

國立中興大學補助教師傳習團隊計畫

111 年 9 月 1 日版本

計畫目標

依據「國立中興大學教師傳習制度實施辦法」，鼓勵本校資深教師與新進教師組成傳習團隊，進行教學、研究、輔導、服務等經驗交流。

傳習團隊運作原則

一、教師傳習團隊需包含傳授者及學習者。

(一) 傳授者：

傳授者名單由各院推薦，推薦人數至少為各學院專任教師人數百分之二十（四捨五入），教務處得視需要於各院名單外推薦傳授者。每人每次得依其意願帶領一至二位學習者。傳授者應具備條件如下：

1. 本校專任教授或副教授。
2. 具五年以上專任教學年資（含本校年資兩年以上）。
3. 具教育熱忱。

(二) 學習者：

1. 本校新進之專任教師（含專案教師），其擔任專任教師之教學總年資未滿三年者應參加。
2. 本校有需求之專任教師，經中心審核通過或邀約，亦得參與。

二、傳習內容應依據「初任教師專業發展導引指標」，並以切磋教學與輔導為主，研究與服務為輔。計畫執行期間(兩學期合計)至少進行8次傳習活動，活動可包含個別面談、參與校內外座談會、講座、工作坊、教師成長社群、校外參訪、研討會及課堂觀課等，並由學習者填寫活動紀錄表。

三、傳授者與學習者之互動應恪遵學術倫理規範，傳授者與學習者須於**112年8月底**結束活動，**112年9月底前**繳交精簡活動報告（初任教師專業發展導引指標、活動紀錄表8次及心得回饋表）及參與期末分享會。

計畫內容

一、計畫申請步驟：

- (一) 學習者請點選「教師傳習〔傳授者名單〕」<http://nchu.cc/5VbCd>，從名單內選出一名熱血教師擔任「傳授者」。傳授者不限系上教師，可跨系所、



學院。

(二) 學習者請至教學計畫申請系統 <http://nchu.cc/4jAb8> →計畫介紹→教師傳習團隊計畫項下提出申請(首次登入系統之「傳授者」與「學習者」請先註冊，以記錄教學服務歷程)，填妥各欄位資料(「傳授者觀點」請由學習者向傳授者確認內容後協助鍵入)，送出即完成申請。

(三) 團隊申請結果將由系統郵件發信通知傳授者及學習者。

二、計畫申請期限：

即日起至 111 年 9 月 23 日 (星期五) 止。

三、計畫執行期程及方式：

(一) 傳習團隊運作自申請結果核定後至 112 年 8 月 31 日止。申請補助以一次為限。

(二) 學習者請至教學計畫申請系統瀏覽及下載「**初任教師專業發展導引指標**」，與傳授者交流學習，每次活動結束至教學計畫申請系統填寫「**活動紀錄表**」(至少 8 次活動)，全部活動結束後由傳授者與學習者共同填寫「**心得回饋表**」，學習者負責上傳系統。

四、經費補助標準：

補助每團隊運作經費業務費1萬元，相關核銷項目依「大專校院高等教育深耕計畫經費使用原則」、「教育部補(捐)助及委辦計畫經費編列基準表」及本校主計室規定辦理(經費可使用傳授者與學習者教學研究事務機器耗材及文具雜支、校外出差交通費或其他與計畫執行內容有關業務費用支出。**請勿用於與學生聚餐活動**)。

五、經費核銷：

考量計畫跨年度執行，經費將分兩次撥付，並配合主計室年底關帳作業期程，第一次核定撥付的經費須於**111年10月31日前完成全數核銷**，若未能依限完成核銷者，經費餘額將由教務處回收統籌運用。

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National Chung Hsing University Subsidy for Faculty Learning Transfer Team Project

Version Sep 1, 2022

Project Goal

According to the “Implementation Measures of the National Chung Hsing University Faculty Learning Transfer System,” senior faculties of our university and junior faculties are encouraged to form a learning transfer team for experience exchange in teaching, research, counseling, and service.

Principles of learning transfer team operation

四、The faculty learning transfer team must include the instructor and the learner.

(三) Instructor:

The list of instructors is recommended by each college. The recommended number should be at least 20% of the number of full-time faculties of each college (rounded up), and the Office of Academic Affairs may recommend instructor from the list of each college as needed. Each person has to lead one or two learners at a time according to their wishes. The instructor should have the following conditions:

4. Full-time or associate professor of our university.
5. Have more than 5 years of full-time teaching experience (Minimum two years of school experience required).
6. Passionate about education.

(四) Learner:

3. Newly recruited full-time faculty (including special-project faculty) in our university who have less than three years of teaching experience as full-time faculty, should participate.
4. Full-time faculty of this university who are in need may participate after being reviewed or invited by the center.

五、The content of the learning transfer should be based on the “Guideline Indicators for the Professional Development of Novice Faculties”, focus on basic teaching



and counseling, and supplemented by research and service. During the execution of the project (total 2 semesters), at least 8 times learning transfer activities should be conducted. Activities can include individual interview, participation in internal and external seminar, lecturer, workshop, faculty growth community, off-campus visit, seminar and classroom observation, etc. The learner fills in the activity record form.

- 六、 The interaction between the instructor and the learner should abide by the academic ethics norms. Instructor and learner must end the activity at the end of August, 2023. The brief activity report (the Guideline Indicators for the Professional Development of Novice Faculties, the activity record sheet and the experience feedback form) should be submitted before the end of September, 2023, and to participate in the end-of-term sharing session.

Project Content

- 六、 Program application steps:

(四) For learner, please click 「Faculty Learning Transfer [List of Instructors]」 <http://nchu.cc/5VbCd>, elect a passionate teacher from the list as 「instructor」. The instructor is not limited to the faculty of the department, can be across departments and colleges.

(五) For learner, please go to the teaching project application system <http://nchu.cc/4jAb8> → project introduction → submit application under the faculty learning transfer team project (for the first time log in of 「instructor」 and 「learner」 to the system, please register first, to record the teaching service history), fill in the data of each field (the learner will assist in filling in 「instructor's point of view」 after confirmation of the content from the instructor), submit and the application is completed.

(六) The result of the team application will be notified by the system email to the instructor and learner.

- 七、 Program application deadline:

From now until September 23, 2022 (Friday).

- 八、 Project implementation schedule and method:

(三) The operation of learning transfer team starts after the application result is



verified and ends on August 31, 2023. Application for subsidy is limited to one time.

- (四) **For learner**, please go to the teaching project application system to browse and download the 「**Guideline Indicators for the Professional Development of Novice Faculties**」. Communicate and learn from the instructor. Fill in the 「**Activity Record Form**」 (at least 8 activities) at the end of each activity in teaching project application system. After all activities are finished, the instructor and the learner together will fill in the 「**Experience Feedback Form**」, and the learner is responsible for uploading to the system.

九、Funding subsidy standard:

Each team has an annual operation budget of TWD 10,000. (the funds can be used by the instructor and the learner for teaching and research affair equipment, consumables and stationery, out-of-school travel and transportation, or other business expenses related to the implementation of the project. **Do not use it for dining with students**)

十、Reimbursement:

Considering that the project will be implemented across the year, the funds will be disbursed in 2 installments, and will be in line with the end-of-year account closing schedule of the chief accounting office. The first approved appropriation of funds must be reimbursed before October 31, 2022.

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