

Tunghai University Enforcement Rules on Teaching Assistants

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Article 1 These Rules are established pursuant to Article 5 of the Tunghai University Regulations Governing Teaching Assistants.

Article 2 Based on different instructional needs, Teaching Assistants (TAs) are classified into the following eight categories:

1. Teaching Assistants for Large-Enrollment Courses: To meet the needs of large-enrollment courses, they assist with instructional activities under the supervision of the course instructor. Duties include: preparing teaching materials and instructional aids; assisting with classroom activities; collecting and distributing assignments; providing academic consultation; assisting the instructor in managing digital learning platforms.
2. Teaching Assistants for Laboratory Courses: Applicable only to departmental professional courses with laboratory components. Under the supervision of the course instructor, they assist students in conducting laboratory experiments. Duties include: preparing laboratory materials and reagents; conducting experiments in advance of class sessions; assisting students with laboratory procedures; maintaining laboratory safety; facilitating discussions related to experiments; collecting and distributing assignments; and assisting the instructor in managing digital learning platforms.
3. Teaching Assistants for English-Medium Instruction (EMI) Courses: Applicable only to departmental professional courses taught in English, excluding Freshman English, Sophomore English, Elective English, and Second Foreign Language courses. The course description must indicate that the course is taught in English. Under the supervision of the course instructor, they assist with instructional activities. Duties include: preparing teaching materials and instructional aids; assisting with classroom activities; collecting and distributing assignments; providing academic consultation; and assisting the instructor in managing digital learning platforms.
4. Teaching Assistants for Innovative Courses: Applicable only to course modules

approved by the Office of Academic Affairs. Under the supervision of the course instructor, they assist with instructional activities. Duties include: preparing teaching materials and instructional aids; assisting with instructional activities, including facilitating group discussions, laboratory exercises, exhibitions, or performances; collecting and distributing assignments; and assisting the instructor in managing digital learning platforms.

5. Teaching Assistants for Digital Courses:

- (1) Distance Learning Courses: Applicable only to distance learning courses approved by departmental, college, and university course committees and the Office of Academic Affairs. Under the supervision of the course instructor, they assist with instructional activities. Duties include: assisting with instructional activities; providing academic consultation; and assisting the instructor in managing digital learning platforms.
- (2) Programming Courses: Under the supervision of the course instructor, they guide students in programming practice. Duties include: attending class sessions; completing programming exercises and their guides in advance; guiding students in programming practice, exercise drills, or group discussions; providing academic consultation; and assisting the instructor in managing digital learning platforms. Eligible courses are limited to:
 - i. The university-wide common required course "Computational Thinking and Generative AI" and theme-based interdisciplinary elective programming courses; and
 - ii. Departmental professional courses whose approved curriculum designates them as substitutes for the introductory course "Computational Thinking and Generative AI".

6. Teaching Assistants for University Preparatory Courses: Applicable only to departmental introductory courses offered to high school students. Under the supervision of the course instructor, they assist with instructional activities. Duties include: preparing teaching materials and instructional aids; assisting with classroom activities; collecting and distributing assignments; providing academic consultation; and assisting the instructor in managing digital learning platforms.

7. Academic Support Teaching Assistants:

- (1) Departments: To meet departmental needs, they provide extracurricular academic tutoring for introductory and professional courses at designated times under the supervision of instructors or Assistants (university-appointed instructional

support staff member). A portion of their working hours may also be allocated to departmental administrative support. Duties include: providing individual or group academic consultation; explaining sample exercises; conducting post-class review sessions; and assisting with departmental administrative affairs.

- (2) Other Teaching Units: Applicable to non-departmental teaching units, including the Center for General Education, College of Interdisciplinary Innovation, English Language Center, and Department of Physical Education. Under the supervision of instructors or Assistants, they provide academic consultation and a portion of their working hours may also be allocated to departmental administrative support. Duties include: providing individual or group academic consultation; and assisting with administrative support tasks.

8. Teaching Assistants for Other Courses: To support feature courses with temporary or project-based instructional needs, they assist with instructional activities under the supervision of the course instructor.

Article 3 Application Principles:

1. Applications for TAs for large-enrollment courses, laboratory courses, EMI courses, innovative courses, digital courses, university preparatory courses, and other courses shall be submitted by course instructors to the Center for Teaching and Learning (hereinafter referred to as “the Center”) within the announced application period each semester.
2. Applications for Academic Support Teaching Assistants shall be processed as follows:
 - (1) Departments: Course instructors shall establish tutoring objectives according to instructional needs, and departments shall submit consolidated applications to the Center within the announced application period each semester.
 - (2) Other Teaching Units: Teaching units shall determine TA duties according to their needs and submit consolidated applications to the Center within the announced application period each semester.
3. TA subsidies shall, in principle, be limited to courses offered in daytime undergraduate programs; however, distance learning courses shall not be subject to this limitation. Each course may apply for only one category of Teaching Assistant support per semester. Academic Support Teaching Assistants shall not be counted toward this limitation, and applications for two or more categories simultaneously shall not be permitted.

Article 4 Principles for TA Allocation:

1. Required courses shall receive priority consideration, followed by required electives and elective courses.
2. The allocation of TAs for large-enrollment courses, laboratory courses, EMI courses, innovative courses, digital courses, and university preparatory courses shall be determined based on student enrollment. Enrollment figures from multiple sections of the same course may not be combined.
3. The allocation of Academic Support Teaching Assistants for departments shall be determined based on the number of registered first- and second-year students enrolled in daytime undergraduate programs in the applicant department during the previous semester. The allocation of Academic Support TAs for other teaching units shall be determined by the Director of the Center based on actual needs.
4. Each instructor may receive TA support for up to three courses; however, programming courses shall not be subject to this limitation.
5. Subject to approval by the Dean of Academic Affairs, the Center may increase or decrease the number of TA positions based on the annual budget, instructional needs, previous teaching effectiveness, and achievement of tutoring objectives.

Article 5 TA Certification and Training:

1. Certification: TAs shall participate in orientation and training activities organized by the Center at the beginning of each semester. Topics include TA rights and responsibilities, appointment and evaluation procedures, and the use of digital learning platforms.
2. Training: The Center shall provide professional development activities, including in-person workshops and online instructional videos (with reflective reports required). Participation is voluntary.

Article 6 TA Assessment and Evaluation:

1. Performance Evaluation (40%): Instructor evaluation: 30%; TA self-evaluation: 10%. Evaluations shall be conducted at the end of each semester by the course instructor (or Assistants) and the TA.
2. Final Work Report (60%): Instructor evaluation: 35%; Center evaluation: 25%. At the end of the semester, TAs shall submit a work reflection, tutoring records, and supporting documentation for evaluation by the course instructor (or Assistants) and the Center.
3. Student Evaluation of TAs: TAs shall distribute student feedback surveys at the end of the semester. Such evaluations shall not be included in the semester assessment score

but may serve as a reference for the selection of Outstanding Teaching Assistants.

Article 7 Awards and Recognition:

1. TA evaluation results may serve as a reference for reappointment.
2. TAs who receive a final evaluation grade of B– or above may apply to the Center for a Teaching Assistant Certificate.
3. TAs who receive a final evaluation grade of A or above shall be awarded a Certificate of Merit by the Center.

Article 8 Obligations of Instructors Receiving TA Support:

1. Instructors receiving TA support shall: Not require TAs to substitute for classroom teaching.
2. Not assign duties unrelated to teaching.
3. Assign TA workloads and working hours within reasonable limits.
4. Evaluate the TA's final work report.
5. Complete the instructor evaluation form for the TA at the end of the semester.
6. Utilize the University's digital learning platform for courses receiving TA support.
7. Submit a final outcomes report for courses assigned Academic Support TAs.

Article 9 These Rules shall take effect upon approval by the Teaching Development Committee.