

# **Yuan Ze University Regulations Governing Incentives for Outstanding Teaching Assistant in English-Taught Program**

Approved at the 9<sup>th</sup> academic affairs meeting of the 2023 academic year on Jun.5, 2024

Article I In order to recognize the contribution of teaching assistants to the English-Taught Program (including EMI courses) and encourage teaching assistants with outstanding performance to demonstrate their teaching enthusiasm and skills and to attain the goals of enhancing the teaching quality of teaching assistants in the English-Taught Program (including EMI courses), the “Outstanding Teaching Assistant Award in English-Taught Program” is established.

## Article II Selection Candidates

1. Serving as teaching assistants in the EMI courses for the academic year who are responsible for assisting teachers in teaching or leading students to conduct discussions, experiments or counseling them, as well as evaluating grades and other affairs relating to assisting teaching staffs and interacting with students.
2. Serving as teaching assistants in the English-Taught Program for the academic year who are responsible for assisting teachers in teaching or leading students to conduct discussions, experiments or counseling them, as well as evaluating grades and other affairs relating to assisting teaching staffs and interacting with students.

## Article III Selection Timetable:

Applications will be accepted from the second semester of each academic year:

1. Teaching assistants for courses offered by the focused incubation colleges should submit their applications to the bilingual center of each college. Each college will select outstanding teaching assistants from among them respectively, and after examination by the university-level bilingual center, the outstanding teaching assistants will be publicly commended at the end of the semester.
2. Teaching assistants for courses offered by the non-focused incubation colleges and other teaching units should submit their applications to the university-level bilingual center. After reviewing them, each teaching unit will select outstanding teaching assistants from among them respectively, the outstanding teaching assistants will be publicly commended at the end of the semester.

## Article IV Criteria for Review:

1. A high degree of enthusiasm for the program, the ability to understand the needs of students, stimulate students' interest in learning, and demonstrate excellent teaching skills.
2. Interacting well with teachers and students, effectively assisting teachers in compiling teaching materials and conducting classroom teaching activities, and evaluating grades fairly.
3. Providing after-school counseling, and students will make concrete progress through the counseling, and fulfill the duties of teaching assistants.

## Article V Evaluation Procedures:

The evaluation process is divided into two stages: recommendation and review.

### 1. Recommendation:

Nominated by each department (classes, groups, or the same level units affiliated to the college), the candidates for outstanding teaching assistants will be recommended by the

department (classes, groups, or the same level units affiliated to the college) according to the teacher's assessment and recommendation forms.

## 2. Review

i) If applicants are from the focused incubation colleges, a written assessment will be conducted by the bilingual center of each college based on the above criteria for review. The outstanding teaching assistants will be publicly commended after the result is approved by the university-level bilingual center.

ii) If applicants are from the non-focused incubation colleges and other academic units will be assessed by the bilingual center of the Academic Affairs Office.

Article VI Rewards and Recognition: Those who do not meet the standards may be removed from the program.

According to the review results, one outstanding teaching assistant from each department (classes, groups, or the same level units affiliated to the college) will be selected and awarded with a certificate of appreciation and a cash prize of NT\$5,000, and will be publicly recognized.

Article VII The funding for the awards of these Regulations shall be supported by the Ministry of Education's Program on Bilingual Education for Students in College. Matters not covered herein shall be handled in accordance with the relevant regulations of the Ministry of Education and the University

Article VIII These Regulations will be implemented after it is approved by the academic affairs meeting, and the same applies to any amendments.