

National Taiwan University of Science and Technology

Directives for Teaching Excellence Award

Approved at the 589th Administrative Meeting on July 21, 2020.

Approved at the 605th Administrative Meeting on January 25, 2022.

Approved at the first session of the University Endowment Fund Management Committee for the year 2022 on March 25, 2022.

Approved at the 614th Administrative Meeting on November 15, 2022.

Approved at the fourth session of the University Endowment Fund Management Committee for the year 2022 on November 22, 2022.

Approved at the 629th Administrative Meeting on April 9, 2024.

1. The National Taiwan University of Science and Technology (hereinafter referred to as the “University”), in accordance with the National Taiwan University of Science and Technology Regulations for Faculty Performance Awards, has established the National Taiwan University of Science and Technology Directives for Teaching Excellence Award (hereinafter referred to as the “Directives”) to encourage faculty members to enhance their teaching, improve the quality of education, and enhance student learning outcomes.
2. Eligibility:
 - (1) Full-time (including jointly appointed) faculty members: To become eligible for the award, a faculty member must have been teaching at the University for at least two years and must have taught at least six courses totaling a minimum of eighteen credits or hours within the previous two academic years.
 - (2) Project-based faculty: To become eligible for the award, a faculty member must have been teaching at the University for at least two years and must have taught at least four courses each academic year within the previous two academic years.
 - (3) Faculty members who, during their tenure, receive the Ministry of Education’s Teaching Excellence Award or the Distinguished Award for General Education Teachers are exempt from the selection process and automatically granted the Teaching Excellence Award for the academic year.

The eligibility period is calculated up to August 1 of the academic year during which the selection process is conducted.

Faculty members who are on leave without pay or seconded to another institution are ineligible for this award.

1. Award Allocation:
 - (1) For each college and the Commission for General Education (hereinafter referred to as the “CGE”): The allocation of awards is based on 17% of the total number of full-time faculty members in each college and the CGE, rounded to the nearest whole number.
 - (2) To encourage exceptional teaching by project-based faculty members and those who contribute to interdisciplinary, foundational, general education, and all-English courses, colleges and the CGE may allocate a specific proportion of the Teaching Excellence Awards within the quota for the academic year to these faculty members, and the specific allocation criteria shall be determined by each college and the CGE.
 - (3) Recipients of the Ministry of Education’s Teaching Excellence Award and the Distinguished Award for General Education Teachers are not subject to the award allocation limits.
2. Selection Process:
 - (1) **Preliminary Selection:**
 - i. **Departments, Institutes, and Schools:** Candidates for the Teaching Excellence Award must meet the criteria set by their respective colleges.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

After deliberation at departmental, institute, or school meetings, candidates may be recommended to their respective colleges for the Teaching Excellence Award.

- ii. **Physical Education Office, Language Center, and General Education Center:** Candidates must meet the criteria set by the CGE and, following review at relevant meetings, can be recommended to the CGE.

(2) **Secondary Selection by Colleges and the CGE:**

- i. Each college and the CGE shall review the qualifications of candidates who passed the preliminary selection. Recommendations for the Teaching Excellence Award shall be based on the quotas allocated for the academic year.
- ii. Faculty members employed by the colleges may be directly nominated by the Dean and reviewed at a college committee meeting. However, candidates must still meet the primary eligibility criteria specified in Subparagraph 1, Item 1, and the number of Teaching Excellence Awards must not exceed the quota set for that academic year.

- (3) **Final Selection Results:** After the secondary selection, the list of selected candidates shall be finalized on the basis of the announcement date for the academic year and submitted to the University for ratification, after which the award ceremony is held.

3. **Selection Committees:**

Departments, Institutes, Schools, the Physical Education Office, the Language Center, and the General Education Center shall each establish a selection committee to preliminarily select faculty members to be sent to their respective colleges or the CGE for secondary selection.

The Colleges and the CGE shall each establish a Teaching Excellence Award recipient selection committee to review and decide on the recommendations for the secondary selection on the basis of the preliminary nomination list and the teaching-related materials specified in Article 6.

The composition, operational methods, and nomination criteria for the aforementioned selection committees shall be separately established by each department, institute, school, college, office, center, and the CGE.

- 4. For faculty members recommended for preliminary selection for the “Teaching Excellence Award,” the following teaching-related materials from the previous two academic years must be submitted for review by selection committee members:

- (1) Documentation of teaching activities (including videos of course instruction or teaching achievements)
- (2) Student learning outcomes
- (3) Results of teaching evaluations
- (4) Innovations and improvements in teaching
- (5) Research and development of teaching materials, media, or methods
- (6) Use of digital resources or teaching platforms
- (7) Other significant teaching achievements and contributions

- 5. Award recipients shall be issued a certificate and granted incentive points, with ten points awarded monthly for one year. In accordance with the University’s New Faculty Teaching Enhancement Program, if an award recipient also serves as a teaching mentor for new faculty members, they may receive an additional point per case per month, depending on their actual involvement. During the award period, the University may adjust the amount and number of incentive points on the basis of its financial situation.

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6. During the award period, the suspension of incentive payments may occur under any of the following circumstance:
 - (1) If the recipient ceases to be a current full-time (or project-based) faculty member at the University.
 - (2) If the recipient goes on leave without pay.
 - (3) If the recipient has violated relevant educational laws, regulations of the University, or the terms of their employment contract, or has committed other serious misconduct that damages their professional integrity or the University's reputation.

Should the reasons for suspension cease to exist and the award period has not yet expired, incentive payments may resume and continue until the end of the award period.
7. The selection procedures of each college and the GCE shall be approved by the respective college affairs meeting or at a relevant meeting and then submitted to the University for ratification.
8. The funding required for this award shall be covered by the allocated budget approved by the relevant departments and the income generated from the University's endowment fund.
9. These directives and their revisions thereof shall take effect following their approval at an administrative meeting.

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