

NATIONAL TAIWAN UNIVERSITY
Directives Governing the Selection and Awarding of
Outstanding Part-Time Instructors

November 10, 2015 Passed by the 2,880th Administrative Meeting
July 23, 2019 Passed by the 3,047th Administrative Meeting
October 15, 2019 Passed by the 3,053rd Administrative Meeting

- Article 1 National Taiwan University (NTU or “the University”) formulates the *Directives Governing the Selection and Awarding of Outstanding Part-Time Instructors* (“the Directives”) to encourage excellence in teaching and recognize the efforts and contributions of its part-time instructors.
- Article 2 All current part-time instructors at NTU who have offered courses for three or more semesters over the past 3 years and who do not meet the provisions in Article 5 herein for no longer being recommended may be eligible for selection.
- The criterion mentioned in the preceding paragraph shall be calculated up to January 31 that year.
- Article 3 The awards shall be divided into two categories: the Distinguished Teaching Award and the Outstanding Teaching Award. Recipients shall be presented with a certificate of achievement and a plaque, and shall be commended publicly.
- Article 4 In principle, Distinguished Teaching Awards shall be presented to 0.5% of the University’s eligible part-time instructors, and Outstanding Teaching Awards shall be presented to 4.5% of eligible part-time instructors. NTU shall determine the proportion of the awards allocated to each college based on their number of eligible part-time instructors. For colleges whose allocated quota is not a whole number, decimal points shall be accumulated each year for future use. The colleges may also be allocated awards in advance; however, the excess number of awards shall be deducted from the following year’s allocation.
- Article 5 A Distinguished Teaching Award shall be approved for a period of five years. Award recipients shall not be recommended again within five of receiving an award. There is no limit to the number of Outstanding Teaching Awards per instructor.
- Instructors who have received a Distinguished Teaching Award three times or more, and who have received the aforementioned award twice during their tenure as an adjunct professor shall be deemed a lifetime Distinguished Instructor and shall no longer be recommended for the award.
- Article 6 The selection process shall be conducted in two stages as follows:
1. The first stage shall be conducted by each department, graduate institute, and degree program, which shall review the end-of-term teaching evaluation survey results for each semester in the past 3 years and select the suitable number of candidates from among instructors of courses that receive 10 or more responses, have a response rate of 40% or more of all

participating students, and a score of 4.1 or higher on the questionnaire. No more than 10% of the part-time instructors of any department, graduate institute, or degree program may be selected for recommendation to their affiliated college.

2. The second stage, or final selection, shall be conducted by each college, which shall select award recipients from the list of award candidates selected in the first stage. The final selection results shall be submitted to the University by the end of April that year for award presentation purposes.

If necessary, departments, graduate institutes, and degree programs under the same college may conduct the selection of recommended candidates jointly once approved by their respective college.

Article 7 Each department, graduate institute, and degree program shall form a panel to select several award candidates from among part-time instructors and submit the list to the college selection committee for final selection. Each college shall decide on a list of recommended candidates chosen from among the shortlisted instructors by referencing the statistical results of the course questionnaires and taking into account the candidates' past teaching achievements and other related information.

Article 8 Provisions in Article 6 shall apply *mutatis mutandis* to selection conducted by the Center for General Education, or separate directives may be formulated. The center's selection committee shall be responsible for selecting the allocated number of award candidates from among the part-time instructors at the Center for General Education. The list of the 5% of part-time faculty candidates selected by the Center for General Education to receive awards shall be submitted to the University before the end of May each year for award presentation purposes.

Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.