

NATIONAL CHENGCHI UNIVERSITY

Regulations for the Selection of Outstanding and Excellent Teaching Assistants

January 27, 2014	Passed by the Teaching Assistant Funding Review Committee at its meeting of 2014
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 Assistant Funding Review Committee at its meeting of 2017
January 19, 2019	Amended and passed by the Teaching Assistant Funding Review Committee at its meeting of 2019
February 20, 2019	Amended article 4 passed by the Teaching Assistant Funding Review Committee at its meeting of 2019
June 26, 2019	Amended article 4 passed by the Teaching Assistant Funding Review Committee at its meeting of 2019
February 5, 2020	Amended article 2, 3, 5, 6 passed by the Teaching Assistant Funding Review Committee at its meeting of 2020
August 11, 2020	Amended article 1, 3, 4, 5 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 25, 2022	Amended article 5, 7, 8, 9 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

- Article 1 National Chengchi University (NCCU or “the University”) formulates the NCCU *Regulations for the Selection of Outstanding and Excellent Teaching Assistants* to dedicated and outstanding teaching assistants, recognize their teaching expertise and contributions, and enhance the teaching quality of teaching assistants.
- Article 2 The teaching assistants referred to in the Regulations shall be the discussion class, exercise class, and practical class teaching assistants defined in the NCCU *Teaching Assistant System Implementation Regulations*.
- Article 3 The selection of Outstanding and Excellent Teaching Assistants shall be conducted based on course categories, with the Center for Teaching and Learning Development (CTLTD) and General Education Center (GEC) each establishing a Teaching Assistant Review Committee (“the Committee”) to

handle the selection process.

1. The selection of Outstanding and Excellent Teaching Assistants for integrated courses, college foundational courses, departmental introductory courses, and specialized courses shall be reviewed by the Committee established by CTLD. The Committee shall be composed as follows:
 - 1) The Vice President for Academic Affairs and the Director of CTLD shall serve as ex officio members.
 - 2) At least three internal or external faculty shall be appointed by the Vice President for Academic Affairs as review committees.
 - 3) At least two teaching assistants shall be recommended by the Director of CTLD and appointed by the Vice President of Academic Affairs.
2. The selection of Outstanding and Excellent Teaching Assistants for core general education courses shall be reviewed by the Committee established by GEC. The Committee shall be composed as follows:
 - 1) The Vice President for Academic Affairs and the Director of GEC shall serve as ex officio members.
 - 2) The convener of the respective general education fields meeting and at least two internal or external faculty shall be appointed by the Vice President for Academic Affairs as review committees.
 - 3) At least two teaching assistants shall be recommended by the Director of GEC and appointed by the Vice President of Academic Affairs.
3. The Vice President for Academic Affairs shall serve as the convener of the above Committees, and the meeting shall be held at the end of each semester.
4. Based on the principle of recusal of conflicts of interest, if an ex officio member's course is assigned with a teaching assistant for that semester, that

member shall not participate in the evaluation and discussion.

Article 4 The selection process for Outstanding and Excellent Teaching Assistants shall be proceed as the following stages:

1. Stage 1 Review: Teaching assistants who meet the following criteria may be selected as candidates and undergo written review:
 - 1) Complies with the regulations outlined in Article 8 of the University's *Teaching Assistant Funding Subsidy Directives*.
 - 2) The response rate to the teaching assistant evaluation survey is 40% or higher, and the score exceeds the overall average score.
2. Stage 2 Final Selection: The Committee shall conduct a second review based on the candidates shortlisted in the first stage. Based on the student feedbacks, course instructors' supplemental evaluation notes of the teaching assistant's performance, and supporting materials submitted by each candidate, the Committee shall assign scores to determine the final list of Outstanding and Excellent Teaching Assistants.

Article 5 For integrated courses, college foundational courses, departmental introductory courses, and specialized courses, the number of Outstanding Teaching Assistants shall be limited to 3 per semester, while the number of Excellent Teaching Assistant limited to 12. For core general education courses, the number of Outstanding Teaching Assistants shall be limited to 1 person per field each semester, and the total number of Excellent Teaching Assistants shall be 12 in principle.

Article 6 The selected Outstanding and Excellent Teaching Assistants shall be shall be publicly commended in the following semester.

1. Each Outstanding Teaching Assistant shall receive a certificate and a cash prize of NT\$6,000.

2. Each Excellent Teaching Assistant shall receive a certificate and a cash prize of NT\$1,000.

- Article 7 Those who have been awarded as Outstanding Teaching Assistant three times shall receive a certificate of “three times as the Outstanding Teaching Assistant”. Those who have been awarded as Outstanding Teaching Assistant five times shall receive a certificate of “five times as the Outstanding Teaching Assistant” and no longer be eligible for nomination in future selections.
- Article 8 The awarded teaching assistants shall share their teaching insights in relevant events held by CTLD and GEC.
- Article 9 The Regulations shall be passed by the Teaching Assistant Funding Review Committee and then promulgated and implemented. Any amendments shall be processed accordingly.