

國立中山大學理學院教學績優教師遴選要點

Guidelines on Selecting Prominent Faculty in Teaching in the College of Science

中華民國100年4月18日99學年度第3次院務會議通過
中華民國100年4月21日99學年度第1次臨時教務會議通過
中華民國101年3月1日100學年度第2次院務會議修正通過
中華民國101年3月19日第131次教務會議修正通過
中華民國101年11月21日101學年度第1次院務會議修正通過
中華民國101年12月17日第134次教務會議通過
中華民國102年3月5日101學年度第2次院務會議修正通過
中華民國102年3月19日第135次教務會議通過
中華民國103年2月27日102學年度第2次院務會議修正通過
中華民國105年5月19日104學年度第2次院務會議修正通過
中華民國106年3月16日第151次教務會議修正通過
中華民國109年3月11日第163次教務會議核備
中華民國109年4月22日108學年度第2次院務會議修正通過
中華民國110年3月4日109學年度第5次院主管會議修正通過
中華民國110年3月19日第167次教務會議核備
中華民國110年4月20日109學年度第2次院務會議修正通過
中華民國111年2月24日110學年度第4次主管會議修正通過
中華民國111年3月15日第171次教務會議核備
中華民國112年2月14日111學年度第5次主管會議修正通過
中華民國112年3月13日第175次教務會議核備
中華民國112年5月26日111學年度第2次院務會議修正通過
中華民國112年12月4日112學年度第1次院務會議修正通過

Amended and approved at the 1st College Council meeting on December 4, 2023

一、為獎勵教師教學優良表現，依據本校「延攬及留住大專校院特殊優秀人才原則」與「延攬及留住大專校院特殊優秀人才實施規範」，特制訂理學院教學績優教師遴選要點。(以下簡稱本要點)

I. These guidelines are formulated in accordance with the University's *Principles for the Recruitment and Retention of Outstanding Faculty and Regulations for the Implementation of Recruitment and Retention of Outstanding Faculty* to the faculty in the College of Science (hereinafter referred to as the "College") for their outstanding performance in teaching.

二、申請本要點獎勵之教師，除須符合校訂基本資格外，並須符合下列各項條件：

II. Faculty meeting the University's requirements and the following criteria shall be the candidates for Prominent Faculty in teaching:

(一) 於本校任教滿三年(含)以上之專任教授、副教授、助理教授、講師及約聘教師。

(1) being a full-time professor, associate professor, assistant professor, lecturer (including contract-employed faculty), and teaching at the

University for at least three years

(二) 專任教師申請時前一學年度之授課時數需達本校「教師授課鐘點核計準則」規定。約聘教師之授課時數應達該職級專任教師基本授課時數規定。

(2) the teaching hours of full-time faculty in the previous academic year meeting the requirements stipulated in the University's *Guidelines on the Calculation of Hourly Pay for Faculty Members*, and those of contract-employed faculty meeting the requirement corresponding to the equivalent rank of faculty within the manning quota

(三) 前二學年度教授全英語授課課程至少一門，或參與本校教師 EMI 培訓計畫至少二場次(須包含至少一次教學演示或教學觀課)。

(3) offering at least one EMI course within the previous two academic years, or participating in at least two sessions of the University's EMI workshops (including one session of teaching demonstration or class observation)

(四) 講授類及必修實驗類(展演類)之三年平均教學當量達到所屬系所專任教師平均數之30%者(教師休假之學期數免予計算，兼任行政職務者，減授數得予扣除)。

(4) the average teaching equivalent of lecturing and mandatory lab (performing) courses over the past three years exceeding 30% of the average teaching equivalent of the faculty within the manning quota in their affiliated unit (Note: The number of semesters on leave or reduced teaching hours due to a concurrent administrative position shall be deducted from the calculation of teaching equivalent.)

三、申請本要點獎勵之教師，應填具本校「理學院教學績優教師遴選資料表」(如附件)，並檢附相關有利審查證明文件及檔案(教師休假研究之學期，所附資料得往前追溯列計)，經系所核定向本院申請。

III. Applicants shall complete and submit the *Application Form for Prominent Faculty in Teaching in the College of Science* (Appendix), along with the supporting documentation, to their affiliated departments/institutes and the College in succession for approval. (For faculty on research leave, the supporting documentation may cover the semesters prior to research leave.)

四、本院「教學績優教師遴選委員會」(以下簡稱本會)之組成及作業程序如下：

IV. The organization and review procedure of the Committee for Selecting Prominent Faculty in teaching (hereinafter referred to as the "Committee") of the College shall be as follows:

(一) 本會置遴選委員九至十一名，以院長、各系(所)主管為當然委員，

由院長擔任召集人，並由院長聘請本院一至二名及其他學院（含西灣學院）三名曾獲本校「教學特聘教授(教學傑出獎)」、「傑出教學獎」、「優良教學獎」、「教學績優獎」之教師代表組成之。

(1) The Committee shall consist of nine to eleven members, including the College dean and chairs of individual departments/institutes as the ex officio members. The College dean shall serve as the convener and appoint up to two faculty representatives from the College and three faculty representatives from other colleges who won the University's Distinguished Professor in teaching, Outstanding Faculty in teaching, or Prominent Faculty in teaching.

(二) 本會會議之召開須有三分之二（含）以上之遴選委員出席始可開會審議，當然委員如為候選教師，則由院長另聘教師擔任，其他遴選委員不得委任他人代理。

(2) The Committee shall convene with at least two-thirds of members attending and no proxy designated. If an ex officio member happens to be the candidate for the Prominent Faculty in teaching, the College dean shall designate a faculty member as the proxy.

(三) 遴選作業分兩階段進行：

(3) The selection shall be conducted in two stages:

1. 第一階段（初審階段）採書面審查，由遴選委員就申請教師檢附之教學相關資料甄選出至多十二位教師，且為兼顧學科性質差異，各系至少2名、獨立所至少1名，如無申請者之系所，該學科名額以從缺認定。

i. The first stage (initial review) shall be a documentation review. Up to twelve candidates may be selected according to their supporting documentation, and to ensure discipline diversity there shall be at least two from each department and one from each institute. Any vacancies left by departments/institutes without applicants shall remain unfilled.

2. 第二階段（決審階段）將邀請通過初審之候選教師於會中說明教學事蹟與教學心得，並開放本院其他教師進行教學觀摩。

ii. The second stage (final review) shall invite candidates who passed the initial review to present their teaching outcomes and reflections, and the candidates shall offer teaching demonstration to other faculty members of the College.

五、本院教學績優教師之遴選依本要點及教務處與本院公告時程辦理，並參考初審（佔60%）及決審（佔40%）兩階段之教學成果、教學優勢及教學心得分享等遴選標準，以本院編制內專任教師及約聘教師人數百分之十為上

限，進行遴選，同時為兼顧不同學科性質之差異，申請教師經審議，其積分排名位於所屬系所第一順位者，列入優先排序名單，並按分數高低排序，其餘申請者再依分數排序於後，完成推薦後送教務處確認。排序前百分之三十之獲選教師名單（人數若涉及小數點，採四捨五入計算），得參加當年度教學傑出獎教師之遴選。

- V. The selection shall be conducted in accordance with the guidelines herein and the timeframes announced by the OAA and the College. Candidates shall be ranked based on their teaching outcomes, strengths, and reflections during the initial review (60%) and final review (40%), with the quota capped at 10% of the number of full-time faculty in the College. To ensure discipline diversity, candidates ranked first in their affiliated departments/institutes shall take priority on the recommended list, and the remaining candidates are then ranked according to their score. The list completed shall be submitted to the OAA for confirmation. The top 30% on the list (with any decimals to be rounded to the nearest whole number) may be recommended for the annual selection of the University's Outstanding Faculty in teaching.

前項獲推薦至校者皆獲頒本院教學績優教師獎，頒發獎狀，以資鼓勵。

Candidates ranked in the top 30%, as stipulated in the preceding Paragraph, shall receive an award certificate of the College's Prominent Faculty in teaching.

六、本要點未盡事宜，悉依校相關規定辦理。

- VI. Matters not covered in these guidelines shall be handled in accordance with the University's relevant regulations.

七、本要點經院務會議通過，教務會議核備後實施，修正時亦同。

- VII. These guidelines are approved by the College Council and the Academic Affairs Council before implementation. Amendments to these guidelines shall follow the same procedure.