

Teaching Assistant Evaluation Criteria of the College of Liberal Arts of National Cheng Kung University

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Approved by the 1st Faculty Evaluation Committee of the College of Liberal Arts, 1st Semester of Year 105 on April 20th, 2017

Amended and approved by the 2nd Faculty Evaluation Committee of the College of Liberal Arts, 2nd semester of Academic Year 109 (See attached forms) on May 13th, 2021

1. The College of Liberal Arts of National Cheng Kung University (hereinafter referred to as the College) has formulated the "Teaching Assistant Evaluation Criteria of the College of Liberal Arts of National Cheng Kung University" based on the "Standards for Evaluating Teaching Assistants of the Faculty of Liberal Arts of National Cheng Kung University" (hereinafter referred to as the "Criteria") approved by the 3rd Meeting of the Faculty Evaluation Committee of the Academic Year 96 on December 24, 2007.
2. The "teaching assistants" in the Criteria refers to full-time teaching assistants who have obtained the teaching assistant certificates issued by the Ministry of Education before March 21st, 1997. Teaching assistants should provide relevant information for evaluation once every three years of service, and the dean shall write evaluation suggestions according to the ability and performance of the teaching assistants, and then have them evaluated before presenting the results to the Faculty Evaluation Committee of the College.
3. The work of teaching assistants in the College shall be assigned by the Dean, and according to the nature of his work, his attendance time shall be regulated within eight hours per day and five days per week; the attendance management shall be supervised by the Dean. The difference leave of teaching assistants shall be compared with that of teachers and shall be handled in accordance with the rules for leave of absence of civil servants.
4. The evaluation items of the teaching assistant evaluation of the Hospital are scored for four items: work performance, team spirit, innovative research, and poor diligence. The total score of each category is 100 points, and the total score of the evaluated teaching assistant must reach 70 points to pass; the percentage is

60% of work performance, 25% of team spirit, 10% of innovative research and 5% of poor diligence. The format of the assessment items and standard tables and scales is as attached.

5. Those who fail to pass the evaluation according to this standard shall not be promoted from the following year onwards, and shall not propose promotion. Teaching assistants who fail to pass the assessment shall be re-evaluated within two years, and those who pass the re-evaluation shall resume their salary from the following year; if they are not re-evaluated within two years, or if they still do not pass the re-evaluation, they will not be re-employed.
6. Those who are dissatisfied with the results of the preliminary examination may submit a written application to the Teachers' Evaluation Committee of the College; those who are dissatisfied with the results of the review may submit a written application to the School Teachers' Evaluation Committee; and those who are dissatisfied with the results of the application may submit a written appeal to the School Teachers' Appeal Review Committee.
7. These Guidelines shall be implemented after being approved by the Faculty Review Committee of the Academy, and shall be the same when amended.

(以下為表格一 Table 1)

國立成功大學文學院助教評量項目及標準表

Table of Evaluated Items and Standards on Teaching Assistants

考核項目	細目	考評指標	工作績效
Evaluated Items	Details	Evaluation Cursors	Job Performance
60%			

工作態度：能否主動、積極、負責、落實服務導向

1. 辦理業務主動積極、勤勉任事。
2. 承辦業務態度誠懇勇於負責。
3. 樂於滿足服務對象之需求。

Working Attitude: Is the TA self-motivated, proactive, responsible, and fulfilling

service-orientation

1. Proactive and diligent in handling business.
2. Undertake business with a sincere and courageous attitude.
3. Be happy to meet the needs of the people served.

質量：處理業務數量之多寡及是否精確妥善

1. 承辦、會辦業務之數量。
2. 公文及承辦業務之進度及精確度。

Quality/Quantity: the quantity of jobs done and whether it is accurate and appropriate

1. Quantity of tasks undertaken and handled.
2. Progress and accuracy of official files and businesses undertaken.

專業：專業能力是否足夠 嫻熟工作相關專業知識，應付得宜。

時效：能否依時限完成應辦之工作

1. 承辦、會辦業務依時限完成。
2. 臨時交辦業務依限完成。

Expertise: Whether there is sufficient professional ability for proficiency in work-related expertise and handle tasks appropriately.

Timeliness: Whether the work can be completed within the time limit.

1. The businesses undertaken and jointly undertaken shall be completed within time limit.
2. Businesses provisionally assigned can be completed within time limit.

方法：能否運用科學方法辦事

1. 辦理業務條理分明。
2. 辦理業務流程簡化。
3. 運用科學方法有效率辦事。

Method: Whether the TA can use scientific methods to do things

1. Handle tasks in a clear and organized manner
2. Streamline business processes
3. Use scientific methods to handle things efficiently.

檔案管理：承辦業務檔案能否妥善管理運用

1. 檔案條理分明。
2. 檔案查閱容易。
3. 檔案及法規交接清楚。

File Management: Whether business files undertaken can be properly managed and used

1. The files are well organized.
2. Easy file access.
3. Clear handover of files and regulations.

團隊精神 25%

和諧：能否與同人和諧共事

1. 與同仁互動情形。
2. 與同仁工作配搭情形。

Teamwork Spirit: 25%

Harmony: The ability to work in harmony with colleagues

1. Interaction with colleagues
2. Work in collaboration with colleagues.

協調：能否配合全盤業務進展，加強連繫

1. 業務溝通聯繫良好。
2. 在一定時間內完成意見溝通，並進行各項工作協調。

Coordination: Whether collaboration with the overall business progress and strengthening the connection have been achieved

1. Good business communication.
2. Complete the communication of opinions within a certain period of time and coordinate various tasks.

衝突管理：能否發揮有效之協商藝術，產生團體認同感 能有效協商，解決爭議，增加團隊凝聚力。

Conflict Management: Whether effective art of negotiation can be developed and a sense of group identity created. Effectively negotiate, resolve disputes, and increase team cohesiveness.

創新研究 10%

Innovative research 10%

創新：對承辦業務有無創見

1. 承辦業務能嘗試新作為。
2. 承辦業務具有新思維與見解。
3. 協助提供業務創新意見。

Innovation: Whether the TA is creative in tasks undertaken

1. Attempt to handle undertaken business with new methods
2. Undertaking business with new ideology and insights.

3. Help providing innovation advice in undertaken tasks.

研究：應辦業務能否不斷檢討

1. 業務經驗、不吝傳承。
2. 承辦業務隨時檢討改進。

Research: Whether the businesses undertaken are continuously reviewed

1. Generously passing down Business experience.
2. Review businesses undertaken any time.

見解：是否正確運用科學方法提出建議，分析因果

1. 能運用科學方法辨別是非。
2. 分析判斷準確。
3. 對承辦業務見解正確。

Insights: Whether suggestions can be made through scientific method is used and the cause and effect can be analyzed.

1. Be able to tell right from wrong using scientific methods.
2. Accurate analysis and judgment.
3. Have correct insight in undertaking business.

新思維：能否以不同思考方式達成任務

1. 對新業務接受度高。
2. 發現問題之能力強。
3. 邏輯思考新。

New Ideologies: Whether the task can be accomplished with different ideology

1. High acceptance of new tasks .
2. Strong ability to discover problems.
3. New logical thinking

差勤 5%

出勤狀況是否正常 上班不遲到早退、無曠職紀錄。

Attendance 5%

Is the attendance status normal where there is no late arrival or early departure at work, and there is no unexcused absences on record.

(以下為表格二 Following are for Table 2)

國立成功大學文學院助教評量表

An Evaluation Form on the Performance of Teaching Assistant The College of Liberal Arts, National Cheng Kung University

姓名 到任現職日期

Name Date of Employment

事病假

Personal Leave / Sick Leave

遲到早退

Late for Work / Leave Early

曠職紀錄 Record of Unexcused Absences

年：事假 日病假 日

年：事假 日病假 日

年：事假 日病假 日

Year	Personal Leave	Sick Leave	Days
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Year	Personal Leave	Sick Leave	Days
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Year	Personal Leave	Sick Leave	Days
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獎懲 Records of Merits / Demerits

紀錄

考核項目 細目 考評建議 (單位主管填寫) 單項

評分

Evaluated Item Items in Details Evaluation Suggestions (Filled in by the supervisor of the unit) Evaluation on the item

工作績效 60%

Work Performance 60%

工作態度：

能否主動、積極、負責、落實服務導向

Working Attitude: Is the TA self-motivated, proactive, responsible, and fulfilling service-orientation

質量：

處理業務數量之多寡及是否精確妥善

Quality/Quantity: the quantity of jobs done and whether it is accurate and appropriate

專業：

專業能力是否足夠

Expertise:

Whether there is sufficient professional ability for proficiency in work-related expertise and handle tasks appropriately.

時效：

能否依時限完成應辦之工作

Timeliness:

Whether the work can be completed within the time limit.

方法：

能否運用科學方法辦事

Methods:

Whether the TA can use scientific methods to do things

檔案管理：

承辦業務檔案能否妥善管理運用

File Management:

Whether business files undertaken can be properly managed and used

團隊精神 25%

和諧：

能否與同仁和諧共事

Spirit of Teamwork 25%

Harmony:

Can the TA work with colleagues in harmony

協調：

能否配合全盤業務進展，加強連繫

Coordination:

Whether collaboration with the overall business progress and strengthening the connection have been achieved

衝突管理：

能否發揮有效之協商藝術，產生團體認同感

Conflict Management:

Whether art of negotiation be effectively developed and a sense of teamwork cultivated

創新研究 10%

Innovative Research 10%

創新：

對承辦業務有無創見

Innovation: in

Does the TA employ creative ideas in tasks handle?

研究：

應辦業務能否不斷檢討

Research:

Does the TA keep refining the tasks handled?

見解：

是否正確運用科學方法提出建議，分析因果

Opinion:

Whether scientific method is correctly used to make suggestions and analyze the cause and effect.

新思維：

能否以不同思考方式達成任務

New ideology:

Can jobs be done through different thinking?

差勤 Attendance 5%

5% 出勤狀況是否正常

Is the attendance status normal?

考評總分

Total score of the evaluation