

National Taiwan Normal University

教師教學獎勵辦法

Regulations Governing Instructors' Teaching Awards

Last Amended on April 24, 2024

Article 1 Purpose

To reward faculty for their instructional contributions, National Taiwan Normal University (hereinafter referred to as "NTNU") has formulated the NTNU Regulations Governing Instructors' Teaching Awards (hereinafter referred to as "the Regulations") for setting a model of instructional excellence and raising the overall instructional quality of departments (graduate institutes) or colleges.

Article 2 Awards

The instructors' teaching awards include the Excellence in Teaching Award and the Outstanding Teaching Award, which are presented once per year. Each instructor may only receive one of the two awards within the same year. The awards and rewards are as follows:

1. **Outstanding Teaching Award: A incentive of NT\$100,000 and a trophy. Additionally, a flexible salary of NT\$120,000 per annum shall be granted, and shall be paid monthly starting from August of the award year for three consecutive years, totaling NT\$360,000.** Awardees of the Outstanding Teaching Award shall be assigned one Teaching Assistant each semester for three years which the application shall be exempted from review. The Outstanding Teaching Award may also be counted toward review exemption in accordance with the NTNU Regulation for Teacher Evaluation.

Awardees of the Outstanding Teaching Award who are also appointed as Chair Professors or Distinguished Professors in accordance with the **NTNU Regulations for Appointing Chair and Distinguished Professors** or awarded **Distinguished Talent in accordance with the NTNU Distinguished Talent Incentive Regulations** are eligible to receive one of the flexible salary options.

The incentives shall be terminated if an awardee resigns, retires, faces non-renewal of appointment, or is suspended by NTNU during the Outstanding Teaching Award incentives period. For those who are on unpaid leave or secondment, the incentives shall be suspended until the awardee has returned.

2. **Excellence in Teaching Award: An incentive of NT\$60,000 and a certificate.**

Article 3 Eligibility

All NTNU full-time (including Joint Appointment) faculty members (hereinafter referred to as “full-time faculty”) are eligible, provided they have met the following basic qualifications, shown exceptional teaching performance, and have not breached any academic ethics regulations.

1. Basic Qualifications

- (1) The applicant should have taught for at least four semesters at NTNU and met the minimum teaching hours requirement for full-time faculty in the previous three years.
- (2) Having met all teaching-related requirements set by NTNU, such as uploading course syllabi and submitting course grades on time.
- (3) Course Evaluation Survey results of each course shall reach 4.1 or above in the previous two semesters.
- (4) Only applicants who had previously received the Excellence in Teaching Award, the Outstanding Teaching Award, or other national teaching awards are eligible to apply for the Outstanding Teaching Award.

2. Exceptional Teaching Performance

Applicants for the Outstanding Teaching Award shall submit the following materials from the previous three (3) years, while applicants for the Excellence in Teaching Award shall submit the following materials from the previous one (1) year.

- (1) Teaching Performance
 - (a) Course Evaluation Survey results and qualitative feedback.
 - (b) Peer Lesson Observation and Feedback records from the previous three (3) years provided by departments, colleges, or the Center for Teaching and Learning Development (hereinafter referred to as “CTLD”) of the Office of Academic Affairs (hereinafter referred to as “OAA”).
 - (c) Instructional Involvement: Total teaching hours and total number of students taught in each semester.
 - (d) Use of digital materials and instructional media.
- (2) Instructional Impacts and Contributions
 - (a) Participate in innovative instructional courses or projects promoted by NTNU.
 - (b) Organize or participate in teachers’ professional instructional development or community.
 - (c) Promote departmental, collegial, or cross-collegial teachers’ instructional methods or curriculum reforms.
 - (d) Be granted non-NTNU instructional project funding.

- (e) Make substantive impacts on domestic or international instructional communities or organizations.
- (f) Other instruction-related impacts and contributions.

Article 4 Number of Awardees

The total number of awardees for the Outstanding Teaching Award and the Excellence in Teaching Award shall not exceed five percent (5%) of the total number of full-time faculty, with the total number of awardees for the Outstanding Teaching Award shall be limited to one percent (1%) of the total number of full-time faculty members. The number of recommended candidates for the Outstanding Teaching Award from each college shall not exceed two percent (2%) of the college's full-time faculty members; however, each college is entitled to recommend at least one (1) candidate for consideration.

Article 5 Formation of University and College (Center) Selection Committees

For the selection of awardees, the University and colleges (center) shall form selection committees.

The University Selection Committee shall consist of nine (9) to thirteen (13) committee members. The President of NTNU shall be the chair of the committee, and the remaining committee members shall consist of the Executive Vice President, the Vice President of OAA, three (3) to six (6) former Outstanding Teaching Award awardees, two (2) to three (3) external scholars or specialists, and one representative from the NTNU Student Association. Those who have been named as the Outstanding Teaching Award candidates shall not be eligible to serve as committee members.

Article 6 Selection Process

1. Department Recommendation

Interested faculty shall apply to their respective departments. After reviewing the applications in related meetings or committees, the department shall forward the name(s) of their recommended candidate(s) to their respective colleges. If more than one candidate is being forwarded, the department shall provide a ranking for their candidates.

Faculty who taught professional education courses or general education courses in the previous two semesters may also apply for the awards through the College of Teacher Education or the Center for General Education respectively. However, each applicant may only apply through one of the three units: departments, the College of Teacher Education, or the Center for General Education.

2. College (Center) Selection

The selection committee of each college shall choose their candidates from the names forwarded by their respective departments. The number of candidates a college may

forward to the University for the Excellence in Teaching Award and the Outstanding Teaching Award shall depend on the award quotas allocated each year.

College of Teacher Education, Academy of Preparatory Programs for Overseas Chinese Students, and Center for General Education (including the Common Core Education Committee) may forward one candidate each for the Excellence in Teaching Award or the Outstanding Teaching Award through their respective selection committees to the University Selection Committee.

3. Final Decision by the University Selection Committee
 - (1) Upon review and approval by the University Selection Committee to confirm qualifications and recommendation processes, candidates for the "Excellence in Teaching Award" from each college shall be awarded.
 - (2) The University Selection Committee shall review the applications for the Outstanding Teaching Award, and observe the candidates' teaching in their respective lessons. An affirmative vote with a two-thirds (2/3) majority of the committee members present is required for the candidate(s) to receive the Outstanding Teaching Award.

Article 7 Award Schedule

1. Each department shall name its candidate(s) every March. The college (center) selection committee shall submit their recommendations for the Outstanding Teaching Award and the Excellence in Teaching Award in April to CTLD for the University Selection Committee meeting. The exact processing date shall be subject to the annual announcement.
2. The awardees of the year shall be publicly honored on Teacher's Day in September of the same year.

Article 8 Re-application

The awardees of the Excellence in Teaching Award may reapply after two (2) years from receiving the award and there is no limit to the number of times a faculty member may receive this award. The awardees of the Outstanding Teaching Award may reapply after three (3) years from receiving the award. Upon receiving the Outstanding Teaching Award for the third time, the faculty member shall not be recommended for this award again.

Article 9 Role Modeling

The awardees of the Outstanding Teaching Award and the Excellence in Teaching Award are role models of teaching and may be invited to relevant conferences and workshops to share their experiences and thoughts. They may also be asked to open their lessons for observation, to take on the role of teaching consultant, and to form teaching communities of practice, in order to

enhance the overall instructional quality and professional development of the NTNU faculty members.

Article 10 Source of Funds

The incentives of the Regulations shall be drawn from the University Endowment Fund. The number of awardees and the amount of the incentives may be adjusted in accordance with the University's fiscal state.

Article 11

Matters not stipulated in the Regulations shall be handled in accordance with relevant NTNU regulations.

Article 12

The Regulations and any amendments thereto shall be implemented upon passage by **the Academic and Administrative Directors Council** and approval by the University President.

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