

National Chung Hsing University Guidelines Governing Implementation of Teaching Capability Development Courses for New Teachers

Enacted in the 443rd Expanded Administrative Meeting on Sep. 29th, 2021

- I. The current Guidelines were established to help new teachers of National Chung Hsing University (hereafter referred to as NCHU) increase their competence and quality of teaching.
- II. The Guidelines apply to new full-time teachers, instructional full-time project teachers, and general full-time contract instructors.
- III. Scope and content of teaching capability development courses for new teachers:
 - (i) Teaching competence courses: education test, innovative teaching method, classroom management, consultation, teaching and research ethics, learning motives and behavior, teaching media, teaching experience sharing, and other teaching-related courses or forums.
 - (ii) Online courses on English-medium instruction (EMI) skills: For example, independent learning of 40 hours of the EMI courses developed by University of Cambridge, the United Kingdom, or equivalent training courses.
- IV. New teachers shall complete the following procedures within four semesters after their arrival at the post:
 - (i) Attend 12 teaching competence courses recognized by the Office of Academic Affairs, after which a certificate of course completion will be granted.
 - (ii) Obtain the certificate of completing online courses for EMI skills recognized by the Office of Academic Affairs.
- V. If any of the following situations applies, a teacher may fill in the application form, attach relevant documents, and submit them to the Office of Academic Affairs. The courses can be waived after approval of the Office of Academic Affairs.
 - (i) Language reasons
 - (ii) Having attended equivalent EMI courses
 - (iii) Having equivalent teaching experience
 - (iv) Other special achievements or reasons
- VI. If a new teacher cannot complete the courses because they are on leave without pay or other leave of absence, they may fill in the application form, attach relevant documents, and submit them to the Office of Academic Affairs. They may take the courses at a later date upon approval of the Office of Academic Affairs. The postponement period must not exceed the length of leave without pay or other leave of absence.
- VII. Evaluation and incentives:

- (i) A list of new teachers who fail to complete the courses as per the provisions in Point 4 will be compiled and submitted by the Office of Academic Affairs to their supervisors at the unit of employment to provide them with the assistance needed.
 - (ii) A new teacher who completes the courses and obtains the certificates of course completion as per the provisions in Point 4 may receive additional points in their application for the position of teaching assistants of college-level courses, for teaching subsidies, or for other rewards or subsidies offered by the Office of Academic Affairs at NCHU within 5 years.
- VIII. Non-new teachers may be eligible to incentives stipulated in Paragraph 2 of Point 7 if they obtain the certificates of course completion prescribed in Point 4 within four semesters after they submit their application in accordance with the current Guidelines.
- IX. The Guidelines and all amendments thereto take effect upon approval at the Administrative Meeting.

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