

NATIONAL SUN YAT-SEN UNIVERSITY
College of Social Sciences Scoring Sheet for the
Selection of Distinguished Faculty Members in Teaching

Amended and approved by the 3rd College General Meeting on March 7, 2018, School Year 106.

Applicant: _____ **Department:** _____

Position: _____ **Date of Hire:** _____ (yyyy/mm)

I. Basic prerequisites

Item	Check
Teaching Outcomes (Must fulfill at least one of the criteria listed below)	
1. Received the Excellent Course Award from the President of NSYSU for at least one course in the previous school year	
2. Scored six (6) or higher in the Teaching Feedback Survey for at least one course taught in the previous school year	
3. Scored six (6) or higher in the Department and Faculty Member Satisfaction Survey for Graduating Students in the previous school year	
4. Recommended by the department or the Office of Academic Affairs for continued dedication to teaching excellence (proof required) with approval by the Distinguished Teacher Selection Committee	
Teaching and Service Performance (Must fulfill at least one of the criteria listed below)	
1. Taught at least one course or one credit hour (with three or less faculty members co-teaching) at the Center for General Education in the previous school year	
2. Taught at least one compulsory undergraduate course in the previous school year	
3. Taught at least one EMI course in the previous school year	
4. Received accreditation from The Ministry of Education in the previous school year for developing digital learning materials or designing digital learning courses	
5. Accrued equivalent credit hours above the College average in the past three (3) school years (semesters spent on leave and reduced lecture hours for faculty members with part-time administrative positions may be excluded from calculation)	
Basic Prerequisites Stipulated by the College (Must fulfill ALL criteria listed below)	
1. Is a full-time professor, associate professor, assistant professor, or lecturer with at least three (3) years of teaching experience at NSYSU	
2. Credit hours taught in previous semester must fulfill the requirements specified in <i>NSYSU Regulations for Hourly Teaching Fee Calculation for Faculty Members</i> .	
3. The 3-year average lecture hours must be within the top 40% of the College (faculty members from independent institutes are required to reach the top 30%; semesters spent on leave and reduced lecture hours for faculty members with part-time administrative positions may be excluded from calculation)	
Others: Pursuant to the <i>Academic Ethics Guidelines for Teaching Faculty</i> , please submit proof of attendance at academic ethics seminars in the past three years. (Required)	

II. Recommendations and Comments from Department Head:

(The College Dean shall complete this section if the applicant is a department chair or institute director)

Department Head: _____

Date: _____

III. Selection Criteria:

A. Teaching outcomes (50%)

Evaluation Items and Criteria	Self-Evaluation	Department Preliminary Review	Committee Final Review
1. Years of teaching (max. 10 points)			
1 point per year taught at NSYSU; ½ per year taught elsewhere			
2. Teaching participation			
a) [Average teaching hours in the past three years ÷ required number of hours: ___] × 20 (reduced hours must be included; max. 20 points) (Duration: SYS* 103-2 – 106-1) * SYS: School Year/Semester			
b) Average credit hour equivalent taught in the past three years ÷ average credit hour equivalent of the College: 50%-70%: 1 point; 71%-85%: 1.5 points; 86%-100%: 2 points (Duration: SYS 103-2 – 106-1)			
c) ½ point for participating in each faculty member teaching seminar hosted by NSYSU or the College in the past two years (max. 5 points) (Duration: SYS 104-2 – 106-1)			
d) 1 point per school year served as a mentor or pilot teacher in the past two years (Duration: SYS 104-2 – 106-1)			
e) 1 point per semester served as the chair of each program in the past two years (Duration: SYS 104-2 – 106-1)			
f) ½ point for acting as a main speaker at each workshop or conference organized by NSYSU, the College, or government agencies in the past two years (max. 3 points; supporting documents specifying the organizer, time/date, and topic required) (Duration: SYS 104-2 – 106-1)			
g) ½ point per semester served in each committee related to education reformation of NSYSU or the College (e.g., the Teaching Feedback Investigation Committee, the Curriculum Committee, the Integrated Program Committee, Academic Meeting, Outstanding Research Group Meeting, etc.) in the past two years (max. 3 points) (Duration: SYS 104-2 – 106-1)			
h) Other significant achievements in education reform in the past two years (must include evidence; max. 3 points) (Duration: SYS 104-2 – 106-1)			
3. Course offerings, teaching materials development, and teaching improvement plans			
a) 1 point per semester for each compulsory course, general education course (including interdisciplinary electives), or EMI (English as a medium of instruction)/FLMI (foreign language medium instruction) course offered in the past two years (max. 15 points; each course may be calculated only once; co-teaching course points = [available points ÷ no. of teachers of the course]) (Duration: SYS 104-2 – 106-1)			
b) 1 point per semester in which course syllabi were uploaded to the course website before preliminary course registration opened in the			

Evaluation Items and Criteria	Self-Evaluation	Department Preliminary Review	Committee Final Review
<p>past two years; 1 point per semester in which grades were submitted on time in the past two years (Duration: SYS 104-2 – 106-1)</p>			
<p>c) 1 point per semester in which course syllabi were uploaded to the course website before preliminary course registration opened in the past two years; 1 point per semester in which grades were submitted on time in the past two years (Duration: SYS 104-2 – 106-1)</p>			
<p>d) 3 additional points per digital course or digital teaching material packet certified by the Ministry of Education in the past two years (Duration: SYS 104-2 – 106-1)</p>			
<p>e) 3 additional point per OpenCourseWare (OPW) course, MOOCs course, or flipped classroom course completed in the past (max. 9 points)</p>			
<p>f) 2 point per teaching improvement project commissioned by the NSYSU Office of Academic Affairs or the Ministry of Education in the past three years; 2 points per textbook written, edited, or translated in the past three years (max. 8 points; supporting documents specifying the year and name of the project/book required) (Duration: SY 104 – 106)</p>			
4. Teaching outcomes			
<p>a) 2 points per semester in which the applicant scored over a 6.5 average in the teaching feedback survey in the past three years; 1 point per semester for scoring an average over 6 (Duration: SYS 103-2 – 106-1)</p>			
<p>b) 2 points per school year in which the applicant scored over 6.5 in the satisfaction survey for graduated students in the past three years; 1 point per school year for scoring an average over 6 (Duration: SYS 103-2 – 106-1)</p>			
<p>c) 1 point per Award for Excellent Courses received in the past three years (max. 5 points) (Duration: SYS 103-2 – 106-1)</p>			
<p>d) 5 points for Ministry of Education Outstanding Teaching Award received in the past three years; 3 point for NSYSU Outstanding Teaching Award received in the past three years (Either award may only be calculated once regardless of how many times an applicant won.) (Duration: SYS 103-2 – 106-1)</p>			
<p>e) 2 points (1 point) for serving as a supervisor to each student project/performance/composition that won third place or above in an international (domestic) competition in the past three years (max. 6 (3) points; supporting documents required) (Duration: SYS 103-2 – 106-1)</p>			
<p>f) 2 points for serving as a supervisor to each student research project approved by the Ministry of Science and Technology (MOST) in the past three years (max. 6 points; supporting documents require) (Duration: 2015 – 2017)</p>			
<p>g) Other honorable teaching achievements in the past three years (max. 5 points; supporting documents required)</p>			

Evaluation Items and Criteria	Self-Evaluation	Department Preliminary Review	Committee Final Review
(Duration: SYS 103-2 – 106-1)			
Total (Max. 100 Points)			

B. Teaching e-Portfolio (25%)

a. Web address (URL): _____

b. I, the applicant, hereby agree to make my Teaching e-Portfolio public for awards consideration;

Signature: _____

c. As the committee review can only be conducted with the public information contained in the applicants' teaching portfolio (and the results of teaching feedback surveys and satisfaction surveys for graduated students), please ensure that the URL link remains accessible throughout the award process.

Item	Evaluation Standard	Committee Review
Completeness (20%)	The teaching portfolio is complete.	
	The provided information is sufficient for determining teaching quality.	
Consistency (20%)	The applicant demonstrates consistent teaching beliefs, objectives, strategies, and methods.	
	Course syllabi, exam questions, presentation slides, teaching materials, and supplementary materials correspond with teaching objectives.	
Credibility and Reliability (20%)	The teaching portfolio presents detailed and concrete evidence instead of using general and abstract descriptions.	
	The teaching portfolio contains evidence from students, co-workers, and teaching evaluations that are consistent with the self-evaluation.	
Self-Reflection and Improvements (20%)	The applicant exhibits in-depth considerations and reflections on teaching beliefs, objectives, strategies, and self-evaluation.	
	Reflections on teaching are focused on the endeavor for improvements and practical outcomes.	
Teaching Outcomes (20%)	The teaching portfolio shows excellent teaching performance.	
	The teaching portfolio demonstrates innovation, willingness to experiment, or other outstanding characteristics in teaching	
Overall Comments		
Total (max. 100 points)		_____ points

C. Classroom recordings (15%)

Video-recorded course submitted for consideration:

Course Title			
Course Type	<input type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	Number of Students
Criteria	Item	Evaluation criteria	
	Teaching method (40%)	Changes tone or pace to emphasize important parts of the lesson	
		Defines and explains new terms and concepts	
		Explains complex ideas in detail or gives repeated explanations	
		Provides examples to aid learning	
		Employs appropriate teaching methods for the course	
	Classroom interaction (40%)	Does not exhibit behavior that may distract the students	
		Maintains appropriate eye contact with students	
		Pauses to allow students to raise questions	
		Lectures at a suitable speed to allow for note-taking	
		Emphasizes important concepts so that students pay attention	
Committee Review (Max. 100 Points)	_____ points		

D. Other honorable achievements (10%)

Please supply evidence of suggestions made by students in teaching feedback surveys and teaching attitude surveys in the past three years (required), honorable teaching-related achievements, course preparation, teaching material development, passion for teaching, teaching beliefs, and teaching methods. Please provide information on teaching achievements for courses offered in NSYSU, the College, and your department (particularly contributions other than those stated in I-A-2 and I-A-3), student counseling, continued education, classroom interaction, and research results of master and doctoral students supervised by you.

Committee Members' Comments	
Committee Member Score (Max. 100 Points)	

IV. Total Score:

Item	Original Score	Weight	Subtotal
1. Teaching Performance		50%	
2. Teaching Record		25%	
3. Teaching Recordings		15%	
4. Other Honorable Achievements		10%	
TOTAL			

V. Selection Results:

Final rank: _____ place

The College of Social Sciences Distinguished Teacher Selection Committee has come to the decision to recommend / not recommend the applicant for consideration for Distinguished Faculty Member in Teaching in the College.

In addition, the Committee shall recommend / not recommend the applicant for consideration for the NSYSU Award for Teaching Excellence.

**College of Social Sciences
Distinguished Teacher Selection Committee**

Convener: _____

Date: _____(yyyy/mm/dd)