國立中山大學優秀教學助理遴選及獎勵要點
Guidelines for Electing and Rewarding Outstanding Teaching Assistants

一、本校為鼓勵表現優秀之教學助理，彰顯其教學熱忱與技能，以全面提升教學助理教學品質，特訂定本要點。

I. To improve the teaching quality of teaching assistants, National Sun Yat-sen University ("the University") established the Guidelines to honor and reward outstanding teaching assistants for their teaching enthusiasm and proficiency.

二、本要點所稱「教學助理」係指本校在校學生協助教師進行教學活動，負責分組討論、分組實驗、批改作業或語文練習之助理，不同於各系所辦公室執行行政或教學工作之「助教」，亦不同於各系所分派協助老師一般研究庶務之研究生助理。

II. "Teaching assistants (TA)" refer to the University students who assist faculty members in teaching activities that include group discussions, group experiments, grading homework or practice regarding language use. TA's scope of work differs from that of the teaching assistants responsible for administrative and teaching tasks in each department as well as that of graduate teaching assistants assigned by each department or institute to assist teachers with general research affairs.

三、為遴選優秀教學助理，教務處教學發展與資源中心應成立本校「優秀教學助理遴選委員會」，由教務長、副教務長、教務處教學發展與資源中心主任為當然委員，各學院、西灣學院及研究學院曾獲本校傑出、優良教學教師或經由學院推薦各一人組成之，以教務長為召集人，針對各院推薦人選進行甄選。

III. For the election of outstanding TAs, the Teaching and Learning Development and Resources Center of the Office of Academic Affairs shall set up the "Outstanding Teaching Assistant Election Committee" with Vice President for Academic Affairs, Associate Vice President for Academic Affairs, and Director of the Teaching and Learning Development and Resources Center as the ex-officio members. Each college, Si Wan College, and Research Institutes also recommended one faculty member who had received the "NSYSU Outstanding Teaching Award" or "NSYSU Teaching Award", or another faculty member

recommended by the college to constitute the other members. The Vice President of Academic Affairs shall be the convener.

四、凡在本校任教滿一學期以上之教學助理並取得教學助理資格,熱心協助教師進行教學相關活動及指導學生學業有成效,堪為表率者,由各學院、西灣學院及研究學院於每年四月份各推薦3~6名教學助理送本校「優秀教學助理遴選委員會」參加遴選,當學年度獲獎名額以不超過50人為限,且全英授課教學助理獲獎人數應佔該年度獲獎人數比例至少30%為原則。各學院、西灣學院及研究學院推薦之教學助理需協助教學 15 人以上之課程為原則。

IV. In every April, each college, Si Wan College, and Research Institutes shall recommend to the "Outstanding Teaching Assistant Election Committee" 3 to 6 TAs who have worked for at least one full semester, demonstrate great enthusiasm in assisting faculty members in teaching activities, have proved effective in guiding students, and have completed TA certification. Each college, Si Wan College, and Research Institutes shall submit these TAs for review. In principle, each college, Si Wan College, and Research Institutes shall recommend TAs who assisted in courses with more than 15 students. The Committee shall elect a maximum of 50 Outstanding TAs in that academic year. The number of English Medium Instruction Teaching Assistants receiving the award should account for at least 30% of the number of Outstanding TAs in that academic year as principal.

五、遴選方式:

各學院、西灣學院及研究學院依據各類教學助理遴選評分標準,審酌教學助理候選人具體事蹟及任課教師推薦意見,送本校「優秀教學助理遴選委員會」甄選。

本校「優秀教學助理遴選委員會」依據各院推薦人選書面資料及教學意見調查結果進行審查,必要時可邀請被推薦之優秀教學助理候選人於遴選會議中簡報。

V. Election method:

Each college, Si Wan College, and Research Institutes should review the TAs' specific accomplishments and commentaries of the recommending faculty members based on the evaluation criteria for the different types of TA and submit their lists of candidates to the "Outstanding Teaching Assistant Election Committee" for election.

The "Outstanding Teaching Assistant Election Committee" shall review the application documents of the candidates recommended by each college and the results of Student Evaluation of Teaching Survey. If necessary, the recommended candidates may be invited to give a briefing at the meeting.

六、遴選評分標準:

（一）一般類教學助理

　　1、教材與教學準備〈50%〉：包括協助教師準備上課資料、製作E化教材、設計並維護課程網頁，以及其他相關教學輔助工作。

　　2、教學成果〈50%〉：包括協助批改作業或報告、上網與學生互動、每週定時提供課業諮詢服務等。

VI. Evaluation Criteria:

(1) General teaching assistants

　　i. Teaching materials and class preparation (50%): including assisting faculty members in preparing teaching materials, making electronic teaching materials, designing and maintaining course websites, and other auxiliary work.

　　ii. Teaching results (50%): including assisting in grading assignments, interacting with students online, and providing weekly academic consultation services.

（二）討論類教學助理

　　1、教材與教學準備〈50%〉：包括協助教師準備上課資料、設計並維護課程網頁，以及其他相關教學輔助工作。

　　2、教學成果〈50%〉：包括帶領修課同學進行小組討論或習題演練、協助批改作業及評分等。

(2) Teaching assistants for group discussion

　　i. Teaching materials and class preparation (50%): including assisting faculty members in preparing teaching materials, designing and maintaining course websites, and other auxiliary work.

　　ii. Teaching results (50%): including leading group discussions, guiding exercise practice, and assisting in grading assignments, etc.

（三）實驗類教學助理

　　1、教材與教學準備〈50%〉：包括協助教師準備上課資料、準備試劑、預作課程實驗、設計並維護課程網頁，以及其他相關教學輔助工作。

　　2、教學成果〈50%〉：包括協助學生操作實驗、督導實驗室安全與管理、進行實驗相關之討論、協助批改實驗報告及評分。

(3) Teaching assistants for laboratory course

　　i. Teaching materials and class preparation (50%): including assisting faculty members in preparing teaching materials, preparing chemical agents, conducting pre-experiment, designing and maintaining the course website, and other auxiliary work.

　　ii. Teaching results (50%): including assisting students in conducting

experiments, supervising laboratory safety, after-class cleaning of laboratory, facilitating discussions concerning experiment, and assisting in grading experiment reports.

（四）服務學習類教學助理

1、教材與教學準備（50%）：包括協助教師準備上課資料、設計並維護課程網頁，以及其他相關教學輔助工作。

2、教學成果（50%）：包括帶領修課同學進行小組討論或習題練習、協助批改作業及評分、上網與學生互動、帶領反思活動、設計成果展、每週定時提供課業諮詢服務，及每週繳交服務學習 TA 週記等。

(4) Teaching assistants for service-learning

i. Teaching materials and class preparation (50%): including assisting faculty members in preparing teaching materials, designing and maintaining course websites, and other auxiliary work.

ii. Teaching results (50%): including leading group discussions, guiding exercise practice, and assisting in grading assignments, interacting with students online, leading reflection activities, designing achievement presentations, providing weekly academic consultation services and turning in service-learning TA weekly reports.

（五）全英授課教學助理

1、教材與教學準備〈50%〉：包括協助教師準備上課資料、帶領修課同學進行全英授課課程之學習，以及其他相關教學輔助工作。

2、教學成果〈50%〉：包括協助修課同學提升對課程內容與英文的理解、擔任跨文化溝通的橋樑、提供課業諮詢服務、協助批改作業及評分等。

(5) English Medium Instruction Teaching Assistants

i. Teaching materials and class preparation (50%): including assisting faculty members in preparing teaching materials, guiding students with regard to their learning in EMI courses, and other auxiliary work.

ii. Teaching performance (50%): including assisting students in understanding the course content which is delivered in English, serving as a bridge for intercultural communications, providing learning consultation services, and assisting in reviewing and grading assignments.

七、獎勵方式：當選優秀教學助理者頒予獎狀及獎金，獎金視當年度高教深耕經費額度酌予補助，並於次一學期由系所優先聘任。

VII. Rewarding method: Certificates and monetary prizes will be awarded to the outstanding teaching assistants. The determination of the amount of the monetary prizes depends on the available funds for HESP in the current year. The departments will also prioritize the hiring of outstanding teaching assistants

for the following semester.

八、本要點經行政會議通過，陳請校長核定後施行，修正時亦同。

VIII. The Guidelines shall be implemented after their approval at the Executive Meeting and by the President of the University. The same procedure shall apply to future amendments.