

National Chung Hsing University Regulations for Teaching Opinion Survey

Enacted in the 50th Academic Affairs Meeting on Oct. 27th, 2005
Amended (Article 3) in the 51st Academic Affairs Meeting on Mar. 30th, 2006
Amended (Articles 3 & 5) in the 53rd Academic Affairs Meeting on Apr. 10th, 2007
Amended (Articles 1-10) in the 58th Academic Affairs Meeting on Oct. 26th, 2009
Amended (Articles 1, 3, 4, 6, 8-12) in the 72nd Academic Affairs Meeting on Oct. 25th, 2016
Amended (Article 7) in the 74th Academic Affairs Meeting on Oct. 25th, 2017

- Article 1 The University establishes these regulations to enhance teaching quality and to understand students' opinions on the teaching of courses.
- Article 2 The Academic Affairs Office may establish the "teaching opinion survey planning unit" with the Dean of Academic Affairs as the ex-officio member and convener, and the remaining members full-time teachers appointed by the President. The unit is responsible for the planning and enhancing of teaching opinion surveys.
- Article 3 The Academic Affairs Office will conduct teaching opinion surveys on all courses (except for off-stage guidance courses) within four weeks before final exams every semester.
- Article 4 Teaching opinion surveys are divided into four categories: general, experimental, sports and joint teaching courses. Surveys are primarily filled online, but may be supplemented by a written survey or other forms if necessary.
- Article 5 Students should go online and complete the "teaching opinion survey" on all courses they take. Authorizations of students who do not complete all the surveys may be limited when selecting sports and general education courses.
- Article 6 Statistics do not include courses whose number of valid respondents is less than seven people or whose number of valid respondents does not exceed one fourth of the students taking the course.
- Article 7 After the end of the courses when grades are sent to the Academic Affairs Office, the results of teaching opinion surveys shall be sent in confidential to the teacher's department, the course opening unit, the head of the supported department, and the teacher himself as a reference for teaching enhancement. If necessary, the surveys shall be sent to curriculum committees at all levels as a reference for curriculum improvement or to teacher evaluation committees at all levels as a reference for evaluation.
- Article 8 Courses whose satisfaction scores are lower than 3.5, with the number of valid respondents more than eight and the effective respondent rate higher than 50%, shall be listed as courses for improvement.
- The afore-mentioned courses shall be handled according to the following standard:
1. For instructors with less than half of the courses only in the previous semester listed as courses for improvement for three consecutive academic years, the Center for Development of Teaching and Learning will inform the instructors.
 2. For instructors with more than half of the courses in the previous semester

listed as courses for improvement; or with less than half of the courses, but have records of courses listed as courses for improvement in the past three academic years, the Center for Development of Teaching and Learning will inform the instructors and the head of course opening unit to assist in teaching improvement, and will notify the head of the instructors' department.

3. For instructors with courses for improvement for all three consecutive academic years, the instructors, the top and middle level of supervisors of the instructors' departments and course opening units will be informed for improvement, and the results shall be submitted to the top-level teacher evaluation committee the instructors belong to.
4. If joint teaching courses are listed as courses for improvement, the Center for Development of Teaching and Learning will inform the head of course opening unit to assist the instructors of the joint courses in teaching improvement.
5. If courses listed as courses for improvement are taught by adjunct teachers, the Academic Affairs Office will recommend the teacher evaluation committee affiliated to the teachers' unit not to renew employment with the adjunct teachers.

Article 9 The unit of full-time teachers with courses for improvement may provide the following teaching assistance to enhance teaching quality:

1. Coordinate changes to the subjects taught.
2. Provide resources such as teaching aids and teaching materials.
3. Assign a mentor to help improve teaching.
4. Reasonably reduce teaching hours according to the "Teaching Hours and Overtime Hours Accounting and Approval Regulation".
5. Reduce the burden of teaching.
6. Encourage participation in teaching training activities.
7. Encourage application of teaching excellence plans.
8. Provide other resources that will help improve teaching quality.

Article 10 All personnel who handle teaching opinion surveys shall keep the results of the surveys confidential. The head of departments, graduate institutes, programs, centers shall not request access to the teaching opinion survey results of other departments, graduate institutes, programs, and centers unless special events occur and is approved by the Dean of Academic Affairs. This article also applies to colleges.

Article 11 If necessary, the Academic Affairs Office may publish the results of the implementation of teaching opinion surveys by all units as a reference for educational evaluation.

Article 12 These regulations and any amendments hereto shall be approved in academic affairs meeting before taking effect.