

# Regulations for Management of Course Teaching Assistants at I-Shou University

Adopted on October 17, 2007 at the second meeting of the University Academic Council in the first semester of the academic year 2007

Adopted on December 12, 2007 at the third meeting of the University Academic Council in the first semester of the academic year 2007

Amendments to Articles 1~9 ratified and promulgated by the President on November 14, 2009

Adopted on June 6, 2012 at the first extraordinary session of the University Administration Council in the second semester of the academic year 2011

Amendments to Articles 2, 5, 7, 10 and 11 ratified and promulgated by the President on June 7, 2012

Amendments to the Regulations ratified and promulgated by the President on February 21, 2014

Article 1 The Regulations for Management of Course Teaching Assistants at I-Shou University (hereinafter referred to as the “Regulations”) are introduced in an attempt to enhance teaching quality and improve students’ learning performance.

Article 2 Teaching assistants referred to herein are outstanding enrolled students at the University who assist instructors with teaching activities, after-class counseling, data collection, management of the ISU Moodle, production of teaching aids, and other affairs related to learning support.

Teaching assistants must not teach students alone, mark students’ homework or exam papers, or take on any job related to students’ learning performance evaluation. They are also strictly prohibited from becoming an instructor’s personal or administrative assistant whose job responsibilities have nothing to do with teaching.

Article 3 At every semester, the Center for Teaching and Learning Development (hereinafter referred to as the “Center”) shall take the total number of students, the total number of courses offered, and the annual budget for teaching assistants into consideration to draw up and announce a table of allocation of the number of teaching assistants as reference

for departments and the Center for General Education.

Article 4 The number of teaching assistants that one instructor can apply for is determined by the number of courses he or she offers.

Article 5 Instructors can apply for teaching assistants via recommendation by departments (the Center for General Education) or personal application:

1. Recommendation by departments (the Center for General Education): Departments and the Center for General Education can recommend required courses offered by both full-time and part-time faculty members to the Center.
2. Personal application: Only full-time faculty members can apply for teaching assistants via personal application. The courses being applied for must not be the same as those recommended by departments or the Center for General Education.

Article 6 The Center establishes the Review Committee of Teaching Assistant Allocation (hereinafter referred to as the “Review Committee”) to deliberate applications for teaching assistants, government grants, teaching assistants’ job performance, etc. The Review Committee is headed by the Vice President for Academic Affairs as the chairperson and convener, and consists of the Dean of Academic Affairs, the Section Chief of the Curriculum Section as well as the Deputy Director and section chiefs of the Center. Persons involved may be invited to attend a committee meeting as observers when the Review Committee considers it helpful to do so.

Article 7 Allocation Criteria:

1. Applications are reviewed based on several factors: course attributes, the number of credits, the number of teaching hours, and the number of course enrollments.
2. Faculty members formally admitted to the Teaching Enhancement Project, required courses with a large number of students, and key courses emphasized by the University would be given priority depending on actual needs.
3. In principle, courses recommended by departments and the Center for General Education will be given priority.
4. Only one teaching assistant will be assigned to every course. One instructor is allowed to have two teaching assistants for two courses at most. In case of a joint course, only one teaching assistant will be assigned even if different instructors of the joint course file an application.
5. If a teaching assistant has failed to obtain at least 60 points for the semester-end job performance evaluation within the most recent two years, the number of working hours of a teaching assistant allocated to his or her supervisor in a given semester will be deducted depending on the actual situation.
6. For any faculty member who has failed to pass the faculty evaluation within the

most recent two years or any instructor who has failed to meet the standards of the final teaching survey within the most recent two years, the number of working hours of a teaching assistant allocated to him or her in a given semester will be deducted depending on the actual situation, or even no teaching assistant is assigned.

Article 8 Application Procedures:

1. Recommendation by departments (the Center for General Education): Every department or the Center for General Education shall convene a meeting individually to decide which courses are to be recommended, and then notify instructors whose courses are recommended of filing an application form for teaching assistants online. Such instructors shall print out the application form, and submit it to the department (the Center for General Education) for approval. Upon approval, the department (the Center for General Education) shall fill in a list of courses recommended for teaching assistant allocation, and then submit the list along with application forms to the Center before the application period expires.
2. Personal application: Instructors interested in hiring teaching assistants shall file an application form for teaching assistants online, print it out, submit it to the department and the college (the Center for General Education) for approval, and finally deliver it to the Center for further processing.
3. The Review Committee shall convene a review meeting to deliberate the allocation of teaching assistants and their working hours in a given semester within one month after a new semester begins. The Center shall then announce the review results and relevant notices about hiring teaching assistants.

Article 9 Qualifications for the position of teaching assistant:

1. Candidates for the position of teaching assistant are master's students, doctoral students, junior and senior undergraduate students, and students who are in the period of extension for graduation at the University.
2. If a candidate is a junior or senior undergraduate student, or a student who is in the period of extension for graduation, he or she shall have taken the course or any relevant course and received a score of 80 points or more, or he or she shall have been ranked among the top 40 in terms of the semester grade in his or her class. An official academic transcript is required.
3. In principle, a teaching assistant shall not be one of the students of the course he or she works for, except for required courses offered to senior undergraduate students.

4. Every qualified candidate is allowed to work as a teaching assistant for two courses at most.
5. A student will not be appointed as teaching assistant again if he or she has failed to obtain at least 60 points for the semester-end job performance evaluation in the previous semester.

Article 10 Training and Performance Evaluation for Teaching Assistants:

1. Teaching assistants are required to attend orientations, training sessions and relevant activities organized by the Center, and the number of hours of participation in the aforesaid activities will not be counted as working hours. If any teaching assistant cannot attend the training sessions organized by the Center, he or she may instead take part in relevant activities organized by other schools. Under such circumstances, he or she shall submit the certificate(s) of participation issued by the organizer(s) to the Center for registration purpose. If a teaching assistant doesn't attend any relevant activity, he or she shall take relevant online courses at the Center's website, and then submit an experience report of at least 400 words to the Center. Those who don't meet any of the aforesaid requirements by a given deadline shall be disqualified from becoming teaching assistants. Teaching assistants' participation in training-related activities will be important reference to job performance evaluation.
2. Every month, teaching assistants shall fill out a counseling record sheet, a counselee attendance sheet and a work-study hour record sheet, submit them to their supervisors for approval and signature, and finally deliver them to the Center.
3. Supervisors shall closely supervise teaching assistants' job performance and help them acquire professional competences. Should any teaching assistant perform poorly and show no sign of improvement after being warned by his or her supervisor, the supervisor may terminate his or her appointment, and at the same time notify the Center for registration purpose.
4. Teaching assistants shall fill out a self-evaluation form and an achievement report online at the end of every semester. After being approved and signed by the supervisor, the department chair and the college dean, the achievement report shall be submitted to the Center for future reference.
5. For courses equipped with teaching assistants, students and instructors shall fill out an online questionnaire on teaching assistants' job performance at the end of every semester.
6. The Center may make random inspections on teaching assistants' job performance,

and the inspection results will be important reference to adjustments in the teaching assistant system.

Article 11 The Center shall hold a selection of outstanding teaching assistants at the end of every semester, and establish the Selection Committee of Outstanding Teaching Assistants (hereinafter referred to as the “Selection Committee”) to select and award outstanding teaching assistants.

The Selection Committee is headed by the Vice President for Academic Affairs as the chairperson and convener. College deans and the Director of the Center for General Education shall nominate one faculty member, respectively, as committee member. The Center’s Director, Deputy Director and Section Chief of the Faculty Professional Development Center are committee members as well. Persons involved may be invited to attend a committee meeting as observers when the Selection Committee considers it helpful to do so.

Article 12 Selection Criteria:

1. The number of outstanding teaching assistants selected in every semester shall not exceed 10% of the total number of teaching assistants in the semester.
2. The semester-end evaluation results will be important reference to the selection of outstanding teaching assistants. Evaluation items include: questionnaire responses from supervisors, questionnaire responses from students, the number of students receiving counseling, the frequency of participation in teaching-related activities, the level of cooperation in submitting relevant documents, and job performance.
3. Teaching assistants shall get at least 80 points for questionnaire responses from supervisors.

Article 13 Outstanding teaching assistants ranked among the top 10% will be awarded a certificate of merit, and gift coupons would be awarded as well provided that the annual budget allows. If no gift coupon is awarded, they will be awarded two commendations. Those ranked among the top 11-30% will be awarded one commendation.

Outstanding teaching assistants shall submit an experience report to the Center, and share their experience in workshops and seminars on learning support and academic counseling.

Article 14 Any matter not mentioned herein shall be governed by relevant regulations and rules of the University.

Article 15 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or*

*terms of these Regulations, the Chinese language version shall prevail.*