

東海大學教師教學獎勵審查資料製作指引

一、說明：

- (一)依本校獎勵教師教學辦法，為協助遴選委員清楚瞭解被推薦候選人在教學各面向之努力與成果，特訂定本審查資料製作指引。
- (二)相關佐證資料須具體、清晰且完整。

二、申請獎項所需資料及繳交方式：

(一)教學優良獎：

- 1.須檢附書面審查資料，份數依各學院規定辦理。
- 2.數位審查資料繳交方式依各學院規定辦理。

(二)教學傑出獎：

- 1.須檢附書面審查資料一式6份。
- 2.數位審查資料需上傳至教務處指定雲端資料夾（雲端連結網址將於各院提出推薦名單後，另行通知候選人及各院教師教學獎勵業務承辦人）。

三、審查資料內容：

(一)書面審查資料

- 總頁數上限10頁（封面及目錄不計入頁數）。
- 依下列項目序號依序編排並裝訂成冊：

序號	項目	備註
00	封面	請參考「東海大學教師教學獎勵審查資料封面」
01	目錄	依序號排列並標示頁碼
02	東海大學教師教學獎勵申請表	
03	相關佐證資料	
	03-1具體教學成果類	
	03-2教材與教學準備類	
	03-3教學熱忱、理念及方法	
	03-4教學心得類	

(二)數位審查資料

- 1.教學說明（檔案類型為 MP4檔）：

- 內容須包含：自我介紹、教學理念說明、教學方式說明及教學範例等。
- 影片長度約10分鐘。

2. 教學歷程檔案：

- 需含教學情境之錄影（約1節課）。
- 檢附相關學習資料（如學習單、作業或報告等）之掃描檔。

THU Guidelines for Preparing Review Materials for Faculty Teaching Awards of Tunghai University

I. Introduction:

- (I) In accordance with the THU Regulations Governing Faculty Teaching Awards of Tunghai University, these Guidelines are established to assist selection committee members in clearly understanding the efforts and achievements of recommended candidates in various aspects of teaching.**
- (II) Relevant supporting documents shall be specific, clear, and complete.**

II. Required Materials and How to Submit:

(I) Tunghai University Excellent Teaching Award

- 1. Submit the required number of printed review materials according to each college's requirements.
- 2. Submit digital review materials according to each college's requirements.

(II) Tunghai University Outstanding Teaching Award

- 1. Submit six copies of printed review materials.
- 2. Review materials shall be uploaded to the cloud folder designated by the Office of Academic Affairs. The cloud folder link will be provided separately to candidates and the staff responsible for faculty teaching awards in each college after each college submits its recommended candidate list.

III. Contents of Review Materials:

(I) Printed Review Materials

- The maximum length is 10 pages (excluding the cover page and table of contents).
- Materials shall be arranged according to the following sequence numbers and bound into a booklet:

No.	Item	Details
00	Cover Page	Please refer to the “Review Materials for Faculty Teaching Award Cover Page.”

01	Table of Contents	Arrange according to sequence numbers and indicate page numbers.
02	Faculty Teaching Award Application Form	
03	Supporting Documents	
	03-1 Specific Teaching Achievement	
	03-2 Teaching Materials and Preparation	
	03-3 Teaching Enthusiasm, Philosophy, and Methods	
	03-4 Teaching Reflections	

(II) Digital Review Materials

1. Teaching Introduction (MP4 format):

- Content shall include: self-introduction, explanation of teaching philosophy, explanation of teaching methods, and teaching examples.
- Video length should be approximately 10 minutes.

2. Teaching Portfolio:

- Shall include a recording of a teaching session in an actual teaching environment (approximately one class session).
- Shall include scanned copies of relevant learning materials (such as worksheets, assignments, or reports).