

# NATIONAL TAIWAN UNIVERSITY

## Regulations Governing the Selection and Awarding of Outstanding Instructors

March 10, 1998	Passed by the 2,047 <sup>th</sup> Administrative Meeting
December 28, 1999	Amended and passed by the 2,135 <sup>th</sup> Administrative Meeting
February 15, 2000	Amended and passed by the 2,142 <sup>nd</sup> Administrative Meeting
February 19, 2002	Amended and passed by the 2,232 <sup>nd</sup> Administrative Meeting
October 12, 2004	Amended and passed by the 2,359 <sup>th</sup> Administrative Meeting
April 12, 2005	Amended and passed by the 2,382 <sup>nd</sup> Administrative Meeting
February 21, 2006	Amended and passed by the 2,422 <sup>nd</sup> Administrative Meeting
October 2, 2007	Amended and passed by the 2,495 <sup>th</sup> Administrative Meeting
January 22, 2008	Amended and passed by the 2,510 <sup>th</sup> Administrative Meeting
October 27, 2009	Amended and passed by the 2,596 <sup>th</sup> Administrative Meeting
July 27, 2010	Amended and passed by the 2,633 <sup>rd</sup> Administrative Meeting
July 26, 2011	Amended and passed by the 2,633 <sup>rd</sup> Administrative Meeting
January 29, 2013	Amended and passed by the 2,748 <sup>th</sup> Administrative Meeting
October 01, 2013	Amended and passed by the 2,780 <sup>th</sup> Administrative Meeting
December 02, 2014	Amended and passed by the 2,837 <sup>th</sup> Administrative Meeting
November 10, 2015	Amended and passed by the 2,880 <sup>th</sup> Administrative Meeting
December 22, 2015	Amended and passed by the 2,886 <sup>th</sup> Administrative Meeting
January 13, 2016	Amended and passed by the 2 <sup>nd</sup> University Endowment Fund Management Committee Meeting of 2015
November 27, 2018	Amended and passed by the 3,021 <sup>st</sup> Administrative Meeting
January 07, 2019	Amended and passed by the 1 <sup>st</sup> University Endowment Fund Management Committee Meeting of 2019
July 23, 2019	Amended and passed by the 3,047 <sup>th</sup> Administrative Meeting
September 25, 2019	Amended and passed by the 3 <sup>rd</sup> University Endowment Fund Management Committee Meeting of 2019
October 15, 2019	Amended and passed by the 3,053 <sup>rd</sup> Administrative Meeting
May 07, 2020	Amended and passed by the 1 <sup>st</sup> University Endowment Fund Management Committee Meeting of 2020

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Regulations Governing the Selection and Awarding of Outstanding Instructors* (“the Regulations”) to encourage excellence in teaching and recognize the efforts and contributions of outstanding educators.

Article 2 All current full-time (including jointly-appointed) and project-appointed instructors having served for over 2 years at NTU who are not in any of the situations set forth in Article 6 herein may be candidates.

The service period described in the preceding paragraph shall be calculated up to January 31 in the year of selection.

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 as well as monetary awards and shall be commended publically.

The monetary awards shall be calculated as a set number of points multiplied by the monetary equivalent of each point, with 100 points awarded for a Distinguished Teaching Award and 20 points for an Outstanding Teaching Award. The monetary equivalent of each point shall be approved by NTU President each year.

Article 4 In principle, Distinguished Teaching Awards will be presented to 1% of the University's full-time and project-appointed instructors, and Outstanding Teaching Awards will be awarded to 9% of the University's full-time and project-appointed instructors. NTU shall determine the proportion of the awards allocated to each college based on their number of full-time and project-appointed instructors. For colleges whose allocated quota is not a whole number, decimal points shall be accumulated each year for future use. Colleges may also use the quota in advance; however, the excess portion shall be deducted from the following year's quota.

Article 5 To encourage NTU instructors to participate in general core courses and liberal education courses ("general common courses"), service-based courses, and courses conducted in English, additional awards will be allocated in proportion to the number of full-time and project-appointed instructors in the aforementioned courses (or the number of chief instructors for co-taught courses) as listed below:

1. Distinguished Teaching Awards will be presented to 0.5% of the instructors offering said courses.
2. Outstanding Teaching Awards shall be presented to 4.5% of the instructors offering said courses.

Following calculation in accordance with the preceding paragraph, if the number of slots for general common courses, service-based courses, or courses conducted in English is not a whole number, it shall be rounded to the nearest whole number, with decimal points accumulated each year for future use. Slots may also be used in advance; however, the excess portion shall be deducted from the following year's quota.

Service-based courses mentioned in Paragraph 1 refer to courses with 30 or more students from other colleges enrolled; courses conducted in English refer to at least one professional subject (not including language courses, thesis/dissertation, special topics, seminars, independent study courses, and service learning courses) taught entirely in English offered in the most recent academic year.

The Center for General Education ("the Center") shall be responsible for the selection of outstanding teaching faculty in general common courses. For service-based courses and courses conducted in English, award quotas shall be proportionately assigned to each college for selection.

Article 6 A Distinguished Teaching Award shall be granted for a period of five years. Recipients shall not be recommended again for another five years. There is no limit to the number of Outstanding Teaching Awards per recipient.

Instructors who have received a Distinguished Teaching Award three times or more, and who have received the aforementioned award twice during their tenure as a professor shall be deemed a lifetime Distinguished Instructor and shall no longer be recommended for the award.

Article 7 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 select no more than 20% of its full-time and project-appointed instructors for recommendation to

their affiliated college. At this stage, candidates will be selected through the following two approaches:

- 1) The first approach shall be a student survey conducted on the online platform provided by the Office of Academic Affairs. The survey shall be opened to students for online voting once the colleges have confirmed their list of award candidates. The voting results will then be sent to each department, graduate institute, and degree program, which shall then select several award candidates by the deadline stipulated by their affiliated college.
  - 2) The second approach shall be based on the University's end-of-term teaching evaluation survey results for the past 2 semesters, with a suitable number of candidates selected from among instructors of courses that have received 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 survey.
2. The second stage shall be conducted by each college, which shall select recipients from candidates nominated through both approaches in the first stage. Secondary selection results shall be submitted to the University by the end of April that year for awards presentation purposes.

The provisions of this article shall apply *mutatis mutandis* to instructors of courses conducted in English.

Departments, graduate institutes, and degree programs that cannot select enough candidates through the 2 approaches described in Paragraph 1, Subparagraph 1 or due to other justifiable cause may opt to select candidates using only one of the approaches or through other means with the dean's signed approval. No more than 20% of full-time and project-appointed instructors of any department, graduate institute, or degree program may be selected for recommendation to their affiliated college.

If necessary, departments, graduate institutes, and degree programs in the same college may conduct candidate recommendation jointly once approved by the college.

- Article 8 The target of the student survey shall be all undergraduate students in their third year or above and all graduate students. The enforcement rules for the student survey shall be formulated separately.
- Article 9 Only instructors whose average teaching hours for the two semesters preceding the selection exceed the basic teaching hours for all levels of instructors at the University may enter secondary selection. However, the average teaching hours may be calculated using the teaching hours in the current semester and the semester preceding the selection with the special signed approval of the dean and the Vice President of Academic Affairs.
- Article 10 Each department, graduate institute, and degree program shall form a panel to select several award candidates from among instructors and submit the list to the competent college for secondary selection. Each college shall form a selection committee to decide on the list of recommended candidates from among the shortlisted instructors by reviewing the

statistical results of the student survey and course questionnaires and taking into account the candidates' past teaching achievements and other related information.

The quorum, operating procedures, and selection criteria for the selection panel formed by each department, graduate institute, and degree program in accordance with the preceding paragraph shall be set by each department, graduate institute, and degree program.

- Article 11 The Center shall establish a selection committee which shall conduct its selection. Provisions set forth in Articles 7 and 9 shall apply, or another selection approach may be stipulated separately. The committee shall be responsible for selecting the allocated number of award candidates from among the full-time instructors under the Center and other outstanding instructors offering general common courses. The list of candidates shall be submitted to the University for approval before the end of May each year.
- Article 12 When each college and the Center is selecting outstanding faculty for courses conducted in English, or when the Center is selecting outstanding faculty for general common courses, the list of recommended candidates shall include several alternate candidates. If there is an overlap in the lists of instructors recommended by colleges and the Center in the same academic year, the alternate candidates may fill the vacancies in the order given. If there are still vacancies after the list of alternate candidates are exhausted, the excess quota may be reserved for the following year.
- Article 13 NTU may invite recipients of the Distinguished Teaching Awards to assist with and participate in on-campus events by sharing their teaching experiences and ideas, organizing teaching demonstrations, filming OpenCourseWare video lectures, serving as teaching mentors, etc.
- Article 14 The Regulations shall apply *mutatis mutandis* to the selection of outstanding clinical instructors by colleges. Distinguished Teaching Awards shall be presented to 1% of the clinical instructors, and Outstanding Teaching Awards shall be presented to 5% of the clinical instructors.
- Article 15 Each college and the Center shall stipulate separate regulations for the establishment of its outstanding instructor selection committee and method of selection, which shall be submitted to the University for approval and reference.
- Article 16 The Regulations shall be passed by the Administrative Meeting and the University Endowment Fund Management Committee and then implemented on the date of promulgation.