

NATIONAL TAIWAN UNIVERSITY

Regulations for Faculty Teaching Consultation

July 26, 2011 Passed by the 2,679th Administrative Meeting
August 09, 2011 Promulgated via NTU official letter Hsiao Chiao Tzu No. 1000034248

- Article 1 National Taiwan University (NTU or “the University”) Office of Academic Affairs Center for Teaching and Learning Development (“the Center”) formulates the NTU *Regulations for Faculty Teaching Consultation* to promote the exchange of professional instructional knowledge and experience among faculty members as a means of enhancing their teaching performance.
- Article 2 The Center recommends 6 to 15 instructional mentors to be appointed by the President of the University each year. The appointment period is one year and the contract may be renewed. A recommended candidate must be one of the following:
1. A current or retired full-time NTU faculty member who has received a teaching award from the Ministry of Education
 2. A current or retired full-time NTU faculty member who has received the University’s Distinguished or Outstanding Teaching Award
 3. A full-time NTU faculty member or a visiting scholar who has received a teaching award from a foreign university
- Article 3 Both full-time and part-time NTU faculty members may apply for teaching consultation services with an instructional mentor.
- Article 4 A mentor shall serve 4 to 5 hours of service per month during regular semesters to provide guidance on the topics of course design, teaching methods and materials, application of instructional media, classroom management, and teacher-student interaction, to help hone instructional knowledge and competence. Consultation primarily takes one of the following forms:
1. Individual consultation sessions: The mentor and the mentee meet regularly on a one-on-one basis to exchange thoughts and experience on teaching. NTU faculty members may request individual consultation from the Center based on their needs of practical teaching.
 2. Recorded session analysis: The applicant may request analysis of teaching session recordings within the first three weeks of the semester. The Center will schedule the recording of one of the applicant’s teaching sessions before the recording is analyzed by a mentor who provides recommendations for teaching accordingly.
 3. Mentoring community: The Center invites mentors to form different topic-specific teaching mentoring communities each semester for applicants to sign up for. Each community mainly consists of 4 to 8 members with members meeting at least every other week.
- Article 5 Hourly wages for instructional mentors shall be paid in accordance with the *Regulations Governing the Payment of Concurrent Serving and Lecture*

Hourly-Pay to Military, Public and Teaching Personnel based on the actual hours of services rendered.

Article 6 Details of consulting sessions and video recordings of mentees shall be kept confidential by instructional mentors and the Center's staff members involved.

Article 7 Matters not addressed herein shall be subject to applicable regulations.

Article 8 The Regulations shall be passed by the Administrative Meeting of the University and then implemented on the date of promulgation.