

THU Guidelines for Faculty Professional Learning Communities

Approved by the Teaching Development Committee on June 5, 2023

- I. To promote interdisciplinary collaboration, teaching innovation, and professional growth among faculty, and to encourage the development of innovative teaching strategies, courses, and interdisciplinary instructional materials, Tunghai University (hereinafter THU) encourages faculty to establish Faculty Professional Learning Communities (hereinafter “Faculty Communities”). These Guidelines are hereby established.
- II. A Faculty Community shall consist of at least four full-time and/or part-time faculty members from different disciplines, representing at least two departments or graduate institutes. Each Faculty Community shall designate one full-time faculty member as its Convener, who shall be responsible for planning, coordination, compilation of activity outcomes, and reimbursement of expenses. A full-time faculty member may serve as Convener of only one Faculty Community.
- III. The Convener shall submit an application to the Center for Teaching and Learning (hereinafter “the Center”) under the Office of Academic Affairs. The application shall include the annual application form specifying the proposed activities, budget, and expected outcomes. After the application deadline, the Center shall review applications in accordance with the community categories and evaluation criteria announced for that year. The review results shall be sent to the Convener by email.
- IV. Each Faculty Community shall operate on an annual basis. Activities shall focus primarily on sharing teaching experiences, enhancing teaching competencies, and promoting teaching innovation, and may take the form of seminars, practical workshops, discussion sessions, teaching material development, or other workshops. The proposed activities and expected outcomes set forth in the application shall serve as the basis for review.
- V. Funding shall be provided to support the operation and activities of each Faculty Community. Each Faculty Community shall use and reimburse funds in accordance with the approved funding amount. Reimbursement documents and supporting receipts shall be submitted to the Center within one month after the relevant expenditure in accordance with THU's administrative procedures. All expenditures shall comply with the funding guidelines of the Higher Education SPROUT Project. Late submissions or applications with incomplete supporting documents will not be accepted. The funding amount for each Faculty Community shall be determined based on the annual budget and announced during the annual application period.

- VI. Each approved Faculty Community shall submit a final report and participate in the Faculty Community Outcomes Sharing Session organized by the Center. Submission of the final report, participation in the sharing session, and the overall operation of the Faculty Community shall be taken into consideration in the review of future applications. The Center may use materials generated through Faculty Community activities for non-profit purposes or for teaching development.
- VII. The number of Faculty Communities to be funded and the amount of funding shall be subject to the approved annual budget. The application period, implementation period, date of the Faculty Community Outcomes Sharing Session, deadline for submission of the final report, and related forms shall be announced separately by the Center each year.
- VIII. Funding for these Guidelines shall be provided through the Higher Education SPROUT Project.
- IX. The Guidelines herein shall be promulgated upon approval by the Teaching Development Committee.