

National Taiwan Normal University

補助教學精進創新與專業社群要點

Directives Governing Subsidy for Enhancing Teaching Innovation and Community of Practice

Last Amended on March 11, 2024

- I. The current directives is formulated based on the “National Taiwan Normal University Regulations for the Professional Development of Faculty Instruction”, to encourage faculty members to actively engage in teaching development and innovation, and to form teachers’ community of practice, in order to enhance instructional quality.
- II. Eligibility and application method:
 - A. Eligibility: All full-time faculty members of the university may apply individually or on behalf of a community of practice. A community of practice for teachers shall consist of **four** or more teachers, **with at least two teachers from NTNU**. It should be led by a full-time faculty member serving as the convener, who shall be responsible for planning community activities, liaising, and compiling achievement reports.
 - B. Application period: Application will be open twice per academic year. Applicants shall apply before mid-May or mid-November. Review results will be announced in July and January every year.
 - C. Application documents: Applicants shall submit a proposal within the specified time period. Those who had been subsidized by the current directives before shall attach their achievement reports from their previous subsidies when they apply again.
- III. Application procedures:
 - A. Individual faculty members or conveners of each community of practice shall complete the application form within the announced time period, and submit the application to the Center for Teaching and Learning Development (hereinafter referred to as “CTLD”) of the Office of Academic Affairs.
 - B. Approved applications and the subsidy amount shall be announced after the application review meeting. Conveners will be notified by electronic mail.
- IV. Review principles:
 - A. Each person or community of practice may submit a maximum of one application per semester. New applications shall only be submitted after the conclusion of their previous cases. Individual projects for the same course shall only be subsidized once.
 - B. Review and subsidy standards are as follows:
 1. Content:

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- a. Individual projects: Innovation 30%; the degree the project may benefit student learning and method of assessment 30%; project feasibility 20%; result of previous projects 20% (if not applicable, please distribute the score evenly to “the degree the project may benefit student learning and method of assessment” and “project feasibility”).
 - b. Community of practice projects: Goals and anticipated benefits 40% (including instructor’s pedagogy 20% and student learning 20%); the operation of the community and substantial contribution to teaching 20%; project feasibility 20%; result of previous projects 20% (if not applicable, please distribute the score evenly to “the operation of the community and substantial contribution to teaching” and “project feasibility”).
2. Order of recommendation:
 - a. Strongly recommended: Those with a total score of 90 or above shall be subsidized fully of the maximum amount allowed for the year.
 - b. Recommended: Those with a total score of 80 to 89 shall be subsidized 75%~90% of the maximum amount allowed for the year.
 - c. Recommended with reservation: Those with a total score of 70 to 79 shall be subsidized 60%~75% of the maximum amount allowed for the year.
 - d. Not recommended: Those with a total score of 69 or below will not be subsidized.
 3. Review feedback: Feedback shall be provided by the reviewers and used as a reference for discussion and scoring in the review meeting.

V. Project duration and subsidy:

- A. Project duration shall be on semester basis.
- B. The number of projects subsidized and the subsidized amount shall be based on the budget of the academic year. The maximum subsidy for individual cases and community of practice shall be NT\$60,000 and NT\$70,000 respectively.
- C. The subsidy is limited to operating expenses, and the actual subsidized items shall be listed on the project application form.
- D. Please follow the university reimbursement procedures and submit the documentation and vouchers to the Accounting Office for reimbursement within 10 days of expenditure. All reimbursements shall be completed within one month upon the end of the project duration.

VI. Project achievement:

- A. Communities of practice shall organize at least five community events for the project. For every event, an event record shall be completed with photographs, and to be included in the project achievement report to demonstrate event details.
- B. Faculty members and communities of practice receiving subsidies shall participate in the achievement presentation event organized by CTLD in the semester when their project is being implemented. They shall also participate in one of the other teachers’ professional development events organized by CTLD.

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- C. The achievements of the project shall be shared publicly once the project has concluded. Faculty members and communities of practice receiving subsidies will be invited to participate in CTLD’s achievement presentation event, seminars, or workshops, which shall be recorded as open courses.
- D. Specific achievements in the project achievement report should match the expected achievements stated in the application. Should there be any discrepancies or failures in achieving the stated goal, a detailed description of reasons should be included in the achievement report.
- E. Electronic files of the achievement report (including the achievement report, photographs, and other relevant documents) shall be submitted within one month upon the conclusion of the project. File formats should be editable text documents (ODT or DOC), the file name should be: Semester-Name of Project Lead.
- F. CTLD may invite scholars and experts to review the achievement reports of any projects. The results of the review shall be used as a scoring reference for future applications for the current subsidy.
- G. All tasks of the subsidized projects shall be completed on schedule. Future applications from project leads who failed to complete the reimbursement processes or submit achievement report in accordance with the directives will be refused by CTLD for three years.

VII. Supplementary provisions

- A. Project implementation must abide by the rules listed in the “Subsidy for Enhancing Teaching Innovation and Community of Practice Program Execution Agreement”. Matters not stipulated herein shall be handled in accordance with relevant rules and regulations.
- B. The current directives and any amendments thereto shall be implemented upon passage by the Office of Academic Affairs Meeting.