

# **Regulations for the Selection of Distinguished Faculty Members, College of Liberal Arts, National Cheng Kung University**

Drafted in the 1st College Affairs Meeting, the 2nd Semester of Academic Year 2005 on March 30th, 2006  
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Amended and approved in the 1st College Affairs Meeting, the 2nd Semester of Academic Year 2017 on March 15th, 2018  
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I. The College of Liberal Arts of National Cheng Kung University (hereinafter referred to as the College) has formulated these regulations to select faculty members with excellent teaching performance in order to encourage faculty members to devote themselves to the improvement of teaching quality and pursue teaching excellence.

2. The current full-time teachers and project teachers of the College (hereinafter referred to as full-time and project teachers) can be candidates: Those who have taught in the College for more than three years, enthusiastic about teaching and can be role-models of the entire faculty and staff, and do not have the circumstances mentioned in provision 8 that invalidate their being recommended.

3. The selection of faculty members with outstanding teaching is conducted by selecting a number of teachers in the preliminary selection based on the results of the students' questionnaires or the survey on the response to the University faculty members' teaching, and items of evaluation-related teaching deeds set by the outstanding faculty member's selection committee of the College. The names shall be recommended by each department (institute) to the outstanding faculty member's selection committee of the College (hereinafter referred to as the College Selection Committee).

The number of recommended faculty members in each department (institute) is based on roughly 10% of the full-time and project teachers of the whole department (institute). No recommendation is needed if there is no suitable candidate.

4. Each department (institute) shall send the results of the preliminary selection to the College Selection Committee for the second selection before the end of April of each year, together with the minutes of the meeting, the application form for the selection of outstanding faculty members in the College and relevant materials.

5. Before the end of May of each year, The College Selection Committee shall conduct the second selection among the candidates recommended by each department/institute, and the College Selection Committee will select the outstanding faculty members according to the quota allocated by the University, and the names are then sent to the Office of Academic Affairs for the follow-up.

6. The College Selection Committee shall be convened by the Dean, and the remaining committee members shall be appointed by full-time teachers from each department (institute). Each department appoints one member, there's one from each institute and four members of the relevant field outside the College.

The Selection Committee of the College shall be called to order only with the attendance of more than two-thirds of the members, and the resolution shall be made with the consent of more than two-thirds of the members present.

Members of the Selection Committee of the College shall not serve as members if they are recommended as candidates for excellent teaching award.

If the member of a department (an institute) is unable to attend for any reason, he may be replaced by an alternate member.

7. The Selection Committee of the College shall select the award-winning faculty members for "Outstanding Teaching Award" and "Excellent Teaching Award" by referring to the relevant information provided by the department (institute), the review of the candidate's teaching materials and overall performance.

8. Recipients of the Outstanding Teaching Award shall not be recommended for three years after receiving the award; Recipients of the Excellent Teaching Award shall not be recommended in the following academic year.

9. Matters not covered by this regulation shall be handled in accordance with the provisions of the University's Distinguished Teaching Awards.

10. This regulation has been adopted by the College Council Meeting and filed with the Office of Academic Affairs for approval before being implemented. The same procedure shall apply when amended.

(以下為表格) Following are the forms and tables

國立成功大學 文學院 教學特優教師遴選申請表

Selection Application Form for Distinguished Faculty Members of the College of Liberal Arts, National Cheng Kung University

姓名職稱	Name	Title
系所學院	Department	College

I. Qualification for the Recommendation (Please tick and full in the blanks):

Have been employed by NCKU for more than 3 Years

First Day of Employment: MM/YYYY

Had not been the prize-winner of "Superior Teaching Award" or "Distinguished Teaching Award"

in the past three academic years

Won Superior Teaching Award or Distinguished Teaching Award on  
MM / YYYY

Was not the prize-winner of “Excellent Teaching Award” in the past academic year

II. Basic requirements of the applicant in terms of teaching:

Proof of courses offered and sufficient teaching hours of this academic year

1. Evaluation Information

Evaluation items ( See attachment – no more than 10 pages, please.)

(1) Involvement in teaching activities

Drafting of teaching materials, developing teaching materials and teaching-assisting devices

(For example, how to guide students in their learning activities through the drafting, editing and developing of teaching materials.)

2. Design of assignments, tests and evaluations

(For example, the design of in-class assignments, the mid-term and final examinations, take-home assignments, reports, whether test questions are of appropriate difficulty and updated, whether there are diversified ways and standards of evaluations, etc.)

3. Participating in and design for special teaching occasions:

(For example, teaching in English, offering cross-disciplinary courses, offering credit or degree-oriented programs, distance-learning, online courses or MOOCs courses, innovative teaching – developing new courses, immersive teaching, for example, gender equality, service-oriented learning, environmental education and other related performances.)

4. The correspondence between the course design and the core capabilities assigned by the department and institute

5. Participating in related conferences and teaching workshops:

(Please provide proof of the information.)

Academic Year:

Attached Table 1

Attached Table 2

Attached Table 1

(2)

Teaching Results Items

1. Survey on students’ response of the teaching

## 2. Students' Performances of Learning

(For example, evidence of project research conducted by advisees, inventions, innovations and competitions results of the students.)

## 3. Teaching Presentations of the faculty member

(Teaching-regarded papers published, poster presentations and oral presentations)

## 4. International / Domestic honorary performance in teaching

(3)

Other Items

Instructions:

### 1. Videoclips of the class teaching

(For example, providing the website of the course, the audio-visual files, etc.)

### 2. Evidence of digital classes offered

(Please provide related proof and explain.)

### 3. Participating teaching improvement project

(Please provide related proof and explain.)

### 4. Other related information

## II. The Reviewing of Teaching Materials

The applying teacher should provide teaching material of a particular course and related evidence. The College will review the submitted materials.

Title of the Course: