

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

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Amended and passed at the 1st College Affairs Meeting of the 2020 academic year on February 19, 2021

- I. The Guidelines for Selecting Excellent Teacher in Teaching (hereinafter referred to as “the Guidelines”) of the College of Engineering, National Sun Yat-sen University are formulated in accordance with “National Sun Yat-Sen University Principles for Recruitment and Retention of Special Outstanding and Talented Faculty” and “National Sun Yat-Sen University 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 assume the convener and ex officio member 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 the Si Wan College) who have won the University’s Distinguished Professor in Teaching Award (Teaching Excellence Award), Outstanding Teaching Award, Excellent Teacher in Teaching Award, or Excellent Teaching Award.
- III. The applicants who apply for the Excellent Teacher in Teaching Award shall meet the requirements specified in National Sun Yat-sen University Implementation Plan for Academic Ethics as well as the following basic eligibilities:
 1. Teaching Achievements Eligibility – must meet one or more of the following requirements:
 - (1) Received at least one “Excellent Course” Award granted by the University President for at least one course during the previous academic year.
 - (2) The average satisfaction score of Teaching Assessment Survey for all courses taught in the previous academic year is higher than that of the College.
 - (3) The average satisfaction score for teaching performance in the previous

academic year according to the Survey on Graduating Students' Satisfaction with Department/Institute and Faculty is higher than that of the College.

- (4) Demonstrate long-term commitment to teaching with supporting evidence, which shall pass the review by the affiliated department, institute, education center, program, or the Office of Academic Affairs as well as the College(including the Si Wan College)'s "Excellent Teacher in Teaching Selection Committee."

2. Teaching and Service Eligibility – must meet one or more of the following requirements:

- (1) Teach at least one course at the Si Wan College in the previous academic year (co-taught by up to three faculty members) or teach a course worth one or more credits in one academic year.
- (2) Teach at least one compulsory undergraduate course in the previous academic year.
- (3) Teach at least one English-instructed course in the previous academic year.
- (4) Pass the E-learning Course Certification approved by the Ministry of Education in the previous academic year.
- (5) The three-year average teaching workload for lecture courses and compulsory laboratory courses is higher than the average teaching workload of the College's full-time teachers. 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 – must meet all the following requirements:

- (1) Serve as the University's full-time professor, associate professor, assistant professor, lecturer, or contracted faculty member for three years or more.
- (2) Those who are full-time faculty members shall meet the teaching-hour requirement as stated in the University's "Calculation Guidelines of Hourly Pay for Teachers" during the academic year prior to the application. Those who are contracted faculty members shall meet the related teaching-hour requirement for the Full-time faculty member.
- (3) The three-year average teaching workload for lecture courses and compulsory laboratory courses is higher than 50% or more of the average teaching workload of the applicant's affiliated 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 of subparagraph 3 of the preceding paragraph.

- IV. 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.
- V. 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.
- VI. 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 50 percent nominees on the Nomination List for the annual selection of Distinguished Professor in Teaching Award (Teaching Excellence Award).
- VII. Matters not stated in the Guidelines shall be handled according to the University's statutory requirements and relevant regulations.
- VIII. 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

I. Application Information:

1. Basic Information:

Department/Institute Name		Title	Name	Teaching Seniority	
				Years of Teaching at NSYSU:	Years
				Years of Teaching Off-Campus:	Years
				Total:	Years
Item	Please check the appropriate box	Must meet one or more of the following requirements:			
1. Teaching Achievements Eligibility	<input type="checkbox"/> Match	(1) Received at least one "Excellent Course" Award granted by the University President for at least one course during the previous academic year.			
	<input type="checkbox"/> Match	(2) The average satisfaction score of Teaching Assessment Survey for all courses taught in the previous academic year is higher than that of the College.			
	<input type="checkbox"/> Match	(3) The average satisfaction score for teaching performance in the previous academic year according to the Survey on Graduating Students' Satisfaction with Department/Institute and Faculty is higher than that of the College.			
	<input type="checkbox"/> Match	(4) Demonstrate long-term commitment to teaching with supporting evidence, which shall pass the review by the affiliated department, institute, education center, program, or the Office of Academic Affairs as well as the College(including the Si Wan College)'s "Excellent Teacher in Teaching Selection Committee."			
Item	Please check the appropriate box	Must meet one or more of the following requirements:			
2. Teaching and Service Eligibility	<input type="checkbox"/> Match	(1) Teach at least one course at the Si Wan College in the previous academic year (co-taught by up to three faculty members) or teach a course worth one or more credits in one academic year.			
	<input type="checkbox"/> Match	(2) Teach at least one compulsory undergraduate course in the previous academic year.			
	<input type="checkbox"/> Match	(3) Teach at least one English-instructed course in the previous academic			

		year.
	<input type="checkbox"/> Match	(4) Pass the E-learning Course Certification approved by the Ministry of Education in the previous academic year.
	<input type="checkbox"/> Match	(5) The three-year average teaching workload for lecture courses and compulsory laboratory courses is higher than the average teaching workload of the College's full-time teachers. 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	Please check the appropriate box	Must meet all the following requirements:
3. The College's Basic Eligibility	<input type="checkbox"/> Match	(1) Serve as the University's full-time professor, associate professor, assistant professor, lecturer, or contracted faculty member for three years or more.
	<input type="checkbox"/> Match	(2) Those who are full-time faculty members shall meet the teaching-hour requirement as stated in the University's "Calculation Guidelines of Hourly Pay for Teachers" during the academic year prior to the application. Those who are contracted faculty members shall meet the related teaching-hour requirement for the Full-time faculty member.
	<input type="checkbox"/> Match	(3) The three-year average teaching workload for lecture courses and compulsory laboratory courses is higher than 50% or more of the average teaching workload of the applicant's affiliated 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.

Applicant's Signature:

Chairperson/Director's Signature:

2. Important Teaching Achievements: (One Page Maximum)

II. Reference Materials for Evaluation

1. Teaching Achievements

(1) Teaching Hours and Teaching Workload during the Past Three Years

Item Semester	Teaching Hours			Teaching Workload	
	Actual Hours	Deducted Hours 【Reason】	Total	Category(Lecture, Compulsory Laboratory, Music, Physical Education)	Workload Value
Average					

(2) Participation in Teaching-Related Matters during the Past Two Years

Semester	Item

- Notes:
1. Participate in the University's teaching reform committees at all levels, or serve as a convener of one or more integrated course programs
 2. Serve as the University's Instructor Navigator
 3. Serve as a keynote speaker of teaching seminars/conferences hosted by universities, colleges or government agencies (please specify the organizer, date/time, and topic of presentation)
 4. Participate in other matters related to teaching reform

(3) Course Enrollment and Course Material Compilation

A. Course-Related

(1) Supporting Courses						
Semester	Supporting the Affiliated Department/Institute's Compulsory Course		Supporting General Education Course		Supporting English-Instructed Course (not launched by the Department of Foreign Languages and Literature)	
	Course Title	Number of Enrolled	Course Title	Number of Enrolled	Course Title	Number of Enrolled

		Students		Students		Students

(2) Syllabus Uploading and Grade Submission

Semester	Upload syllabi online before the first course registration period	Number of Late Submissions and Grade Submission Failure

(3) Offering Courses That Pass the E-learning Course Certification approved by the Ministry of Education in the previous academic year.

Semester	Course Title

(4) Past Experiences of Teaching Open Courses, Massive Open Online Courses (MOOCs), Flipped Classroom Courses, or Distant-Learning Courses

Course Title	Number of Weeks Recorded	Type of Online Learning Course	Is it available on the University's Open-Course Website?	URL of other Online Platforms Available for the Online Learning Courses
		<input type="checkbox"/> Open Course <input type="checkbox"/> MOOC <input type="checkbox"/> Flipped Classroom Course <input type="checkbox"/> Online Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Open Course <input type="checkbox"/> MOOC <input type="checkbox"/> Flipped Classroom Course <input type="checkbox"/> Online Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Open Course <input type="checkbox"/> MOOC <input type="checkbox"/> Flipped Classroom Course <input type="checkbox"/> Online Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	

B. Teaching Material and Teaching Projects during the Past Three Years

Year	Item (Project or Monograph)

Notes: 1. Execute the Ministry of Education's Teaching Improvement Projects (please specify the year and

- approved project name)
- Execute Teaching Improvement Projects Related to Teaching Excellence (please specify the year and approved project name)
-The Higher Education Intensive Teaching Innovation Program includes community learning groups, innovative teaching programs, online learning programs, micro credit courses, open course observations, hosting faculty community projects, etc.
 - Write or compile a teaching monograph (please specify the publication year and title)

(4) Teaching Performance

A. Information of Teaching Assessment Survey and Graduating Students' Satisfaction Survey in the Past Three Years

Note: The College will provide information acquired from the Office of Academic Affairs.

B. Other Teaching Achievements during the Past Three Years

Year	Teaching Achievements

- Notes:
- Awarded with Outstanding Teaching Award or Excellent Teaching Award granted by the Ministry of Education or the University.
 - Awarded with "Excellent Course" Award granted by the University
 - Awarded with Outstanding Teaching Research Award granted by the University
 - Awarded with other teaching-related Award

(5) Certification of Participation in Academic Ethics Education Seminars

Training Date	Topic	Number of Training Hours	Organizer

Note: According to Article 5.1 of the University's "Implementation Regulations for Recruitment and Retention of Special Outstanding and Talented Faculty", full-time faculty applying for the awards governed by the Regulation shall also meet the requirements specified in National Sun Yat-sen University Implementation Plan for Academic Ethics and provide evidence of participation in academic integrity education seminars during the past three years. Only new faculty may apply for a waiver during their first year at the University.

2. Teaching Portfolio

Evaluation Area	Evaluation Criteria
Comprehensiveness	Build a comprehensive teaching portfolio.
	Provide sufficient information for teaching quality evaluation.
Consistency	Consistency among teaching philosophy, instructional goals, teaching strategies and methods.
	Provide syllabi, tests, slides and teaching materials to support the teaching philosophy and instructional goals.

Credibility and Reliability	Provide substantial evidence and specific details rather than personal points of view or vague descriptions in the teaching portfolio.
	The teaching portfolio includes evidences sourced from students, colleagues, and teaching assessment and in consistent with self-evaluation.
Reflection and Improvement	Demonstrate in-depth consideration and reflection on teaching philosophy, instructional goals and strategies and self-evaluation.
	Demonstrate improvement and effectiveness through reflection on overall teaching style.
Teaching Performance	Demonstrate distinguished teaching performance in the teaching portfolio.
	Demonstrate innovativeness, experimental teaching approach, or other distinguished characteristics in the teaching portfolio.
Agree to keep the teaching portfolio public during the period of selection and award. <input type="checkbox"/> agree <input type="checkbox"/> disagree	
Applicant's Signature:	

3. Video-Recorded Course Provided for the Award Selection

Title of the Video-Recorded Course			
Compulsory or Elective	<input type="checkbox"/> Compulsory	Number of Enrolled Students	
	<input type="checkbox"/> Elective		
Evaluation Area	Evaluation Criteria		
Teaching Method	Adjust tones or speech pace to emphasize important concepts of the course.		
	Define and elaborate new jargons or concepts of the course.		
	Give detailed elaboration or repeated explanation on complicated concepts of the course.		
	Provide proper examples to support instruction.		
	Adopt proper teaching methods for the course.		
Teacher-Student Interaction	Avoid any behavioral distraction that might interfere with students' concentration on the course.		
	Keep eye contact with students.		
	Pause during instruction for students to ask questions.		
	Keep proper pace of instruction for students to keep up with the course and take notes.		
	Remind students to pay more attention to the important concepts of the course.		

Applicant's Signature: