

長榮大學教師兼任主管評鑑績效考核辦法

Chang Jung Christian University Faculty Supervisors Performance

Evaluation Regulations

106.10.30 106 學年度第一學期第 3 次行政會議通過
Approved on October 30, 2017, by the 3rd Administrative Meeting of Academic Year 2017 Semester 1.

106.12.18 106 學年度第一學期期末校務會議通過
Approved on December 18, 2017, by the End-of-Semester Institutional Affairs Meeting of Academic Year 2017 Semester 1.

107.01.11 第九屆董事會第 13 次會議訂定
Formulated on January 11, 2018, by the 13th Meeting of the Ninth Board of Directors.

107.04.20 104 學年度第一學期第 2 次行政會議決議通過更名(104.10.01)

Name change (October 1, 2015) approved on April 20, 2018, by the 2nd Administrative Meeting of Academic Year 2015 Semester 2.

第一條 本辦法依據本校教師評鑑辦法第六條之二規定訂定之。

Article I This Regulations are formulated in accordance with the provisions of Article VI-2 of the CJCUC Faculty Evaluation Regulations

第二條 凡本校教師兼任主管職務者，於前一學年兼任主管連續達六個月以上且目前仍在任者，應接受評鑑績效考核。

校長依本校「校長監督及考核辦法」辦理。

Article II All CJCUC faculty who concurrently hold the position as a supervisor, and who have served concurrently as a supervisor for six consecutive months or more in the previous academic year, and who are still holding the supervisory position shall be subject to performance evaluation.

Performance evaluation for the University President shall be handled in accordance with the CJCUC University President Supervision and Evaluation Regulations.

第三條 評鑑績效考核每學年辦理一次，各單位一、二級主管須先行自評，再由人力資源發展處送請上一層主管複評，並應於十一月底前完成評鑑績效考核。

Article III Performance evaluation shall be conducted once every academic year. Supervisors of Level 1 and Level 2 units shall first conduct a self-assessment. The Office of Human Resources Development shall then request their respective superiors for a re-evaluation. The performance evaluations shall be completed by the end of November.

第四條 評鑑項目為行政績效，各項考核標準得彈性配分，總分為一百分。
考核標準如下：

Article IV Evaluation items shall be based on administrative performance. The score distribution for the evaluation items shall be flexible and shall be a total of 100 points. The evaluation standards are as follows:

一、 所推動政策方案之工作內涵及具體績效

1. The work content and performance in line with the policy plan promoted.

二、 創新與特色

2. Innovation and characteristics.

三、 資源運用

3. Resource utilization

四、 其他有助校務發展之重要貢獻

4. Other important contributions to the development of institutional affairs.

考核方式如下：

The evaluation methods are as follows:

一、 教師兼任一級主管者由校長決評。

1. Teachers who concurrently serve as Level 1 supervisors shall be evaluated by the University President.

二、 教師兼任二級主管者由其單位一級主管初評，陳請校長進行決評。

2. Teachers who concurrently serve as Level 2 supervisors shall be first evaluated by the Level 1 supervisor of their respective unit, then given a final evaluation by the University President.

第五條 考核總分以一百分為滿分，考核成績經校長核定後，由人力資源發展處進行下列等第排序：

Article V The total evaluation score is 100 points. After the evaluation results are approved by the University President, the Office of Human Resources Development shall conduct the following rankings:

一、 九十分以上者為優等，以行政主管總數百分之四十為限。

1. Those who score 90 points or more shall get an Excellent Grade. The quota for this rank shall be limited to 40% of the total number of administrative supervisors.

二、 八十分以上未滿九十分者為甲等。

2. Those who score 80 points or more, but less than 90 points shall get Grade A.

三、未滿八十分者，免兼主管職務。

3. Those who score less than 80 points shall be discharged from their concurrent supervisory position.

第六條 凡經考核優等者，由校長視當年度經費預算狀況，提請董事會議審議後核發獎金獎勵。

Article VI For those who get Excellent Grade in the evaluation, the University President shall submit a request to the board of directors to deliberate on issuing bonuses according to the budget in the current year.

第七條 各項考核資料均由人力資源發展處統一密存保管，除行政公務外，有關考核結果，凡參與之教職員均應善盡保密之責任。

Article VII All evaluation materials shall be uniformly kept by the Office of Human Resources Development and remain confidential. Except for administrative purposes, all participating faculty and staff shall be responsible for keeping the evaluation outcome confidential.

第八條 本辦法經行政會議、校務會議及董事會議通過後，陳請校長公布後實施，修正時亦同。

Article VIII This Regulations will be announced and implemented upon the approval of the Administrative Meeting, the Institutional Affairs Meeting, the Board of Directors Meeting, and the University President, and the same shall apply for all amendments of the regulations.