

National Taiwan Normal University Regulations on Instructors' Teaching Awards

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Article I. Purpose

To reward NTNU faculty for their instructional contributions, National Taiwan Normal University (hereinafter referred to as NTNU) has drafted the NTNU Regulations on Instructors' Teaching Awards (hereinafter referred to as Regulations) for setting the example of instructional excellence, and raising the overall instructional quality of departments, institutes, or colleges.

Article II. Awards

There are two instructors' teaching awards: Distinction in Teaching (DIT) and Excellence in Teaching (EIT). These awards will be given to the winning candidates once per year. Instructors may only receive one of the two awards within the same year. The awards include:

1. DIT: An annual financial award of NT\$120,000, to be awarded monthly starting the year following receiving DIT for three (3) consecutive years, with a total of NT\$360,000. Recipient of DIT will also receive a trophy and be assigned one Teaching Assistant each semester for three years without the need to apply. The awarding of DIT may also be counted toward review exemption in accordance with NTNU Regulations on Teachers Evaluation.

DIT recipients who are also NTNU Chair Professors, Chair Professor for Research, or Distinguished Professors in accordance with NTNU Outstanding

Instructor Incentive Policy, cannot receive both (or all) financial awards simultaneously. The financial award that is most beneficial to the recipient will be awarded instead.

Financial awards will be terminated if an award recipient resigns his/her position, retires, is unable to have his/her contract renewed, or is suspended by NTNU during the three year DIT financial award period. For those who take a leave without pay, or is temporarily transferred to other institutions, the financial award will be suspended until the recipient has returned.

2. EIT: Financial award of NT\$60,000, and a Certificate of Teaching Excellence.

Article III. Qualifications

All full-time (including Joint Appointment) NTNU faculty members (hereinafter referred to as full-time faculty) are eligible, provided they meet the following basic qualifications, show exceptional teaching performance, and have not breached academic ethics regulations.

1. Basic Qualifications

- 1.1. In the three years prior to applying, the applicant has taught for at least four semesters at NTNU, and met the minimum teaching hour requirement for full-time faculty.
- 1.2. Having met all teaching related requirements set by NTNU, such as uploading course syllabi on time and submitting course grades on time.
- 1.3. All course evaluation survey results in the two semesters prior to applying for the awards are 4.1 or above.
- 1.4. Only applicants who had previously received DIT or EIT awards, or other national awards in teaching, are eligible to apply for DIT.

2. Exceptional Teaching Performance

Applicants must prepare the following materials. For DIT applicants, this should include all materials from the three (3) years prior to applying for the award. For EIT applicants, this should include all materials from the year prior to applying for the award.

- 2.1. Teaching Performance

- 2.1.1. Course Evaluation Survey score and qualitative feedback.
- 2.1.2. Formative Peer Review of Teaching (FPRT) records from previous three (3) years provided by the department, college, or Center for Teaching and Learning Development (CTLTD) of the Office of Academic Affairs (OAA).
- 2.1.3. Instructional Involvement: Total teaching hours and total number of students taught.

- 2.1.4. Use of digital materials and instructional media
- 2.2. Instructional Impact and Contribution
 - 2.2.1. Participation in NTNU-promoted innovative instructional courses or projects.
 - 2.2.2. Organize or participate in teachers' professional instructional development or community.
 - 2.2.3. Promotion of departmental, collegial, or cross-collegial teachers' instructional method or curriculum reforms.
 - 2.2.4. Past awards of non-NTNU instructional project funding
 - 2.2.5. Substantive impact on domestic or international instructional community or organization
 - 2.2.6. Other instruction-related impact and contribution

Article IV. Number of Awardees

In principle, the total number of DIT and EIT awardees should not exceed five (5) percent of the total number of full-time faculty. The total number of DIT awardees should not exceed one (1) percent of the total number of full-time faculty. The number of DIT candidates for each college should not exceed two (2) percent of the college's full-time faculty; however, each college is entitled to submit at least one (1) candidate for consideration.

Article V. Formation of University and College (Center) Selection Committees

For the selection of awardees, the university and colleges (center) should form selection committees.

The University Selection Committee shall have nine (9) to thirteen (13) committee members. The President of NTNU shall be the chair of the committee; the remaining committee members shall consist of the Vice President(s), the Vice President of OAA, three (3) to six (6) former DIT awardees, two (2) to three (3) external scholars or specialists, and one representative from the NTNU Student Association. Those who have been named as a DIT candidate will not be eligible to serve as a committee member.

Article VI. Selection Process

1. Department Recommendation

Interested faculty should submit an application to their respective department. After reviewing the applications in related meetings or committees, the

department shall forward the name(s) of their recommended candidate(s) to their respective college. If more than one applicant is being forwarded as award candidates, the department should also provide a ranking for their candidates. Faculty who taught professional education courses or general education courses in the previous two semesters, could also apply for the awards through the College of Teacher Education or Center for General Education respectively. However, the applicant may only apply through one of the three: his/her department, College of Teacher Education, or Center for General Education.

2. College (Center) Selection

The selection committee of each college shall choose their candidates from the names forwarded by their respective departments. The number of candidates a college may forward to the university for DIT and EIT will be determined each year.

College of Teacher Education, Division of Preparatory Programs for Overseas Chinese Students, and Center for General Education (including Common Core Education Committee) may forward one candidate each for DIT or EIT through their respective selection committees to the University Selection Committee.

3. Final Decision by the University Selection Committee

3.1. EIT awardees will be selected from EIT candidates forwarded by the colleges. The University Selection Committee will review their qualifications and the recommendation process; those who pass the review will be awarded EIT.

3.2. The University Selection Committee will review the applications of DIT candidates, and observe candidates' teaching in their respective classes. An affirmative vote with two thirds (2/3) majority of the committee members present is required for the candidate(s) to receive DIT.

Article VII. Award Schedule

1. Each department will name their candidate(s) every March. The college (center) selection committee shall announce their recommendations for DIT and EIT in April, and forward the list to CTLD for the University Selection Committee. The exact processing date shall be published in the annual announcement.
2. The awardees of the year will be publicly honored on Teacher's Day in September of the same year.

Article VIII. Re-application

EIT recipients are not be eligible to apply for two years after they have received their

award. There is no limit to the number of times a faculty member may apply for EIT. DIT recipients are not be eligible to apply for three years after they have received their award. The maximum number of times a faculty member may receive DIT is three.

Article IX. Role Modeling

DIT and EIT recipients are role models of teaching. They may be invited to relevant conferences and workshops to share their experiences and thoughts. They may be asked to open their classrooms for observation, to take on the role of teaching consultant, and to form professional pedagogy communities, in order to enhance the overall instructional quality and professional development of NTNU faculty members. .

Article X. Source of Funding

The financial awards of the current guideline shall be drawn from NTNU's University Fund. The number of awardees and the amount of the financial awards may be adjusted in accordance with the university's fiscal state.

Article XI.

Matters not mentioned herein should refer to other relevant NTNU regulations.

Article XII.

The Guideline or any of its amendments shall come into force once approved at the Academic Leadership Briefing, and received the approval of the NTNU President.