

National Taiwan Normal University

教學助理實施要點

Teaching Assistant Directives

Last Amended on February 21, 2024

1. To develop students' instructional competence, enhance student learning outcomes, deepen professional and instructional competence, and assist instructors in maintaining course quality, the "National Taiwan Normal University Teaching Assistant Directives" (hereinafter referred to as "the Directives") is formulated in accordance with the "Guiding Principles for Safeguarding the Labor Rights and Benefits of Part-time Assistants in the Tertiary Education", issued by the Ministry of Labor, Executive Yuan, and the "Directives for Handling Learning and Labor Rights and Benefits for Scholarship Recipients and Student Part-time Assistants".
2. Application Procedures
 - (1) Instructors may apply for teaching assistants through corresponding receiving units of their course(s). The number of teaching assistants shall depend on the review results of the applications, and the budget of each semester.
 - (2) Corresponding receiving units shall announce the results of the applications before the commencement of each semester. The list of approved applicants shall be provided to the Center for Teaching and Learning Development (hereinafter referred to as "CTLD") for reference.
3. Receiving Units

General Education, Interdisciplinary, Common Core or Cross-Domain Discovery courses shall apply through the Center for General Education. Common Core courses shall apply through corresponding division of the Common Core Education Committee. Pre-service Teacher Education courses shall apply through the College of Teacher Education. College-level courses shall apply through each college. Departmental courses shall apply through each department. To reward the recipients of the Outstanding Teaching Award, approval of teaching assistant applications from the winning faculty members is guaranteed for three years, with one teaching assistant per semester, if the budget allows.

4. Employment Qualifications for Teaching Assistants

- (1) Teaching assistants shall be full-time graduate students. Full-time undergraduate students (juniors and above) may be considered under special circumstances.
- (2) First-time teaching assistants shall participate in the university's teaching assistant training. Those who have served as teaching assistants in the previous semester(s) shall achieve an evaluation score of 3.5 or above to qualify for employment in the current semester.
- (3) Teaching assistants shall assist instructors in teaching and work based on the course schedule, and each employment shall be limited to one semester. In accordance with the university's rules, a student shall only hold one employment-based part-time assistant appointment at a time.
- (4) In recognition of the outstanding performance, teaching assistants may apply for the selection of the Outstanding Teaching Assistant in accordance with the "Outstanding Teaching Assistant Award Directives".
- (5) Rules on teaching assistants' training and employment procedures are set out in accordance with the "General Guidelines for Teaching Assistant Training and Assessment".
- (6) Teaching assistants of the English as a Medium of Instruction courses are required to meet an English competency equivalent to the Common European Framework of Reference for Languages (CEFR) level B2 or above.

5. Responsibilities and Obligations

- (1) Upon approval of the application, instructors shall discuss the details of the employment with their teaching assistants, including job responsibilities, work hours, and work locations. Upon reaching an agreement, the instructor shall sign the "Teaching Assistant Employment Contract" with the teaching assistant.
- (2) Instructors shall supervise teaching assistants in executing their duties in accordance with the "Directives for Handling Learning and Labor Rights and Benefits for Scholarship Recipients and Student Part-time Assistants" and the "Teaching Assistant Employment Contract", and abide by all relevant rules. If any dispute involving the labor rights of teaching assistants arises due to deviations from the aforementioned rules, the party or instructor involved shall bear full responsibility where applicable.

6. Salary

- (1) Teaching assistants receive salary issued by corresponding receiving units, and shall sign the "Teaching Assistant Employment Contract" and enroll in Labor Insurance and National Health Insurance in accordance with the law.
- (2) Receiving units are entitled to adjust the salary of teaching assistants with reference to the budget, job responsibilities, and workload of each teaching assistant,

provided that the average hourly wage shall not be lower than the basic wage announced by the Ministry of Labor of Executive Yuan.

- (3) Pursuant to the Ministry of Education projects and the university policies, salary of teaching assistants for specific types of courses may be adjusted based on the financial conditions, and in accordance with the announcements of the Office of Academic Affairs.

7. Termination

Termination of employment shall be handled in accordance with the “Directives for Handling Learning and Labor Rights and Benefits for Scholarship Recipients and Part-time Student Assistants”.

8. Dispute Settlement Mechanism

Teaching assistants may file complaints with the university’s Labor Rights Appeals Committee for Employment-based Part-time Teaching Assistant. If the complaint is found to be substantiated, the instructor involved shall be disqualified from applying for teaching assistants for one semester.

9. Source of Funds

- (1) Teaching assistants for the university Common Core courses shall be funded by the Office of Academic Affairs or other related research project grants and shall be limited to the amount approved each year.
- (2) Teaching assistants for departmental courses shall be funded by each department in accordance with the “Directives Governing the Allocation of Special Attribute Grant in Departments and Graduate Institutes” or other related research project grants and shall be limited to the amount approved each year.

10. Matters not stipulated in the Directives shall be handled in accordance with other relevant regulations announced by the Office of Academic Affairs.

11. The Directives and any amendment thereto shall be implemented upon passage by the Academic and Administrative Directors Council.

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.