

TKU Regulations on Rewards for Outstanding Teachers

Passed at the 161st Administrative Committee Meeting (05/11/2018)

TKU Secretariat Regulation No. 1070004637 (05/22/2018)

Article 1

These regulations were formulated to help encourage teachers to actively commit to teaching activities in order to raise the standard of instruction at TKU.

Article 2

Teachers recommended to receive any of the incentives outlined in these regulations must be full-time TKU teachers who have served at TKU for at least two years.

Article 3

Reward items include:

1. The Outstanding Teacher Award
2. The Excellent Teacher Award
3. The Award for Excellent Teaching Material
4. Instructional Innovative Outcomes

Article 4

Those conferred the Outstanding Teacher Award must meet the following “basic criteria” and “extra considerations”:

1. Basic Criteria:

- a) Full-time TKU teachers who have served at TKU for at least two years and whose conduct and instruction is outstanding, to the point of being viewed as a role model for other teachers. However, two categories of faculty members will not be considered for the award: 1) chair professors; or 2) faculty members who simultaneously hold a TKU administrative position.
- b) Faculty members who, in the TKU Teaching Assessments for the previous two academic years, have at least 50% of Teaching Assessment forms returned, and gain an average overall assessment grade of at least 5. Moreover, such teachers must not receive a score lower than 4.5 in any of their courses.

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c) Faculty members who diligently fulfill all basic job responsibilities and obligations as stipulated in related TKU regulations, and who have not held any form of fixed employment at any other institution (excluding those who gained approval from TKU to do so) in the last two academic years.

d) Faculty members who in the last two academic years have fulfilled the requirement of being at their office at least four days a week.

e) Faculty members who in the last two academic years have taught at least one course using the online teaching platform.

f) Faculty members who in the last two academic years have no record of absence from classes.

g) Faculty members who in the last two academic years uploaded their course syllabi in the given time restrictions. This, however, does not apply to newly-hired teachers or teachers who did not upload the syllabi in time due to a shift or a change to the class.

h) Faculty members who in the last two academic years have uploaded all student grades on time, including the results of mid-term examinations, semester grades, and final examinations for graduating students.

i) Faculty members who meet the criteria for the Excellent Teacher Award set by each individual college or by the Office of Physical Education and the office of Academic Affairs

j) Faculty members who in the same academic year or the previous two academic years did not take leave or a paid or unpaid leave of absence.

k) They meet the regulations related to number of times of attending TKU teacher training classes.

2. Extra considerations:

a) Faculty members who use excellent teaching materials and teaching methods; who rigorously guide students to enhance their research efforts; and who are able to clearly demonstrate the results of their instruction.

b) Faculty members who, in trying to meet teaching demands, demonstrate effectiveness in course development.

c) Faculty members who work to create a positive atmosphere for study and examinations, and who can demonstrate the result of such efforts.

d) Faculty members who enthusiastically supervise and assist students with their class work outside of class hours.

Article 5

Candidates for the Outstanding Teacher Award are selected from recipients of the Excellent Teacher Award. Such candidates must fulfill the following criteria: in the previous two academic years, have had at least 50% of Teaching Assessment forms returned and gained an assessment grade of at least 5 for each course taught.

Article 6

Categories of the Award for Excellent Teaching Material are outlined as follows:

1. Textbooks: Textbooks for college-level studies (or higher) that within the last five years have already been published and openly distributed, or high-quality translations that can be used as class material.

2. The Production of General or Tailored Teaching Materials: The compilation of any other teaching materials, specific instruction projects, or the practical results of implementing unique or innovative materials that contribute to raising the quality of instruction offered.

Those recommended to receive an Award for Excellent Teaching Material must meet the following criteria:

1. In the previous three years before applying, the materials have actually been used in classes taught. The average rate of students participating in the class assessment results is 50% or more and the general score is 5 points or more.

2. A maximum of one set of teaching materials may be applied for by a person for each academic year.

3. For any one teacher in any one course, each set of teaching materials may only be recommended (nominated) once.

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4. If the materials were created jointly by several people, only one of these contributors may be recommended.

5. The content of such teaching material must be sufficient for one entire semester worth of courses .

Article 7

Innovative teaching results means while teaching the class to carry out the development and advancement of an innovative teaching method or strategy, or the research and development of assessment methods using creative teaching materials or aids. They should have been used at least 2 semesters and show concrete outcomes for student learning.

To be recommended the innovative teaching results must conform with the following conditions:

1. The materials have actually been used in classes taught for at least 2 semesters. The average rate of students participating in the class assessment results is 50% or more and the general score is 5 points or more.
2. Innovative teaching results for each person teaching the same class can only be recommended one time.
3. If the innovative teaching results belong to the common efforts of several individuals, only one of them can be selected for recommendation.

Article 8

The allocated quota for the Excellent Teacher Award and the Award for Excellent Teaching Material is one out of every 15 teachers from each college or from the Office of Physical Education and the Office of Academic Affairs. If the number of teachers in a college or in the Office of PE does not divide evenly into groups of 15, one place will be allocated to the remaining number of teachers. Recipients of the Outstanding Teacher Award are selected from recipients of the Excellent Teacher Award, with a maximum of seven teachers selected from the recipients of the Outstanding Teacher Award.

The innovative teaching results are selected from among all of the teaching result reports or works; the number selected for the academic year is based upon the amount of the budget for that year.

Article 9

Methods for rewarding teachers who receive any of the awards are listed below:

1. Recipients of the Outstanding Teacher Award each receive a certificate as well as a monthly subsidy of NT \$10,000.
2. Recipients of the Excellent Teacher Award each receive a certificate and a monthly subsidy of NT \$2,000.
3. Each recipient of the Award for Excellent Teaching Material receives the following:
 - a) For textbooks: a certificate and a monthly subsidy of NT \$3,000.
 - b) For the production of other teaching material: a certificate and a monthly subsidy of NT \$1,000.
4. Each winner of the Innovative Teaching Results Award will be given a citation and a prize of NT\$4,000 per month.

With the exception of those receiving the Outstanding Teacher Award and Superior Teacher Award, those granted the above mentioned award who have already obtained TKU budget for work or on-campus or off-campus subsidy, their award will be deducted from the teacher's individual income subsidy.

The subsidies are distributed for a maximum duration of 12 months. Recipients of the Outstanding Teacher Award are to be publically commended and presented with their certificates by the TKU President. If recipients retire before the end of an academic year, they will be issued the entire remaining subsidy amount in one lump-sum payment.

Article 10

The teacher recommendation period is set for September 1 to September 30 each year.

Article 11

The recommending department / office must provide a basic outline (within 200 words) of the teacher's excellence in instruction; while recipients must provide all documentary proof related to teaching materials.

Article 12

To carry out the process of selection, the Teaching Excellence Award Review Committee was set up. The TKU Vice President for Academic Affairs serves as the Committee Convener, while the Dean of Academic Affairs, the deans of each academic college, and the Dean of Physical Education, the Executive Director of the Center for Learning and Teaching serve as ex-officio members of the Committee. In addition, each college, the Office of Physical Education and the office of academic affairs must each select one teacher to serve as the Committee's teacher representatives for a term of one year. Such representatives may be reelected for a maximum term of one extra year. The Committee Convener appoints one executive secretary to handle all matters related to the review in addition to their original TKU position.

The review committee shall install one member to be a secretary; this position shall be concurrently filled by the director of the Office of Human Resources. The secretary will be responsible to handle the related review business

Article 13

Candidates for each of the three awards are first assessed and then recommended (nominated) by the department-level Faculty Review Committee, and then re-assessed by the college-level Faculty Review Committee.

The college-level Faculty Review Committees when examining outstanding teaching materials should invite an expert or scholar from off-campus who is in the related field of the applicant to anonymously examine the materials.

After the Innovative Teaching Results has been recommended by the head of the department or institute (or group), it is sent to the Teachers Teaching Development Group of the Center for Learning and Teaching; then it is sent to two or three off-campus specialists or scholars for review in an anonymous manner.

The various awards for the preceding three paragraphs after being found eligible are then sent to the Office of Human Resources, which compiles, registers, and reviews the information, and then sends it to the Teaching Excellence Award Review Committee for consideration. After selecting a teacher for recommendation, such a selection cannot be changed.

Article 14

After teachers are recommended for Excellent Teacher, Excellent Teaching Materials, and Innovative Teaching Results, their case will be sent to the Teacher Excellence Review Committee for consideration. The Committee meeting should be attended by

at least two-thirds of Committee members, and the case of the recommended candidates should be approved by at least two-thirds of the attending members before being submitted to the TKU President for approval.

Recipients of the Outstanding Teacher Award are selected by vote. Each academic college, the Office of Physical Education and the office of Academic Affairs may recommend one candidate for the Outstanding Teacher Award for every 6 Excellent Teachers; if the number of Excellent Teachers is less than 6, at most only one candidate for Outstanding Teacher can be recommended. Each Committee member then votes for seven of the recommended candidates. The seven candidates who receive the highest numbers of votes and who are voted for by at least half of the attending Committee members will be selected for the award and their information submitted to the TKU President for approval.

Article 15

Teachers who have received the Excellent Teacher Award or Outstanding Teacher Award cannot be recommended for the award in the following two academic years. This rule, however, does not apply to recipients of the Award for Excellent Teaching Material and Innovative Teaching Results.s.

Article 16

Recipients of the Outstanding Teacher Award will be hired as a guidance consultant by the Center for Learning and Teaching and should participate in all conferences and activities related to instructional development. They should compose a short relevant article for discussion and publication. During the semester they should select one week to open their classroom to provide TKU teachers the opportunity to observe their teaching.

Such recipients must also share their know-how and experience at department and college-level meetings. Recipients of the Award for Excellent Teaching Materials and Innovative Teaching Results must display such materials publicly in their department or college, and must also send such materials to the library for collection.

Teachers who receive the Innovative Teaching Results Award should sign a license agreement with economic rights; they should agree that TKU has the right gratis to use, copy, broadcast the teaching materials they made (including multi-media class content) or teaching aids. They also have the obligation to participate in activities held by the school such as related teaching conferences and results presentations.

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Article 17

This set of regulations will take effect on the date of its publication after being passed in a TKU Administrative Conference. The same applies to any later amendments made.