 2019 (revision to Article 4)

Amended and approved on September 15, 2021 (revision to Article 2)

Article 1: Purpose

The goal is to establish a fair and reasonable performance evaluation system to motivate morale among members of the Department of Chemical Engineering Office (hereafter referred to as "Department Office"), ensure the effective execution of assigned duties, enhance administrative efficiency, and build a positive external image for the department. This evaluation serves as a reference for decisions regarding reappointment or new employment.

Article 2: Target Group

Full-time teaching assistants, administrative staff, and technical workers employed by the Department Office.

Article 3: Evaluation Principles

1. Dedication: Displays a proactive attitude, responsibility, good coordination, and reliable attendance.
2. Timeliness: Completes assigned tasks within the expected timeframe.
3. Accuracy: Delivers work outcomes aligned with the objectives of assigned tasks.

Article 4: Evaluation Method

Each academic year, during the second-semester Department Affairs Meeting, department faculty members conduct evaluations based on the "Performance Evaluation Form for Full-Time Teaching Assistants of the Chemical Engineering Department" (Attachment 1).

Additionally, every November, evaluations are conducted using the "Performance Evaluation Form for Staff" (Attachment 2) and the "Performance Evaluation Form for Technical Workers" (Attachment 3). The evaluation results are confirmed in the Department Affairs Meeting and communicated to the evaluated individuals by the Department Chair (Attachment 4).

Article 5: Performance Grading

The overall average score determines one of the following four performance grades:

1. Outstanding: 85 points or above.
2. Good: 75–84 points.

3. Satisfactory: 65–74 points.
4. Needs Improvement: Below 64 points.

For full-time teaching assistants, reappointment requires the agreement of at least half of the attending faculty members during the Department Affairs Meeting.

Article 6: Record-Keeping

Performance evaluation scores and records for evaluated personnel are maintained by the Department Chair and included in the transition of responsibilities during administrative handovers.

Article 7: Attachments

1. Performance Evaluation Form for Full-Time Teaching Assistants
2. Performance Evaluation Form for Staff
3. Performance Evaluation Form for Technical Workers
4. Notification of Annual Performance Evaluation Results for Full-Time Teaching Assistants

Article 8: Implementation and Amendments

These guidelines take effect following approval in the Department Affairs Meeting. The same process applies to any future amendments.

Performance Evaluation Form for Full-Time Teaching Assistants in the

Department of Chemical Engineering

(Appendix 1)

Evaluatee	Evaluation Items	Outstanding	Good	Satisfactory	Needs Improvement
	Academic/Student Affairs Tasks ● Admissions Affairs (1) Submission of total enrollment quota management for various academic programs. (2) Preparation and submission of admission brochures for various academic programs. (3) Coordination of undergraduate admissions through various entry channels. (4) Management of admissions processes for master's degree entrance exams and direct recruitment. (5) Processing of admissions for international student applications. (6) Handling transfer student admissions during summer and winter breaks. (7) Processing applications for admissions of Hong Kong, Macau, and overseas Chinese students. (8) Coordination of exchange student application processes. (9) Review and approval of applications for double majors and minors. (10) Verification, registration, and supplemental admissions processes for master's program entrance exams and direct recruitment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	● Academic Affairs and Faculty (1) Processing recruitment of new faculty members. (2) Faculty promotion tasks. (3) Faculty leave for research purposes. (4) Verification and submission of research project applications to funding agencies. (5) Faculty research award processes. (6) Application procedures for distinguished and chair professorships. (7) Application tasks for outstanding teaching, service, and mentorship awards. (8) Faculty evaluation operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	● Students Affairs (1) Orientation for new students and parent-student meetings for undergraduates. (2) Management of tutor-student counseling system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluatee	Evaluation Items	<div>Outstanding</div> <div>Good</div> <div>Satisfactory</div> <div>Needs Improvement</div>
	<p>(5) High school visits and promotional activities for student recruitment.</p> <p>(6) Coordination of Spring Zhe Festival activities.</p> <p>(7) Submission of data to higher education databases.</p> <p>(8) Participation in Higher Education Sprout Project.</p> <p>(9) Assistance with alumni survey activities.</p> <p>(10) Support for departmental website maintenance and dissemination of official communications.</p> <p>(11) Assistance with accreditation tasks for engineering education.</p> <p>(12) Support for departmental leadership handovers.</p> <p>(13) Assistance with personal data management.</p> <p>● Ad Hoc Assignments:</p>	<div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
Reappointment	<div> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove </div>	Total Score :

Chemical Engineering Department Staff Performance Evaluation Form

(Appendix 2)

Employee	Evaluation Content	Outstanding	Good	Satisfactory	Needs Improvement
	Administrative/General Affairs Work <ul style="list-style-type: none"> ● Admissions Affairs <ul style="list-style-type: none"> (1) Master's in-service program admissions process (2) Doctoral program admissions process ● Administrative Affairs <ul style="list-style-type: none"> (1) Organizing recreational activities for staff (2) Handling educational subsidies for staff children (3) Managing departmental chairperson selection committee and transition affairs (4) Convening relevant committee meetings (5) Managing the Chemical Engineering Alumni Association affairs (6) Assisting with the Industry-Academia Advisory Committee (7) Managing electronic document administration (8) Reporting for green procurement operations ● Procurement and Departmental Budget Management <ul style="list-style-type: none"> (1) Procurement and reimbursement for departmental instrument fees and operating expenses (2) Departmental book purchases (3) Procurement and reimbursement for laboratory equipment and consumables for undergraduate labs (4) Reimbursement for graduation tea party expenses (5) Reimbursement for advisor activity funds (6) Managing centralized procurement processes ● Equipment, Property, and Space Management <ul style="list-style-type: none"> (1) Instrument and property management for the Chemical Engineering Department (2) Maintenance of shared equipment (3) Management of public space rental and use (4) Parking lot management for department buildings (5) Access control system management for department buildings (6) Key management for Chemical Materials 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"/>

	<p>(7) Maintenance of departmental network systems</p> <p>(8) Planning and implementation of departmental space renovations</p> <ul style="list-style-type: none">● Safety and Environmental Management <p>(1) Handling chemical waste and disposal</p> <p>(2) Air conditioning and laboratory safety and hygiene management</p> <ul style="list-style-type: none">● Other Assigned Tasks	<div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></div>
Total Score		

Chemical Engineering Department Technician Performance Evaluation

Form

(Appendix 3)

Employee	Evaluation Content	Outstanding Good Satisfactory Needs Improvement																																								
	Environmental/Safety and Work Tasks ● Equipment Lending and Maintenance (1) Daily management, lending, replacement, and maintenance of audiovisual equipment for events. (2) Maintenance and management of e-classroom equipment, including cables, microphones, laser pointers, etc. ● Repair and Maintenance Maintenance and management of main equipment in the Chemical Materials Building, including elevators, emergency generators, central air conditioning systems, chillers, fire safety systems, substations, and high/low voltage power stations (including power outage control and management). ● Administrative Tasks Handling mail Managing keys for certain public spaces Processing vehicle permits Distribution of staff gift vouchers ● Access Control Management ● Environmental Maintenance (1) Managing cleanliness and hygiene in department buildings. (2) Landscaping and beautification management. (3) Septic tank pumping for department buildings. (4) Cleaning department water tanks. (5) Supervising and assisting with garbage sorting and disposal. ● Work-Study Student Scheduling and Management: ● Labor Education Program Planning: ● Other Assigned Tasks	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Total Score	
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Notification of Annual Performance Evaluation Results Department of Chemical Engineering, National Chung Hsing University			
Recipient	Evaluation Score	Performance Grade	Reappointment Decision
<p>The evaluation results on the right were processed based on the resolution of the departmental meeting held on Year Month Day</p> <p>右通知</p>			
<p>Miss (Mr.)</p>			
<p>Department Chairperson ..</p> <p>(Signature) (Date)</p>			