

## **National Chengchi University Teaching Assistant System Implementation Regulations**

January 27, 2014	Passed by the Teaching Assistant Funding Review Committee at its meeting of 2014
January 29, 2016	Amended Articles 2 through 6 passed by the Teaching Assistant Funding Review Committee at its meeting of 2016
July 21, 2016	Amended in full and passed by the Teaching Assistant Funding Review Committee at its meeting of 2016
February 9, 2017	Amended Articles 4 through 6 passed by the Teaching Assistant Funding Review Committee at its meeting of 2017
July 31, 2017	Amended in full and passed by the Teaching Scholarship Grantees Funding Review Committee at its meeting of 2017
September 19, 2017	Approved by the President
March 19, 2018	Amended in full and passed by the 1 <sup>st</sup> Academic Affairs Meeting, spring semester, Academic Year 2017-18
January 19, 2019	Amended in full and passed by the Teaching Scholarship Grantees Funding Review Committee at its meeting of 2019
January 29, 2019	Amended in accordance with coordinated comments by the Personnel Office
March 18, 2019	Amended in full and passed by the 1 <sup>st</sup> Academic Affairs Meeting, spring semester, Academic Year 2018-19
February 5, 2020	Amended Articles 3,4 passed by the Teaching Assistant Funding Review Committee at its meeting of 2020
October 19, 2020	Amended Articles 3,4 passed by the 1 <sup>st</sup> Academic Affairs Meeting, fall semester, Academic Year 2020-21
November 30, 2020	Promulgated via official letter Cheng Chiao Tzu No. 1090075829
May 12, 2021	Amended Article 5 passed by the Teaching Assistant Funding Review Committee at its meeting of 2021
June 7, 2021	Amended Article 5 passed by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2020-21
July 16, 2021	Promulgated via official letter Cheng Chiao Tzu No. 1100019025

Article 1 National Chengchi University (NCCU or “the University”) formulates the *NCCU Teaching Assistant System Implementation Regulations* (“the Regulations”) to enhance students' professional and teaching skills and to assist faculty in improving teaching quality.

### Article 2 Teaching Assistant Definition

A Teaching Assistant refers to an individual who assists teachers in teaching activities and is responsible for course discussions, exercises,

practical work, or supporting teaching-related activities.

### Article 3 Types of Teaching Assistants

1. Discussion Course Teaching Assistant: Primarily responsible for planning course group discussions according to the syllabus, designing discussion topics and teaching materials, and leading students in group discussions.
2. Exercise Course Teaching Assistant: Primarily responsible for the planning of course exercise sessions according to the syllabus, guiding students through exercises and clarifying questions according to the teacher's teaching progress.
3. Practical Course Teaching Assistant: Primarily responsible for the planning of practical training sessions according to the course, leading students in field surveys, computer software training, lab experiments, equipment operation, practical safety maintenance, technical coaching, and consulting, and supporting teachers in innovative practical teaching methods.
4. Course Management Teaching Assistant: Primarily responsible for preparing teaching materials, collecting information, classroom management, student assignment assessment and grading, academic advising, organizing teaching activities, and assisting teachers in innovative teaching methods.
5. Academic Counseling Teaching Assistant: Primarily responsible for assisting students with learning difficulties through one-on-one academic counseling outside of class hours. When necessary, they

must coordinate with the Higher Education Sprout Project to record and report case study learning statuses.

The tasks mentioned above may be adjusted in accordance with the teaching needs of the faculty or the needs of the assisted students.

However, faculty or students may not request teaching assistants to undertake matters unrelated to teaching, nor may they substitute for teachers in lecturing or completing assignments on students' behalf.

#### Article 4 Qualifications for Various Types of Teaching Assistants

1. Discussion and Exercise Course Teaching Assistants: Master's students or above of the University.
2. Practical Course, Course Management, and Academic Counseling Teaching Assistants: Undergraduate students in their third year or above of the University.

#### Article 5 Rights and Responsibilities of Teaching Assistants and Teachers

1. In accordance with the announced standards for various types of teaching assistants, teachers shall discuss with teaching assistants the work items, salary, hours, and location. Upon agreement, a labor contract shall be signed, and the work shall then be carried out in accordance with the contract.
2. The term of employment each semester is principally four months, with employing units having the discretion to adjust the number of months employed according to their needs.
3. Relevant insurance and labor issues shall be handled in accordance with the University's *Scholarship and Student Labor-type Assistant Rights Protection Handling Regulations*.

4. Teaching assistants must respect gender equity, adhere to professional ethics, and strictly comply with the Gender Equity Education Act, Gender Equality in Employment Act, Sexual Harassment Prevention Act, and Regulations on the Prevention of Sexual Assault or Sexual Harassment on Campus, among other applicable regulations.
5. Should a teaching assistant fail to perform duties in accordance with the labor contract or violate teaching ethics or school regulations, the teacher may submit a request to the funding unit to terminate the contract.
6. During the employment period, matters concerning insurance, intellectual property rights of research results, or related complaints shall be handled in accordance with the University's *Scholarship and Student Labor-type Assistant Rights Protection Handling Regulations*.

Article 6 Matters not addressed herein shall be handled in accordance with applicable regulations.

Article 7 The Regulations shall be passed by the Teaching Assistant Funding Review Committee and the Academic Affairs Meeting and then promulgated and implemented. Any amendments shall be processed accordingly.

