

NATIONAL TAIWAN UNIVERSITY
Office of Academic Affairs
Center for Teaching and Learning Development
Regulations for Faculty Development Groups

February 15, 2011 Amended and passed by the 2,657th Administrative Meeting
March 01, 2011 Promulgated via NTU official letter Hsiao Chiao Tzu No. 1000007192

- Article 1 The National Taiwan University (“the University”) Office of Academic Affairs–Center for Teaching and Learning Development (“the Center”) formulates the *Regulations for Faculty Development Groups* (“the Regulations”) to encourage the formation of faculty development groups as a means of promoting thematic learning involving peer learning, the sharing of teaching experience, improvements to teaching materials, and research and development, with the ultimate goal of enhancing faculty members’ teaching performance and helping them achieve personal growth.
- Article 2 A faculty development group project (“the group project”) shall, in principle, consist of 4 to 8 faculty members from at least 3 different academic programs within the University. Members shall elect a convener from among themselves, who shall be a full-time faculty member of the University. A faculty member may not serve as the convener of more than one group project.
- Article 3 The application for the group project shall be submitted by the convener by the application deadline. The application shall include a group project application form, a budget proposal, and other supplementary documents. The application timeline and method will be announced separately on the Center’s website.
- Article 4 Following the application deadline, the Center shall appoint a task force to review the applications. Conveners will be informed of the results via email.
- Article 5 In principle, each group project may be entitled to a subsidy of up to NT\$ 60,000 to support its operations. The finalized amount shall be determined according to the content indicated on the application, such as the nature and number of activities, and will be notified of in a separate email. Members of a subsidized group project shall participate in the group achievement sharing workshop held by the Center.
- Article 6 Activities organized by the group shall primarily be related to the sharing of teaching, research, and service experience. Members may organize their group as a book club or series of seminars, teaching materials development workshops, or micro-teaching sessions. Group members shall meet at least once a month (excluding summer and winter vacations) and maintain a record of the meeting afterwards (including photos). The convener shall submit a detailed activity record after each month.

- Article 7 A group achievement report shall be submitted within two weeks of the conclusion of the group project in both paper and electronic form; the latter shall be a CD-ROM containing the report and photos. The contents of the report shall serve as a reference for future decision-making regarding whether a group project application may be approved.
- Article 8 The application timeline, duration of the group project, submission deadline for the achievement report, date of the group achievement sharing workshop, and relevant documents and forms shall be published separately by the Center on an annual basis and with reference to the academic calendar.
- Article 9 Matters not addressed herein shall be subject to a separate set of enforcement rules issued by the Center.
- Article 10 The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation.