

# NCHU Guidelines for Recruitment and Selection Labor-based Teaching Assistants

Enacted in the 327<sup>th</sup> Administrative Meeting on Apr. 25<sup>th</sup> & the 329<sup>th</sup> Administrative Meeting on Jun. 27<sup>th</sup>, 2007  
Amended (Articles 3-14) in the 330<sup>th</sup> Administrative Meeting on Sep. 19<sup>th</sup>, 2007  
Amended (Articles 1-10) in the 334<sup>th</sup> Administrative Meeting on Feb. 27<sup>th</sup>, 2008  
Amended (Articles 2 & 3, added Article 4) in the 348<sup>th</sup> Administrative Meeting on Nov. 25<sup>th</sup>, 2009  
Amended (Articles 4-5, 7, 8, 9, & 11, add Articles 2 & 6) in the 363<sup>rd</sup> Administrative Meeting on Jun. 22<sup>nd</sup>, 2011  
Amended (Articles 1-7) in the 367<sup>th</sup> Administrative Meeting on Jan. 4<sup>th</sup>, 2012  
Amended (Articles 5-7) in the 381<sup>st</sup> Administrative Meeting on Nov. 27<sup>th</sup>, 2013  
Amended (Articles 2-9) in the 394<sup>th</sup> Administrative Meeting on Sep. 16<sup>th</sup>, 2015  
Amended (Articles 1-15) in the 409<sup>th</sup> Administrative Meeting on Sep. 6<sup>th</sup>, 2017  
Amended (Articles 1-15) in the 412<sup>th</sup> Administrative Meeting on Jan. 10<sup>th</sup>, 2018  
Amended (Articles 1-15) in the 421<sup>st</sup> Administrative Meeting on Dec. 26<sup>th</sup>, 2018  
Amended (Article 6) in the 427<sup>th</sup> Administrative Meeting on Oct. 9<sup>th</sup>, 2019

- Article 1 These guidelines are established to enhance teaching quality, improve learning outcome, and train higher education teaching talents.
- Article 2 These guidelines apply to Labor-based Teaching Assistants, who receive payments for their labor service with a quid pro quo management-labor relationship.
- Article 3 When hiring Labor-based teaching assistants, they shall engage in activities within the following scope:
1. In accordance with: The Principles for Ensuring the Work Rights of Students as Assistants at Institutions of Higher Education promulgated by the Ministry of Labor
  2. Labor-based teaching assistants receive payments for their labor service with a quid pro quo management-labor relationship, all achievements made by Labor-based teaching assistants shall be owned by NCHU.
  3. The wage will be decided by the hiring academic unit and such wages shall not fall below the basic wage announced by central competent authorities.
  4. The bursaries are issued on a monthly basis. In every semester, the wage is issued up to five months. The first semester of an academic year is from September to January; The second semester is from February to June. The hiring unit may make adjustment of allocation during the aforesaid period depending on its needs.
- Article 4 Each academic unit and the Office of Academic Affairs should follow these guidelines when nominating PhD, master, or outstanding bachelor program students for the position of Labor-based teaching assistant. NCHU trains talents for teaching in advanced education system by providing training of pedagogical knowledge, involvement of teaching practice and performance evaluation at the end of the term.
- Article 5 The University and College level Curriculum Labor-based Teaching Assistant Review Committee (hereinafter as the Committee) is in charge of the review of TA training applications in university and college level. The committee is composed of 9 members, including the Dean of academic affairs, the Dean of student affairs, the

Director of the Center of General-Knowledge Education, and the Director of the Center for Development of Teaching and Learning as ex officio member. The Dean of academic affairs is the convener of the committee. The President of NCHU selects full-time faculty members to be committee members for a term of one year.

Article 6 The Guidelines cover the following three types of Labor-based teaching assistants according to curriculums and teaching practice.

1. Discussions (Type A):

- i .Instructed and supervised by teachers, Type A TAs help students review and lead students in group discussions.
- ii .Teachers can ask TAs to do the following: discussing course-related issues with teachers regularly, participating and auditing in classes, preparing topics for discussion, leading group discussions, reporting discussion progress to teachers, and providing other supports to promote student learning.
- iii .Type A TAs are required to arrange regular discussions every weak and leads students to work on drills (except the first week of each semester, and the week of final exam), and each drill takes 1 hour and discuss his/her instruction content with the course instructor in advance so as to encourage students to engage in dialogues and develop critical thinking, rational analysis and communication abilities by leading group discussion.

2. Drills (Type B):

- i .Leading students to complete drills in class when necessary and assist any curriculum needs, instructed and supervised by teachers, Type B TAs help students review and assist students with assignments.
- ii .Teachers can ask TAs to do the following: discussing curriculum-related issues with teachers regularly, arranging drill lessons and providing tutoring services for at least 2 hours every weak, and providing other supports to promote student learning.
- iii .Type B TAs are required to arrange regular recitations every week and lead students in drills or assist with problems in assignments (except the first week of each semester, and the week of final exam), and each drill takes 1 hour, so as to develop their competence in core modules.

3.Teaching assistants for experiments (Type C):

- i .Instructed and supervised by the course instructor, Type C TAs help students review and lead students to conduct experiment in groups.
- ii .Teachers can ask TAs to do the following: assisting teachers to prepare handouts, experiment materials and reagents for experiment lessons, conducting experiments in advance of classes, assisting students to conduct experiments, maintaining the safety and hygiene of laboratories, cleaning up

laboratories after classes, initiating experiment-related discussions, assisting in marking experiment reports, and providing other supports to promote school learning.

Only one type of Learning-based TAs is allowed for each course each semester. Course instructors are not allowed to make request for two (or more) types of TAs.

Article 7 Grant for Labor-based Teaching Assistants and reward for excellent TAs in university-level college-level courses are subsidized by student fellowship fund and scholarship/financial aid. Grant of TAs for department-level courses is subsidized the graduate student fellowship of each department.

- 1.The total amount of labor insurance, health insurance premium and labor reimbursement expenses for the teaching assistants subsidized by the above-mentioned funds shall be applied by the Personnel Department to the Ministry of Education in accordance with the Ministry of Education's Directions for the Insurance for Teaching Assistants In Colleges And Universities. However, if there are other derivative fees or those who do not meet the requirements of the Direction, they must be borne by the hiring unit.
- 2.Labor insurance premiums, health insurance premiums and labor reimbursement expenses for the teaching assistants hired for projects shall be paid according to the planned budget of the project.

Article 8 Application for Request of TAs

- 1.Instructors of university-level general-knowledge education should submit application for request of Labor-based Teaching Assistants to the unit responsible for the course.
- 2.College-level (including inter-college programs) core module is defined as compulsory courses for graduation for at least three departments in one college or inter-college program. To request teaching assistants for college-level BA basic courses (including inter-college programs), one should submit the application to the Center of Development for Teaching and Learning via each college and department.
- 3.Each department may establish its specific regulations for requesting Labor-based Teaching Assistants for department-level courses.

Article 9 For university-level general education courses, college-level basic BA courses (including inter-college programs) and student club service learning courses, the approval of Labor-based Teaching Assistant employment and subsidy are determined by the Teaching Assistant Review Committee based on the budget of the academic year. For department-level courses, the approval of employment and remuneration of Labor-based Teaching Assistant is determined by each department based on their regulations for graduate student fellowship.

- Article 10 In principle, PhD and postgraduate students have priority over junior and senior undergraduate students in Labor-based Teaching Assistant selection. In principle, any student can be a teaching assistant but he or she should not take the course in the same term as he is Labor-based Teaching Assistant.
- Article 11 The school's Teaching-Learning Resources Center holds Labor-based TA seminar every semester to strengthen their teaching abilities. TAs' performances in the seminar will be submitted to their teachers for the reference of final assessment of TA learning performance and competition for excellent Labor-based Teaching Assistants.
- Article 12 NCHU may organize activities to assess the performance of Labor-based TAs, for example, class visits, student opinion survey, and related TA data inspection. TA with outstanding performance will be rewarded.
- Article 13 Course instructors and academic units whose employment of Labor-based teaching assistants is subsidized must submit a TA assessment data which could be served as a reference for recruitment in the next semester.
- Article 14 In the event of any ambiguity or incompleteness in this regulation, students shall refer to The Principles for Ensuring the Rights of Scholarship and Assistantship Student Recipients as Teaching Assistants at Institutions of Higher Education promulgated by the Ministry of Education and The Principles for Ensuring the Work Rights of Students as Assistants at Institutions of Higher Education promulgated by the Ministry of Labor, and other applicable regulations set forth by National Chung Hsing University.
- Article 15 This regulation and any amendments hereto shall take effect after being approved at the NCHU Administrative Meeting.