

NATIONAL TAIWAN UNIVERSITY
Center for General Education

**Directives Governing the Secondary Review for the Selection of
Outstanding Teacher Service Award Winners**

November 24, 2022 Passed by the General Education Committee at its 140th meeting
February 14, 2023 Passed by the 3,140th Administrative Meeting
March 08, 2023 Articles 1 and 5 through 8 amended and promulgated
(Full amendment history at the end of this document)

- Article 1 The National Taiwan University (“the University”) Center for General Education (“the Center”) formulates the *Directives Governing the Secondary Review for the Selection of Outstanding Teacher Service Award Winners* (“the Directives”) in accordance with Articles 4 and 8 of the University’s *Regulations for the Establishment of the Outstanding Teacher Service Award* to encourage and recognize faculty members’ contributions to the University and society.
- Article 2 Full-time faculty members (including jointly-appointed faculty members and retired faculty members) or faculty teams affiliated with any subordinate teaching unit of the Center who, in addition to demonstrating outstanding performance in teaching and research, contribute their scholarly expertise to the University or society with exemplary results may be considered as candidates (or candidate teams, same below).
- Article 3 Each subordinate teaching unit of the Center shall, by the end of March each year, nominate up to one candidate or candidate team for both on- and off-campus service. Candidates shall be referred to the Center for a secondary review. Documentation required for the secondary review includes an overview of the candidate’s teaching/research performance in the previous three years, their tangible service deeds, reason(s) for their recommendation, and other applicable supporting documents.
- Article 4 The Center shall establish a Secondary Review Committee for the Selection of Outstanding Teacher Service Award Winners (“the Committee”) in April of each year to conduct a secondary review of Outstanding Teacher Service Award candidates nominated by each of its subordinate teaching units, and the Committee shall submit a shortlist of finalists to the University for the final selection by the end of April.
- Article 5 The Committee, as described in the preceding article, shall be composed of a number of ex officio and elected members.
1. Ex officio members: The Director of the Center, Dean of the Athletic Department, and Director of the Center for Teacher Education shall serve as ex officio members, with the Director of the Center serving as the convener and chair.
 2. Elected members: 5–7 elected members shall be appointed from among the members of the General Education Committee. The Athletic Department shall appoint 2 full-time faculty members to the Committee, and the Center for Teacher Education shall appoint 1 full-time faculty

member to the Committee. Those who are expected to be abroad for more than six months in a given academic year may not be appointed as elected members, and those who have been elected shall have their membership revoked immediately.

Article 6 The Committee may only convene with at least two thirds of its membership in attendance. Members shall attend all meetings in person and may not appoint a proxy to do so on their behalf.

The Committee may invite candidates under consideration or professionals in a related field to attend its meetings to make statements or give explanations.

Article 7 Each attending member of the Committee shall first review the candidates' hardcopy documents and convene to vote via secret ballot. The nominated candidates shall obtain a vote of approval from more than half of the attending members in order to be referred to the University for the final selection.

Article 8 The Directives shall be passed by the Center Affairs Meeting and the Administrative Meeting and then implemented on the date of promulgation.

[Full amendment history]

March 08, 2007	Passed by the General Education Committee at its 78 th meeting
March 27, 2007	Passed by the 2,473 rd Administrative Meeting
March 25, 2008	Amended and passed by the 2,518 th Administrative Meeting
December 13, 2011	Passed by the 2,696 th Administrative Meeting
October 07, 2014	Passed by the 2,829 th Administrative Meeting