

# Guidelines for Selecting Excellent Teaching Award Winners of the College of Science of National Sun Yat-sen University

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1. The Guidelines for Selecting Excellent Teaching Award Winners (hereinafter referred to as “the Guidelines”) of the College of Science (hereinafter referred to as “the College”) of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) are formulated in accordance with the “Principles for Acquisition and Retention of Special Talents of Institutions of Higher Education” and the “Implementation Regulations for Acquisition and Retention of Special Talents of Institutions of Higher Education” of NSYSU in order to award teachers for their excellent performance in teaching.
2. The requirements specified by NSYSU and the following conditions must be met to apply for the award:
  - (1) Serve as a full-time professor, associate professor, assistant professor, lecturer or contracted faculty member of NSYSU for 3 years or more.
  - (2) Full-time faculty members shall meet the teaching hour requirement stated in the Calculation Guidelines of Hourly Pay for Teachers of NSYSU during the academic year prior to the application. Contracted faculty members shall meet the teaching hour requirement for full-time faculty members at the same rank.
  - (3) The 3-year average teaching workload for lectures and compulsory laboratory courses is greater than 30% or more of the average teaching workload of full-time faculty under the applicant’s affiliated department/institute. (Semesters with sabbatical leave are not required to be included in the calculation. Teaching hour deduction is applicable to faculty members who also fulfill administrative responsibilities.)
3. An applicant shall complete the Application Form for Excellent Teaching Award of the College of Science of NSYSU (Please refer to the attachment) and submit it, along with the supporting documents and files (information before sabbatical leave can be submitted), to his or her department/institute which will approve the application and send it to the College.
4. The Excellent Teaching Award Winner Selection Committee (hereinafter referred to as “the Committee”) of the College is formed and follows the procedure below:

- (1) The Committee consists of nine to eleven members, including the dean and the head of each department/institute serving as ex officio members. The dean takes the role of convener and appoints one or two members from the College who have won the Distinguished Professor Award (Teaching Excellence Award), Outstanding Teaching Award, Distinguished Teaching Award or Excellent Teaching Award, and three members from other colleges (including Si Wan College) who have won any aforementioned award.
- (2) Two-thirds or more of the members must attend the Committee meetings. If an ex officio member is the applicant, the dean shall appoint another faculty member to replace the ex officio member. The members shall not appoint others to act as their proxies.
- (3) There are two stages in the selection process:
  1. The first stage (first review) refers to document review. The Committee selects up to twelve applicants based on teaching information submitted. Selected applicants must include at least two faculty members of each department and at least one faculty member of each independent institute to ensure discipline diversity. No applicants in other disciplines can be selected when a department/institute does not have any applicants.
  2. Selected applicants will be invited to present teaching achievements and provide reflection on teaching in the second stage (final review). Teaching demonstration is open to other faculty members of the College.
5. The College selects the winners according to the Guidelines and the schedules announced by the Office of Academic Affairs and the College. Selection criteria include teaching results, advantages, and reflection provided in the first (60%) and second (40%) stages. A maximum of 10% of full-time faculty from the College can be selected. Applicants who are ranked first in their departments/institutes take priority over other applicants to ensure discipline diversity. The applicants with top priority and the remaining applicants who are placed after them will be ranked based on their scores to create a nomination list. The list shall be submitted to the Office of Academic Affairs for confirmation. Faculty members who are ranked among the top 50% of applicants (rounding off the number to the nearest integer) are eligible to be nominated for the Teaching Excellence Award of the same year.

Applicants who are recommended to NSYSU will receive the Excellent Teaching Award of the College to recognize their performance.

6. Matters not stated in the Guidelines shall be handled according to relevant rules of NSYSU.
7. The Guidelines become effective after being approved at the College Affairs Meeting and reported to the Academic Affairs Meeting. Amendments to the Guidelines shall follow the same procedure.