

National Chung Hsing University Guidelines for Instructional Consultation and Counseling

Enacted in the 360th Administrative Meeting on Mar. 7th, 2011
Amended (Article 9) in the 380th Administrative Meeting on Sep. 4th, 2013

Article 1 National Chung Hsing University (hereinafter referred to as "the University") has established the Guidelines for Instructional Consultation and Counseling to assist instructors in enhancing teaching quality and improving student learning outcomes.

Article 2 To implement instructional consultation and counseling work, the university has established an Instructional Consultation and Counseling Team under the Office of Academic Affairs, with the following members:

- I. Ex-officio Consulting Faculty: The Vice President for Academic Affairs and Chief Director of the Development of Teaching and Learning Center, and faculty members who have been recipients of the Excellence in Teaching Award or Outstanding Teaching Award within the past five years, as appointed by the Vice President for Academic Affairs.
- II. Nominated Consulting Faculty: Recommended by each college and the General Education Center, with the Office of Academic Affairs conducting the selection process. The criteria for nominated consulting faculty must meet at least one of the following conditions:
 1. Course teaching evaluation satisfaction averages 80% or above.
 2. Recipient of teaching-related awards, such as for teaching material curriculum development, course design, or teaching innovation, either within the university or externally.
 3. Experts and scholars, both within and outside the university, who specialize in instructional consultation and counseling.

Article 3 In the Instructional Consultation and Counseling Team, internal consultation instructors serve on an honorary basis for a two-year term. At the end of each academic year, they will be issued a certificate acknowledging their service hours. External consultation instructors serve a one-year term and receive reimbursement for attendance and transportation fees in accordance with applicable regulations.

Article 4 Consultation services for instructors provide instructional advice or diagnose teaching-related issues, offering educators suggestions for improving their teaching practices. The service assists instructors in developing plans to enhance their instructional strategies and supports them throughout the implementation process.

Article 5 Target Audience for Instructional Consultation and Counseling:

- I. Voluntary Participation: Any NCHU instructor who perceives a need.
- II. Mandatory Participation: Instructors whose teaching evaluation results or instructional performance, as determined by their respective colleges, require them to participate in instructional consultation and counseling.

Article 6 Application for Instructional Consultation and Counseling:

- I. Voluntary Participation: Instructors may submit an application using the needs assessment form prescribed by the Development of Teaching and Learning Center (hereinafter referred to as "the Center").
- II. Mandatory Participation: The instructor, department, institute, college, or the Office of Academic Affairs may submit applications for consultation and counseling.

Article 7 The individuals receiving instructional consultation and counseling should cooperate with implementing the counseling measures.

Article 8 The Instructional Consultation and Counseling Service Feedback Form from the service recipients, along with the Instructional Consultation and Counseling Service Record Form from the members of the Instructional Consultation and Counseling Team, must be submitted to the Center for filing within two weeks after the service concludes. This submission should be confidential.

Article 9 These regulations will be implemented after being approved by the Academic Affairs Meeting and implemented after being submitted to the President for approval. The same applies to any revisions.