

# **Guidelines for Nominating Faculty for Outstanding Teaching Performance**

Passed at the Academic Affairs Committee Meeting on May 12, 2011

1. enhance teaching quality and recognize full-time faculty members with outstanding teaching performance in accordance with Procedures for Rewarding Faculty for Outstanding Teaching Performance.
2. The criteria for the applicants:
  1. The nominated faculty members must have been teaching full time at Ming Chuan University for three or more consecutive years; however the nominees for “Superior Teaching Award” must have served at MCU for at least five years.
  2. The average score of the nominee’s teaching evaluation for the past three academic years should be above 85, and the nominee should have no bad record.
  3. The nominee should be one who abides by the relevant teaching regulations.
3. The procedures for nominating faculty members for outstanding teaching performance are as follows:
  1. Each academic unit nominates some faculty members via the Faculty for Outstanding Teaching Performance Nomination Form, including the relevant information for the past three academic years, to the responsible school or committee, who will then recommend a roster. The roster will be initially evaluated by the Faculty for Outstanding Teaching Performance Evaluation Committee to nominate the appropriate candidates for the second-round evaluation.
  2. The president will appoint four faculty members who have previously been honored for outstanding teaching or as outstanding teaching faculty and three external specialists to comprise the second-round evaluation committee, who will implement the on-site teaching evaluation for the nominees who pass the initial evaluation for Superior Teaching Award, Teaching Excellence Award and Outstanding Teaching Award. The relevant evaluation opinion and information will be submitted to the Faculty for Outstanding Teaching Performance Evaluation Committee for the final selection.

3. The Faculty for Outstanding Teaching Performance Evaluation Committee will submit the results to the president for approval and announcement.
4. Faculty members who have been awarded once may not apply again with the same teaching performance data.
5. Upon being passed by the Academic Affairs Committee and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.