

NCHU EMI Teaching and Learning Center: Intercollegiate Multidisciplinary Peer Observation Community

Article 1 Rationale & Objective

The following regulations are to motivate EMI (English as a Medium of Instruction)/ESAP (English for Specific Academic Purposes) teachers from different departments to form the multidisciplinary peer observation communities. NCHU EMI Teaching and Learning Center (“NCHU EMI TLC”) has formulated this proposal for promoting peer observation, developing professional growth mindset and the exchange of cross-disciplinary teaching experiences and building teacher support systems.

Article 2 Composition and Operation

1. A community should be composed of 4 members (up to 6) from 2 universities (or more) and two departments, one of whom is the community convener responsible for contacting, coordinating teaching activities, and summarizing results.
2. The community facilitator shall submit a completed Application Form (see Appendix 1) submit the proposal to the [online application](#).
3. At least one community member offers the course which meets the definition of "EMI, English as a Medium of Instruction" or "ESAP, English for Specific Academic Purposes" as referred in 《NCHU Classification Criteria for English-taught Courses》 .
4. A community can be implemented in the form of class observation, forum, workshop, experience sharing, and so on. Each activity requires completion of an activity record form(see Appendix 2). It is encouraged that part of the activities could be opened to non-members, and NCHU EMI TLC could assist with publicizing.
5. Each member shall conduct at least one 50-minute class (or teaching demonstration) and invite colleagues into their classes to observe lessons; additionally, serves as an observer (including completing observation form and participating in relevant pre-/post meetings) at least once along the implementation period.
6. Members of the funded communities are encouraged to participate in EMI workshops and events organized by NCHU EMI TLC.

Article 3 Public Teaching Observation (or Teaching Demonstration) Execution Method

1. Before the observation

The instructor can hold a briefing session before the class, providing relevant information such as goal statements, teaching activities, and student learning patterns.

2. Implementation

(1) Peer Observation

Observers shall attend the instructor's class and complete the observation form (see Appendix 3) and return to the community facilitator along with all the

observation forms the event images (2-4 photos) records and a 10 minutes footage clip.

(2) Teaching Demonstration

An instructor shall perform a 15-minute teaching demonstration. Participants shall complete the observation form (see Appendix 3) and return to the community facilitator along with all the observation forms the event images (2-4 photos) records and a 15 minutes footage clip.

3. Post-Observation Meeting

Post-Observation Meetings shall be held to facilitate critical reflections and challenging assumptions in classroom. Meeting minutes (see Appendix 2) shall be submitted to the community facilitator along with the event images (2-4 photos) records.

Article 4 Principles of Review & Funding

1. NCHU EMI TLC handles the review and assessment of subsidies.

2. The relevant budget allocation items will be handled in accordance with the 《National Chung Hsing University EMI Teaching and Learning Center》 program. Funding items and amounts are as follows:

(1) **Service Fees:** The ceiling of subsidy is set at NTD 80,000 per eligible case. This funding is used to support the operation and activity needs of the community. The relevant budget allocation items will be handled in accordance with the 《Universities and the Funding Standard Table for Donations, Subsidies, and Sponsored Projects of the Ministry of Education》. **Community facilitators are requested to mail the invoices and receipts to the center by registered post within ten working days from the date of issue of each receipt. Additionally, please send the activity record form (Appendix 2) to the responsible person's email (ke0409@nchu.edu.tw). The center will reclaim the remaining subsidy if the funds are unused in the project term.**

(2) **Reward Bonus:**

Members in the community are classified into two categories based on their experience: "Bilingual Leading Teachers" and "Bilingual Emerging Teachers."

I. Bilingual Leading Teachers: who meet the following two conditions simultaneously.

- Teachers who have taught EMI/ESAP courses for at least three semesters (not necessarily consecutive) or three courses (or more)**
- Hold a 36-hour certificate in English-Medium Instruction skills**

II. Bilingual Emerging Teachers: Teachers who do not meet the qualifications for Bilingual Leading Teacher but are willing to participate in bilingual teaching-related training and practice, and are interested in becoming a Bilingual Leading Teacher in the future.

After submitting their community achievements, teachers can receive the reward, provided they complete the tasks described below.

I. Teachers can receive a reward of NT\$2,500 by submitting a course design form (Appendix 4) for an open class observation (or teaching demonstration) one month before the final execution date.

II. Bilingual Leading Teachers can provide specific suggestions on course design forms written by other teachers within the timeframe specified by NCHU EMI TLC. Each review can earn a reward of NT\$650, up to a maximum of 4 reviews per person.

(3) This project cannot be duplicated with other projects. If duplicate applications are found, the center will discontinue the subsidy and reclaim the related funds.

(4) Claims for reimbursement must be completed by Oct. 31st of the current year.

Article 5 Monitoring & Evaluation

1. The facilitator shall submit the final report(Appendix 6) and all event image records(including teaching demonstrations and meetings) within 2 weeks after the implementation period.
2. The outcomes of the communities shall be displayed on the NCHU EMI TLC's website for non-profit uses and academic promotion.
3. The implementation outcomes will be the reference and evaluation indicator of future applications.