

National Sun Yat-sen University

Teaching Improvement Guidelines

Approved at the 10th Administrative Meeting of the 1st semester of the 2010 academic year, January 19, 2011
Amended and approved at the 4th Administrative Meeting of the 1st semester of the 2021 academic year, October 27, 2021

1. Purpose of Establishment

The "National Sun Yat-sen University Teaching improvement Guidelines" have been specially established to encourage teachers to strengthen their teaching strategies and enhance their teaching effectiveness, so as to comprehensively improve the quality of teaching and achieve the overall goal of teaching excellence in National Sun Yat-sen University (hereinafter referred to as the School).

2. Participants

Full-time and part-time teachers of each academic unit of the School.

3. Implementation Methods

In order to provide to our faculty members the professional growth and encouragement needed to seek further improvement in their teaching, the Teaching and Learning Development and Resources Center (hereinafter referred to as the Center) provides assistance through the following services:

- (1) Individual meetings or group discussions: The Center arranges pilot teachers from different fields to provide mentoring services in the micro-classroom. Teachers can have individual meetings or group discussions with pilot teachers on topics such as course preparation and evaluation, laboratory and research room management, teaching practice research plans, EMI teaching experience, and other teaching-related consultation and guidance.
- (2) Micro-Teaching: Teachers can select suitable pilot teachers and apply for micro-teaching services from the Center (EMI courses are preferred) to improve teaching methods and teaching skills. This micro-teaching adopts field observation or remote observation. The pilot teacher enters the teaching site to observe the teacher's teaching and give feedback on the spot; the remote observation is performed synchronously or asynchronously, and the teacher's lecturing screen is transmitted or recorded in real time. The pilot teachers will give suggestions after class.

4. Application Process

- (1) How to apply: Applicants should go to the Center's website to select service items and fill in the relevant forms 14 working days before the pretended appointment time. For micro-teaching, a teaching plan must be attached to the application.
- (2) Confirmation notice: After the appointment time is confirmed, the organizer from the Center will notify the applicant by email.

5. Privacy Protection

Pilot teachers who participate in individual talks, group discussions or micro-teaching and related personnel of this center shall have the obligation to keep confidential the information or audio-visual CDs of the applicants. If there is any legal liability arising from the leak, the leaker is solely responsible.

6. In order to improve the teaching quality of newly recruited teachers, teachers must participate in teaching improvement measures within their first academic year after hiring, and the effectiveness of their participation will be used as a reference for promotion and teacher evaluation.
7. The "National Sun Yat-sen University Teaching improvement Guidelines" was approved by the Administrative Meeting and submitted to the president for implementation after approval. The amendments are also the same.

p.s. Above contents were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

國立中山大學教學精進要點

100.1.19 本校 99 學年度第 1 學期第 10 次行政會議通過
110.10.27 本校 110 學年度第 1 學期第 4 次行政會議修正通過

一、制定目的

為鼓勵教師強化教學策略，增進教師教學效能，以全面提升教學品質，達成本校教學卓越之總體目標，特訂定「國立中山大學教學精進要點」。

二、參與對象

本校各學術單位之專任及兼任教師。

三、實施方式

為提供本校教師專業之成長及勵進，教學發展與資源中心(以下簡稱本中心)協助本校教師精進教學，進行下列之服務：

- (一) 個別會談或小組座談：由本中心安排不同領域之領航教師於微型教室提供服務。教師可透過預約，就課程準備及評量、實驗室及研究室管理、教學實踐研究計畫、全英語授課教學經驗及其他教學相關諮詢與輔導等主題，與領航教師進行個別會談或小組座談。
- (二) 微型教學：教師可擇合適之領航教師，向本中心申請微型教學服務(以全英語授課課程為優先)，以精進教學方法及教學技巧。此微型教學採用實地觀課或遠距觀課，由教學領航教師進入教學現場實地觀察教師授課並給予回饋；遠距觀課則以同步或非同步進行，將教師上課畫面即時傳送或錄影存檔，由教學領航教師於課後給予建議。

四、申請流程

- (一) 申請方式：申請教師於預訂時間之 14 個工作天前，至本中心網站選擇服務項目並填寫相關表單，若需微型教學者則須另附教學教案。
- (二) 確認通知：預約時段確認後，本中心承辦人將以電子郵件通知申請教師。

五、隱私保護

參與個別會談、小組座談或微型教學之領航教師與本中心相關人員，對於申請教師之資料或影音光碟有保密之義務。若有因外洩所衍生之法律責任，概由外洩者個人負責。

六、為提升新進教師之教學品質，教師於新聘一學年內須參與教學精進之措施，其參與之成效將作為升等及教師評鑑之參考。

七、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。