

NATIONAL TAIWAN UNIVERSITY
Office of Academic Affairs
Center for Teaching and Learning Development
Regulations Governing the Excellent Teaching Assistant Selection

December 19, 2006	Passed by the 2,460 th Administrative Meeting
January 17, 2007	Promulgated via NTU official letter Hsiao Chiao Tzu No. 0960002021
July 15, 2008	Amended and passed by the 2,534 th Administrative Meeting
July 30, 2008	Promulgated via NTU official letter Hsiao Chiao Tzu No. 0970028484
December 09, 2008	Amended and passed by the 2,553 rd Administrative Meeting
December 26, 2008	Promulgated via NTU official letter Hsiao Chiao Tzu No. 0970052373
July 14, 2009	Amended and passed by the 2,583 rd Administrative Meeting
July 27, 2009	Promulgated via NTU official letter Hsiao Chiao Tzu No. 0980031170
March 09, 2010	Amended and passed by the 2,614 th Administrative Meeting
March 23, 2010	Promulgated via NTU official letter Hsiao Chiao Tzu No. 0990010640
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Article 1 The Center for Teaching and Learning Development (“the Center”) under the Office of Academic Affairs has formulated the *Regulations Governing the Excellent Teaching Assistant Selection* (“the Regulations”) to commend outstanding teaching assistants (TAs) of National Taiwan University (“the University”) who demonstrate exceptional passion for and skills in teaching assistance, with the goal of enhancing overall TA quality at the University.

Article 2 The Excellent Teaching Assistant Selection Committee (“the Committee”) appointed by the Center shall be responsible for selecting excellent TAs. The Committee shall consist of the following:

1. The Director of the Center and the Associate Director of the Faculty Development Division shall act as ex officio members
2. At least four faculty representatives who have received the Outstanding Teaching Award or Distinguished Teaching Award, to be appointed by the Vice President for Academic Affairs at the recommendation of the Director of the Center
3. At least two senior excellent TAs with exceptional performance at the University, to be appointed by the Vice President for Academic Affairs at the recommendation of the Associate Director of the Faculty Development Division

The Director of the Center shall serve as the chair and convener of the Committee, which shall convene after each semester to select excellent TAs.

Based on the principles of conflict recusal, faculty members assigned a TA for a course taught in the semester may not serve as a faculty representative. If an ex officio member is assigned a TA, that member may still participate in discussion but not the scoring process.

The Associate Director of the Faculty Development Division shall serve as the executive secretary of the Committee.

Article 3 The process for selecting excellent TAs shall be carried out in the following

stages:

1. Stage I (preliminary selection): The Center will submit a list of TAs who meet the basic qualifications and other necessary preliminary requirements to the Committee for final selection based on the results of the end-of-semester course survey filled out by students as well as assessments and recommendations submitted by course instructors:
 - 1) At least 40% of the students in the class or group led by the TA fill out the end-of-semester online TA evaluation survey, and the average evaluation score is above the average score received by TAs in the same category for the semester.
 - 2) The course instructor submits the end-of-semester TA Performance Evaluation Form and checks the “recommended” box on the form based on TA’s performance.
 - 3) Other requirements set forth by the Committee for the preliminary selection.
2. Stage II (final selection): Based on student comments, course instructors’ evaluations, and the supporting documents submitted by the candidates, the Committee shall score each candidate who pass the preliminary review and rank them from highest to lowest. The score and ranking shall determine the recipients of the Excellent Teaching Assistant Award. In principle, the number of recipients of the Excellent Teaching Assistant Award shall be 10% of all TAs for the semester.

Article 4 TAs selected as Excellent Teaching Assistants shall be publicly commended by the Center, which may issue an Excellent TA certificate and cash prize to each awardee if it has a sufficient budget.

Article 5 TAs winning the Excellent Teaching Assistant Award three times cumulatively shall be issued an Excellent Teaching Assistant certificate. TAs honored as an Excellent Teaching Assistant twice shall be awarded a Distinguished TA certificate and cash prize, and shall no longer be recommended for future award consideration.

Article 6 The Regulations shall be passed by the Administrative Meeting of the University and then implemented on the date of promulgation.