

NCHU Guidelines on the Selection of Teaching Assistant and Rewards

Enacted in the 71st Academic Affairs Meeting on Mar. 29th, 2016
Amended (Articles 1-9) in the 74th Academic Affairs Meeting on Oct. 25th, 2017
Amended (Articles 1-8) in the 75th Academic Affairs Meeting on Mar. 28th, 2018
Amended (Articles 1-8) in the 77th Academic Affairs Meeting on Mar. 27th, 2019

- I. These guidelines are adopted by National Chung Hsing University (hereinafter referred to as the University) for rewarding excellent teaching assistants for their passion and teaching skills and enhancing the teaching quality of teaching assistants.
- II. The teaching assistants herein refer to the three types of college-level teaching assistants for discussions, drills and experiments in Article 6 of NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants.
- III. Excellent teaching assistants are those who help teachers prepare teaching materials, lead students in discussions, drills and experiments, arrange drill lessons, provide instructions to students, serve as teaching assistants for one semester and above, and have outstanding performances.
- IV. The selection of excellent teaching assistants is conducted by the Excellent teaching Assistants Selection Committee (hereinafter referred to as the Committee) of the Centre for Development of Teaching and Learning (hereinafter referred to as the Centre). The Committee comprises 7 members including the Director of the Center for Development of Teaching and Learning as ex officio member and the convener, and delegates who received outstanding teacher award or excellent teaching assistant award. More than half of the members of the Committee must be present for a meeting to be held.
- V. The selection of teaching assistants will be held once per semester. The exact application date will be announced during the semester.
- VI. The selection process for excellent teaching assistants is carried out in two stages. During the first stage, the Centre will conduct a first trial to review the satisfactory survey of the teaching assistants by the students, the evaluation of the teaching assistants by the instructors, reasons for recommendation, the participation of teaching assistants in teaching assistant training activities and other relevant supporting materials, and recommend candidates to the Committee for a second stage retrial.
- VII. The number of excellent teaching assistants shall not exceed 5% of all the teaching assistants of the semester. Winners will be awarded with a certificate and prize money, and be commended at an awards ceremony. The source for the prize money is the Student Study Financial Support

comprised in the Office of Student Affairs budgets.

- VIII. Winners shall attend or participate in activities held by the Committee and share their experiences and teaching results to help promote the teaching assistant system of the University.
- IX. The above guidelines and any amendments hereto shall be implemented after being passed in the school's Academic Affairs Meeting.