

111 學年度教師評鑑暨續聘作業時程

Timeline for Teacher Evaluation and Appointment Renewal Process for the Academic Year 2022

目標：於 112 年 6 月 30 日前完成評鑑、續聘、致送聘書

Objective: Complete evaluation, appointment renewal, and letter of appointment issuance by June 30, 2023.

對象：全校專任教師、專案教師、醫療相關科部專任教師

Targets: all regular full-time teachers, project-based teachers, full-time teachers of medical-service related departments of the university

範圍：教師登錄、確認及送出評鑑資料、各加分項目主責單位評核、主管評核、各級教評會續聘

Procedure: teachers upload, confirm and deliver evaluation materials, units with responsibility review entries for awarding extra points, supervisor review materials, and renew appointment for all-level teacher evaluation committees.

工作項目 Work items	完成日期 Due date	負責單位 Units in Charge	備註 Note
1. 教師上網維護加分項目及確認基本項目 2. 行政單位檢視加分項目 3. 教師上網確認分數核算及送出	3 月 15 日至 4 月 10 日	專任教師/ 各加分項目 主責單位	<p>112/3/15~4/10 教師維護評鑑資料</p> <p>◇ 教師職涯履歷登錄→網址：http://rdsys.tmu.edu.tw/publication/</p> <p>112/3/15~4/10 教師確認分數核算及送出評鑑資料</p> <p>◇ 教師評鑑系統→網址：http://hr2sys.tmu.edu.tw/TMUTchEval</p> <p>【註】</p> <p>(1) 執行校(院)方指派之專案暨校(院)外服務資料維護：至教師職涯履歷登錄系統填寫並確認執行校(院)方指派之專案暨校(院)外服務資料，經所屬單位主管簽核即轉入教師評鑑系統。</p> <p>(2) 各類加分項目維護：至教師職涯履歷登錄系統填寫並確認加分項目，經各加分項目主責單位(承辦人及主管)簽核即轉入教師評鑑系統。</p> <p>(3) 教師評鑑工作報告維護：專任教師及專案教師在符合教師評鑑辦法第五條規定下，可依條件選擇教學、一般或研究類，醫療相關科部專任教師則依附屬醫院、建教合作醫院及行政單位比例計算；務必至教師評鑑系統選擇類別，確認相關單位評鑑資料後送出，人資處方得採計評鑑總分，屆時未送出者，因分數無法採計，將以 0 分計算。</p>

工作項目 Work items	完成日期 Due date	負責單位 Units in Charge	備註 Note
<p>1. Teachers maintain entries for awarding extra points and verify essential entries.</p> <p>2. Administration office examines entries for awarding extra points.</p> <p>3. Teachers verify scores computed and submit them online.</p>	<p>March 15 to April 10</p>	<p>Full-time teachers/ Main unit with responsibility for each extra point-awarding entry</p>	<p>3/15~4/10/2023 Teachers maintain evaluation materials</p> <p>✧ Teachers upload resume →Website: http://rdsys.tmu.edu.tw/publication/</p> <p>3/15~4/10/2023 Teachers verify scores computed and submit evaluation materials online.</p> <p>✧ Teacher evaluation system →Website: http://hr2sys.tmu.edu.tw/TMUTchEval</p> <p>【Note】</p> <p>(1) Maintain data of projects and off-campus(college) services assigned by university(college): log on teacher's resume system to fill in and confirm data of projects and off-campus (college) services assigned by university (college), which, after being approved by your division supervisor, will be transferred to the teacher evaluation system.</p> <p>(2) Maintain entries of all categories for awarding extra points: log on teacher's resume system and enter entries for awarding extra points, which, after being approved by (administrator and supervisor of) the unit with responsibility for such entries, will be transferred to the teacher evaluation system.</p> <p>(3) Maintain teacher evaluation work reports: in accordance with rule No. 5 of Teacher Evaluation Regulations, regular full-time teachers and project-based teachers can choose teaching, general or research category by your own condition; full-time teachers in medical service-related departments will be calculated by the ratios of affiliated hospital, cooperative education hospital, and administration office. Make sure you select the categories on the teacher evaluation system, and confirm the evaluation data of related units, so that the HR office will be able to calculate and accept the total scores of evaluations; otherwise, you will get "0" for your evaluation score because the points cannot be counted.</p>

工作項目 Work items	完成日期 Due date	負責單位 Units in Charge	備註 Note
(科)系所主管上網考核 (科主管至 4 月 13 日) Online review by department director (Department supervisor by April 10)	4 月 11 日至 4 月 17 日前 April 11 to April 17	(科)系所主管 Department Supervisor / Department Director	
寄送教師評鑑報告 Delivery of teacher evaluation reports	4 月 28 日前 by April 28	人資處 Office of Human Resources	(1) 產出教師評鑑報告。 (2) 產出科系所專任教師績效統整表及專兼任聘任名冊。 (1) Generate teacher evaluation reports. (2) Generate a consolidated table for department's full-time teachers' performance and name lists of full-time and part-time teachers.
系級教評會(限醫學系)/ School-level teacher evaluation committee review (School of Medicine only)/ 院級教評會 College-level teacher evaluation committee review	5 月 12 日前 by May 12	醫學系/ School of Medicine/ 各學院 All Colleges	
彙總資料 Materials compilation	5 月 26 日前 by May 26	人資處 Office of Human Resources	
校級教評會 University-level teacher evaluation committee review	6 月 9 日前 by June 9	人資處 Office of Human Resources	
發聘 Letter of Appointment issuance	6 月 30 日前 by June 30	人資處 Office of Human Resources	