NATIONAL SUN YAT-SEN UNIVERSITY

College of Social Sciences Score Sheet for the Selection of Distinguished Faculty Members in Teaching

Approved by the 4th College General Meeting on April 19, 2011, School Year 99.

Reviewed and approved by the 1st Extraordinary Academic Meeting on April 21, 2011, School Year 99.

Amended and approved by the 3rd College General Meeting on March 1, 2012, School Year 100.

Reviewed and approved by the131st Academic Meeting on March 19, 2012.

Amended and approved by the 2nd College General Meeting on March 12, 2013, School Year 101.

Reviewed and approved by the135th Academic Meeting on March 18, 2013.

Amended and approved by the 2nd College General Meeting on March 4, 2014, School Year 102.

Reviewed and approved by the139th Academic Meeting on March 20, 2014.

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commencement: (yyyy/mm)**

1. **Basic Requirements:**

|  |  |  |
| --- | --- | --- |
| Item | | Check |
| **Basic Requirements for Teaching Performance (Applicants Must Fulfill at Least One of the Criteria Listed on the Right)** | 1. Received an “Excellent Course” award from the president for at least one course in the previous school year. 2. Scored six or higher in the “Teaching Feedback Survey” in at least one of the courses taught in the previous school year. 3. Scored six or higher in the “Department and Faculty Member Satisfaction Survey for Graduating Students" in the previous school year. 4. Recommended by a department or Office of Academic Affairs and approved by the Committee for Selection of Distinguished Faculty Member in Teaching for his/her long-term conscientious efforts in works related to teaching. | □  □  □  □ |
| **Basic Requirements Regarding Teaching and Service (Applicants Must Fulfill at Least One of the Criteria Listed on the Right)** | 1. **Taught at least one course or one credit at the Center for General Education during the previous school year (with three or less faculty members co-teaching).** 2. **Taught at least one undergraduate course during the previous school year.** 3. **Taught at least one course in English during the previous school year.** 4. **Received accreditation for digital learning material or digital learning courses from The Ministry of Education in the previous school year.** 5. **Achieved a three-year teaching amount that exceeds the college’s average. Calculations are not required for semesters on leaves, and reduced lecture hours for faculty members who have part-time administrative positions may be deducted.** | □  □  □  □  □ |
| **Basic Requirements Stipulated by the College of Social Sciences (Applicants Must Fulfill All Criteria Listed on the Right)** | 1. A full-time professor, associate professor, assistant professor, or lecturer who has taught at NSYSU for at least three years. 2. Teaching hours during the semester prior to applying must fulfill the requirements specified in “NSYSU Regulations for Hourly Teaching Fee Calculation for Faculty Members.” 3. The 3-year average teaching amount for lectures must reach at least 40% of that of the college (faculty members from independent institutes are required to achieve 30% of that of all independent departments in the college; calculations are not required for semesters on leaves, and reduced lecture hours for faculty members who have part-time administrative positions may be deducted). | □  □  □ |

1. **Head of Unit’s Recommendations and Comments (The college dean shall complete this section if the applicant is a department chair or institute director):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Selection criteria:**
   1. **Teaching Performance (50%)**

| Evaluation Items and Criteria | Self- Evaluation | Department Preliminary Review | Committee Final Review |
| --- | --- | --- | --- |
| 1. **Teaching participation (a maximum of 40 points)** | | | |
| 1. Average hours within the past three years divided by the required number of hours \_\_\_ × 20 (reduced hours must be added); the maximum score is 20 points.   (Duration: Jan. 2010~Feb. 2012) |  |  |  |
| 1. Mean semester teaching amount of 50%-70%, 71%-85%, and 86%-100% are awarded 1, 1.5, and 2 points, respectively.   (Duration: Jan. 2010~Feb. 2012) |  |  |  |
| 1. Each participation in a faculty member teaching seminar hosted by NSYSU or the colleges is awarded 0.5 points up to a maximum of 5 points.   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. An applicant appointed as a NSYSU or college mentor within the past two years is awarded 1 point for each school year up to a maximum of 3 points   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. An applicant appointed as a pilot faculty member within the past two years is awarded 1 point for each school year up to a maximum of 3 points   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. An applicant who participated in committee related to educational/teaching reformation of the college or NSYSU (e.g., the Teaching Feedbacks Investigation Committee, the Curriculum Committee, the Integrated Program Committee, the academic meeting, the outstanding research group meeting, etc.) within the past two years is awarded 0.5 points for each school year up to a maximum of points.   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. An applicant who has acted as a main speaker of workshop(s)/conference(s) organized by university/college or government agencies within the past two years is awarded 1 point for each participation and 0.5 points for each teaching reform-related achievement up to a maximum of 5 points (please provide relevant supporting documents specifying organizers, dates and time, and topics)   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. **Support general education and extra-departmental courses, teaching improvement plans, teaching material composition, and evaluations (a maximum of 30 points)** | | | |
| 1. An applicant not primarily employed by the Center for General Education in the past two years is awarded 2 points for each general education course taught in semester (points for jointly-taught courses = score/number of faculty members); for each course that is taught in English (excluding courses for the Department of Foreign Languages) within the past two years, 1 point per semester is awarded; for each professional off-campus service course held within the past two years, 1 point per semester is awarded; and an applicant who acted as a convener for integrated program(s) is awarded 1 point per program in each semester up to a maximum of 15 points.   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. An applicant who supported extra-departmental lecture courses within the past two years is awarded 1 point per course for each semester and 0.5 points for jointly-taught courses (each course is applicable to a single calculation method; the course with the higher score is selected and repeated scoring is not allowed).   (Duration: Jan. 2011~Feb. 2012) |  |  |  |
| 1. **An applicant who hands in students’ grades before the deadline is awarded 1 point per semester; an applicant who has not altered students’ grades is awarded 1 point per semester**   **(Duration: Jan. 2011~Feb. 2012)** |  |  |  |
| 1. **An applicant who has uploaded the syllabus in the specified timeframe (before the preliminary course selection) within the past two school years is awarded 1 point per semester.**   **(Duration: Jan. 2011~Feb. 2012)** |  |  |  |
| 1. **An applicant who has established courses certified by the Ministry of Education as digital learning courses with digital teaching material are awarded 3 points per course.**   **(Duration: Jan. 2011~Feb. 2012)** |  |  |  |
| 1. An applicant who has conducted teaching improvement plans, outstanding teaching plans, innovative teaching plans, teaching material compilation, or edited textbooks by the Ministry of Education within the past three years are awarded 2 points for each plan up to a maximum of 8 points (please provide relevant supporting documents that specify year, name of plan, or name of book)   (Duration: school years 100, 101, 102) |  |  |  |
| 1. **Teaching performance (a maximum of 30 points)** | | | |
| 1. An applicant who has achieved an average score of over 6.5 or between 6 and 6.5 for the teaching feedback survey within the past three years is awarded 2 points and 1 point, respectively.   (Duration: Jan. 2010~Feb. 2012) |  |  |  |
| 1. An applicant who has achieved an average score of over 6.5 or between 6 and 6.5 for the satisfaction survey for graduated students within the past three years is awarded 2 points and 1 point per semester, respectively.   (Duration: Jan. 2010~Feb. 2012) |  |  |  |
| 1. An applicant who has received Award for Excellent Courses is awarded 1 point per certificate up to a maximum of 5 points.   (Duration: Jan. 2010~Feb. 2012) |  |  |  |
| 1. **An applicant who has guided students in research projects/performances/and composition that were awarded top three in international competitions within the past three years is awarded 2 points per each win up to a maximum of 6 points; 1 point is awarded for each win in national competitions up to a maximum of 3 points (please provide relevant supporting documents)**   **(Duration: Jan. 2010~Feb. 2012）** |  |  |  |
| 1. **An applicant who has guided students in applying for research projects of the Ministry of Science and Technology (MOST) and received the approval of the MOST in the past three years is awarded 2 points per project up to a maximum of 6 points (please provide relevant supporting documents)**   **(Duration: school years 99, 100, 101)** |  |  |  |
| 1. **An applicant who has other honorary achievements within the past three years (e.g., received Award of Outstanding Performance in Teaching, Award of Excellence in Teaching, Award for Excellent Courses, etc. from the Ministry of Education or NSYSU) are awarded a maximum of 10 points (please provide relevant supporting documents)**   **(Duration: Jan. 2010~Feb. 2012)** |  |  |  |
| **Total (A Maximum of 100 Points)** |  |  |  |

* 1. **Teaching Record (25%)**
  2. Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. The applicant □agrees □disagrees to publicize the teaching record during the selection process; signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. As the committee review is centered on examining publicized information in the applicants’ teaching record (and the results of teaching feedback surveys and satisfaction survey for graduated students), please do not close the web link during the review process.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Evaluation Standard | Committee Review | | | | |
| Outstanding 10 | | Excellent 8 | Average 6 | Satisfactory 4 |
| Comprehensiveness (20%) | Teaching record is complete |  | |  |  |  |
| The provided information is sufficient for determining teaching quality |  | |  |  |  |
| Consistency (20%) | The teaching concepts, objectives, strategies, and methods are consistent |  | |  |  |  |
| The provided syllabus, exam papers, slides, and teaching material supports the teaching concepts and objectives |  | |  |  |  |
| Validity and Reliability (20%) | Teaching record presents detailed and concrete evidence instead of using general and abstract descriptions |  | |  |  |  |
| Teaching record contains evidence from students, co-workers, and teaching evaluations that are consistent with the self-evaluation |  | |  |  |  |
| Reflection and Improvements (20%) | Exhibited in-depth considerations and reflections on teaching concepts, objectives, strategies, and performance assessments |  | |  |  |  |
| Reflections on teaching are identified in an endeavor for teaching improvements and practical performance improvements |  | |  |  |  |
| Teaching Performance (20%) | The teaching record shows excellent teaching performance |  | |  |  |  |
| The teaching record shows innovation, willingness to experiment, or other outstanding characteristics in teaching |  | |  |  |  |
| **Overall Rating** |  | | | | | |
| **Total (a maximum of 100 points)** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Points** | | | |

* 1. **Teaching Recordings (10%)**
     1. **Recorded Course Provided for the Selection Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recorded Course** |  | | | |
| **Compulsory/Elective Course** | **□ Compulsory □ Elective** | | **Number of Students** |  |
| **Evaluation Item** | **Item** | **Evaluation criteria** | | |
| **Teaching method (40%)** | **Changes tone or pace to emphasize important parts of the lesson** | | |
| **Define and explain new terms and concepts** | | |
| **Explain complex information in detail or conduct repeated explanations** | | |
| **Provide examples to explain the course content** | | |
| **The employed teaching method is appropriate for the course type** | | |
| **Interactions with students (40%)** | **The teacher does not exhibit behavior that may distract the students** | | |
| **The teacher maintains eye contact with the students** | | |
| **The teacher pauses to allow students to raise questions** | | |
| **The pace of the course allows students to take notes** | | |
| **The teacher clearly emphasizes important concepts for the students** | | |
| **Committee Member Score (A Maximum of 80 Points)** |  | | | |

* + 1. **Record of Completed Open Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **No. of Weeks** | **Provided in NSYSU’s Open Course Syllabus** | **Course Web Address on Other Websites** | **Whether Teaching Will be Continued if the Recorded Courses do not Fulfill the 18 Week Requirement** |
|  |  | **□Yes**  **□No** |  | **□Yes (please complete the following form)**  **□No** |
| **Committee Member Score (A Maximum of 20 Points)** | |  | | |

* + 1. **Open Courses that the Applicant Intends to Record After Being Selected as this Semester’s Faculty Member with Outstanding or Excellent Teaching Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Semester** | **Weeks** | **Labor Requirements for Recording** | **Funding Requirements** |
|  |  |  | **□Supported by the Center for Teaching Development**  **□Supported by a teaching assistant**  **□Self-recorded** | **□Yes (standards for subsidies are as announced by the Office of Academic Affairs)**  **□No** |

* + 1. **Other Honorary Achievements (10%)**

Please provide details on suggestions made by students in teaching feedback surveys and teaching attitude surveys in the past three years (required), teaching-related honorary achievements, teaching preparations and teaching material production, passion for teaching, teaching concepts, and teaching methods. Please provide information on teaching achievements for supporting courses in NSYSU, the colleges, and the departments, particularly “contributions other than that stated in a) and b) in teaching performance;” student counseling and continued education, student-teaching interactions, and the research results of master’s degree students and doctoral students supervised by the applicant.

|  |  |
| --- | --- |
| **Committee Members’ Comments** |  |
| **Committee Member Score (A Maximum of 100 Points)** |  |

* 1. **Total Score:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Original Score** | **Percentage** | **Total** |
| 1. **Teaching Performance** |  | **50％** |  |
| 1. **Teaching Record** |  | **25％** |  |
| 1. **Teaching Recordings** |  | **15％** |  |
| 1. **Other Honorary Achievements** |  | **10％** |  |
| **Total** | | |  |

* 1. **Selection Results:**

**Total rank: \_\_\_\_\_\_ place**

**The College of Social Sciences Committee for Selection of Distinguished Faculty Member in Teaching**

**Convener: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: (yyyy/mm)**