教師教學獎勵系統操作說明 - 教師篇

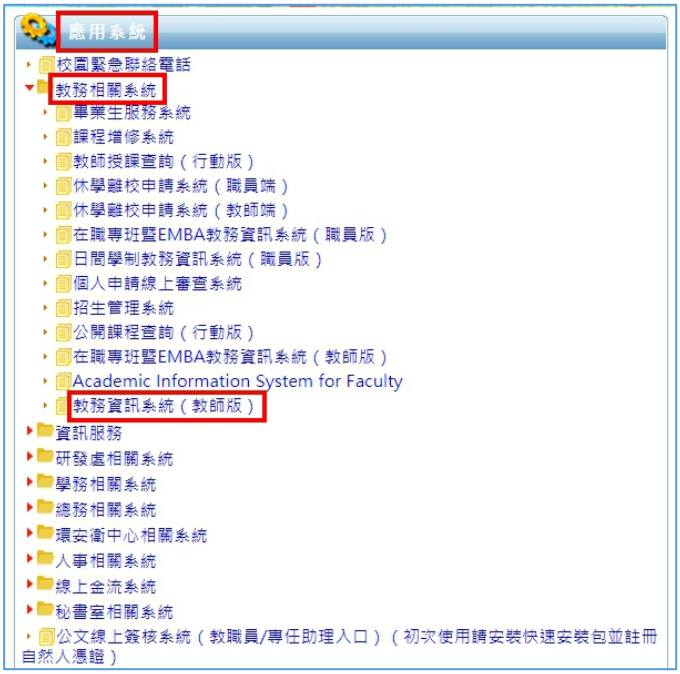
Instructional Awards System User Manual - For Instructors

一、系統登入

請先從校務行政入口網進入，於應用系統 → 教務相關系統→教務資訊系統（教師版）→ 開課相關 → 教學獎勵申請

I. System Login

Please enter through the University Administrative iPortal. The path is as follows: Application System → Academic Affairs System → Academic Information System (For Instructors) → Course Related → Instructional Award Application



二、點選【我要申請推薦】，選擇教學傑出獎或教學優良獎，系統將會進行資格審查，符合資格者可繼續填寫。

申請資格：凡為本校專任（含合聘）教師（以下簡稱專任教師），符合下列基本資格與教學優異表現，無違反教學倫理事項之情事者，均得提出申請。

（一）基本資格

1.申請前三年累計四學期在本校皆有授課，並符合專任教師基本授課時數規定。

2.配合執行學校教學相關規定事項，如準時完成課綱上網、送交成績等。

3.申請前二學期學生課程意見調查結果每門課程皆達 4.1 級分以上。

4.曾獲得本辦法教學優良獎或傑出獎，或其他全國性教學獎項者，始可申請教學傑出獎。

II. Select 【Apply】, then choose either “Outstanding Teaching” or “Excellence in Teaching”. The system will review your qualifications. Qualified applicants will be allowed to proceed.

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

1. Basic Qualifications

1.1. In the three years prior to applying, the applicant has taught for at least four semesters at NTNU, and met the minimum teaching hour requirement for full-time faculty.

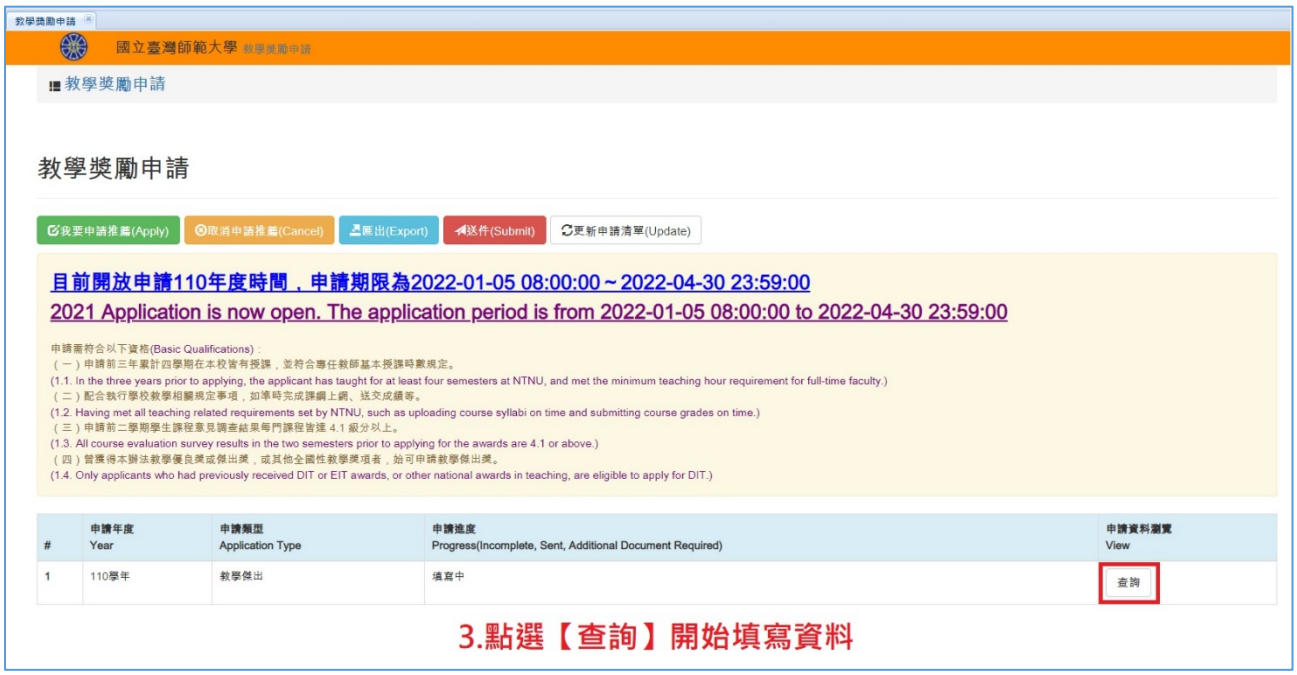
1.2. Having met all teaching related requirements set by NTNU, such as uploading course syllabi on time and submitting course grades on time.

1.3. All course evaluation survey results in the two semesters prior to applying for the awards are 4.1 or above.

1.4. Only applicants who had previously received OTA or ETA awards, or other national awards in teaching, are eligible to apply for OTA.

三、請點選【查詢】開始進行資料填寫

III. Click on 【Search】to complete the application.



四、填寫教學優異表現資料

「教學傑出獎」備申請前三年，「教學優良獎」備申請前一年之下列各項資料送審。

（一）教學表現

1、學生課程意見調查級分及質性意見。**【系統將自行產生 A-1 檔案】**

2、學系、學院或教務處教學發展中心提供之近三年同儕觀課紀錄。

3、教學投入：各學期總授課時數及總授課人次。**【系統將自行產生 A-1 檔案】**

4、數位教材及教學媒體運用。

（二）教學影響及貢獻

1、參與本校推動之創新教學課程或計畫。

2、組成或參加教師專業教學研習或社群。

3、推動系所、學院或跨院教師之教學法或課程改革。

4、曾申請校外教學計畫獲補助者。

5、對國內外教學社群或組織等具有實質性影響。

6、其他教學相關影響及貢獻。

IV. To provide documentation on instructional excellence, click on 【Add】and choose from the drop-down menu.

Applicants must prepare the following materials. For OTA applicants, this should include all materials from the three (3) years prior to applying for the award. For ETA applicants, this should include all materials from the year prior to applying for the award.

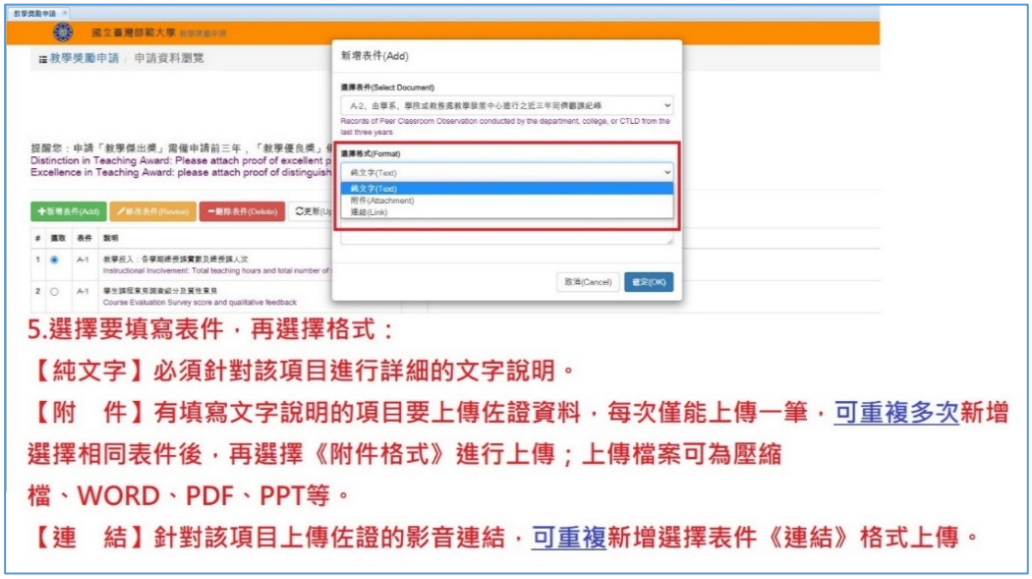
1. Teaching Performance
   - 1.1. Course Evaluation Survey score and qualitative feedback.
   - 1.2. Formative Peer Review of Teaching (FPRT) records from previous three (3) years provided by the department, college, or Center for Teaching and Learning Development (CTLD) of the Office of Academic Affairs (OAA).
   - 1.3. Instructional Involvement: Total teaching hours and total number of students taught.
   - 1.4. Use of digital materials and instructional media.
2. Instructional Impact and Contribution
   - 2.1. Participation in NTNU-promoted innovative instructional courses or projects.
   - 2.2. Organize or participate in teachers' professional instructional development or community.
   - 2.3. Promotion of departmental, collegial, or cross-collegial teachers' instructional method or curriculum reforms.
   - 2.4. Past awards of non-NTNU instructional project funding.
   - 2.5. Substantive impact on domestic or international instructional community or organization.
   - 2.6. Other instruction-related impact and contribution.

五、新增表件，針對每個項目填寫詳細的文字說明（純文字格式），並上傳佐證資料

範例：先選【A-3 數位教材及教學媒體運用】(純文字格式）說明該項目內容，若有相關佐證資料 (如課程教材、媒體資料等)，可重複新增選擇表件後，再選擇《附件格式》進行上傳；上傳檔案可為壓縮檔、WORD、PDF、PPT 等。影音檔資料因檔案較大建議用連結方式上傳。

V. Add Document. Provide detailed explanations (text) for every item and upload supporting evidence.

Example: Select 【A3 Digital Instructional Material and Applications of Instructional Media】(Text) and provide an explanation for the item. If there is supporting evidence, such as course materials, media information, etc., you may add the document again and choose “Format” for uploading. Uploaded files may be zipped files, Word documents, PDFs, PPTs, etc. For large files, such as audio-visual materials, we recommend providing links instead.



六、修改表件，若需修改資料，請選取要修改的項目，點選【修改表件】

VI. Revise. To revise, please select the document you want, and click on 【Revise】.

七、刪除表件，若需刪除資料，請選取要修改的項目，點選【刪除表件】

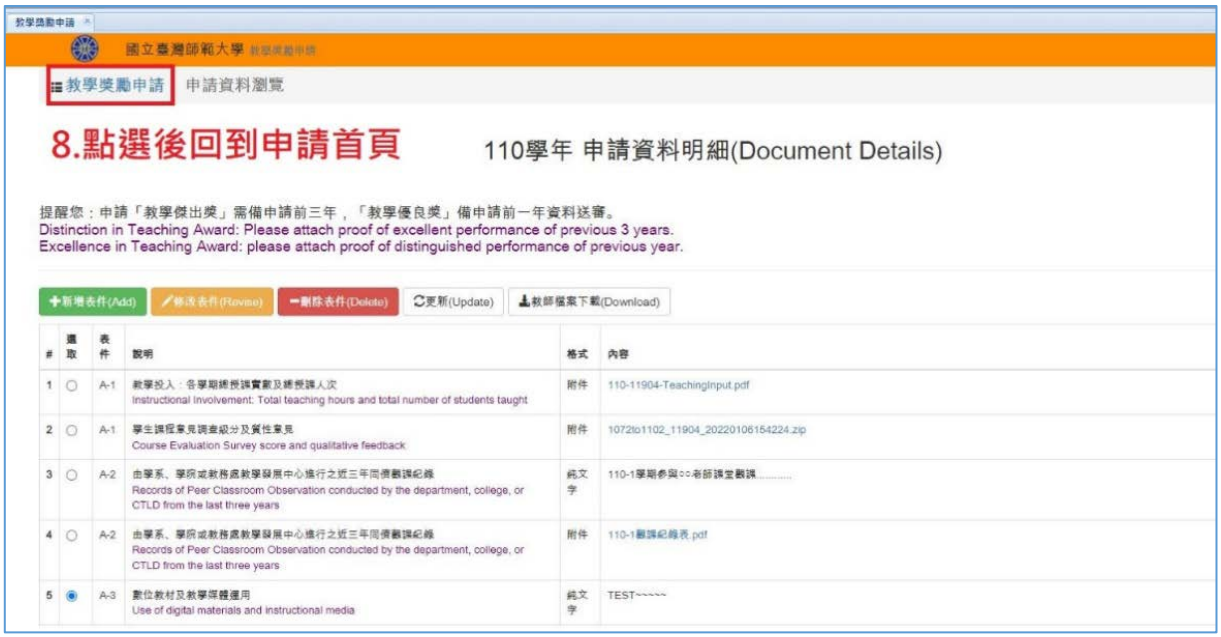
VII. Delete. Select the document you wish to remove and click 【Delete】.

八、送出資料，點選教學獎勵申請回到申請首頁，點選【送件】資料即送至下一關。

★注意：送件後不可修改資料，需由系所或學院開放補件後，才可補充新增資料，但原本已送出之資料無法更動修改。

VIII. Submit. Click on "Instructional Award Application" to return to the home page. Review your application and uploaded files before clicking 'Submit' to proceed to the next stage.

★Attention: Once submitted, the application cannot be revised. Supplementary documents may be submitted only with the approval of the department/institute or college; however, revisions to the original submission are not permitted.



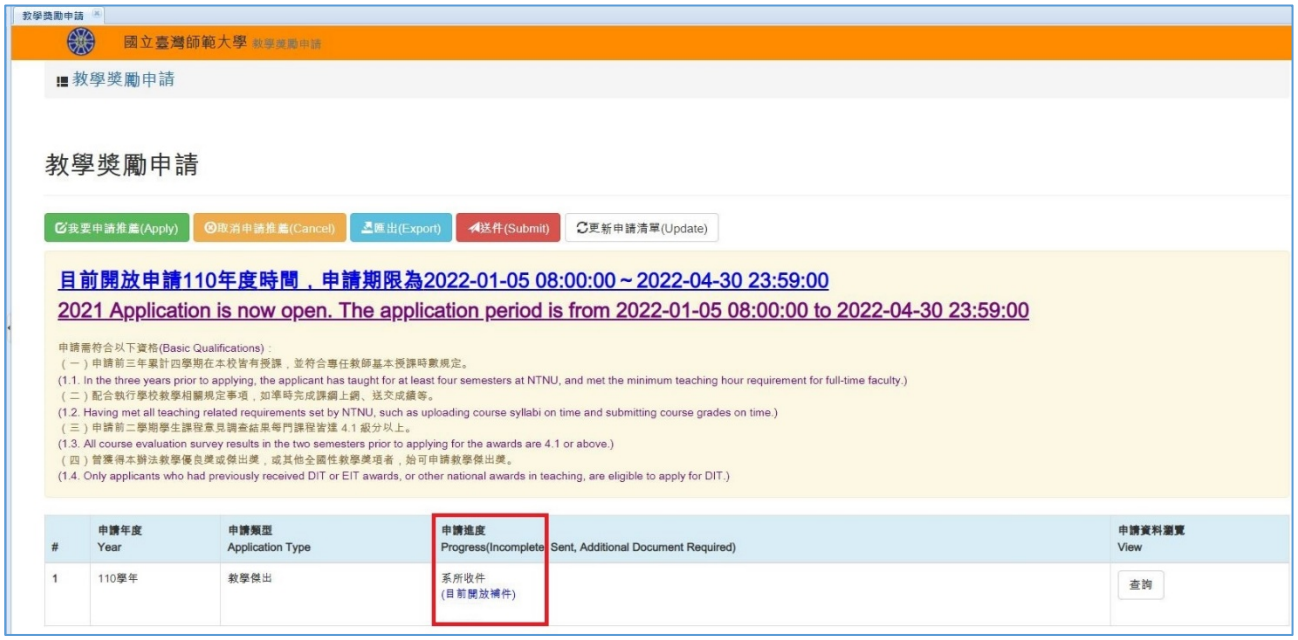
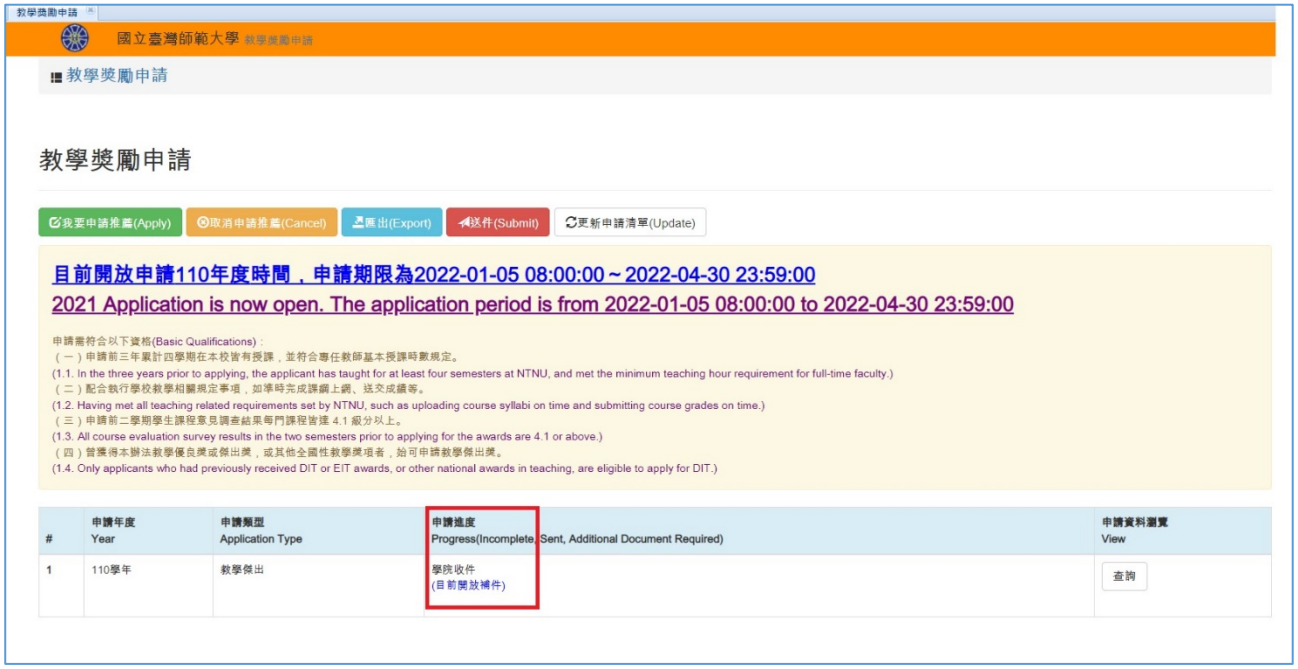
九、送出資料

IX. Submit Application

十、送件成功後，申請進度會顯示送出

X. Once the application has been successfully submitted, the progress of the application will be shown.

★送件後不可修改資料，需由系所或學院開放補件後，才可補充資料。

十一、補件方式，資料送出後無法更改，僅能補件，送出資料後申請進度會顯示收件者(系所 / 學院)，若要補件，需請系所 / 學院從系統開放教師補件。

XI. Resubmission. Revision of documents submitted is not allowed. Changes are only possible through submission of additional materials. Once the application has been submitted, Progress will show where the application is at (Department/Institute/College). If the applicant wishes to submit additional materials, he or she must ask the Department/Institute/College to turn on the Resubmission function through the system.