

Chung Yuan Christian University (CYCU)

Regulations for Selection of Outstanding Teaching Faculty

Passed at the 611th Administrative Meeting on 12 December 1987
Amended at the 645th Administrative Meeting on 9 November 1990
Amended at the 684th Administrative Meeting on 20 May 1994
Amended at the 721st Administrative Meeting on 15 July 1997
Amended at the 728th Administrative Meeting on 13 March 1998
Amended at the 751st Administrative Meeting on 14 April 2000
Amended at the 754th Administrative Meeting on 6 July 2000
Amended at the 771st Administrative Meeting on 6 December 2001
Amended at the 866th Administrative Meeting on 3 September 2009
Amended at the 878th Administrative Meeting on 2 September 2010
Amended at the 924th Administrative Meeting on 4 September 2014
Amended at the 929th Administrative Meeting on 12 March 2015
Amended at the 937th Administrative Meeting on 5 November 2015
Amended at the 961st Administrative Meeting on 24 May 2018
Amended at the 969th Administrative Meeting on 21 March 2019
Amended at the 997th Administrative Meeting on 6 January 2022
Amended at the 1019th Administrative Meeting on 4 January 2024

- Article 1. To improve teaching standards and commend the dedication of the faculty, Chung Yuan Christian University (hereinafter referred to as “CYCU”) hereby establishes the “Chung Yuan Christian University Regulations for Selection of Outstanding Teaching Faculty” (hereinafter referred to as the “Regulations”).
- Article 2. Any full-time faculty member of CYCU who demonstrates outstanding moral character, compliance with school regulations and satisfies the following criteria may be evaluated through recommendations to receive rewards:
1. At the time of recommendation made by any college, the Center for General Education and Office of Physical Education (hereinafter referred to as the “Recommending Unit”), the number of teaching years of the faculty member in CYCU has reached three years.
 2. The faculty member seeking innovation and improvement of the teaching materials and methods has demonstrated outstanding teaching result.
 3. The faculty member demonstrates both responsible teaching attitude and passion in providing guidance to the academic studies and living of students.
 4. The faculty member complies with relevant teaching regulations and rules of CYCU.

Article 3. The calculation of the number of outstanding teaching faculty shall be made based on the number of full-time faculty members whose number of teaching years in CYCU has reached three years, and one faculty member may be selected for every twenty-five faculty members qualifying the aforementioned criteria (standard rounding method shall be applied to the remainder).

Article 4. Faculty members who are awarded will receive an “Outstanding Teaching Faculty” certificate of merit and monetary reward.

The amount of the aforementioned monetary reward may be adjusted by the Office of Academic Affairs according to the budget of the current year, and the selection results along with the monetary reward amount are announced to all units. After the monetary reward is approved, in case where a faculty member resigns from the position during the monetary reward collection period, the monetary reward shall be suspended automatically where such faculty member retires from the position due to age-mandated retirement or special conditions reviewed and approved by the Outstanding Teaching Faculty Evaluation Committee and also approved by the President, such suspension of monetary reward may not be applied.

The maximum number of awards for outstanding teaching faculty member is limited to three times. When a faculty member receives his or her award for the third time, in addition to the presentation of one golden ribbon trophy, his or her outstanding achievement is also registered and permanently displayed at the CYCU History Museum.

The certificate and trophy are presented during important ceremonies.

For faculty members recommended by recommending units but not selected for the award, one certificate of merit of “Teaching Excellence Faculty” is presented to such faculty members respectively.

After a faculty member has received the outstanding teaching faculty award, he or she cannot be further recommended as a candidate of the award for a period of two years from the last award or after having received the award for three times.

Article 5. CYCU shall establish the Outstanding Teaching Faculty Evaluation Committee consisting of 19~21 members to be responsible for the review of the qualification and outstanding achievements of the candidates.

The term of office of the members described in the preceding paragraph is one year, and the members are appointed by the President from the roster of faculty members with previous award of outstanding teaching or teaching excellence faculty member. In addition, the number of outstanding teaching faculty members shall account for more than two-thirds of the total number of the

members of the Outstanding Teaching Faculty Evaluation Committee. The Dean of Academic Affairs shall act as an ex-officio member and shall also act the convener of the Outstanding Teaching Faculty Evaluation Committee.

When a member is also recommended by a recommending unit to be a candidate, re-appointment of member shall be made.

Article 6. Each recommending unit shall establish a Selection Committee, consisting of 7 to 13 members with the term of office of one year, and the members shall be appointed by each recommending unit. The supervisor of each recommending unit shall act as an ex-officio member and shall also act as the convener of the Selection Committee.

The composition of the Selection Committee described in the preceding paragraph shall consist of a majority of faculty members having previously received the outstanding teaching faculty award, and shall also consist of at least one outstanding teaching faculty member not belonging to the recommending unit.

Article 7. The calculation of the number of teaching excellence faculty recommended by each unit shall be made based on the number of full-time faculty members whose number of teaching years in CYCU has reached three years, and one faculty member may be recommended for every fifteen faculty members qualifying the aforementioned criteria (standard rounding method shall be applied to the remainder).

Article 8. The selection of teaching excellence faculty members shall be conducted once per academic year, and the recommendation operation procedure is as follows:

1. Each recommending unit shall recommend teaching excellence faculty members according to the specified quota before the deadline announced for each year to participate in the school-wide selection.
2. Each recommending unit shall submit the selection process instructions and recommendation information form (one copy for each recommended faculty member), and the recommended faculty members are also requested to provide the following relevant documents and submit to the Outstanding Teaching Faculty Evaluation Committee:
 - (1) An article describing relevant personal teaching practice (approximately 1000 words).
 - (2) A list of teaching courses and teaching feedback survey result for the last two semesters of the recommended faculty member.
 - (3) Evidences or specific outcome prepared based on teaching resources capable of demonstrating outstanding teaching results.
3. The Outstanding Teaching Faculty Evaluation Committee shall complete

the evaluation before mid-June each year. In addition to the review of all written documents, interviews, inquiries with relevant personnel and opinions of course students may be conducted and reviewed. Furthermore, the faculty member recommended may be interviewed during the review. The evaluation result is submitted to the President for approval.

4. When a faculty member with previous award of outstanding teaching faculty member is being recommended again, it is necessary to submit specific outcome satisfying one of the following:
 - (1) Publication of teaching-related textbook.
 - (2) Academic research papers published at domestic/foreign well-known journals.
 - (3) Opening of MOOCs course.
 - (4) Opening of undergraduate English as a Medium of Instruction (EMI) course, excluding laboratory and lecture courses.

The outcome described in Subparagraph 4 of the preceding paragraph shall be completed after the receipt of last award.

Article 9. Each recommending unit shall recommend candidates according to the selection procedure. The selection procedure shall explicitly specify the following criteria:

1. Teaching feedback survey result for the last two semesters of the recommended faculty member.
2. Summary of feedbacks from students above the third year of university (inclusive).
3. Overall opinions of the department's faculty, administrative staff and alumni.

Article 10. The recommendations made by each recommending unit and the Outstanding Teaching Faculty Evaluation Committee shall comply with the following methods:

1. For a recommendation proposal to be approved, the review meeting shall be attended by more than two-thirds of all committee members and the approval of more than two-thirds of attending committee members shall be obtained.
2. The votes shall be casted by secret ballots.

Article 11. The faculty members awarded the outstanding teaching and teaching excellence award shall actively participate in the planning and promotion of teaching development related observation and seminar activities to assist in improving the teaching quality of CYCU. A faculty member awarded the outstanding teaching award shall, within four months after the announcement

of the award, provide one teaching-related article and accept video recording of teaching practice (or teaching experience sharing media file in electronic format) for submission to the Office of Academic Affairs and sharing on the CYCU intranet. In addition, during the next semester, the classroom will be open for teaching observation by our faculty members.

Article 12. All documents and information provided by the awarded faculty members may be publicly displayed.

Article 13. These Regulations are approved by the administrative meeting and reported to the President of CYCU for approval, followed by promulgation and implementation, and the same shall be applied to any amendments thereto.