

National Sun Yat-sen University

Teaching Improvement Guidelines

Approved at the 10th Administrative Meeting of the 1st semester of the 2010 academic year, January 19, 2011
Amended and approved at the 4th Administrative Meeting of the 1st semester of the 2021 academic year, October 27, 2021

1. Purpose of Establishment

The "National Sun Yat-sen University Teaching improvement Guidelines" have been specially established to encourage teachers to strengthen their teaching strategies and enhance their teaching effectiveness, so as to comprehensively improve the quality of teaching and achieve the overall goal of teaching excellence in National Sun Yat-sen University (hereinafter referred to as the School).

2. Participants

Full-time and part-time teachers of each academic unit of the School.

3. Implementation Methods

In order to provide to our faculty members the professional growth and encouragement needed to seek further improvement in their teaching, the Teaching and Learning Development and Resources Center (hereinafter referred to as the Center) provides assistance through the following services:

- (1) Individual meetings or group discussions: The Center arranges pilot teachers from different fields to provide mentoring services in the micro-classroom. Teachers can have individual meetings or group discussions with pilot teachers on topics such as course preparation and evaluation, laboratory and research room management, teaching practice research plans, EMI teaching experience, and other teaching-related consultation and guidance.
- (2) Micro-Teaching: Teachers can select suitable pilot teachers and apply for micro-teaching services from the Center (EMI courses are preferred) to improve teaching methods and teaching skills. This micro-teaching adopts field observation or remote observation. The pilot teacher enters the teaching site to observe the teacher's teaching and give feedback on the spot; the remote observation is performed synchronously or asynchronously, and the teacher's lecturing screen is transmitted or recorded in real time. The pilot teachers will give suggestions after class.

4. Application Process

- (1) How to apply: Applicants should go to the Center's website to select service items and fill in the relevant forms 14 working days before the pretended appointment time. For micro-teaching, a teaching plan must be attached to the application.
- (2) Confirmation notice: After the appointment time is confirmed, the organizer from the Center will notify the applicant by email.

5. Privacy Protection

Pilot teachers who participate in individual talks, group discussions or micro-teaching and related personnel of this center shall have the obligation to keep confidential the information or audio-visual CDs of the applicants. If there is any legal liability arising from the leak, the leaker is solely responsible.

6. In order to improve the teaching quality of newly recruited teachers, teachers must participate in teaching improvement measures within their first academic year after hiring, and the effectiveness of their participation will be used as a reference for promotion and teacher evaluation.
7. The "National Sun Yat-sen University Teaching improvement Guidelines" was approved by the Administrative Meeting and submitted to the president for implementation after approval. The amendments are also the same.

p.s. Above contents were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.