

Tunghai University Enforcement Rules Governing the Selection of Excellent Teaching Assistants

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- Article 1 These Rules are established pursuant to Article 7 of the Tunghai University Regulations Governing the Selection of Excellent Teaching Assistants.
- Article 2 Eligibility: To be eligible for selection, a candidate must have served as a Teaching Assistant as defined in Article 2 of the Tunghai University Regulations Governing the Teaching Assistants during both the first and second semesters of the same academic year and have received a TA evaluation grade of A or above in both semesters.
- Article 3 The selection of Excellent Teaching Assistants shall be conducted in the following stages:
1. Preliminary Review: Each teaching unit may nominate several Excellent Teaching Assistants. Candidates meeting the eligibility requirements shall submit documentation demonstrating outstanding teaching assistance performance within the preceding two years, a recommendation letter from the course instructor, and any additional supporting materials relevant to the selection. After review and approval by the department chairman and dean, the dean may recommend up to six candidates to the Teaching Development Committee (hereinafter referred to as “the Committee”).
 2. Final Review: The Committee shall conduct a comprehensive review of the candidates recommended through the preliminary review process. Evaluation shall be based on the candidates’ semester reflection reports, student evaluations of Teaching Assistants, recommendation letters from course instructors, supporting materials submitted by the candidates, and participation in student professional development activities organized by the Center for Teaching and Learning (hereinafter referred to as “the Center”). Candidates shall be ranked according to their evaluation results, and the list of Excellent Teaching Assistants shall be determined accordingly. As a general principle, up to ten Excellent Teaching Assistants may be selected each year. If no suitable candidates are identified, the positions may remain vacant.
- Article 4 Evaluation Criteria:
1. TA Evaluation Results (40%): Scores shall be based on the candidate’s TA evaluation results for both the first and second semesters of the academic year under review.
 2. Committee Evaluation (40%): Evaluation materials shall include semester reflection reports, student evaluations of Teaching Assistants, recommendation letters from course instructors, and documentation demonstrating outstanding teaching assistance performance.

3. Participation in Student Professional Development Activities Organized by the Center (20%): Participation shall be scored as follows: One activity: 5 points; Two activities: 10 points; Additional activities shall be scored on the same basis. A maximum of 20 points may be awarded under this category.

Article 5 Recipients selected as Excellent Teaching Assistants shall receive public recognition from the Center and be awarded a certificate of merit and a monetary award. The monetary award shall be funded through Ministry of Education grant programs or the University's budget allocations.

Article 6 Recipients of the Excellent Teaching Assistant Award shall be required to share their experiences at workshops or related activities organized by the Center or to participate in the production of related video materials, for the purpose of promoting the University's Teaching Assistant system.

Article 7 The Rules shall take effect upon approval by the Teaching Development Committee. Amendments thereto shall follow the same procedure.