

# Guidelines for Teaching Assistants at National Chi Nan University

Approved at the 320th Administrative Meeting on August 12, 2009

Amended at the 321st Administrative Meeting on September 9, 2009

Amended at the 328th Administrative Meeting on December 23, 2009

Amended at the 330th Administrative Meeting on February 3, 2010

Amended at the 356th Administrative Meeting on May 4, 2011

Amended at the 361st Administrative Meeting on September 7, 2011

Amended at the 422nd Administrative Meeting on December 3, 2014

Amended at the 459th Administrative Meeting on August 17, 2016

Amended at the 478th Administrative Meeting on July 12, 2017

Amended at the 509th Administrative Meeting on January 29, 2019

Approved at the 6th Academic Affairs Meeting of the 109th Academic Year on June 23, 2021

Amended at the 558th Administrative Meeting on July 20, 2021

Approved at the 3rd Academic Affairs Meeting of the 112th Academic Year on January 10, 2024

Approved at the 6th Academic Affairs Meeting of the 112th Academic Year on April 25, 2024

1. These guidelines are established in accordance with Article 7 of the “Implementation Measures for Teaching Assistants at National Chi Nan University.”
2. The priority order for courses applying for teaching assistants at this university is as follows:
  - (1) Required courses (priority given to classes with more than fifty students)
  - (2) Laboratory (practice) courses
  - (3) General education courses (including service learning, featured sports, etc.)
  - (4) English and foreign language courses
  - (5) Distance (digital) courses
  - (6) Other courses that require teaching assistants as recognized by the respective colleges, departments (institutes), and centers.
3. Application and Review of Teaching Assistants:
  - (1) Each college, department (institute), and center is responsible for accepting and substantively reviewing applications for teaching assistants. Within one week after the add/drop period each semester, they must complete the approval of subsidized courses and the setting of teaching assistant lists in the university system. They must also provide the list to the Center for Teaching and Learning of the Office of Academic Affairs for record-keeping.
  - (2) Each college and department (institute) may apply for additional special teaching assistant subsidies for required and elective courses based on teaching needs. Applications for additional special teaching assistants must be made one semester before the additional special teaching assistant can be employed. The application form must be completed and submitted separately to the Center for Teaching and Learning of the Office of Academic Affairs for review. Each subsidized course will receive an additional subsidy for one special teaching assistant, who must participate in the selection of outstanding teaching assistants.
  - (3) The review of required and elective professional courses mentioned in the previous paragraph is conducted by a committee chaired by the Dean of Academic Affairs. The committee consists of the Director of the Center for Teaching and Learning, the Head of the Curriculum Division of the Office of Academic Affairs, two to three faculty representatives, and two to three external experts and scholars. This committee is responsible for reviewing the applications for required and elective professional courses from each college and department (institute).
4. Qualifications for Teaching Assistant Employment:
  - (1) The selection of teaching assistants primarily focuses on master’s and doctoral students enrolled at the university or undergraduate students with outstanding academic performance.
  - (2) The aforementioned outstanding undergraduate students refer to those whose academic

performance in the previous semester was in the top 25% of the class, or who have been recommended by the course instructor, with a conduct score above 80 points.

- (3) Teaching assistants must undergo regular evaluations as required. Those who do not pass the evaluations will not be allowed to serve as teaching assistants in the following semester.

#### 5. Training for Teaching Assistants:

- (1) First Stage Certification Course: New teaching assistants must participate in a three-hour session that includes an explanation of the rights and responsibilities of teaching assistants and an online course. They must also complete an online test within one month of their appointment for the semester.
- (2) Second Stage Capability Building Training Course: Teaching assistants (including first-time and non-first-time assistants) must complete a one-hour relevant training course and feedback questionnaire before the midterm exams of the current semester. Only after passing this stage will they be granted the qualification of a teaching assistant.
- (3) Overseas Chinese and foreign graduate students (including Master's and Doctoral students) may obtain teaching assistant training through a system of instructor recognition. They must submit relevant approval documentation to qualify as teaching assistants for the current semester.
- (4) Training courses for each semester will be conducted according to the announcements made by the Center for Teaching and Learning of the Office of Academic Affairs.

6. The main tasks of teaching assistants are to assist instructors in developing and managing courses. This includes course preparation, in-class assistance, and post-class tutoring. They also support the needs of group discussions (or group exercises, group assignments) as directed by the course instructor, leading students in group discussions or assignment practices. Additionally, teaching assistants participate in related activities organized by the university.

#### 7. Distribution Method of Teaching Assistant Scholarships:

- (1) Teaching Assistants of Each College, Department (Institute), and Center:
  1. The distribution of teaching assistant scholarships is as follows: each scholarship unit is NT\$2,000. Scholarships are awarded for four months each semester. Doctoral students can receive up to eight units per month, master's students up to four units, and undergraduate students up to two units.
  2. Instructors receiving the subsidy may allocate the number of scholarship units to teaching assistants according to their actual performance and the nature of the course. However, the average hourly wage must not be lower than the basic wage announced by the Ministry of Labor of the Executive Yuan.
- (2) Special Project Teaching Assistants for required and elective courses in each college and department (institute):
  1. Each course is subsidized for one special project teaching assistant. Each scholarship unit is NT\$2,000, with a maximum of two units per month. Scholarships are awarded for four months each semester.
  2. The scholarships for special project teaching assistants in subsidized courses are funded by relevant subsidy programs from the Ministry of Education or additional internal funds of the university.
- (3) For the selection and employment of teaching assistants, each college, department (institute), and center must complete the university's student scholarship employment application form and labor contract. Additionally, they must handle any labor (health) insurance enrollment procedures per any appropriate regulations.
- (4) Subsidized colleges, departments (institutes), and centers must collect and verify an "Attendance Record Sheet" by the end of each month and submit it to the Center for Teaching and Learning of the Office of Academic Affairs by the 5th of the following

month for record-keeping.

8. Mechanism for the Employment and Evaluation of Teaching Assistants:

- (1) Those who fail to complete the second stage of training without a valid reason will be ineligible to apply for the Outstanding and Excellent Teaching Assistant selection and will not be allowed to serve as teaching assistants in the following semester.
- (2) Within one week after the end of midterm and final exam weeks, the course instructor is responsible for evaluating the teaching assistants. The instructor will assess the performance of the teaching assistants based on their work performance and weekly logs and fill out the Teaching Assistant Course Effectiveness Form to determine their eligibility for reappointment. Additionally, the teaching assistant's score on the Teaching Feedback Survey must be 3.5 or above, which will be used as a reference for continuing their qualification as a teaching assistant in the following semester.

9. Selection of Outstanding Teaching Assistant:

- (1) The Office of Academic Affairs' Center for Teaching and Learning may establish an "Outstanding Teaching Assistant Selection Committee" responsible for the selection process. Each semester, several outstanding teaching assistants and excellent teaching assistants may be selected, and the award list will be uniformly announced by the Center for Teaching and Learning of the Office of Academic Affairs.
- (2) The "Outstanding Teaching Assistant Selection Committee" can receive nominations through the following three methods:
  1. Self-nomination by the teaching assistant
  2. Nomination by the course instructor
  3. Nomination by the college, department (institute), or center
- (3) Those selected as Outstanding Teaching Assistants will receive a cash prize or gift voucher of NT\$5,000 and a certificate, and the course instructor will also receive a certificate. Those selected as Excellent Teaching Assistants will receive a cash prize or gift voucher of NT\$3,000 and a certificate, and the course instructor will also receive a certificate. The form of the reward depends on the funding source for that year and will be provided by relevant subsidy programs from the Ministry of Education or additional internal funds of the university.
- (4) Awarded teaching assistants may be invited to share their experiences during the teaching internship and practical courses organized by the Center of Teaching and Learning of the Office of Academic Affairs.

10. Rights Protection for Teaching Assistants:

- (1) If a teaching assistant believes that the implementation of a course is illegal or improper, thereby harming their rights or interests, they may request rights protection from the Center for Teaching and Learning of the Office of Academic Affairs.
- (2) The Center for Teaching and Learning of the Office of Academic Affairs shall form a Teaching Assistant Rights Protection Task Force within two weeks. The task force will consist of five members: the Director of the Center for Teaching and Learning, the course instructor, the teaching assistant for the course, one faculty representative appointed by the college (center), and one student representative appointed by the student council. The Director of the Center for Teaching and Learning will serve as the convener.
- (3) If a teaching assistant is dissatisfied with the outcome of the rights protection process, they may file an appeal with the Student Appeals Review Committee of the Office of Student Affairs.

11. For any matters not covered in these guidelines, please refer to the announcements made by the Center for Teaching and Learning of the Office of Academic Affairs.

12. These guidelines will be announced and implemented after approval by the Academic Affairs Meeting.