

National Taiwan Normal University

Teaching Assistant Implementation Directions

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Amendments Approved at the 8th Academic Leadership Briefing on June 21, 2017
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Amendments on Point IV Approved at the 11th Academic and Administrative Leadership Briefing on February 21, 2024

- I. To develop student instructional competence, enhance student learning results, deepen professional and instructional competencies, and assist instructors in ensuring the quality of the courses, National Taiwan Normal University (hereinafter referred to as NTNU) has formulated the NTNU Teaching Assistant Implementation Directions (hereinafter referred to as Directions) in accordance with the “Regulations on the Protection of Part-time Assistant Labor Rights in Institutions of Higher Education”, issued by the Ministry of Labor, Executive Yuan, and the NTNU “Regulations on the Protection of the Learning and Labor Rights of Scholarship and Financial Aid Students and Part-time Assistant Students”.
- II. Application Process
 - A. Instructors may apply for teaching assistants through the corresponding receiving units of their course(s). The number of assistants will depend on the review results of the applications, and the funding of each semester.
 - B. In principle, receiving units shall announce the results of the applications prior to the commencement of each semester. These results should also be provided to the Center for Teaching and Learning Development (CTLTD).
- III. Receiving Units

General Education, Interdisciplinary, Common Core or Cross-Domain Professional Discovery courses should apply through the Center for General Education. Common Core courses should apply through their corresponding division/section in the Common Core Education Committee. Pre-service Teacher Education courses should apply through the College of Teacher Education. College-level courses should apply through each college. Departmental courses should apply through each department. As part of the award for the Distinction in

Teaching Award, approval of teaching assistant applications from winning faculty members is guaranteed for three years, with one teaching assistant per semester, if the budget allows.

IV. Employment Qualifications for Teaching Assistants

- A. In principle, teaching assistants should be full-time graduate students. Full-time undergraduate students (juniors and above) are also eligible under special circumstances.
- B. Students who are employed as teaching assistants for the first time should participate in NTNU Teaching Assistant training programs. Students who were employed as teaching assistants in previous semester(s) are required to have an assessment score of 3.5 or above to qualify for employment in the current semester.
- C. Teaching assistants should assist instructors in teaching and work based on the course hours as scheduled by the university. The maximum length of a “Teaching Assistant’s Employment Contract” is one semester. In accordance with NTNU regulations, a person may only hold one “employment-based” part-time assistant position at a time.
- D. As part of NTNU’s efforts to reward teaching assistants with outstanding performance, teaching assistants may participate in the selection of the “Outstanding Teaching Assistant” in accordance with NTNU’s “Outstanding Teaching Assistant Award Guidelines”.
- E. For regulations and mechanisms on teaching assistants training and hiring, please refer to the “Teaching Assistant Training and Assessment Principles”.
- F. Teaching assistants of the English Mediated Instruction courses are required to meet an English competency equivalent to the Common European Framework of Reference for Languages (CEFR) level B2 or above.

V. Responsibilities and Duties

- A. Once the application has been approved, instructors must discuss the details of the employment with their teaching assistants, including job responsibilities, hours, and work locations. Upon reaching an agreement, the instructor should

sign the NTNU “Teaching Assistant Employment Contract” with his/her teaching assistant.

- B. Instructors must supervise students’ work in accordance with NTNU’s “Regulations on the Protection of the Learning and Labor Rights of Scholarship and Financial Aid Students and Part-time Assistant Students” and “Teaching Assistant Employment Contract”, and abide by all relevant regulations. If any dispute involving Teaching Assistant’s labor rights arises due to deviations from the aforementioned regulations, the party or instructor involved shall bear full responsibility where applicable.

VI. Salary

- A. Salary of teaching assistants should be processed by each receiving unit. All teaching assistants are required to enroll in Labor Insurance and National Health Insurance in accordance with the law, and the “Teaching Assistant Employment Contract”.
- B. Receiving units are entitled to adjust teaching assistants’ salaries based on their budget, job responsibilities, and workload of each teaching assistant, provided that the average hourly wage is not lower than the minimum wage announced by the Ministry of Labor of Executive Yuan.
- C. Pursuant to the Ministry of Education projects and university policies, teaching assistants’ salary of specific course types may be adjusted based on the budget available, and must be processed in accordance with the Office of Academic Affairs announcements.

VII. Termination

Termination of employment shall follow the rules set forth in the NTNU “Regulations on the Protection of the Learning and Labor Rights of Scholarship and Financial Aid Students and Part-time Assistant Students”.

VIII. Dispute Resolution Mechanism

Teaching assistants are entitled to appeal to NTNU’s Labor Rights Appeals Committee for Employment-based Part-time Teaching Assistant Students. If the appeal is successful, the instructor involved will be disqualified from applying for teaching assistants for one semester.

IX. Funding

A. Teaching assistants for university Common Core courses shall be funded by dedicated funds from the Office of Academic Affairs or other related research project grants, and will be limited by the annually approved quota.

B. In accordance with “NTNU Directions for the Distribution of Department (Institute) Scholarship and Financial Aid for Characteristic Development” or other related research project grants, teaching assistants for departmental courses shall be funded by each department, and will be limited by the annually approved quota.

X. Matters not mentioned herein should refer to other relevant Office of Academic Affairs regulations.

XI. Directions or any of its amendments shall come into force once approved at the Academic and Administrative Leadership Briefing.