

國立中山大學醫學院教學績優教師遴選要點

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

111 年 11 月 02 日 111 學年度第 1 次院務會議通過
111 年 12 月 05 日 111 學年度第 174 次教務會議修正核備
Amended and approved at the 174th Academic Affairs Council on December 5, 2022

- 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「國立中山大學延攬及留住大專校院特殊優秀人才實施規範」，特制訂醫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 recognize the faculty in the College of Medicine (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 members applying for the award shall meet the University's basic requirements and the following criteria:
 - (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)申請時前一學年度之授課時數達本校「教師授課鐘點核計準則」規定。
 - (2) the teaching hours in the previous academic year meeting the requirements stipulated in the University's *Guidelines on the Calculation of Hourly Pay for Faculty Members*
 - (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之三年平均教學當量達到所屬系所平均數之 50% 者（教師休假之學期數免予計算，兼任行政職務者，減授時數得予扣除）。
 - (4) having the average teaching equivalent of lecturing and mandatory lab courses

over the past three years exceeding 50% of the average teaching equivalent of the faculty within the manning quota in their affiliated unit (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、教學績優教師獎勵以一年為一期，教師於兩年內至多獲獎一次。

III. The term of award shall be one year, and faculty members shall only be awarded at most once every two years.

四、申請本要點獎勵之教師，應填具本校「醫學院教學績優教師遴選資料表」，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。

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

五、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：

V. The composition and operation of the College's Committee of the Committee for Selecting Prominent Faculty in teaching (hereinafter referred to as the "Committee") shall be as follows:

(一)院長為本會當然委員及召集人，並由本院各系所各推選一名教師，另由院長聘請其他學院(含西灣學院、研究學院)曾獲本校「教學特聘教授(教學傑出獎)」、「傑出教學獎」、「教學績優獎」或「優良教學獎」之教師至少三名共同組成之。

(1) The College dean shall serve as the ex officio member and convener. Each department/institutes of the College shall select one faculty member as its representative. In addition, the College dean shall appoint at least three faculty representatives from other colleges who won the University's Distinguished Professor in teaching, Outstanding Faculty in teaching, or Prominent Faculty in teaching to jointly form the Committee.

(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 meeting 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.

- 六、 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，並參考教學成果、教學歷程檔案、教學事蹟及教學心得分享等指標進行遴選，推薦人數以本院專任教師(含約聘教師)人數百分之十為上限，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。

- VI. The selection shall be conducted in accordance with these guidelines and the timelines announced by the Office of Academic Affairs (OAA) and the College. Candidates shall be selected based on indicators such as their teaching achievements, teaching portfolios, teaching records and reflections, with the number of recommendations not exceeding 10% of the number of faculty members within or beyond the manning quota in the College. The recommendation list 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 participate in the selection for the University's Outstanding Faculty in teaching Award of that year.

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。

The aforementioned candidates stipulated in the preceding Paragraph shall receive the College's Prominent Faculty in teaching Award and be presented with a certificate as a form of encouragement.

- 七、 本要點未盡事宜，悉依校相關規定辦理。

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

- 八、 本要點經院務會議通過，教務會議核備後實施，修正時亦同。

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

國立中山大學醫學院教學績優教師遴選資料表-1

Application Form I for Prominent Faculty in Teaching in the College of Medicine

※ 申請資格檢核表：

Criteria Checklist:

系所名稱 Affiliated Unit		職稱 Positional Title	教師姓名 Name	教學年資 Years of Teaching
				本校 At the University: _____ 年 years ; 外校 At other universities: _____ 年 years ; 合計 Total: _____ 年 years
項目 Item	教師勾選 Applicant (Check ☐)	系所審核 Dept./Institute Review (Check ☐)	須符合下列條件之一 Meeting at least one of the following requirements	
I. Teaching Performance 一、教學成效基本資格	☐ 符合 Yes	☐ 符合 Yes	(一) 前一學年度授課課程中至少一門曾獲校長頒給之「優良課程」獎勵狀。 (1) having at least one course offered in the previous academic year being issued an “Outstanding Course” certificate by the President	
	☐ 符合 Yes	☐ 符合 Yes	(二) 前一學年度授課課程之「教學意見調查」平均滿意度高於本院平均滿意度。 (2) having the average teaching survey score for courses offered in the previous academic year surpassing that of the College	
	☐ 符合 Yes	☐ 符合 Yes	(三) 前一學年度「畢業生對系所與任課教師滿意度問卷」之教師教學滿意度平均分數高於本院平均滿意度。 (3) having an average score in the Survey on the Satisfaction of the Graduating Class on the Department/Institute and Faculty for the previous academic year surpassing that of the College	
	☐ 符合 Yes	☐ 符合 Yes	(四) 長期對教學相關工作認真投入，並有具體事實經系(所、教育中心、學位學程)或教務處提院(含西灣學院、研究學院)「教學績優教師遴選委員會」審查通過者。 (4) demonstrating a long-term commitment to teaching with tangible evidence, and recommended by their affiliated unit or the Office of Academic Affairs (OAA) and approved by the College's Committee	

項目 Item	教師勾選 Applicant (Check ☒)	系所審核 Dept./Institute Review (Check ☒)	須符合下列條件之一 Meeting at least one of the following requirements
II. Course offering and services 二、授課及服務資本資格	☐ 符合 Yes	☐ 符合 Yes	(一) 前一學年度教授西灣學院課程至少一門(合授教師三人以下) 或一學年合計一學分以上。 (1) offering at least one course in the Si Wan College (with less than three teaching faculty members for a jointly-lectured course) or multiple courses with the accumulated credit of at least one in the previous academic year
	☐ 符合 Yes	☐ 符合 Yes	(二) 前一學年度教授大學部必修課程至少一門。 (2) offering at least one undergraduate course in the previous academic year
	☐ 符合 Yes	☐ 符合 Yes	(三) 前一學年度教授全英語授課課程至少一門。 (3) offering at least one EMI course in the previous academic year
	☐ 符合 Yes	☐ 符合 Yes	(四) 前一學年度通過教育部數位學習課程認證。 (4) passing the MOE digital learning course certification in the previous academic year
	☐ 符合 Yes	☐ 符合 Yes	(五) 講授類及必修實驗類之三年平均教學當量達本院專任教師平均數以上。授課當量之計算,教師休假之學期數免予計算,兼任行政職務者,減授時數得予扣除。 (5) having the average teaching equivalent of lecturing and mandatory lab courses over the past three years above that of the faculty within the manning quota in the College (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.)
項目 Item	教師勾選 Applicant (Check ☒)	系所審核 Dept./Institute Review (Check ☒)	須符合下列各項條件 Meeting all of the following requirement
III. Basic Requirements of the College 三、學院基本資格	☐ 符合 Yes	☐ 符合 Yes	(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 within or beyond the manning quota, and teaching at the University for at least three years
	☐ 符合 Yes	☐ 符合 Yes	(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 requirements corresponding to the equivalent rank of faculty within the manning quota
	☐ 符合 Yes	☐ 符合 Yes	(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)
	☐ 符合 Yes	☐ 符合 Yes	(四) 講授類及必修實驗類之三年平均教學當量達各系所專任教師平均教學當量之百分之五十以上者。授課當量之計算，教師休假之學期數免予計算，兼任行政職務者，減授時數得予扣除。 (4) having the average teaching equivalent of lecturing and mandatory lab courses over the past three years exceeding 50% of the faculty within the manning quota in the College (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.)
項目 Item	教師勾選 Applicant (Check ☒)	系所審核 Dept./Institute Review (Check ☒)	須符合下列各項條件 Meeting all the following requirement
IV. Previous Award 四、前次獲獎年度	☐ 符合 Yes	☐ 符合 Yes	(一) 參選教學傑出獎遴選應於獎勵期滿兩年後始得再提出申請。 (1) Candidates applying for the Outstanding Faculty in Teaching Award may only reapply two years after the end of the previous award period.
	☐ 符合 Yes	☐ 符合 Yes	(二) 參選教學績優教師遴選應於獎勵期滿一年後始得再提出申請。 (2) Candidates applying for the Prominent Faculty in Teaching Selection may only reapply one year after the end of the previous award period.

申請教師簽名：

Signature of Applicant:

系所主管簽章：

Signature of Department/Institute Chair:

系所檢核人員簽章：

Signature of Department/Institute's Reviewer:

國立中山大學醫學院_____學年度教學績優教師遴選資料表-2
Application Form II for Prominent Faculty in Teaching in the
College of Medicine: 20____-20____Academic Year_____

請自教師歷程檔案系統維護資料，並自系統匯出之評分表將自動帶入教師教學相關成效，檔案為 word 檔，另存新檔後，可自行做後續編輯，列印紙本簽章繳交承辦單位

Applicants shall maintain their information in the Faculty Portfolio System. The evaluation form exported from the system will be automatically populated with their teaching-related achievements. The file will be in Word format and may be saved as a new file for editing before being printed, signed or sealed, and submitted to the office in charge.