

National Sun Yat-Sen University

Regulations for Follow-up of the Teaching Survey and Improvement of the Teaching Quality

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- Article 1 The “Regulations for Follow-up of the Teaching Survey and Improvement of Teaching Quality” (hereinafter referred to as the “Regulations”) is established to implement the follow-up of the teaching survey and improvement of the teaching quality.
- Article 2 The Regulations are implemented once a year for courses given in the last semester.
- Article 3 Courses that meet one of the following requirements need to be improved according to the Regulations:
1. The teaching survey shows a satisfaction score of less than 4.2 points (seven-point scale); or
 2. The teaching survey shows a satisfaction score of less than 4.9 points (seven-point scale) and the teacher of the course has had more than 10 questionnaires of the Survey on the Satisfaction of the Graduates with the Department/Institute and Teacher returned within each year with a satisfaction score of less than 4.9 points (seven-point scale).
- Article 4 The Office of Academic Affairs may provide suggestions for the Faculty Evaluation Committee of the department/institute for the part-time teacher who needs to improve his/her teaching quality and not renew the employment agreement with the teacher.
- Article 5 For a full-time teacher and professor of practice (hereinafter referred to as full-time teacher) who needs to improve his/her teaching quality, the supervisor of the college (colleges of Siwan, Semiconductor and Advanced Technology Research, Banking and Finance are included) to which the teacher concerned belongs shall, after receiving the notification from the Office of Academic Affairs, convene with the supervisor of the department/institute/group to which the teacher concerned belongs, the mentor, and senior teacher of the university (a total of 5 to 7 members) to form a teaching improvement team. Depending on the actual situation, the teaching improvement team may assist the teacher with improvement of the teaching quality by interviewing students and teachers or viewing the actual teaching practice. The teaching improvement team shall make a teaching improvement plan in the current semester and submit a teaching

improvement report before the end of the next semester, which will be approved by the supervisor of the college (center) and forwarded to the Office of Academic Affairs for reference.

The teaching improvement plan includes the following items:

1. Teaching improvement items;
2. Assessment of the resources needed for the teaching improvement action;
3. Teaching improvement variants;
4. Expectable improvement results.

The teaching improvement report includes the following items:

1. Teaching improvement records;
2. Actual achievement of the teaching improvement;
3. Evaluation of overall improvement and suggestions.

Article 6 For a full-time teacher who needs to improve his/her teaching quality, the college (center) or department/institute/group to which the teacher concerned belongs may provide the following teaching resources according to the suggestion of the teaching improvement team to assist the teacher with improvement of the teaching quality.

1. Coordinating to change the subject of the course;
2. Providing teaching aids, materials and other resources;
3. Designating a mentor to improve the teaching methods;
4. Adjusting the teaching load of the teacher;
5. Assigning an assistant for assistance with teaching;
6. Providing the opportunity for visiting and learning from outstanding teachers to improve the teaching achievements with the help of the micro-teaching lab mechanism;
7. Carrying out teaching survey during the teaching improvement period; and
8. Providing other resources helpful for the improvement of the teaching quality.

Article 7 For a full-time teacher who needs to improve his/her teaching quality should participate in Microteaching, collaborative learning, classroom observation...etc. at least twice during the nearest academic year.

For a full-time teacher who needs to improve his/her teaching quality again during three academic years needs to meet face to face with the vice president of office of academic affairs and keeps interview records, the others will follow accordingly.

Article 8 If the evaluation questionnaire for the instructor's teaching is abnormal for the part of "teaching lecture in person," "be punctual for the course," and "abnormal qualitative opinion" twice during two academic years, the office of Academic Affairs should notify the chair of the department to understand and assist the teacher improve instruction. Dean of the office of Academic Affairs could also meet face to face with the teacher if necessary:

1. The proportion higher than 10 percentages for the part of "The instructor missed three lectures" and "The instructor missed four or more lectures." (only one valid copy is excluded).
2. The proportion higher than 10 percentages for the part of "The instructor was often late" and "The instructor was mostly late." (only one valid copy is excluded).

3. The same qualitative opinion appears three times or the proportion of abnormal opinion in general higher than 30 percentages.

Article 9 Courses that fulfill the requirements of article 3 and are requested to make refinements may be exempted from the procedures in article 4 and 5 under the following two conditions. The Office of Academic Affairs will file a report to the department office for reference after a hearing with the teacher.

1. Less the 10 questionnaires of teaching survey are retrieved, and the recalculated satisfaction score reach 4.9 when the questionnaire with the lowest satisfaction score is omitted. Or when there is only one questionnaire.
2. Teachers whose average satisfaction scores of the previous 6 semesters (that semester not included) is above 5.6, and has not opened any course that requires improvement.

Article 10 As for the result that is not so marked, the vice president of office of academic affairs shall invites five to seven committee members to carry out teaching improvement measures under school level by grouping task force.

Article 11 For a full-time teacher who meet the requirement of the followings, the Office of Academic Affairs shall provide at least one to two reports with directions of article on how to improve the teacher's performance and make a submission to the department/institute, college, University Evaluation Committee, the Teacher Assessment Committee of the college as a reference for the employment agreement, renewal, upgrade, teacher evaluation, sabbatical leave, salary increase, secondment, teaching within the school:

1. Courses lasting for longer then three semesters taught by teachers teaching full-time for less then three years are subject of follow-up.
2. Courses meet the requirement of article 5 again after finishing teaching improvement procedure.
3. Courses meet the requirement of article 10.

Article 12 The Regulations are approved at the administrative meeting of the university and implemented after approved by the president. The same procedure is applicable to the amendment of the Regulations.

中英文版本如有抵觸或不相符之處，應以中文版本為準。

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