

# NATIONAL TAIWAN UNIVERSITY

## Regulations Governing the Selection and Awarding of Outstanding Instructors

August 15, 2023 Passed by the 3,151<sup>st</sup> Administrative Meeting  
September 13, 2023 Passed by the 2<sup>nd</sup> University Endowment Fund Management Committee meeting in 2023  
September 13, 2023 Promulgation of amended Articles 1 through 15; added Article 16  
January 23, 2024 Passed by the 3,162<sup>nd</sup> Administrative Meeting  
March 26, 2024 Passed by the 1st University Endowment Fund Management Committee meeting in 2024  
March 26, 2024 Promulgation of amended Articles 5  
(Full amendment history at the end of this document)

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 faculty members, and Outstanding Teaching Awards will be awarded to 9% of the University’s full-time and project-appointed faculty members. NTU shall determine the proportion of the awards allocated to each college based on their number of full-time and project-appointed faculty members.

In accordance with the calculation specified in the preceding paragraph, the allocated quota shall be calculated up to the second decimal place if it is not

a whole number. The decimal part of the quota shall be added to the quota of the following year. However, if the quota can be rounded to a whole number, the rounded number may be taken as the allocated quota by the respective college, provided that the difference between the rounded number and the originally allocated quota is deducted from the calculated quota in the following year.

Article 5 To encourage NTU faculty members to participate in general core courses and liberal education courses (“general common courses”), courses that are provided to students in other colleges (“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 courses mentioned above (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 in principle.
2. Outstanding Teaching Awards shall be presented to 4.5% of the instructors offering said courses in principle.

In accordance with the calculation of additional awards specified in the preceding paragraph, the allocated quota shall be calculated up to the second decimal place if it is not a whole number. The decimal part of the quota shall be added to the quota of the following year. However, if the quota can be rounded to a whole number, the rounded number may be taken as the allocated quota by the respective college, provided that the difference between the rounded number and the originally allocated quota is deducted from the calculated quota in the following year.

General common courses and 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 courses excluding language courses, thesis/dissertation, special topics, seminars, independent study courses, and service learning courses.

The Center for General Education (“the Center”) shall be responsible for the selection of outstanding teaching faculty members 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-semester Course 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/degree programs in the same college may jointly conduct candidate recommendations of outstanding teaching faculty members 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/degree program shall form a panel to select several award candidates from among faculty members and submit the list to the respective college for secondary selection.

Each college shall establish a selection committee to decide on the list of recommended candidates from among the shortlisted faculty members by reviewing the student survey and statistical results of the end-of-semester Course Survey 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/degree program in accordance with Paragraph 1 shall be set by each department/graduate institute/degree program.

Article 11 The Center shall establish a selection committee for outstanding teaching faculty members. Provisions set forth in Articles 7 and 9 shall apply *mutatis mutandis*, 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 faculty members under the Center and other outstanding faculty members offering general common courses. The list of candidates shall be submitted to the University for award presentation 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 to the selection of outstanding clinical faculty members by respective colleges. Distinguished Teaching Awards shall be presented to 1% of the clinical faculty members, and Outstanding Teaching Awards shall be presented to 5% of the clinical faculty members.

Article 15 Each college and the Center shall stipulate separate regulations for the establishment of its outstanding faculty member selection committee and method of selection, which shall be submitted to the Administrative Meeting for approval.

Article 16 If faculty members recommended by the University as outstanding teaching faculty members are involved in any of the following situations, their award eligibility shall be revoked by their respective colleges before receiving the award, or their award eligibility shall not only be revoked but also, if they have already received the award, the certificate, plaque, and monetary award presented according to Article 3 shall be retrieved by the Office of Academic Affairs:

1. Engaging in serious instances of improper teaching that significantly impact the selection result.
2. Inaccuracies or mistakes arising during the selection process, or providing false or incorrect information.
3. Engaging in inappropriate behavior that affects the selection result.

The procedures for revoking or invalidating a faculty member's award eligibility are as follows:

1. Upon receiving a complaint or discovering that an award-receiving faculty member is involved in any of the situations described in the preceding paragraph, the respective college of the award-receiving faculty member shall form an investigation panel to conduct an investigation.
2. After the investigation panel has made its professional judgment, it shall prepare an evaluation report and submit it to the University Faculty Evaluation Committee ( the “Faculty Evaluation Committee”) for deliberation.
3. Upon approval by the Faculty Evaluation Committee, the faculty member's respective college shall revoke or invalidate their award eligibility.

Article 17 The Regulations shall be passed by the Administrative Meeting and the University Endowment Fund Management Committee and then implemented on the date of promulgation.

(Full Amendment History)

- 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