

# National Taiwan Ocean University

## Operational Guidelines for the Selection and Recognition of Outstanding Teachers, College of Engineering

Approved by the College Affairs Meeting of the 1st semester of AY 2000 on September 2000  
Amendments approved by the College Affairs Meeting on March 28, 2002  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on February 10, 2004  
Approved for record by the College Affairs Meeting on February 20, 2004  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on December 24, 2007  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on December 22, 2012  
Approved for record by the College Affairs Meeting on January 11, 2013  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on December 26, 2013  
Approved for record by the College Affairs Meeting on January 15, 2014  
Promulgated by Order no. Hai-Gong-Yuan No. 1030001250 on January 23, 2014  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on December 24, 2015  
Approved for record by the College Affairs Meeting on April 19, 2016  
Promulgated by Order no. Hai-Gong-Yuan No. 1050008013 on May 2, 2016  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on January 8, 2020  
Approved for record by the College Affairs Meeting on March 24, 2020  
Promulgated by Order no. Hai-Gong-Yuan No. 1090005988 on April 8, 2020  
Amendments approved by the College Outstanding Teaching Award Selection Committee Meeting on January 14, 2025  
Approved for record by the College Affairs Meeting on May 7, 2025  
Promulgated by Order no. Hai-Gong-Yuan No. 1140011190 on May 14, 2025

I. To enhance teaching quality and outcomes, and to recognize outstanding instructors, these Guidelines are established in accordance with the University's "Regulations for the Selection and Recognition of Outstanding Teachers."

II. The College Committee for the Selection of Outstanding Teachers in Teaching shall be composed as follows:

Convener: The Dean (If the Dean is a candidate, a convener shall be elected from among the representatives of the departments and institutes).

Department/Institute Representatives: **Two** representatives from each department or institute.

**Members of the Selection Committee who are nominated as candidates shall recuse themselves.**

**The Committee shall convene only when more than one-half of its members are present, and resolutions shall be adopted upon approval by more than one-half of the members present.**

III. Eligibility criteria for candidates for the College Outstanding Teacher in Teaching Award are as follows:

1. Full-time faculty members who have served at the University for at least two years.
2. Faculty members whose teaching hours meet the required minimum and

who have taught courses every semester.

3. Full-time faculty members whose teaching evaluation scores for the previous academic year rank within the top 25% of their department or institute. If any individuals on this list have served at the University for fewer than two years, or have received the award within the past five academic years, the next eligible faculty member(s) on the ranking list shall be substituted. Any substituted candidate must have an average course evaluation score higher than the departmental average.
4. Faculty members who receive recommendations from at least two peers and the approval of their department or institute head.
5. If a nominated candidate has changed units, the department or institute listed in the teaching evaluation results of the previous academic year shall be used as the basis for determination.

IV. The selection of Outstanding Teachers in Teaching at the College level shall be conducted as follows:

Selection Procedures:

1. A list of candidates shall be provided by the University's Academic Services Section.
2. The number of award recipients for the year shall be determined and approved by the University.
3. The final list of selected candidates shall be decided through deliberation by the Committee.

Recommendation Procedures:

1. The Academic Services Section shall compile statistics on full-time faculty members of the College whose average results in the Teaching Feedback Survey rank within the top 25% of their department or institute for four or more academic years since Academic Year 2000. Those who meet this requirement and have not received a College- or University-level Outstanding Teacher Award within the three years prior to the award year shall be considered candidates for the College Outstanding Teacher in Teaching Award.

2. The number of recommended candidates shall be determined through deliberation by the Committee.
- V. The Academic Services Section shall provide evaluation criteria to the Selection Committee for reference in the assessment process.
  - VI. Faculty members selected as College Outstanding Teachers in Teaching shall be formally recognized by the Dean at a College Affairs Meeting and awarded a certificate of commendation.
  - VII. Any matters not covered in these Guidelines shall be handled in accordance with the University's Regulations for the Selection and Recognition of Outstanding Teachers.
  - VIII. These Guidelines shall take effect upon approval by the College Committee for the Selection of Outstanding Teachers in Teaching and confirmation by the College Affairs Meeting.