

NATIONAL CHENGCHI UNIVERSITY
Office of Academic Affairs
Directives of the Implementation of Teaching Assistant Classroom
Observation

August 11, 2020	Passed by the Teaching Assistant Funding Review Committee at its meeting of 2020
September 4, 2020	Promulgated via official letter Cheng Chiao Tzu No. 1090065776

- Article 1 National Chengchi University (NCCU or “the University”) Office of Academic Affairs, Center for Teaching and Learning Development (CTLTD) and General Education Center (GEC) formulates the NCCU Office of Academic Affairs *Directives of the Implementation of Teaching Assistant Class Observation* (“the Directives”) to effectively manage and evaluate teaching assistants and enhance overall teaching quality.
- Article 2 Teaching assistant classroom observation refer to in the Directives involves observing the teaching performance of all types of teaching assistants subsidized by CTLTD and GEC, as well as documenting classroom observations and providing teaching feedback and suggestions.
- Article 3 Teaching assistant classroom observation shall be conducted through the assistance of temporary personnel. The tasks include attending TA classes, writing observation records and submitting the records to CTLTD or GEC.
- The duty of temporary personnel may be adjusted based on the needs of CTLTD and GEC. The employment guidelines are as follows:
1. Qualification: Individuals who have been awarded or nominated as Excellent or Outstanding Teaching Assistant.

2. Classroom observation duties:
 - 1) Attend the class in-person.
 - 2) Write observation records.
 - 3) Provide feedback and suggestions to CTLD or GEC and submit written materials.
3. Salary and working hours:
 - 1) Temporary personnel for classroom observation may be employed for up to 28 days per month, with compensation based on the number of observation activities conducted. A total of 3 to 6 observation activities is required, with 3 to 4 working hours per session, NT\$300 per hour.
 - 2) The total weekly working hours at the University shall not exceed 20 hours for Master's students and 25 hours for doctoral students.
4. Notes:
 - 1) Temporary personnel for classroom observation who also serve as teaching assistants shall ensure that observation schedules do not overlap with their teaching assistant duties. Additionally, they shall avoid observing teaching assistants assigned to the same instructor.
 - 2) If it is discovered that teaching assistants are not conducting exercise or discussion classes as required, or if there are discrepancies between the reported schedules/locations and actual conditions, the issue shall be promptly reported and alternative observation times arranged.

- 3) If the observation records do not meet the required standards, the temporary personnel may be asked to revise and resubmit their work.

5. Rights and rewards and penalties:

- 1) If the temporary personnel for classroom observation who also serve as teaching assistants perform well upon review, they may be granted an exemption for attending one teaching assistant activity for the semester.
- 2) Temporary personnel for classroom observation shall comply with the regulations of CTLD and the University to ensure the rights of the teaching assistants being observed. Any involvement in plagiarism, falsification of observation records, or other improper conduct may result in the termination of their employment, depending on the severity of the situation.

Article 4 The Directives are funded by government subsidies or the University's self-raised funds.

Article 5 Matters not addressed herein shall be handled in accordance with the other applicable regulations or announcement of the University.

Article 6 The Directives shall be passed by the Teaching Assistant Funding Review Committee and then promulgated and implemented. Any amendments shall be processed accordingly.