

National Taiwan Normal University

Outstanding Teaching Assistant Award Guidelines

Approved at the 32nd First Level Executive Leadership Briefing on Feb 27, 2008

Amendments Approved at the 330th Executive Briefing Extraordinary General Meeting on Jan 19, 2011

Amendments Approved at the 337th Executive Briefing on Oct 3rd, 2012

Amendments Approved at the 341st Executive Briefing on Oct 9th, 2013

Amendments Approved at the 359th Executive Briefing on Mar 21st, 2018

Amendments Approved at the 369th Executive Briefing on Oct 7th, 2020

- Article 1 Purpose
- To reward teaching assistants for their outstanding performance, National Taiwan Normal University (hereinafter referred to as NTNU) has enacted the NTNU Outstanding Teaching Assistant Award Guidelines (hereinafter referred to as Guidelines), to effectively enhance the service quality of teaching assistants.
- Article 2 Qualification
- All current NTNU students who were employed as Employment Type teaching assistants in the previous academic year are eligible.
- Article 3 Selection Process
- The Center for Teaching and Learning Development of the Office of Academic Affairs (hereinafter referred to as CTLD) shall form a Selection Committee. The committee will review the candidates for Outstanding Teaching Assistant Award (hereinafter referred to as OTA) based on student course evaluation survey and the information submitted by the candidates. The number of awards will be determined based on the budget available for the academic year. Recipients of the awards will not be eligible for the awards in the following semester.
- Article 4 Selection Mechanism
- The Selection Committee shall consist 7 to 9 members, including the Director of CTLD, the Director of the Center for General Education, 4 NTNU or external faculty representatives, 3 experienced and exceptional teaching assistants, and the President of the Student Association. The Director of CTLD will serve as the Committee Convener. Faculty Representatives shall be selected by the Director of CTLD from the recipients of NTNU “Distinction in Teaching Award” and “Excellence in Teaching Award”. The three experienced and exceptional teaching assistants shall be selected by the Director of CTLD from past teaching assistants

who excelled in their performance. Teaching assistants who have passed the preliminary qualification screening and are standing as candidates for the awards, and faculty members whose teaching assistants have passed the preliminary qualification screening and are standing as candidates for the awards, shall recuse themselves from the Selection Committee. The Director of CTLD shall be responsible for finding replacements for the recused committee members.

Article 5 Award Schedule

The awards will be open to candidacy recommendation or application once every semester. Selection related information will be published in the following semester.

Article 6 Awards

Recipients of OTA awards will be announced on the date of CTLD's choosing.

1. OTA award recipients shall receive an award certificate and a prize of NT\$8,000.
2. Recipients who are no longer enrolled at NTNU due to graduation at the time of the announcement of the awards will still be eligible to receive their prize.
3. Recipients are required to share their reflections and lead activities. Relevant details shall be determined by CTLD.

Article 7 Source of Funding

The funding needed as prescribed by the Guideline shall be drawn from NTNU's funding item for Teaching Assistant.

Article 8 All other relevant forms, documents, and details shall be determined by CTLD.

Article 9 Once approved by the Executive Meeting, the current Guideline shall come into force on the date of its announcement. The same will apply to all of its subsequent amendments.