

# Procedures for Teaching Assistantship System at Ming Chuan University

Passed at the Administrative Council Meeting on December 3, 2007

Revised and passed at the Administrative Council Meeting on October 20, 2008

Revised and passed at the Administrative Council Meeting on May 3, 2010

Revised and passed at the Administrative Council Meeting on May 28, 2012

## **Chapter 1 General Provisions**

Article 1 These procedures are established to enhance study consultation and use teaching resources to assist in promoting teaching results to benefit students' learning and outcomes, and nurture students to be more willing to serve.

Article 2 The teaching assistants are graduate or undergraduate students at Ming Chuan University who assist faculty members to implement study consultation and improve teaching results.

## **Chapter 2 Classification, duties and salary**

Article 3 The classifications and duties of the teaching assistants are as following:

1. Teaching Assistant: These assistants are graduate students or undergraduates with special skills to assist in teaching. Their duties are to assist faculty members in teaching activities, and under their supervision to lighten faculty members' teaching loads and assist in students' study.
2. Lab Teaching Assistant: These assistants are graduate students or undergraduates with special skills to assist in teaching. Their duties are to guide lab classes under the faculty members' supervision.

Article 4 The salary for different assistants will be dealt with separately in accordance with the University's budget.

Article 5 The assistants need to submit their work records honestly; once an impostor or record falsification is discovered, the salary must be returned and the qualification will be cancelled.

## **Chapter 3 Selection and appointment**

Article 6 After the Teaching and Learning Resources Center in the Academic

Affairs Division announces the teaching assistant application period, each department can apply for and select teaching assistants in accordance with the roster.

- Article 7 The applicants identified by the department must submit an application form with their cumulative academic transcript and other relevant information.
- Article 8 Departments have the priority to request a teaching assistant for their required courses. Different classes of the same course may be processed together. A class of more than 50 students is eligible to apply for one teaching assistant; one additional teaching assistant may be applied for to meet the needs of every additional 30 students.
- Article 9 There are two kinds of teaching assistants, paid and volunteer. The approved teaching assistants must take the training courses and will be awarded teaching assistant passport after passing the training courses.
- Article 10 A teaching assistant can be an office assistant in the academic unit; however he or she is limited to applying for two assistant posts within the same academic unit; the appointment is for one semester. Application for reappointment must be submitted each semester.
- Article 11 Each course can apply for a maximum of two kinds of assistants.
- Article 12 The quota of the paid teaching assistants is in accordance with the budget of the academic year.

#### **Chapter 4 Evaluation**

- Article 13 The teaching assistants will be evaluated by the Teaching and Learning Resources Center and responsible faculty members.
- Article 14 The teaching assistants should be evaluated at the end of the semester. The evaluation results will be used for their performance evaluation and the selection of outstanding teaching assistants.
- Article 15 Paid teaching assistants should hand in their outcome reports and self-improvement reports one week after the end of the semester.
- Article 16 The outstanding teaching assistants will be awarded after the end of the semester.
- Article 17 Upon being passed at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.