東海大學教學評量實施辦法

中華民國 99 年 11 月 23 日教務會議通過
中華民國 103 年 11 月 25 日教務會議修正通過
中華民國 104 年 4 月 21 日教務會議修正通過
中華民國 105 年 4 月 12 日教務會議修正通過
中華民國 105 年 11 月 15 日教務會議修正通過
中華民國 106 年 4 月 11 日教務會議修正通過
中華民國 106 年 11 月 21 日教務會議修正通過
中華民國 108 年 11 月 12 日教務會議修正通過
中華民國 111 年 11 月 15 日教務會議修正通過
中華民國 114 年 10 月 8 日教學評鑑委員會會議修正通過
中華民國 114 年 11 月 11 日教務會議修正通過
中華民國 115 年 5 月 21 日教學評鑑委員會會議修正通過
中華民國 115 年 11 月 10 日教務會議修正通過

第一條　東海大學（以下簡稱本校）為促進教學回饋機制、推動教學成效評估及提升教學品質，特依大學法第十六條第五款訂定本辦法。

第二條　本校教學評量實施範圍為各學制專、兼任教師所授之課程，除部分非講授課程由各院系自行斟酌辦理外，均應參與本校統一辦理之教學評量。

惟高階經營管理碩士在職專班所開課程得依系所訂定之教學評量辦法自行辦理，其法規須經班務會議及院務會議通過後，送教務會議備查；其教學評量結果須於當學期結束後一個月內送交教務處備查。

第三條　教學評量問卷依課程性質設置不同版本問卷，以符合課程需求，真實呈現教師教學表現。

第四條　教學評量之施測，由教務處規劃以網路方式於學期中辦理「教學意見即時回饋」及學期末「期末教學評量」問卷調查。

第五條　教學評量實施方式以網際網路為主，必要時得輔以電腦卡片、問卷式或其它方式為之。

第六條　授課教師得於公告期限內，依下列任一情形，至「教師資訊系統」設定修課學生不得填答該課程期末教學評量問卷：

一、 修課學生於該課程期中考試發生舞弊情形者。

二、 修課學生於該課程缺曠課達下列標準者：

(一) 實驗、實作及實習類別課程：缺曠達全學期三分之一（含）以上者。

(二) 其他課程：

1. 一學分課程缺曠課達 6 節次（含）以上。
2. 二學分課程缺曠課達 12 節次（含）以上。
3. 三學分課程缺曠課達 18 節次（含）以上。
4. 其他學分課程依前開標準類推。

第七條　教師得透過「教師資訊系統」查閱期末教學評量之統計結果，作為檢視教學與改進

課程之參考。教學單位主管亦得透過「教師資訊系統」檢閱所屬教師或所開課程之教學評量統計報表，作為各院系改進教學及促進教學回饋效應之參考。

第八條　專任教師教學評量單科成績未達60分者，次學年相同學期不得教授相同課程，亦不得超授。

前項教師應檢視學生意見，提出課程改善計畫，由系主任及院長（法律學院及法律學系由院長及副校長）針對學生意見進行關懷訪談，並對該教師實施教學輔導，輔導過程應做成紀錄。該教師並應於一年內，出席本校教學發展中心舉辦或認定之校內外教師教學增能活動5次（含）以上。

輔導無效者，由院長依「東海大學教學不力教師輔導及處理辦法」提出後續處理。

第九條　專任教師教學評量單科成績60分以上未達70分者，採支持性輔導措施，由系主任進行教學輔導，輔導過程應做成紀錄。

前項教師應於一年內，出席本校教學發展中心舉辦或認定之校內外教師教學增能活動5次（含）以上。

單科成績60分以上未達70分者，三年內累計三次者，依前條規定處理。

第十條　兼任教師教學評量單科成績未達60分者，次學期起三年內不續聘。

單科成績60分以上未達75分，兩年內累計二次者，次學期起三年內不續聘。

第十一條　教學評量單科成績未達60分之專任教師得陳述理由，經系、院及教學評鑑委員會審議通過後另行處理，不受第八條之限制。

第十二條　教學評量結果之應用：

一、 任課教師了解學生學習情形並調整教學內容及授課方式，以提升教學品質。

二、 各院系課程委員會得依評量結果提出教學改進方案，作為各院系教學改善及課程調整依據。

三、 作為教師升等、教師評鑑、進修、改聘、續聘及延長服務之參考。

四、 作為教師教學優良獎及教學傑出獎選拔之參考。

第十三條　參與教學評量執行、統計分析及後續相關作業之單位與人員，應嚴格遵守保密原則。教學評量資料及統計結果應視同機密資料，除依前條所列基礎，得提供相關主管、業務單位及委員會參考並依保密規定辦理外，非經專案簽請教務長核准或授權，任何人員不得對外提供、揭露或發表相關資料。

第十四條　本實施辦法經本校教學評鑑委員會及教務會議通過後公告施行。

Regulations Governing the Implementation of Teaching Evaluations at Tunghai University

Approved by the Academic Affairs Meeting on November 23, 2010
Amended and approved by the Academic Affairs Meeting on November 25, 2014
Amended and approved by the Academic Affairs Meeting on April 21, 2015
Amended and approved by the Academic Affairs Meeting on April 12, 2016
Amended and approved by the Academic Affairs Meeting on November 15, 2016
Amended and approved by the Academic Affairs Meeting on April 11, 2017
Amended and approved by the Academic Affairs Meeting on November 21, 2017
Amended and approved by the Academic Affairs Meeting on November 12, 2019
Amended and approved by the Academic Affairs Meeting on November 15, 2022
Amended and approved by the Teaching Evaluation Committee on October 8, 2025
Amended and approved by the Academic Affairs Meeting on November 11, 2025
Amended and approved by the Teaching Evaluation Committee on May 21, 2026
Amended and approved by the Academic Affairs Meeting on November 10, 2026

Article 1 These Regulations are established pursuant to Article 16, Paragraph 5 of the University Act to promote teaching feedback mechanisms, facilitate the evaluation of teaching effectiveness, and enhance the quality of instruction at Tunghai University (hereinafter referred to as "the University").

Article 2 Teaching evaluations shall apply to all courses taught by the University's full-time and part-time faculty members in all academic programs. Except for certain non-lecture-based courses, for which the respective colleges and departments may determine whether to conduct evaluations independently, all courses shall participate in the University's centrally administered teaching evaluation program.

Courses offered by the Executive Master of Business Administration (EMBA) Program may implement their own teaching evaluation procedures in accordance with regulations established by the program. Such regulations shall be approved by the Program Affairs Meeting and the College Affairs Meeting before being submitted to the Academic Affairs Meeting for recordation. The teaching evaluation results of the EMBA Program shall be submitted to the Office of Academic Affairs for recordation within one (1) month after the end of the semester.

Article 3 Different versions of the teaching evaluation questionnaire shall be developed according to the nature of the course so as to meet the specific needs of different course types and accurately reflect teaching performance.

Article 4 Teaching evaluations shall be administered online by the Office of Academic Affairs through a Mid-Semester Real-time Teaching Feedback Survey conducted during the semester, and an End-of-Semester Teaching Evaluation Survey conducted at the end of the

semester.

Article 5 Teaching evaluations shall, in principle, be conducted via the Internet. When necessary, computer answer sheets, paper questionnaires, or other appropriate methods may also be used.

Article 6 Within the announced period, instructors may designate through the Common Information System for Teachers that certain students enrolled in a course shall not be permitted to complete the End-of-Semester Teaching Evaluation Survey if any of the following circumstances apply:

1. The student has committed academic fraud during the midterm exam for the course.
2. The student's absences from the course meet any of the following thresholds:
   (1) Laboratory, practicum, or internship courses: absences amounting to one-third (1/3) or more of the total class sessions for the semester.
   (2) Other courses:
      a. Six (6) class periods or more for a one-credit course;
      b. Twelve (12) class periods or more for a two-credit course;
      c. Eighteen (18) class periods or more for a three-credit course; and
      d. For courses carrying other credit values, the above standards shall apply proportionately.

Article 7 Faculty members may access the statistical results of the End-of-Semester Teaching Evaluation through the Common Info. System for Teachers as a reference for reviewing their teaching and improving their courses. Heads of academic units may likewise access statistical reports on the teaching evaluations of faculty members or courses under their supervision through the Common Info. System for Teachers as a reference for improving teaching quality and enhancing the effectiveness of teaching feedback within their respective colleges and departments.

Article 8 Where a full-time faculty member receives a teaching evaluation score of less than sixty (60) points for an individual course, the faculty member shall not teach the same course or teach an overload course in the corresponding semester of the following academic year. The faculty member shall review students' feedback and submit a course improvement plan. The department chair and the dean (or, in the case of the College of Law and the Department of Law, the dean and the Vice President) shall conduct a supportive consultation with the faculty member based on students' feedback and provide instructional support. The consultation and support process shall be documented. In addition, the faculty member shall participate in at least five (5) teaching professional

development activities, whether on or off campus, organized or recognized by the University's Center for Teaching and Learning within one (1) year.

Where the instructional support measures prove ineffective, the dean shall initiate subsequent actions in accordance with the Regulations Governing the Assistance and Handling of Faculty Members with Unsatisfactory Teaching Performance at Tunghai University.

Article 9 Where a full-time faculty member receives a teaching evaluation score of sixty (60) points or above but below seventy (70) points for an individual course, supportive instructional assistance measures shall be implemented, and the department chair shall provide instructional guidance. The guidance process shall be documented.

The faculty member shall participate in at least five (5) teaching professional development activities, whether on or off campus, organized or recognized by the University's Center for Teaching and Learning within one (1) year.

Where a faculty member receives a teaching evaluation score of sixty (60) points or above but below seventy (70) points for an individual course on three occasions within a three-year period, the provisions of the preceding article shall apply.

Article 10 Where a part-time faculty member receives a teaching evaluation score of less than sixty (60) points for an individual course, the faculty member shall not be reappointed for a period of three (3) years commencing from the following semester.

Where a part-time faculty member receives a teaching evaluation score of sixty (60) points or above but below seventy-five (75) points for an individual course on two occasions within a two-year period, the faculty member shall not be reappointed for a period of three (3) years commencing from the following semester.

Article 11 A full-time faculty member whose teaching evaluation score for an individual course is below sixty (60) points may present a written explanation. Where the explanation is reviewed and approved by the Department, the College, and the Teaching Evaluation Committee, the case shall be handled separately and shall not be subject to the restrictions set forth in Article 8.

Article 12 The results of teaching evaluations may be used for the following purposes:

1. To assist instructors in understanding students' learning experiences and adjusting course content and teaching methods so as to improve teaching quality.
2. To serve as a reference for college and department Courses Committees in proposing teaching improvement measures and making curriculum adjustments.
3. To serve as a reference in faculty promotion, teacher evaluation, professional

development, appointment to a different academic rank or position, reappointment, and extension of service.

4. To serve as a reference in the selection of recipients for the Excellent Teaching Award and the Outstanding Teaching Award.

Article 13 All units and personnel involved in administering teaching evaluations, conducting statistical analyses, or performing related follow-up work shall strictly observe the principle of confidentiality. Teaching evaluation data and statistical results shall be treated as confidential information. They may be made available only to the relevant supervisors, administrative units, and committees for the purposes specified in the preceding article and shall be handled in accordance with applicable confidentiality requirements. Except with the prior approval or authorization of the Dean of Academic Affairs granted upon a special written request, no person shall disclose, release, or publish such information to any external party.

Article 14 These Regulations shall be promulgated and implemented upon approval by the Teaching Evaluation Committee and the Academic Affairs Meeting.