

National Sun Yat-Sen University

Teaching Improvement Guidelines

Approved at the 10th administrative meeting during the 1st semester of the 2010 academic year, January 19, 2011

Article 1 Objective

The “Teaching Improvement Guidelines” are established to encourage teachers to enhance their teaching strategies, increase their teaching efficiency and improve overall teaching quality to achieve the top objective of the University for excellent teaching.

Article 2 Applicability

The Guidelines are applicable to all full-time and part-time teachers of each academic unit.

Article 3 Implementation

To encourage the development and improvement of the professional teaching knowledge, the Center for Teaching and Learning Development (hereinafter referred to as the “Center”) assists the pilot teacher (hereinafter referred to as the "Pilot") to lead the teachers of the University for improvement of their teaching. One of the following services is rendered for this purpose.

- (1) Personal interview or group discussion: The Center arranges the pilot teacher from different areas to provide the service in the “Microteaching Laboratory” for 1 or 2 hours every week. Teachers may make online application for the service and participate in the personal interview or group discussion for the topics of teaching methods, the making of teaching materials and English expression.
- (2) Teaching recording: The service is provided according to the “National Sun Yat-Sen Teaching Recording Implementation Regulations .”
- (3) Micro-teaching: Teachers may organize an advancement association with one to five members, elect a qualified pilot teacher, and apply for micro-teaching demonstration to the Center to improve their teaching methods and skills. The Center will arrange the micro-teaching for new teachers.

Article 4 Application procedure

- (1) Application: The applicant enters the website of the Center 14 workdays before the desired time to select the service item and complete the application form. A teaching program must be attached for the “Teaching Proposal for Micro-teaching Project”, if needed.
- (2) Confirmation: After confirming the desired time, the handling person of the Center will notify the applicant via the e-mail. The applicant may enter the website of the Center to enquire about the application result.

Article 5 Privacy protection

The pilot teachers and the personnel of the Center who are involved in the personal interview, group discussion, teaching recording and micro-teaching are obligated to keep confidential all information and video/audio CDs provided by the applicant. Any person who discloses such information or CDs illegally shall solely take the legal liability arising out of or in connection to the disclosure.

Article 6 To improve the teaching quality, new teachers must attend internal teaching improvement activities during the first academic year. The performance of the improvement will be used as a reference for the promotion and evaluation of the teacher.

Article 7 The Guidelines are approved at the administrative meeting and implemented after being approved by the President. The same procedure is applicable to the amendment of the Guidelines.

These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.