

## Procedures for Rewarding Faculty Members for Outstanding Teaching

Passed at the Academic Affairs Committee Meeting on December 20, 2012

- Article 1 These procedures are established to enhance teaching quality and recognize faculty with outstanding teaching performance.
- Article 2 The nominated faculty members must have been teaching full time at Ming Chuan University for three or more consecutive years, have outstanding character, serve as a role model for faculty members and students, and have enthusiasm in teaching and effective guidance of students.
- Article 3 The university established the Outstanding Teaching Performance Awards Committee to be responsible for selecting faculty with outstanding teaching performance. The committee chair is the President, with the Vice President for Academic Affairs, Dean of Academic Affairs, Deans of all the schools, Human Resources Executive Director and the Convener of the General Education Committee all appointed as ex-officio members of the committee by the president. If a committee member leaves his or her administrative position during a term, the committee membership is assumed by the person appointed to that administrative position.
- Article 4 At least half of the members of the Outstanding Teaching Performance Awards Committee must be present to hold a meeting and at least two thirds of the members present must be in agreement to pass a recommendation. If a committee member becomes a candidate for an award, he or she should leave the discussion room during that part of the meeting.
- Article 5 The awards are categorized as Meritorious Teaching Award, Teaching Excellence Award, and Outstanding Teaching Award. The award recipients will be publicly recognized and be given a certificate (medal) and bonus. The bonus for the Meritorious Teaching Award is fifty thousand New Taiwan Dollars (50,000 NTD), for the Teaching Excellence Award is twenty thousand (20,000 NTD), and for Outstanding Teaching Award is ten thousand (10,000 NTD). However, anyone who does continue as a full-time faculty member in the year of being awarded is disqualified from receiving the award and should return the certificate and bonus. The award recipient quota is based upon the current academic year's Strive for Excellence budget and available university funds.
- Article 6 The awards are presented once each academic year. Awardees are limited to three for the Meritorious Teaching Award, ten for the Teaching Excellence Award, and up to five percent of the full-time faculty members

for the Outstanding Teaching Award. Award recipients may re-apply for outstanding teaching performance recognition five years after being awarded for the Meritorious Teaching Award and those of the Teaching Excellence Award or the Outstanding Teaching Award recipient are restricted for application within three years upon being awarded. Anyone who is a Meritorious Teaching Award recipient three consecutive times may not be further nominated, but will be recognized as a Lifetime Meritorious Teaching Faculty Member, have a special publication in the Ming Chuan Magazine, and be instated in the University Archive Hall.

- Article 7 The outstanding teaching performance awardees will provide reports on their outstanding teaching and share teaching experiences at teaching workshops as to assist their unit with teaching development and selection of future award recipients. The information provided by the awardee will be publicized by the university.
- Article 8 The application and selection methods are separately established in the Procedures for Selecting Recipients of Outstanding Teaching Performance Awards.
- Article 9 Upon being passed at the Academic Affairs Committee and approved by the president, these procedures were announced and implemented.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***