

Guidelines on the Nomination for Distinguished Teaching Awards by International College at I-Shou University

Promulgated with the consent from the President dated on
August 29, 2013

Amendments to Provisions I-V, VII, and VIII adopted by the
College Affairs Council on June 25, 2021 and promulgated
with the consent from the President dated on July 2, 2021

- I. To improve teaching quality and to encourage faculty members with excellent teaching performance, the Guidelines on the Nomination for Distinguished Teaching Awards by International College at I-Shou University (hereinafter referred to as "the Guidelines") are made pursuant to Article 7 of the Regulations for the Recognition for Distinguished Teaching at I-Shou University.
- II. Full-time faculty members (including project faculty members) of the International College (hereinafter referred to as "the College") who have good moral character, adequately fulfill their obligations, and meet the requirements specified in the Regulations for the Recognition for Distinguished Teaching at I-Shou University may be recommended by the College.
- III. The maximum number of candidates for the Distinguished Teaching Awards at the College shall not exceed 5% of the total full-time faculty members (including project faculty members) of the College (the decimal number shall be rounded off to the nearest whole number).
- IV. The departments under the College shall draw up guidelines and criteria on the recommendation for the Distinguished Teaching Awards, respectively. The student ballot results shall be part of the criteria as well.
- V. A recommendation panel for the Distinguished Teaching Awards shall be established by the College. The recommendation panel is composed of 5-7 members appointed by the President, and panel members shall serve a one-year term. The Dean of the College serves as the ex-officio member and convener of the recommendation panel.
- VI. Candidates nominated by respective departments shall not serve as members of the recommendation panel. When the position of a panel member falls vacant, the Dean of the College shall nominate another faculty member for the vacancy to the President for appointment.
- VII. A quorum of at least two-thirds of the total membership will be required to validate a panel

meeting, and no deputy is allowed to attend such a meeting. Panel members shall vote by secret ballot, and the candidate who receives the most votes will be the final candidate for the Distinguished Teaching Awards recommended by the College.

VIII. The procedure for the recommendation and selection of the final candidate for the Distinguished Teaching Awards is as follows:

1. Each department nominates one candidate in accordance with the requirements stipulated in Provision II. Faculty members being nominated by their departments shall, within the prescribed period, submit the recommendation form and supporting documents to the recommendation panel of the College for review.
2. The documents submitted for review by faculty members being nominated shall be compiled in accordance with the guidelines on documentation preparation for the Distinguished Teaching Awards stipulated by the Center for Teaching and Learning Development, and the student ballot results at their departments shall be included as well. Nominated faculty members will become disqualified if the documents submitted do not conform to the guidelines, or the documents are not submitted to the College within the prescribed period.
3. The recommendation panel of the College shall submit the list of candidates, the recommendation forms, and supporting documents to the Selection Committee on Distinguished Teaching Awards for review before the deadline set by the Center for Teaching and Learning Development.

IX. If the candidate recommended by the College does not receive the university-level Distinguished Teaching Award, the College shall commend the candidate instead.

X. The Guidelines become effective on the third day of promulgation after being adopted by the College Affairs 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 the Guidelines, the Chinese language version shall prevail.