

國立中山大學優秀教學助理遴選及獎勵要點

Guidelines on Selecting and Rewarding Outstanding Teaching Assistants

97.12.17 本校 97 學年度第 1 學期第 7 次行政會議通過
99.3.10 本校 98 學年度第 2 學期第 2 次行政會議修正通過
100.3.30 本校 99 學年度第 2 學期第 3 次行政會議修正通過
102.1.9 本校 101 學年度第 1 學期第 10 次行政會議修正通過
104.4.1 本校 103 學年度第 2 學期第 3 次行政會議修正通過
107.10.17 本校 107 學年度第 1 學期第 4 次行政會議修正通過
109.10.14 本校 109 學年度第 1 學期第 4 次行政會議修正通過
111.11.30 本校 111 學年度第 1 學期第 7 次行政會議修正通過
112.11.15 本校 112 學年度第 1 學期第 6 次行政會議修正通過
114.12.17 本校 114 學年度第 1 學期第 8 次行政會議修正通過

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，特訂定本辦法要點。

I. These guidelines are formulated to elevate the holistic teaching quality of teaching assistances (TAs) and encourage TAs for their enthusiasm and skills in teaching.

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. The term “teaching assistants” herein refers to students currently enrolled at the University and assist faculty in teaching activities, such as taking charge of group discussions or group experiments, grading assignments, and assisting in the EMI class. It shall be noted that this role differs from both administrative officers managing administrative work of a department/institute or graduate assistants assigned by their affiliated unit to assist faculty in tasks related to teaching and research.

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. In order to select outstanding TAs, the Teaching and Learning Development and Resources Center (TADRC) of the Office of Academic Affairs (OAA) shall establish Outstanding Teaching Assistant Selection Committee (hereinafter referred to as the “Committee”) with the vice and associate president for Academic Affairs and the TADRC director as the ex officio members. The Committee, responsible for selecting outstanding TAs, shall consist of the vice president for Academic Affairs as a convener and one faculty member from

each college (including Si Wan College and research colleges), who shall either be recommended by their affiliated colleges or was a recipient of the award of Outstanding Faculty in teaching or Prominent Faculty in teaching from the University.

- 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。每名學生當學年以獲獎一次為限。

IV. Individual colleges (including Si Wan College and research colleges) shall recommend to the Committee in April three (3) to six (6) TAs who work for at least one semester, obtain the TA qualification, and are considered the exemplars of being passionate and effective in supporting students. The total number of awardees in an academic year shall not exceed fifty (50), of whom 30% shall be EMI TAs. In principle, the recommended TAs by the colleges (including Si Wan College and research colleges) shall assist in a class with at least fifteen (15) students. Each student may receive an award only once per academic year.

- 五、 遴選方式：

V. Selection method:

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。

Individual colleges (including Si Wan College and research colleges) shall evaluate outstanding TA candidates based on the evaluation criteria for different types of TAs stipulated below, and also take into consideration their specific accomplishments and recommendation from the teaching faculty. The results of evaluation shall be submitted to the Committee for selection.

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。

The Committee shall review outstanding TA candidates based on the materials submitted by colleges and teaching survey results, and may ask the candidates to give a presentation during the Committee meeting if necessary.

- 六、 遴選評分標準：

VI. Evaluation Criteria:

(一) 一般類教學助理

(1) General TAs

- 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。
 - i. Teaching materials and class preparation (50%): They shall be evaluated based on the work including assisting faculty in preparing teaching materials, creating e-learning materials, maintaining the course website, and offering other teaching-related support.
- 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。
 - ii. Teaching outcomes (50%): They shall be evaluated based on the work including assisting in grading assignments, interacting with students online, and providing weekly learning consultation services.

(二) 討論類教學助理

(2) Discussion TAs

- 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。
 - i. Teaching materials and class preparation (50%): They shall be evaluated based on the work including assisting faculty in preparing teaching materials, maintaining the course website, and other teaching-related support.
- 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。
 - ii. Teaching outcomes (50%): They shall be evaluated based on the work including guiding students to participate in group discussions and practice in-class exercises, and grading assignments.

(三) 實驗類教學助理

(3) Lab TAs

- 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。
 - i. Teaching materials and class preparation (50%): They shall be evaluated based on the work including assisting faculty in preparing teaching materials, preparing chemical reagents,

conducting course experiments in advance, maintaining the course website, and offering other teaching-related support.

- 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。
 - ii. Teaching outcomes (50%): They shall be evaluated based on the work including assisting students during experiments, supervising laboratory safety and management, leading discussions on experiments, and grading experiment reports.

(四) 服務學習類教學助理

(4) Service Learning TAs

- 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。
 - i. Teaching materials and class preparation (50%): They shall be evaluated based on the work including assisting faculty in preparing teaching materials, maintaining the course website, and other teaching-related support.
- 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。
 - ii. Teaching outcomes (50%): They shall be evaluated based on the work including guiding students to participate in group discussions and practice in-class exercises, interacting with students online, leading reflection activities, assisting students in organizing achievement presentations, providing weekly learning consultation services and submitting TA weekly reports for service learning.

(五) 全英授課教學助理

(5) EMI TAs

- 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。
 - i. Teaching materials and class preparation (50%): They shall be evaluated based on the work including assisting faculty in preparing teaching materials, guiding students with regard to their learning in EMI courses, and other teaching-related support.
- 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。

- ii. Teaching outcomes (50%): They shall be evaluated based on the work including assisting students in understanding the course content delivered in English, serving as a bridge for intercultural communications, providing learning consultation services, 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. Rewards: Outstanding TAs shall be awarded a certificate and a bonus determined based on the annual budget allocated by the SPROUT Project in the current year. The awardees shall be given priority in hiring within academic units in 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 are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.