

[Promulgated on March 20, 2023]

NATIONAL TAIWAN UNIVERSITY
Center for General Education
Regulations Governing the Establishment of the Athletic
Department Selection Committee for Outstanding Teaching
Awards for Faculty Members and the Method of Selecting
Award Recipients

October 03, 2012	Passed by the General Education Committee at its 107 th meeting
September 02, 2014	Amended and passed by the General Education Committee at its 112 th meeting
January 11, 2016	Amended and passed by the General Education Committee Meeting at its 116 th meeting
February 16, 2023	Passed by the General Education Committee at its 141 st meeting
March 20, 2023	Articles 1, 8, and 9 amended and promulgated

Article 1 The National Taiwan University (NTU or “the University”) Center for General Education (“the Center”) Athletic Department (“the Department”) hereby establishes the Department’s Selection Committee for Outstanding Teaching Awards for Faculty Members (“the Committee”) and formulates the *Regulations Governing the Establishment of the Athletic Department Selection Committee for Outstanding Teaching Awards for Faculty Members and the Method of Selecting Award Recipients* (“the Regulations”) in accordance with Article 10 of the University’s *Regulations Governing the Selection and Awarding of the Outstanding Teaching Awards* to handle matters related to the Department’s selection of faculty members to receive Outstanding Teaching Awards.

Article 2 The Committee shall be composed of seven members, including both ex officio and elected members.

1. Ex officio member: The Dean of the Department shall serve as ex officio member of the Committee and its convener and chair.
2. Elective members: 3 professors, 2 associate professors, and 1 assistant professor or instructor shall be elected from among the full-time faculty members of the Department. Each faculty member may vote for 1 professor, 1 associate professor, and 1 assistant professor or lecturer, and the candidate(s) with the highest vote count in their respective faculty rank shall be elected. In the event of a tie in the number of votes, lots shall be drawn to determine the winner. A waitlist for each of the faculty ranks shall be created based on the number of votes received by each faculty member, ranked from the highest to the lowest.

The term of the ex officio member shall be the same as that of their appointment. Elected members shall serve a one-year term but may serve consecutive terms if re-elected. Should a vacancy arise during a term, or if a member is on leave or abroad for more than six months combined in the year of their election, the candidate with the next highest vote on the waitlist for

the same faculty rank shall fill the vacancy and serve out the remainder of the term.

Article 3 During the Committee's Outstanding Teaching Award selection process, the Department's Division of Physical Education shall calculate the scores and determine the ranking of faculty members in accordance with the following procedures and based on the teaching evaluation scores indicated in the Office of Academic Affairs' List of Candidates Eligible for the Second Method of Selection in the Preliminary Review. The scores shall be verified by faculty members who pass the preliminary review stage, after which the shortlist of recommended candidates shall be announced, and the candidates notified in writing. Shortlisted candidates who wish to withdraw from the selection may do so in writing within seven days of the announcement.

1. Eligibility

- 1) Eligibility shall be based on the Office of Academic Affairs' List of Candidates Eligible for the Second Method of Selection in the Preliminary Review.
- 2) Under any of the following circumstances, faculty members of the Department shall be ineligible for selection in the given academic year:
 - a) Having won a Distinguished Teaching Award in the previous five years
 - b) The faculty member's average teaching hours for the previous two semesters failed to meet the basic requirements mandated by the University
 - c) Having received a teaching evaluation score of 3.5 or lower in any of the courses offered in the previous two semesters
 - d) Having submitted erroneous grades twice or more for a physical education course, necessitating the filing of grade correction requests with the Office of Academic Affairs
 - e) Having violated teaching ethics or University regulations

2. Order of recommendation

- 1) Preliminary stage: Teaching evaluation score [A] (80%)

Using the teaching evaluation scores indicated in the Office of Academic Affairs' List of Candidates Eligible for the Second Method of Selection in the Preliminary Review, the Department's Division of Physical Education shall calculate each faculty member's average teaching evaluation score (the number of classes considered shall be based on the basic teaching hours applicable for each faculty member; classes with a higher teaching evaluation score shall be considered first). The teaching evaluation score [A] for the preliminary stage shall be calculated as follows:

$$A = 80\% \times \left(\frac{\sum (\text{Teaching evaluation score for each of the classes with the higher scores})}{\text{basic teaching hours expressed in number of classes}} \div 5 \right)$$

- 2) Secondary stage: Peer review score [B] (10%)

Full-time faculty members of the Department who pass the preliminary review stage shall submit a Distinguished Teaching Award Application Form, available on the Teaching Portfolio (tPo) website, and supporting documents for their teaching achievements during the previous three years (such as syllabi, teaching materials, examples of homework design and test questions, limited to 30 sheets of double-sided A4 paper). Committee members shall assign a score of between 80 and 95 points to each candidate, with the average score calculated as follows:

$$B = 10\% \times \text{Average score}$$

3) Tertiary stage: Review by the Committee [C] 10%

Committee members shall rate each candidate based on the supporting documents submitted (members who are eligible for recommendation must recuse themselves from this process). The score range shall be between 80-95 points, and the average of each candidate's score shall be calculated as follows:

$$C = 10\% \times \text{Average score}$$

4) The Department's Division of Physical Education shall calculate the total scores by adding up the scores for items A, B, and C described above, and shall announce a shortlist containing no more than 20% of the number of full-time faculty members of the Department. Shortlisted faculty members shall be notified in writing. Vacancies resulting from faculty members withdrawing from the selection process shall remain vacant.

Article 4 Distinguished Teaching Awards shall be valid for five years. Winners of the award may not be considered again during the five-year period beginning in the academic year in which they receive the award. There is, however, no limit to the number of times a faculty member may be awarded an Outstanding Teaching Award. Any faculty member who has been awarded a Distinguished Teaching Award twice as a full professor shall be granted Lifetime Distinguished Teaching Faculty Member status and shall no longer be eligible for consideration for the same award.

Article 5 The Committee may only convene with at least two thirds of its members in attendance. Members who wish to propose a motion to rescind a recommendation or change the order of recommendation must provide concrete evidence and reasons. Such motions may only be passed with at least two thirds of the Committee's members in concurrence.

Article 6 Committee members shall recuse themselves from the review or discussion of matters that may pose a conflict of interest.

Article 7 Upon announcement of the shortlist of faculty members recommended for the Outstanding Teaching Award, the Committee shall forward the teaching achievements and supporting documents submitted by shortlisted faculty members to the Center.

Article 8 Matters not addressed herein shall be subject to the *NTU Regulations Governing the Selection and Awarding of the Outstanding Teaching Awards*

and other applicable regulations of the University.

Article 9 The Regulations shall be passed by the Department Affairs Meeting, reported to the Center Affairs Meeting for approval, and then implemented on the date of promulgation.