

# National Chung Hsing University Guidelines Governing Implementation of Teaching Capability Development Courses for New Faculty Members

Established in the 443th Expanded Administrative Meeting on Sep. 29<sup>th</sup>, 2021

1. The current Guidelines were established to enhance the competence and teaching quality of new faculty members at National Chung Hsing University (hereafter referred to as NCHU).
2. The guidelines are applicable to new full-time faculty members, instructional full-time project faculty members, and general full-time contract instructors.
3. The scope and content of the teaching capability development courses for new faculty members are as follows:
  - (1) Teaching competence courses: these cover education tests, innovative teaching methods, classroom management, consultation, teaching and research ethics, learning motives and behavior, teaching media, teaching experience sharing, and other teaching-related courses or forums..
  - (2) Online courses on English-medium instruction (EMI) skills: for instance, a 40-hour EMI course for independent learning, developed by the University of Cambridge in the United Kingdom, or equivalent training courses.
4. New faculty members shall complete the following procedures within four semesters after their arrival at the post:
  - (1) Participating in and obtaining the certificate for 12 sessions of Office of Academic Affairs-approved teaching skills courses.
  - (2) Obtaining the certificate for an Office of Academic Affairs-approved online teaching skill workshop for EMI courses.
5. Under the following circumstance, new faculty members may be granted to waive the above requirements by submitting an application together with the necessary supporting documents to the Office of Academic Affairs for approval:
  - (1) The faculty member is unable to participate in courses/workshops conducted in Chinese.
  - (2) The faculty member has already completed other equivalent EMI workshops.
  - (3) The faculty member has the equivalent teaching experience.
  - (4) The faculty member has other extraordinary achievements or can demonstrate sufficient grounds for exemption.
6. If a new faculty member 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.

7. Evaluation and incentives:

(1) The Office of Academic Affairs will compile a list of new faculty members who fail to complete the courses in accordance with the provisions mentioned in Point 4 and submit it to their supervisors at the employing unit for necessary assistance.

(2) A new faculty member who completes the courses and obtains the certificates of course completion as per the provisions in Point 4 may receive additional points on 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 five years.

8. Non-new faculty members are eligible for incentives as stipulated in Paragraph 2 of Point 7 if they obtain the certificates of course completion specified in Point 4 within four semesters after submitting their application in compliance with the current Guidelines.

9. The Guidelines and any subsequent amendments will become effective upon their approval at the Administrative Meeting.