**NATIONAL SUN YAT-SEN UNIVERSITY**

**College of Marine Sciences**

**Guidelines on Selecting of Teaching Excellence Teacher**

Approved by the 2nd College Faculty Evaluation Meeting on April 18, 2011, 2nd Semester of School Year 99.

Approved by the 1st Extraordinary Meeting of Academic Affairs on April 21, 2011.

Amended and Approved by the 131th Meeting of Academic Affairs on March 19, 2012.

Approved by the 2nd College General Meeting on April 6, 2012, School Year 100.

Approved by the 2nd College General Meeting on March 13, 2013, School Year 101.

Approved by the 135th Meeting of Academic Affairs on March 19, 2013.

Approved by the 3th College General Meeting on January 28, 2021, School Year 109.

Approved by the 167th Meeting of Academic Affairs on March 19, 2021.

Approved by the 4th College General Meeting on March 9, 2022, School Year 110.

Approved by the 171th Meeting of Academic Affairs on March 15, 2022.

1. The Guidelines for Selecting of Distinguished Faculty Members in Teaching (hereafter referred to as “the Guidelines”) are issued in accordance with “National Sun Yat-sen University (NSYSU) Implementation Regulations for Recruitment and Retention of Special Outstanding and Talented Faculty” (hereafter referred to as “the NSYSU Regulations”) in order to award faculty for their distinguished performance in teaching.
2. The Dean shall assume the convener and ex officio member of Teaching Excellence Teacher Selection Committee, which shall consist of one professor elected by each department of the College and at least three members of faculty representative from the other colleges who have received NSYSU Distinguished Professors and Faculty Members (in Teaching), Outstanding Teaching Award or Teaching Excellence Award.
3. Two-thirds or more of the committee members must attend the meeting of the Teaching Excellence Teacher Selection Committee. The members shall not appoint others to act as their proxies. The award selection shall be subject to the approval of at least second-thirds or more of the attended members.
4. The applicant must meet the basic qualifications for teaching effectiveness and the basic qualifications for teaching and service (according to the regulations that related to Teaching Excellence Teacher of NSYSU), and meet the following various conditions.
5. Serve as the University’s full-time professor, associate professor, assistant professor or contracted faculty member for three years or more.
6. Full-time faculty member shall meet the teaching-hour requirement as stated in the University’s “Calculation Guidelines of Hourly Pay for Teachers” during the academic year prior to the application. Contracted faulty members shall meet the related teaching-hour requirement for the Full-time faculty member.
7. The three-year average teaching workload for lecture courses and compulsory laboratory courses shall be higher than 40% of the average teaching workload of the College. (Sabbatical leave semesters are not required to be included in the calculation. Reduced teaching hours may be applied to semesters with joint administrative responsibilities.)
8. The applicant shall complete the College’s “Selecting of Teaching Excellence Teacher Evaluation Form” and submit to the College.
9. The College’s selection of Teaching Excellence Teacher shall be processed in accordance with the provisions of this Guidelines as per the schedule announced by the Office of Academic Affairs. The Teaching Excellence Teacher Selection Committee shall refer to selecting standards, such as teaching performances and outstanding courses, to finish selection and create the College’s Teaching Excellence Teacher Recommendation List (up to a maximum of 10 percent of the College’s full-time faculty). Recommendations to the Office of Academic Affairs shall be sorted according to the Committee’s ranked order.
10. The guidelines shall be implemented following approvals of the College General Meeting. The same procedure shall be carried out when amendments are to be made.

(The guidelines in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.)

**NATIONAL SUN YAT-SEN UNIVERSITY**

**College of Marine Sciences**

**Selecting of Teaching Excellence Teacher Evaluation Form**

**Name: 　　　 Position:**

**Department:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Original Points** | **Proportion** | **Subtotal** |
| 1. Teaching Performances |  | 60% |  |
| 2. Outstanding Courses |  | 40% |  |
| Total |  |  |  |

1. Teaching Performances: 【60%】

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Evaluation Standard** | **Self-evaluation Scores** | **Scores of Reviews** |
| 1. Years of teaching experience | 25 points will be awarded for 3 years of teaching experience in the college, and 0.5 points will be added for each additional academic year. Maximum 30 points. |  |  |
| 1. Teaching Participation | The average teaching hours of previous academic year  ÷ the basic teaching hours × 20 (deducted teaching hours should be added back according to regulations). Maximum 20 points. |  |  |
| The average teaching equivalent of previous academic year between 50%~70% get 1 point; between 71%~85% get 1.5 points; between 86%~100% get 2 points. |  |  |
| 1 point will be awarded for submitted student’s grades on time, and 1 point for not corrected student’s grade in the previous academic year. |  |  |
| 2 points will be awarded for submitted course outlines online according to the prescribed schedule (before preliminary selection). |  |  |
| 0.5 points will be awarded for participated in each teaching seminar of the university or the college in the previous academic year. Maximum 5 points. |  |  |
| 1 point will be awarded for being mentor teacher of NSYSU or the College per year in the previous three academic years. Maximum 3 points. |  |  |
| 1 point will be awarded for being pilot teacher of NSYSU per year in the previous three academic years. Maximum 3 points. |  |  |
| 2 points will be awarded for applicant who instruct student in thematic performance or writing, and win top three in each international contest in the previous three academic years, maximum 6 points; and 1 point for winning top three in each national contest, maximum 3 points. |  |  |
| 1. Teaching effectiveness | The average score of Teaching Opinion Survey for teaching subjects in the previous academic year. |  |  |
| The average score of Graduates' satisfaction with the department and teachers in the previous academic year. |  |  |
| 1 point will be awarded for each Best Teaching Course in the previous three academic years. Maximum 5 points. |  |  |
| 1 point will be awarded for each other teaching related honorary award (attached supporting document). Maximum 5 points. |  |  |
| Subtotal (maximum 100 points)： points | |  |  |

* The previous (or three) academic year is calculated based on entire academic year (except for the calculation data provided by the Office of Academic Affairs). If there is a sabbatical leave, it will be calculated by the academic year before.

2. Distinguished Courses: 【40%】(Applicant shall provide a course offering in the college)

Course Name: Department:

|  |  |
| --- | --- |
| **Item** | **Points** |
| Student Evaluation |  |
| Graduate Evaluation |  |
| Teaching Materials |  |
| Teaching Projects |  |
| Other Supporting Documents |  |
| Subtotal (maximum 100 points)： points | |

Note: maximum 20 points for each items, reviewed by the College Selection Committee.

Basic information of distinguished course: \_\_\_\_ credits 🞏 Required Course 🞏 Elective Course

|  |  |
| --- | --- |
| The semester of course offering of recent three times | 1. \_\_\_\_ semester of school year \_\_\_\_ 2. \_\_\_\_ semester of school year \_\_\_\_ 3. \_\_\_\_ semester of school year \_\_\_\_ |
| The number of students in the course | (1) \_\_\_\_\_ ; (2) \_\_\_\_\_ ; (3) \_\_\_\_\_ |
| The average score of students in the course | (1) \_\_\_\_\_ ; (2) \_\_\_\_\_ ; (3) \_\_\_\_\_ |

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