

National Taiwan Normal University
Instructional Consultation Enforcement Guidelines

Approved at the 5th Office of Academic Affairs Meeting
of the 2020 Academic Year on December 18th, 2020

- I. The Center for Teaching and Learning Development (hereinafter referred to as CTLD) of National Taiwan Normal University (hereinafter referred to as NTNU) has drafted the current enforcement guidelines based on the “National Taiwan Normal University Directions for the Professional Development of Faculty Instruction”.
- II. New assistant professors and lecturers should complete one semester of instructional consultation under the guidance of instructional counselors within the first year of their employment. New assistant professors and lecturers should fill out the “Instructional Consultation Application Form” within the announced time period during the semester. Upon receiving the stamp of approval from the director of their respective department or institute (college, office, and center), the original copy of the form should be submitted to CTLD for processing.
- III. Instructional counselors must be full time faculty members of NTNU and should meet at least one of the following criterias:
 1. Having received teaching and learning related awards from the Ministry of Education
 2. Having received NTNU’s awards of Distinction in Teaching or Excellent in Teaching
 3. Having received teaching related awards from domestic and international universities
 4. Having excelled in teaching, student counseling, or teaching practice research.

Those who meet at least one of the above criterias may, if they are willing, assist up to two new faculty members, provided they have received recommendations from their respective department or institute (college, office, or center) and CTLD. The Personnel Office shall issue certificates of employment with a term of two years. The employment may be renewed.

- IV. In principle, instructional consultation shall be implemented in the following manner:
 1. Instructional counselors shall provide professional counseling relating to teaching during the semester. This includes curriculum design, instructional material and pedagogy, instructional media applications, class management, teacher-student interactions, etc. The instructional counselor shall submit the “New Faculty Exchange Records Form (For Instructional Counselors)” at the end of the semester. CTLD shall subsidize each new faculty member NT\$3,000. New faculty members should submit the “New Faculty Exchange Records Form (For New Faculty Members)” at the end of the semester.
 2. Instructional counselors shall participate in new faculty member’s Formative Peer Review of Teaching, and submit the “Formative Peer Review of Teaching – Class Observation Record”. CTLD shall compensate instructional counselors based on the number of hours spent at a rate that is equal to the semester’s day-time, part-time teacher’s pay rate. New faculty members should submit the “Formative Peer Review of Teaching – Basic Information” form.

- V. Instructional counselors and their respective new faculty members must submit all relevant forms to CTLD at the end of the semester. The forms will be used as a record to track and reimburse expenses. Instructional counselors and new faculty members must also attend relevant conferences to share their experiences.
- VI. New faculty members at the level of associate professors or above may also apply for instructional consultation. CTLD shall recommend one suitable candidate to serve as the instructional counselor, and all guidelines stated herein shall apply.
- VII. The current guidelines and all of its subsequent amendments shall be implemented once approved by the Office of Academic Affairs Meeting.