

# Guidelines for Selecting Excellent Teacher in Teaching of College of Engineering, National Sun Yat-sen University

Passed at the 4<sup>th</sup> College Affairs Meeting of the 2010 academic year on April 15, 2011  
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- I. The Guidelines for Selecting Excellent Teacher in Teaching (hereinafter referred to as “the Guidelines”) of College of Engineering, National Sun Yat-sen University are formulated in accordance with “National Sun Yat-sen University’s Principles for Recruitment and Retention of Special Outstanding and Talented Faculty” and “National Sun Yat-sen University’s Implementation Regulations for Recruitment and Retention of Special Outstanding and Talented Faculty” in order to award teachers for their excellent performance in teaching.
- II. The dean shall be the ex officio member and shall assume the convener of Excellent Teacher in Teaching Selection Committee, which shall consist of one professor elected by each department/institute of the College and at least three faculty representatives from the other colleges (including Si Wan College and Research College) who have won the University’s Distinguished Professor and Outstanding Teacher in Teaching Award (Outstanding Teaching Award), Outstanding Teaching Award, Excellent Teacher in Teaching Award, or Excellent Teaching Award.
- III. The applicants who apply for the Excellent Teacher in teaching shall meet the requirements specified in National Sun Yat-sen University’s Implementation Plan for Academic Ethics as well as the following basic eligibilities:
  1. Teaching Achievements Eligibility—The teacher shall meet at least one of the following conditions:
    - (1) At least one of the courses taught by him/her in the previous academic year which has been conferred the certificate of merit for “Outstanding Course” by the President.
    - (2) With the satisfaction scores higher than average scores of the College on the “Teaching Survey” questionnaire in the previous academic year.
    - (3) With the teaching satisfaction scores higher than average scores of the College under the “Survey on the Satisfaction of the Graduates with the Department/Institute and Teacher returned” in the previous academic

year.

- (4) The applicant is dedicated to teaching-related responsibilities diligently for a long time and has concrete achievements reviewed by the “Excellent Teacher in Teaching Selection Committee” of his/her department (institute) or the Office of Academic Affairs (including Si Wan College or Research College).

2. Teaching and Service Eligibility—The teacher shall meet at least one of the following conditions:

- (1) Taught at least one of the Si Wan College courses (taught by three or less teachers) or one credit in the previous academic year.
- (2) Taught at least one of the undergraduate required courses in the previous academic year.
- (3) Passed the certification of digital teaching material or digital teaching program by the Ministry of Education in the previous academic year.
- (4) The applicant’s average teaching equivalent for lecture and required laboratory courses for three years shall be above the College’s faculty average. Sabbatical leave semesters are not required to be included in the calculation. Reduced teaching hours may be applied to semesters with joint administrative responsibilities.

3. The College’s Basic Eligibility—The teacher shall meet all of the following conditions:

- (1) Full-time professors, associate professors, assistant professors, lecturers and contract teachers who have taught at NSYSU for three years or more.
- (2) The teaching hours for full-time teachers in the academic year prior to the application shall meet the University's “Calculation Guidelines of Hourly Pay for Faculty Members”. The teaching hours for contract teachers shall meet the same required teaching hours as the full-time teachers for his/her rank.
- (3) Taught at least one English-taught course in the previous two academic years, and participated in the EMI Professional Development.
- (4) The applicant’s average teaching equivalent for lecture and required laboratory courses for three years shall be above 50% of the average teaching equivalent of his/her department (institute). Sabbatical leave semesters are not required to be included in the calculation. Reduced teaching hours may be applied to semesters with joint administrative responsibilities.

The number of semesters in which the teacher is on vacation and takes maternity leave, childbirth leave and parental leave pursuant to laws may be calculated retroactively, according to the items 1-3 of the subparagraph 1, items 1-3 of subparagraph 2, item 2-3 of subparagraph 3 of the preceding paragraph.

- IV. The Excellent Teacher in Teaching Award shall be awarded once per year, and the President will confer one certificate of merit separately. Applications for the Excellent Teacher in teaching (Excellent Teaching Award) shall be submitted only after one year of the award period.
- V. The faculty member who meets the eligibility requirements and wish for application shall complete the College's Application Form for Excellent Teacher in Teaching Award and submit it to the College.
- VI. Two-thirds or more of the committee members must attend the meeting of the Excellent Teacher in Teaching Selection Committee. The members shall not appoint others to act as their proxies. The award selection shall be subject to the approval of at least second-thirds or more of the attended members.
- VII. The College's selection of Excellent Teachers in teaching shall be processed in accordance with the provisions of this Guidelines as per the schedule announced by the Office of Academic Affairs. The Excellent Teacher in Teaching Selection Committee shall rank candidates and select a number of suitable nominees to create the College's Excellent Teachers in Teaching Nomination List (up to a maximum of 10 percent of the College's full-time faculty). Recommendations to the Office of Academic Affairs shall be sorted according to the Committee's ranked order. The College may recommend the top 30 percent nominees on the Nomination List for the annual selection of Distinguished Professor and Outstanding Teacher in Teaching Award (Outstanding Teaching Award).
- VIII. Matters not stated in the Guidelines shall be handled according to the University's statutory requirements and relevant regulations.
- IX. The Guidelines, as well as its amendments, become effective upon approval by the College Affairs Meeting and the Academic Affairs Meeting.

**\_\_\_\_\_ Academic Year's Application Form for Excellent Teachers in Teaching  
Award of College of Engineering, National Sun Yat-sen University**

※ Qualification Checklist:

Department/Institute Name			Title	Name	Teaching Seniority	
					Years of Teaching at NSYSU:	Years
					Years of Teaching Off-Campus:	Years
					Total:	Years
Item	Checklist for the applicant	Checklist for the department/institute	Must meet <b><u>at least one</u></b> of the following conditions:			
1. Teaching Achievements Eligibility	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(1) At least one of the courses taught by him/her in the previous academic year which has been conferred the certificate of merit for “Outstanding Course” by the President.			
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(2) With the satisfaction scores higher than average scores of the College on the “Teaching Survey” questionnaire in the previous academic year.			
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(3) With the teaching satisfaction scores higher than average scores of the College under the “Survey on the Satisfaction of the Graduates with the Department/Institute and Teacher returned” in the previous academic year.			
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(4) The applicant is dedicated to teaching-related responsibilities diligently for a long time and has concrete achievements reviewed by the “Excellent Teacher in Teaching Selection Committee” of his/her department (institute) or the Office of Academic Affairs (including Si Wan College or Research College).			
Item	Checklist for the applicant	Checklist for the department/institute	Must meet <b><u>at least one</u></b> of the following conditions:			
2. Teaching and Service Eligibility	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(1) Taught at least one of the Si Wan College courses (taught by three or less teachers) or one credit in the previous academic year.			
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(2) Taught at least one of the undergraduate required courses in the previous academic year.			
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(3) Passed the certification of digital teaching material or digital teaching program by the Ministry of Education in the previous academic year.			
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(4) The applicant's average teaching equivalent for lecture and required laboratory courses for three years shall be above the College's faculty average. Sabbatical leave semesters are not required to be included in the calculation. Reduced teaching hours may be applied to semesters with joint administrative responsibilities.			

Item	Checklist for the applicant	Checklist for the department/institute	Must meet <b><u>all</u></b> of the following conditions:
3. The College's Basic Eligibility	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(1) Full-time professors, associate professors, assistant professors, lecturers and contract teachers who have taught at NSYSU for three years or more.
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(2) The teaching hours for full-time teachers in the academic year prior to the application shall meet the University's "Calculation Guidelines of Hourly Pay for Faculty Members". The teaching hours for contract teachers shall meet the same required teaching hours as the full-time teachers for his/her rank.
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(3) Taught at least one English-taught course in the previous two academic years, and participated in the EMI Professional Development.
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(4) The applicant's average teaching equivalent for lecture and required laboratory courses for three years shall be above 50% of the average teaching equivalent of his/her department (institute). Sabbatical leave semesters are not required to be included in the calculation. Reduced teaching hours may be applied to semesters with joint administrative responsibilities.
Item	Checklist for the applicant	Checklist for the department/institute	Must meet <b><u>all</u></b> of the following conditions:
4. The previous award-winning year	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(1) Applications for the Distinguished Professor and Outstanding Teacher in Teaching (Outstanding Teaching Award) shall be submitted only after two years of the award period.
	<input type="checkbox"/> Match	<input type="checkbox"/> Match	(2) Applications for the Excellent Teacher in Teaching (Excellent Teaching Award) shall be submitted only after one year of the award period.

Applicant's Signature:

Chair's Signature:

Checker's Signature:

**I. Recommendation Form**

Name		Title		Department/ Institute	
Excellent teaching description (no more than 1 page)					

## II. Reference Data for Review and Evaluation

### 1. Teaching Performance

#### (1) Seniority

Date of employment	Seniority at the university (year)

#### (2) Teaching engagement

##### i. Teaching hours

Semester	Actual hours	Reduction of hours (reasons)	Total
Average		-	

##### ii. Teaching equivalent

###### A. Teaching equivalent for lecture and required laboratory courses

Semester	Teaching equivalent for lecture and required laboratory courses	Average of the department (institute)	Average of the college	Average of the University
Average				

###### B. Teaching equivalent for supporting General Education courses (lecture)

Semester	Supporting General Education courses (lecture) / Teaching equivalent	Average of the University
Average		

##### iii. Courses taught by the applicant

Semester	Name of required courses in the department (institute)	Academic system (Undergraduate,	Type of course	Number of students
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		Master's, or Doctoral)		

Semester	Name of general education courses	Academic system (Undergraduate, Master's, or Doctoral)	Type of course	Number of students

Semester	Name of English-taught courses	Academic system (Undergraduate, Master's, or Doctoral)	Type of course	Number of students

**iv. Digital learning courses or materials developed by the applicant**

Semester	List of digital learning courses which earned the certification of e-learning materials and courses by the Ministry of Education.	Number of students

Semester	List of digital learning courses taught at NSYSU	Number of students




Semester	List of international cooperation in EMI digital courses.	Number of students

**v. Teaching Related Achievements over the past three years**

Year	Item

Data sources:

- With courses at NSYSU approved in Teaching Excellence Project of MOE & Higher Education Sprout Project Teaching Innovation Program of MOE
- Acted as a leader of Cross-discipline Integrated Program
- Acted as a leader of Collaborative Learning
- Offered Micro Credit Courses

**vi. Acted as a project leader of teaching-related projects by the MOE**

Year	Item

Data sources:

- Acted as a project leader of Teaching Practice Research Program by the MOE
- Acted as a project leader of teaching enhancement projects by the MOE

**vii. Professional development in Teaching**

Year	Item

Data sources:

- Participated in classroom observation
- Participated in training classes and workshops for teachers
- Acted as a lecturer in teaching activities such as training classes, workshops, and teaching demonstration (including EMI activities) for teachers
- Teaching contribution
- Acted as a leader of a teaching community
- Participated in EMI Professional Development

**(3) Teaching Achievements**

i. Scores of “Teaching survey” over the past three years

Semester	Scores of “Teaching survey”	Average scores of “Teaching survey” of the applicant's college

ii. Scores of “Survey on the Satisfaction of the Graduates with the Department/Institute and Teacher returned” over the past three years

Semester	Scores of “Survey on the Satisfaction of the Graduates with the Department/Institute and Teacher returned”	Average scores of “Survey on the Satisfaction of the Graduates with the Department/Institute and Teacher returned” of the applicant's college

iii. Deeds of teaching honor over the past three years

Year	Deeds of teaching honor

Data sources:

- Winner of National Excellent Teacher Award of MOE
- Winner of the Distinguished Award for General Education Teachers of MOE
- Winner of NSYSU Outstanding Teaching Award (teacher with outstanding lecturing performance)
- Winner of NSYSU Excellent Teaching Awards
- Winner of Teaching Practice Research Programs by the MOE

iv. Courses taught by the applicant conferred the certificate of merit for “Outstanding Courses” over the past three years

Semester	Outstanding Courses

Data source: Courses taught by the applicant conferred the certificate of merit for "Outstanding Courses"

v. Teacher won the “English-taught Course Awards” over the past three years

Semester	English-taught Course Awards


Data source: Teacher won English-taught Course Awards over the past three years

**(4) Teaching and service outside of NSYSU**

Semester	Micro Courses / Multiple Elective Courses

Data source: Taught Micro Courses or Multiple Elective Courses at high schools

**(5) Certificates for Attending Academic Research Ethics Educational Program (Submitted by the applicant)**

Date of workshop	Title of the workshop	Organizing institute

Note: According to the “NSYSU Implementation Regulations for Recruiting and Retaining Special, Outstanding, and Talented Faculty Members”, the full-time faculty members of the University, who are applying the awards mentioned in the above regulations, shall provide certificates of attending academic research ethics educational program within the past three years.

## 2. Teaching Portfolio

Teacher's name		
Teaching portfolio website*		
Evaluation**	Item	Criteria
	Completeness	The teaching portfolio are filed completely.
		Sufficient materials are provided for evaluating the teaching quality.
	Consistency	Teaching philosophies, goals, strategies and methods are consistent with each other.
		The syllabuses, examination papers, slides and teaching materials provided can support the teaching philosophies and goals.
	Credibility and reliability	The teaching portfolio provides all necessary detailed proof, rather than one-sided statements or general descriptions.
		The teaching portfolio contains proof from students, peers, teaching evaluations and other sources, and is consistent with the contents of the self-evaluation.
	Introspection and improvement	The philosophies, goals, strategies and methods as well as self-evaluations reflect deep introspection and comprehensive consideration.
		Teaching introspection is used to improve the teaching method and is reflected in concrete improvement and achievements.
	Performance	The teaching portfolio indicates excellent teaching performance of the teacher.
		The teaching portfolio indicates the innovative, creative and other outstanding performance of the teacher.
The teacher winning the award agrees to make his/her teaching portfolio public.	Signature (Must be signed by the applicant himself/herself)	

Note:

\* Teacher's teaching portfolio website: Please see the items of Teaching portfolio/ education and experience/ website

\*\* The committee members will review the data that are open in the teaching portfolio (excluding the teaching surveys from the students and alumni). These data must be kept open during awarding period of the prize.

**3. Recorded Course for the application (The applicant is obliged to provide the course information and the file of the recorded course.)**

Course title		
Required/elective course	<input type="checkbox"/> Required	<input type="checkbox"/> Elective
Number of students		
Evaluation	Teaching method	The tone or rhythm changing for emphasizing the important material during the lecture.
		Definitions and descriptions are given to new terms or concepts.
		Detailed descriptions or repeated explanations are given to complicated information.
		Examples are given during the lecture.
		The teaching method is suitable for the lecture in general.
	Teacher-student interaction	The teacher does not aim to distract the students.
		The teacher maintains eye contact with students.
		The teacher gives students the opportunity to ask questions.
		The teaching speed allows students to take notes.
		The teacher reminds students to pay more attention to important concepts.

**Signature:**

(Must be signed by the applicant himself/herself)

**Date:**    yyyy/    mm/    dd

英文翻譯內容若有疑義，請以中文為準。

For the avoidance of doubt in English version, Chinese version will be prevailing.