

National Taiwan Normal University Regulation for the Professional Development of Faculty Instruction

Amendment Approved at the 8th Academic and Executive Leadership Briefing of the 2015 Academic Year on May 18th, 2016
Amendment Approved at the 4th Academic and Executive Leadership Briefing of the 2020 Academic Year on October 14th, 2020
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Article I.

To promote faculty professional development and instructional refinement and innovation, as well as enhance instructional quality, National Taiwan Normal University (hereinafter referred to as NTNU) has drafted the NTNU Regulation for the Professional Development of Faculty Instruction (hereinafter referred to as the Regulation).

Article II.

In order to promote the professional development of teachers and the quality assurance of the entire campus curriculum, the Center for Teaching and Learning Development of the Office of Academic Affairs (hereinafter referred to as CTLD) employs Instructional Counselors to provide professional consultation, counseling, and assistance in the areas of curriculum design, teaching methods, materials development, learning assessment, learning coaching, teaching ethics, peer professional development, teaching assistant guidance, and etc.

Article III.

NTNU shall hold New Faculty Orientation, Instructional Consultation and Guidance to assist NTNU's new faculty members in acclimatizing to their new environment, and developing professionally. Descriptions of the events are as follows:

- A. New faculty members should attend the New Faculty Orientation Workshop (Hong-Hu Camp) in its entirety within the first year of their employment at NTNU. Faculty members who are unable to attend, with the approval of the Vice President of Academic Affairs, are required to attend the workshop organized in the following academic year.
- B. To assist new assistant professors and lecturers in enhancing their professional knowledge and skills, CTLD) and departments or institutes shall recommend one suitable candidate each to serve as Instructional Counselors. Relevant regulations are as follows:
 1. New assistant professors and lecturers should complete one semester of instructional consultation and guidance under the guidance of the instructional counselor within the first year of their employment.
 2. Certificates of employment for Instructional Counselors shall be issued by CTLD. CTLD shall subsidize NT\$3,000 for the counseling of each new assistant professor and lecturer.
 3. Instructional Counselors shall provide professional counseling and guidance on pedagogy, and participate in the Formative Peer

- Review of Teaching of new assistant professors and lecturers.
4. Instructional counselors and the new assistant professor or lecturer they counsel must submit “New Faculty Exchange Records” and “Formative Peer Review of Teaching – Class Observation Record” forms, and attend relevant seminars to share reflections on their counseling experiences.
 - C. New faculty members who are associate professors or full professors may also apply for instructional counseling and guidance. CTLD shall recommend one suitable candidate to serve as the Instructional Counselor. All rules stated herein shall apply.

Article IV.

To promote active teaching innovation, instructional quality enhancement, and departmental or common core reform among individual faculty members or faculty professional communities, all faculties are welcomed to apply for instructional innovation project subsidies. The number of projects is limited to one per semester per faculty member. Relevant regulations are as follows:

- A. The review has two stages. The first stage review will be conducted by scholars and specialists; the result of the first stage review will be forwarded to the Task Force Meeting for the second stage review. The task force will be formed by 3 to 5 relevant internal/external scholars or specialists, with one of them serving as the chair.
- B. The number of projects to be subsidized, and the amount of the subsidy will depend on the budget of the academic year. At their discretion, CTLD may take the initiative to subsidize the digitization of instructional materials, or invite external units or instructors to conduct research on instructional improvements or innovation.
- C. Instructors and professional communities of practice who received funding should participate in the achievement presentation event and one other instructor’s professional development event hosted by CTLD. Project achievement report must also be submitted within one month of the end of the project.
- D. CTLD may upload achievement reports to CTLD’s website, and compile them into books for the promotion of non-profit or educational development purposes.
- E. Author(s) (Individual or Professional Community) shall retain moral rights of any project products or results. Economic rights shall belong to NTNU.
- F. Project products and results shall comply with all relevant rules on intellectual property rights, and clearly acknowledge NTNU’s funding of the project.

Article V.

Instructional Counselors who provide professional consultation, counseling, and assistance in teaching are paid an hourly fee for their services (based on the hourly fee for part-time teachers in the day department for the current semester), and the fee is covered by CTLD's funds or related program funds.

Article VI.

Directions on the enforcement of the current Regulation will be included in future regulations. Matters not mentioned herein should refer to other relevant NTNU regulations.

The current Regulation or any of its amendments shall come into force once approved at the Academic Leadership Briefing.