

CYCU Regulations Governing the Selection for Faculty with Outstanding Teaching in the School of Design

Passed by the 5th College Administrative Meeting of the 2002 Academic Year on July 9, 2003
Amended and passed by the 5th College Administrative Meeting of the 2003 Academic Year on April 28, 2004

Amended and passed by the 11th College Administrative Meeting of the 2010 Academic Year on July 7, 2011

Amended and passed by the 2nd College Administrative Meeting of the 2016 Academic Year on August 31, 2016

Amended and passed by the 7th College Administrative Meeting of the 2018 Academic Year on March 7, 2019

- Article 1 The School of Design has established the Regulations in accordance with the CYCU Regulations Governing the Selection of Teaching Excellence Teachers in order to enhance teaching standards and recognize faculty members for their competence.
- Article 2 Full-time faculty members of the College who demonstrate exemplary moral character, comply rigorously with University regulations, and meet the following criteria may be recommended for review and commendation:
- I. Faculty members who have completed a minimum of three academic years of service at the University at the time the recommendation is made.
 - II. Faculty members who achieve outstanding teaching results through dedication to improving on teaching materials and methods.
 - III. Faculty members who have demonstrated a strong commitment to teaching and enthusiastically engage in supporting students' academic and personal growth.
 - IV. Faculty members who diligently adhere to the University's regulations on teaching.
- Article 3 The selection process shall be held in the spring semester of each academic year. Each department shall recommend one department faculty representative to participate in the School-level selection process. Faculty representatives to be recognized for outstanding teaching at the college level shall be selected in accordance with the quota specified in the announcement, and shall be recommended to the University Teaching Excellence Teacher Evaluation Committee for review.
- Article 4 The School has established an Outstanding Teaching Teacher Evaluation Committee, composed of seven to thirteen members appointed by the Dean for a one-year term. The Dean and heads of departments shall serve as ex-officio members. The Dean shall also serve as the convener. At least half of the Committee members must be faculty members who have been recognized for exceptional teaching at the university level, and at least one member from a different unit. All members from the unit, excluding the ex-officio members, must have been recognized for outstanding teaching at the college level.
- Article 5 The Outstanding Teaching Teacher Evaluation Committee shall follow the following recommendation procedures:
- I. In addition to the reviews of written documents, the Committee may also conduct interviews with relevant personnel as well as students who have received instruction from the candidates to gather their opinions. The candidates may also be interviewed as part of the evaluation process.
 - II. Approval shall be granted only if a quorum of two-thirds of the Committee members is present and at least two-thirds of the attendees cast their votes in favor.
 - III. All voting shall be conducted anonymously.

IV. The primary criterion for the recommendation and selection shall be excellence in “teaching”, with “research” and “service” contributions considered as supplementary factors. The candidates shall provide specific written documents as references for the Committee, as follows:

- (I) Published textbooks or class handouts
- (II) Curricula and teaching materials that have been published online
- (III) Teaching evaluation data and outlines of courses taught (including scoring criteria) in the last 3 to 5 years
- (IV) Participation in teaching seminars and other related educational training at the University
- (V) Additional supporting documents for outstanding teaching accomplishments

Article 6 Faculty members who have been selected from each department for good teaching shall also be recognized for outstanding teaching at the college level and will be awarded a certificate by the Dean.

Article 7 Faculty members shall not be recommended as candidates for two academic years after receiving the Teaching Excellence Award at the university level.

Article 8 Faculty members who win the Outstanding Teaching Award at the college level shall actively participate in the planning process and share their teaching experiences in relevant activities for teaching development and observation such as teacher professional development seminars for faculty members organized by the School, which will consequently enhance the teaching quality of the School. A teaching-related short article shall be submitted to the office of the School for printing, which shall serve as a reference for all faculty members of the School.

Article 9 The Regulations have been announced and implemented upon approval by the College Administrative Meeting. The same procedure shall apply to all subsequent amendments.