

東海大學獎勵教師教學辦法

中華民國 103 年 5 月 14 日第 5 次行政會議通過
中華民國 104 年 7 月 28 日第 11 次行政會議修正通過
中華民國 105 年 4 月 27 日第 8 次行政會議修正通過
中華民國 106 年 5 月 24 日第 9 次行政會議修正通過
中華民國 107 年 5 月 23 日第 6 次行政會議修正通過
中華民國 108 年 1 月 9 日第 1 次行政會議修正通過
中華民國 108 年 6 月 5 日第 7 次行政會議修正通過
中華民國 112 年 1 月 11 日第 1 次行政會議修正通過
中華民國 112 年 11 月 8 日第 8 次行政會議修正通過
中華民國 115 年 6 月 10 日第 5 次行政會議修正通過

- 第一條 為提昇本校優良教學風氣及教學品質，獎勵從事創新教學之教師，特訂定獎勵教師教學辦法（以下簡稱本辦法）。
- 第二條 本辦法獎勵項目含教學優良獎及教學傑出獎。
- 第三條 獎勵資格為本校專任、約聘與專案教師且連續服務三年，其教學表現優良者。
- 第四條 本獎勵之申請，每學年辦理一次，申請人應於公告期限內向所屬系所提出申請，各系經系教評會投票通過後，向所屬學院推薦一名教師參加教學優良獎遴選；各學院經院教評會投票遴選出教學優良獎得獎及教學傑出獎推薦名單後送交教務處。
- 第五條 教學優良獎之獲獎人數，以全校專任、約聘與專案教師人數百分之五為限，教學傑出獎之獲獎人數則以全校專任、約聘與專案教師人數百分之一為限，前項比例分配涉及小數時，以一人計算之。
- 第六條 本獎勵應以下列各事項為授獎依據：
- 一、 申請人之前六學期教學評量填答率平均值須達全校六學期平均值（含），且其前六學期教學評量平均成績之院排名須達前 50%（含）。
 - 二、 教學成果佔 50%：包括教學創新具體成果及成果附件（含教學成果論文發表）、教學意見調查結果、特殊教學事蹟、受輔導學生表現及其他相關成果。
 - 三、 教材與教學準備佔 25%：包括教學授課大綱、教學內容（含數位教學活動）、創新教材、教具、成績繳交情形及其他相關資料。
 - 四、 對教學熱忱、理念及方法佔 25%：提供提昇教學品質之事證，如創新教學方法、學生學習成效等相關佐證資料或說明以利審查。
- 第七條 申請、審查及遴選方式如下：
- 一、 申請人應至教務處網頁下載教師教學獎勵申請表並合併檢附個人資料表及第六條所列資料，且依「東海大學教師教學獎勵審查資料製作指引」繳交書面及數位資料。
 - 二、 教學優良獎之遴選，由各學院及非屬系所院教評會執行遴選作業，依照各學

院之專任、約聘與專案教師數遴選至多百分之五之教師成為教學優良獎獲獎人。

- 三、教學傑出獎之遴選，由各學院及非屬系所院教評會，推舉一名該年度獲教學優良獎之教師送至教務處；其所屬專任、約聘與專案教師人數超過 50 人之學院，得推舉二名。由教務長召集遴選小組依第六條所列項目先行審查，審查結果製成初審報告書。
- 四、遴選小組成員含三位外審委員及三名校內委員，外審委員由教務長決定聘任人選；校內委員由教務長、教發中心主任及一名五年內曾獲教學傑出獎得獎教師擔任。
- 五、初審報告書提交學術審議委員會核定。教學優良獎、教學傑出獎同一年度兩者不重複敘獎。

第八條 獎勵方式如下：

- 一、教學優良獎獲獎教師由校長頒發獎狀及獎金新台幣參萬元整，以資表揚。教學傑出獎獲獎教師由校長頒發獎牌一面及獎金新台幣捌萬元整，並免除教師評鑑乙次。
- 二、本獎勵如無適當人選，得予從缺。
- 三、教學傑出獎獲獎累計達三次之教師，由校長頒發特優傑出教學獎獎牌一面及獎金新台幣壹拾萬元整。

第九條 獲得教學傑出獎之教師，得獎後的兩個學年不得再為本獎勵之被推薦人。每位教師獲得教學傑出獎次數以三次為限。但教學優良獎獲獎教師，不在此限。

第十條 教學傑出獎得獎教師於獲獎之次一學期內，須錄製教學經驗分享影片提供全校師生觀摩學習。

第十一條 教學傑出獎得獎教師若未依「東海大學獎勵教師教學辦法」第十條執行，即取消免除教師評鑑乙次之獎勵。

第十二條 本辦法經行政會議通過後施行。

Regulations Governing Faculty Teaching Awards of Tunghai University

Approved at the 5th Administrative Affairs Meeting on May 14, 2014
Amended and approved at the 11th Administrative Affairs Meeting on July 28, 2015
Amended and approved at the 8th Administrative Affairs Meeting on April 27, 2016
Amended and approved at the 9th Administrative Affairs Meeting on May 24, 2017
Amended and approved at the 6th Administrative Affairs Meeting on May 23, 2018
Amended and approved at the 1st Administrative Affairs Meeting on January 9, 2019
Amended and approved at the 7th Administrative Affairs Meeting on June 5, 2019
Amended and approved at the 1st Administrative Affairs Meeting on January 11, 2023
Amended and approved at the 8th Administrative Affairs Meeting on November 8, 2023
Amended and approved at the 5th Administrative Affairs Meeting on June 10, 2026

- Article 1 These Regulations are established to promote excellence in teaching and enhance the quality of instruction at the University by recognizing faculty members who demonstrate outstanding and innovative teaching (hereinafter referred to as "these Regulations").
- Article 2 The awards established under these Regulations consist of Excellent Teaching Award and Outstanding Teaching Award.
- Article 3 Faculty members who have served the University continuously for at least three years as full-time, contract, or project-based faculty members and have demonstrated outstanding teaching performance shall be eligible for these awards.
- Article 4 The awards shall be conferred once each academic year. Applicants shall submit their applications to their respective departments within the announced application period. After approval by vote of the Department Faculty Evaluation Committee, each department shall nominate one faculty member to its college for consideration for the Excellent Teaching Award. Following selection by vote of the College Faculty Evaluation Committee, each college shall submit the list of Excellent Teaching Award recipients and Outstanding Teaching Award nominees to the Office of Academic Affairs.
- Article 5 The number of Excellent Teaching Award recipients shall not exceed five percent (5%) of the University's total number of full-time, contract, and project-based faculty members. The number of Outstanding Teaching Award recipients shall not exceed one percent (1%) of the University's total number of full-time, contract, and project-based faculty members. Where application of the foregoing percentages results in a fraction, the number shall be rounded up to one (1).
- Article 6 The following criteria shall serve as the basis for selection:
1. The applicant's average course evaluation response rate for the preceding six semesters shall be no lower than the University-wide average for the same period, and the applicant's average teaching evaluation score over the preceding six semesters

shall rank within the top fifty percent (50%) of the applicant's college.

2. Teaching achievements (50%), including innovative teaching outcomes and supporting documentation (including publications relating to teaching achievements), student course evaluation results, outstanding teaching accomplishments, the performance of students receiving academic guidance, and other relevant achievements.
3. Teaching materials and course preparation (25%), including course syllabi, instructional content (including digital teaching activities), innovative teaching materials, teaching aids, timely submission of grades, and other relevant supporting materials.
4. Commitment to teaching, teaching philosophy, and instructional methods (25%), demonstrated through evidence supporting the enhancement of teaching quality, such as innovative teaching methods, student learning outcomes, and other supporting documentation or explanations provided for review.

Article 7 The application, review, and selection procedures shall be as follows:

1. Applicants shall download the Faculty Teaching Award Application Form from the Office of Academic Affairs website and submit it together with the Personal Information Form and the supporting documents specified in Article 6. Both hard-copy and electronic materials shall be prepared in accordance with the Guidelines for Preparing Review Materials for Faculty Teaching Awards of Tunghai University.
2. Selection of the Excellent Teaching Award shall be conducted by each College Faculty Evaluation Committee and the Faculty Evaluation Committee of the Non-Departmental Academic Units. Each committee may select up to five percent (5%) of its full-time, contract, and project-based faculty members as Excellent Teaching Award recipients.
3. For the Outstanding Teaching Award, each College Faculty Evaluation Committee and the Faculty Evaluation Committee of the Non-Departmental Academic Units shall nominate one faculty member who has received the Excellent Teaching Award in that academic year to the Office of Academic Affairs. Colleges with more than fifty (50) full-time, contract, and project-based faculty members may nominate two candidates. The Dean of Academic Affairs shall convene a Selection Panel to conduct a preliminary review based on the criteria set forth in Article 6 and prepare a Preliminary Review Report.

4. The Selection Panel shall consist of three external reviewers and three internal members. The external reviewers shall be appointed by the Dean of Academic Affairs. The internal members shall include the Dean of Academic Affairs, the Director of the Center for Teaching and Learning, and one faculty member who has received the Outstanding Teaching Award within the preceding five years.
5. The Preliminary Review Report shall be submitted to the Academic Review Committee for final approval. A faculty member shall not receive both the Excellent Teaching Award and the Outstanding Teaching Award in the same academic year.

Article 8 Awards shall be granted as follows:

1. Recipients of the Excellent Teaching Award shall receive a certificate of commendation and a cash award of NT\$30,000, presented by the President. Recipients of the Outstanding Teaching Award shall receive a commemorative plaque and a cash award of NT\$80,000, presented by the President, and shall be exempt from one faculty evaluation.
2. If no suitable candidate is identified, the award may be withheld.
3. Faculty members who have received the Outstanding Teaching Award three times shall be presented by the President with a Distinguished Excellence in Teaching Award commemorative plaque and a cash award of NT\$100,000.

Article 9 Recipients of the Outstanding Teaching Award shall not be eligible for nomination for either teaching award during the two academic years following receipt of the award. Each faculty member may receive the Outstanding Teaching Award no more than three times. This restriction shall not apply to the Excellent Teaching Award.

Article 10 Recipients of the Outstanding Teaching Award shall, during the semester immediately following the award, produce a video sharing their teaching experience for faculty members and students across the University to view and learn from.

Article 11 Recipients of the Outstanding Teaching Award who fail to fulfill the requirement set forth in Article 10 of these Regulations shall forfeit the benefit of exemption from one faculty evaluation.

Article 12 These Regulations shall take effect upon approval by the Administrative Affairs Meeting.