

National Chung Hsing University Guidelines Governing Implementation of Teaching Capability Development Courses for New Faculty Members

Established in the 443rd Expanded Administrative Meeting on Sep. 29th, 2021
Amended (Point 4) in the 459th Administrative Meeting on Dec. 20th, 2023
Amended (Points 3,4,7-8) in the 475th Administrative Meeting on Nov. 26th, 2025

1. The current Guidelines were established to enhance the competence and teaching quality of new faculty members at National Chung Hsing University (hereafter referred to as NCHU).
2. The guidelines are applicable to new full-time faculty members, instructional full-time project faculty members, and general full-time contract instructors.
3. The scope and content of the teaching capability development courses for new faculty members are as follows:
 - (1) Teaching competence courses: these cover education tests, innovative teaching methods, classroom management, consultation, teaching and research ethics, learning motives and behavior, teaching media, teaching experience sharing, and other teaching-related courses or forums..
 - (2) English-medium instruction (EMI) skills: [The Teaching Enhancement of EMI Course covers EMI course design, instructional strategies, classroom communication, and assessment and feedback, and constitutes a comprehensive and coherent training program.](#)
4. New faculty members shall complete the following procedures within four semesters after their arrival at the post:
 - (1) Accumulate 12 points by attending teaching competence courses recognized by [the Development of Teaching and Learning Center](#), after which a certificate of course completion will be granted. 1 point is earned for a 4-hour course (inclusive), 2 points for a course lasting for 5 to 8 hours, and this principle applies to all courses unless otherwise specified, which will be announced separately.
 - (2) Obtaining a certificate of [training for the Teaching Enhancement of EMI Course recognized by the Bilingual Education Resource Center.](#)
5. Under the following circumstance, new faculty members may be granted to waive the above requirements by submitting an application together with the necessary supporting documents to the Office of Academic Affairs for approval:
 - (1) The faculty member is unable to participate in courses/workshops conducted in Chinese.

- (2) The faculty member has already completed other equivalent EMI workshops.
 - (3) The faculty member has the equivalent teaching experience.
 - (4) The faculty member has other extraordinary achievements or can demonstrate sufficient grounds for exemption.
6. If a new faculty member cannot complete the courses because they are on leave without pay or other leave of absence, they may fill in the application form, attach relevant documents, and submit them to the Office of Academic Affairs. They may take the courses at a later date upon approval of the Office of Academic Affairs. The postponement period must not exceed the length of leave without pay or other leave of absence.
7. Evaluation and incentives:
 - (1) The Office of Academic Affairs will compile a list of new faculty members who fail to complete the courses in accordance with the provisions mentioned in Point 4 and submit it to their supervisors at the employing unit for necessary assistance.
 - (2) A new faculty member who completes the courses and obtains the certificates of course completion [or certificates of training](#) as per the provisions in Point 4 may receive additional points on their application for the position of teaching assistants of college-level courses, for teaching subsidies, or for other rewards or subsidies offered by the Office of Academic Affairs at NCHU within five years.
8. Non-new faculty members are eligible for incentives as stipulated in Paragraph 2 of Point 7 if they obtain the certificates of course completion [or certificates of training](#) specified in Point 4 within four semesters after submitting their application in compliance with the current Guidelines.
9. The Guidelines and any subsequent amendments will become effective upon their approval at the Administrative Meeting.