

## National Chengchi University Office of Academic Affairs Teaching Assistant Funding Subsidy Directives

April 2, 2014	Passed by the 652 <sup>nd</sup> Administrative Meeting
March 9, 2016	Amended in full and passed by the 664 <sup>th</sup> Administrative Meeting
July 21, 2016	Amended and passed by the Teaching Assistant Funding Review Committee at its meeting of 2016
July 31, 2017	Amended 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
February 20, 2019	Amended Article 9 passed by the Teaching Assistant Funding Review Committee at its meeting of 2019
June 26, 2019	Amended Articles 2,4,6,8,9 passed by the Teaching Assistant Funding Review Committee at its meeting of 2019
December 25, 2019	Amended Articles 3,6,7,8 passed by the Teaching Assistant Funding Review Committee at its meeting of 2019
August 11, 2020	Amended Article 6 passed by the Teaching Assistant Funding Review Committee at its meeting of 2020
September 7, 2020	Promulgated via official letter Cheng Chiao Tzu No. 1090066004
November 30, 2021	Amended Articles 2 through 9 passed by the Teaching Assistant Funding Review Committee at its meeting of 2021
December 21, 2021	Promulgated via official letter Cheng Chiao Tzu No. 1100037657
November 25, 2022	Amended Articles 4,6,7 passed by the Teaching Assistant Funding Review Committee at its meeting of 2022
December 22, 2022	Promulgated via official letter Cheng Chiao Tzu No. 1110040631
May 17, 2023	Amended Article 5 passed by the Teaching Assistant Funding Review Committee at its meeting of 2023
June 8, 2023	Promulgated via official letter Cheng Chiao Tzu No. 1120017722
May 30, 2024	Amended Articles 4,6 passed by the Teaching Assistant Funding Review Committee at its meeting of 2023
June 24, 2024	Promulgated via official letter Cheng Chiao Tzu No. 1130020464

Article 1      National Chengchi University (NCCU or “the University”) Office of Academic Affairs formulates the NCCU *Teaching Assistant Funding Subsidy Directives* (“the Directives”) to assist faculty in enhancing

teaching quality and improve the teaching skills of teaching assistants.

- Article 2      The Directives apply to teaching assistants currently enrolled at the University, subsidized by the Office of Academic Affairs' Center for Teaching and Learning Development (CTLTD) and the General Education Center (GEC), whose application, review, and subsidy follow the Directives.
- Article 3      The review of funding support for teaching assistants is managed by the Teaching Assistant Funding Review Committee ("the Committee") of the Academic Affairs Office. The Committee consists of the Vice President for Academic Affairs, the Vice President for Student Affairs, the Director of CTLTD, and the Director of GEC, with the Vice President for Academic Affairs as the convener. The review meetings are held each semester, and subsidies are based on the number of applied subjects and funding status.
- Article 4      The application period, condition, and units are as follows:
1. Application Period: Applications should be submitted during the announced period at the end of each semester.
  2. Application Conditions and Units:
    - 1) Discussion class, exercise class, and practical class teaching assistants:

Courses with more than 35 enrolled undergraduate students are eligible to apply. The course instructor should apply according to the course planning. CTLTD is responsible for applications for integrated courses, college foundational

courses, departmental introductory courses, and specialized courses; GEC is responsible for core general education courses.

2) Course management teaching assistants:

For integrated courses, college foundational courses, university-level foreign language courses, general education language courses with more than 35 enrolled students, regular general education courses with more than 60 and undergraduate specialized courses with more than 70 students (the total number can be cumulative for the same instructor and course across different sessions), and departmental introductory courses with more than twenty, the applications shall be compiled by the course offering unit and submitted to CTLD.

3) In-Service Program, Program, or Minor Courses:

Courses that require fees are not eligible for this type of subsidy. As a principle, subsidies will not be provided for expanded minor courses

4) Adapted physical education course teaching assistants:

The course offering unit should submit applications to the CTLD.

Article 5      The review process is as follows:

1. For the application of discussion class, exercise class, practical

class, and course management teaching assistants processed by CTLD:

- 1) For integrated courses, college foundational courses, departmental introductory courses, and specialized courses, applications are reviewed by the teaching assistant subsidy application review meeting held by CTLD.
- 2) For course management teaching assistants, applications shall undergo a preliminary vetting based on the following criteria and then be submitted to the teaching assistant subsidy application review meeting for review.
  - a. Course syllabus uploaded within the specified deadline.
  - b. The course's survey scores from the last two years should be at least one standard deviation below the average for all types of courses.
  - c. For courses without prior survey scores within the last two years and with over 60 enrolled students.
- 3) Core general education course teaching assistants are reviewed by the core general education course review meeting held by GEC.
- 4) The subsidized course list approved by CTLD and GEC shall be submitted to the Teaching Assistant Funding Review Committee of the Office of Academic Affairs for review.

Article 6 Principles for subsidizing teaching assistants:

1. Discussion class and exercise class teaching assistants:

- 1) For discussion class, one teaching assistant is subsidized for every 35 enrolled students, and so forth; an additional assistant is subsidized if the final enrollment number of students exceeds 30.
  - 2) For exercise classes, one teaching assistant is subsidized for course enrollments between 35 and 85 students; if enrollment exceeds 85 students, an additional teaching assistant is subsidized for every additional fifty students.
  - 3) The number of teaching assistants subsidized is based on the number of students of the initial enrollment, and employment should start from the first day of the term. Additional teaching assistants may be recruited and employed based on funding availability if enrollment numbers reach the above thresholds after the add/drop period.
  - 4) A maximum of four teaching assistants are subsidized per course.
2. Practical class teaching assistants: Based on initial enrollment, one teaching assistant is subsidized for every 35 students, with employment starting from the first day of the term.
- 1) Course management teaching assistants:  
  
For courses passed through the preliminary vetting and meeting the subsidy standards, each course offering unit is allocated a subsidy amount. Course offering units may set their own standards within budget limits to determine the subsidy for the courses.

- 2) If the course offering units intend to hire students with disabilities as course management teaching assistants, which may result in insufficient funding, they may apply for additional subsidies.
- 3) Adapted physical education class teaching assistants: One teaching assistant per class.
- 4) Each course may only accept subsidies from one funding source.

Article 7      Salary and work-hour standards for teaching assistants are as follows:

1. Discussion class and exercise class teaching assistants:
  - 1) Master's and doctoral students: 10 hours per week per course, 40 hours per month. Undergraduate students in their fourth year or above, recommended by the course instructor, may serve as teaching assistants, with 9 hours per week per course, 36 hours per month.
  - 2) Salary calculation principles: Monthly salaries are calculated based on the hourly rate, with the following standards:  
undergraduate students are paid in accordance with the basic hourly wage approved by the central governing authority;  
master's students are limited to 1.2 times the rate for undergraduate students; doctoral students are limited to 1.5 times.
  - 3) The monthly salary of teaching assistants from each

academic system shall not be less than that of the previous academic level. The semesterly salary of teaching assistants is announced after approval by the Teaching Assistant Funding Review Committee.

2. Practical and adapted physical education class teaching assistants:

A monthly salary of 6,000 TWD for each course, with an increase of 3,000 TWD for enrollments exceeding 70 students and an additional 6,000 TWD for enrollments exceeding 105 students.

3. Course management teaching assistants: The monthly salary shall not be less than 6,000 TWD. This is not applicable to those who also serve as discussion class, exercise class, or practical class teaching assistants.

4. The total weekly work hours for an individual should not exceed 20 hours (up to 25 hours for doctoral students), with a maximum of 4 months of salary disbursement per semester. The average hourly wage should not be less than the basic wage announced by the central governing authority.

Article 8 Responsibilities and obligations of discussion class, exercise class, and practical class instructors and teaching assistants:

1. Discussion class and exercise class teaching assistants should arrange a fixed time for each week to conduct the discussion or exercise class (excluding the opening week, mid-term examination

week, and final examination week), with each class session lasting 50 minutes as the principle. Practical class teaching assistants should assist the instructor in class or arrange a fixed time outside of regular classes to guide students in practical work.

2. Those serving as teaching assistants for the first time must pass the beginning-of-the-term instructional training course. Those who are unable to attend must complete a make-up course on the designated platform within one month of employment. Instructors must submit a written report explaining the reasons if the teaching assistant fails to complete the make-up course within the deadline.
3. Teaching assistants must submit a personal reflection report in mid-term and collaborate with the instructor to compile a course achievement final report. If plagiarism or other inappropriate content is found in the personal reflection report, the instructor will be notified and will be recommended not to employ the assistant in subsequent semesters.
4. Each semester, teaching assistants must attend at least two school-internal or -external teaching training courses and teaching achievement sharing seminars organized or approved by CTLD or GEC.
5. Teaching assistants shall cooperate with arrangements made by CTLD or GEC for classroom observations.
6. Instructors receiving subsidies for the first time must attend an



orientation on the Teaching Assistant System.

Article 9      Evaluation and rewards for seminar and exercise class teaching assistants:

1. Classroom observations should be conducted at least once each semester; mid-term and end-of-term teaching assistant evaluations should be arranged.
2. The end-of-term teaching evaluation for teaching assistants is measured with a 5-point scale, with scores below 3 serving as a reference for future employment decisions. Instructors must submit a written report explaining the reasons for low scores.
3. After each semester, the effectiveness of subsidized courses is evaluated based on the semester's execution results, response rates to the teaching assistant opinion survey, and the end-of-term teaching evaluation results of teaching assistants. This evaluation serves as a reference for future subsidies.
4. Excellent and Outstanding teaching assistants are selected according to the University's *Regulations for the Election for Excellent and Outstanding Teaching Assistants* and are rewarded accordingly, with the instructor also receiving a certificate.

Article 10    Matters not addressed herein shall be handled in accordance with applicable regulations.

Article 11    The Directives shall be passed by the Teaching Assistant Funding

Review Committee and then promulgated and implemented. Any amendments shall be processed accordingly.