亞洲大學
ASIA UNIVERSITY

112學年度 新進教師手冊

Essential Guide for New Faculty of Asia University, 2024

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I. Basic Rights & Obligations

(I). Teacher Employment Service

1. This university's faculty receives monthly salaries include base wages (annual salary), academic research subsidy, and employment bonuses according to the standards of the Asia University Faculty Wage Method. Counselor wages are as regulated in the "Counselor Implementation Method" with salary calculation beginning from the first day of employment.

   Annual bonuses will be issued according to the university's faculty annual bonus implementation regulations.
2. The hours of full-time faculty each week are: professors 8 hours, associate professors 9 hours, assistant professors 9-10 hours, lecturers 10 hours. Those with executive roles must adjust hours according to regulations in "faculty teaching hours and wage calculation" and those who exceed teaching hours may receive overtime according to this university's overtime regulations; but assistant professors must teach a minimum of 10 hours for application.
3. Full-time faculty are not allowed to take any other full-time employment outside of the university or take any paid job and receive compensation without the written consent of the university. Full-time faculty could teach outside the university with the permission of the university President, but should follow the rules stipulated in the "Asia University Full-Time Faculty Off-Campus Teaching Supplementary Regulations.
4. Faculty members should arrange to be at the school a minimum of 4.5 days each week to facilitate teaching, student counseling, and academic research.
5. During the period of employment, faculty members have the responsibility to provide counsel to the mental health, learning attitude, and moral behavior of students.
6. The university's faculty have obligation to teach, counsel, train, and attend various committee activities or administrative roles and abide by other legal regulations.
7. Contracts will not be extended for faculty members hired prior to academic year 2014 who have not been promoted: lecturer 3 years, assistant professors 6 years, associate professor 9 years.

   The limitations listed above can be extended through application according to (1) faculty promotion clauses 3, 6, 9; (2) performance of administrative roles may extend the limitation; (3) a 1-year extension may be approved by the department or dean with proof of childbirth, maternity/paternity leave, or severe conditions. If promotion does not occur before these limitations, contracts will not be extended.
8. Aside from the reasons stated in Article 7, items 2 and 3), a full-time faculty member who has not published papers in a blind review journal either as the first author or the corresponding author, or published books, creative works, or held exhibitions reviewed based upon the "Professional review standards for professional books, creative works, exhibitions, etc. for faculties' promotion and salary increase" by professionals within one year will not be eligible for pay raise, over-time payment, part-time teaching outside the

university, flexible courses, or annual bonuses. He who is invited by the Ministry of Education, Ministry of Science and Technology, or other central government institutions as research PI or private industry-academic institutions plan to reach more than NTD 500,000 will be regarded as equivalent to publishing a journal paper.

9. Full-time faculty members will be evaluated after a term of 1-year and contracts will not be extended if the evaluation is failed. The bottom 5th percentile of evaluated faculty will be counseled and those found in the bottom 5th percentile consecutively will be terminated, dismissed, or severed.
10. If faculty cannot execute their duties due to incident or disease, they must follow this university's guidelines in applying for leave, rescheduling classes, or finding a substitute.
11. If a faculty member is found to be without ability to succeed at their role according to faculty regulations, or those who have violated employment agreements will be dismissed, suspended, or terminated once violations have been passed in the faculty evaluation committee and reported to the Ministry of Education.
12. Faculties who have received this university's letter of appointment should return the letter within 2 weeks (proof of stamp). Failure to do so will result in the retraction of appointment; letter of appointments must be returned and failure to return the letter will result in void.
13. Termination of the employment contract before it expires will result in a penalty payment equivalent to 4 months of salary (including basic salary, research funds, and other subsidies) and the faculty member cannot leave until the penalty payment is completed.
    If faculty must terminate employment after the full term, they should propose their resignation 2 months prior to the end of the term or will be in breach of contract and must pay the university damages equal to 2 months of wages (includes base wages, research fees, and subsidies). Faculty resignation must be approved by the dean for the resignation process and the issuing of the proof of resignation.
14. Any faculty member who gets promoted by the school is not allowed to quit until they have served for three years dating from the effective date of the promotion otherwise they will have to pay a penalty payment equivalent to their six-month salary (including the principal, research funds and allowances).
15. During the duration of employment, faculties should abide by gender equality education laws, gender equality labor laws, sexual harassment laws, and this university's sexual harassment, reporting, and punishment regulations.
16. Due to operational requirements, this university will collect, process, or utilize the personal information of all employees according to the regulations of the personal information protection act.
17. Issues not addressed in these guidelines will be processed according to related laws.
18. This guideline and amendments are passed in the administrative meeting and approved by the dean before announcement and implementation.
19. Please refer to http://persond.asia.edu.tw/ for details of "Teacher Employment Service

Rules of Asia University". (Link path: Home Page of Asia University → Personnel Office→ Personnel Laws & Regulations)

(II). Regulations on Teacher's Salary

1. A new teacher shall submit a resume attached with education and working experience certificates (including concerned employment contract or appointment certificate; regarding a teacher whose teacher qualification hasn't be recognized, an application form for teacher qualification review must be submitted separately) as well as physical examination record to the Personnel Office to conduct salary assessment.
2. If a new teacher stated above cannot submit concerned certificates for salary assessment due to legitimate reasons, he/she shall submit the resume attached with an extension application form to the President, then the certificate submission can be extended to the end of relevant semester after the President approves; however, if the teacher still cannot submit the certificates when the extension period expires, his/her employment will be terminated and his/her salary will be paid according to the lowest salary grade of relevant position.
3. A teacher arrives at his/her post prior to start of a semester shall be employed and paid salary from starting day of the semester; a teacher arrives at his/her post after start of a semester shall be employed and paid salary from the actual arriving day.
4. With respect to a teacher whose salary shall be reassessed due to supplementary submission of education or working experience certificate or acquirement of new qualification, his/her salary shall be reassessed from the recognition day.
5. Please refer to http://persond.asia.edu.tw/HTML/doc/Salary Assessment Procedure. 6(921008).doc for "Faculty Salary Assessment Procedure of Asia University".

(Link path: Home Page of Asia University → Personnel Office→ Personnel Laws & Regulations)

Responsible Agency: Personnel Office

(ＩＩＩ). Regulations of Insurance

1. National Health Insurance

Service Item:

Item	Payment Condition	Beneficiary
Disease & Injury	Ambulatory, emergency and hospitalization treatment	Insured
Maternity care	1. Ambulatory treatment before and after delivery and hospitalization treatment during delivery and new-born baby care 2. Used for exempting from delivery burden of out-of-pocket.	Insured
Rehabilitation Services	1. Supply of physical, intellectual and lingual treatment. 2. Supply of artificial limb (home products) and home care.	Insured
Preventive health care	1. Physical examination for insured under 4 and over 40. 2. Cervical smear test. 3. Prenatal examination.	Insured
Home care	Home treatment.	Insured
Chronic disease rehabilitation	Supply of rehabilitation treatment of community rehabilitation center and psychiatric halfway house as well as home treatment.	Insured

2. Pension Insurance of Faculty of A Private School

Responsible Agency: Personnel Office

(IV). Welfare

1. Teaching staff and children attending school tuition subsidies
2. Asia University has set up a staff caring group, and staff can apply for wedding, funeral, maternity benefits and injury or sickness subsidies if necessary.
3. Each staff member is added to an one million NTD accident insurance plan whose premium is paid by Asia University.
4. Accommodation special、Medical special

Responsible Agency: Personnel Office

(V). Teacher Grievances Committee

1. Our university has set up a Teacher Grievances Committee (hereinafter referred to as TGC) in order to protect teacher's rights and benefits, resolve teacher's dispute, promote campus harmony and advance education development.
2. A full-time teacher of our university can put up complaints to TGC on illegal or improper treatment that has damages his/her benefits.
3. Please refer to http://persond.asia.edu.tw/HTML/doc/ Organization & Points of Teacher Grievances Committee. Doc for details of "Organization & Points of Teacher Grievances Committee of Asia University".
   (Link path: Home Page of Asia University → Administration → Personnel Office→ Personnel Laws & Regulations)

Responsible Agency: Personnel Office

(VI) Gender Equality

1. The school provides a gender-fair learning environment, respect and give due consideration to students, faculty, and staff with different gender, gender temperaments, gender identity, and sexual orientation. Moreover, it shall establish a safe campus environment.
2. The school shall not discriminate against students on the basis of their gender, gender

temperaments, gender identity, or sexual orientation in its instruction, activities, assessments, rewards and penalties, benefits, or services. This requirement does not apply to matters suitable only to persons of a specific gender, gender temperaments, gender identity, or sexual orientation.

3. Teachers shall not develop intimate relationships that violate professional ethic codes with the student under their instruction, guidance, training, evaluation, management, consultation, or when providing students employment opportunities.
   Find a teacher-student relationship may violate the professional ethical codes referenced in the paragraph above, the teacher shall take the initiative to avoid further interaction with the student or report the matter to the school for handling.
   Should a teacher find that his or her relationship with a student violates the code of professional ethics referenced in the previous paragraph, the teacher shall take the initiative to avoid further interaction with the student or report the matter to the school for handling.
4. Faculty, staff, and students shall respect others' and their own autonomy over their sexuality and body, avoid unwanted sexual advances or requests for dates, and must not use forcible or violent means to handle conflicts related to sex or gender.
5. When using teaching materials and engaging in educational activities, teachers shall maintain gender equity consciousness, eliminate gender stereotypes, and avoid gender prejudice and discrimination. Teachers shall encourage students to take courses in fields that are not traditionally affiliated with their gender.
6. In order to promote substantive gender equality, eliminate gender discrimination, uphold human dignity, and improve and establish education resources and environment of gender equality. In line with the principles of "Gender Equality Education Act", "Act of Gender Equality in Employment" , "Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus" , the school has established
   (1) Asia University Regulations on the Gender Equality Education in Employment;
   (2) Asia University Regulations on the Establishment of the Gender Equality Education Committee;
   (3) Asia University Regulations on the Prevention of Sexual Assault or Sexual Harassment on Campus;
   (4) Asia University Regulations on the Sexual Harassment Prevention, Complaints and Disciplinary Measures;
   (5) Asia University Regulations on the Gender Equality Education Award Scheme.

   Please visit our website at http://myaweb.asia.edu.tw/meworksv2a/meworks/ Page.aspx?no=30663.

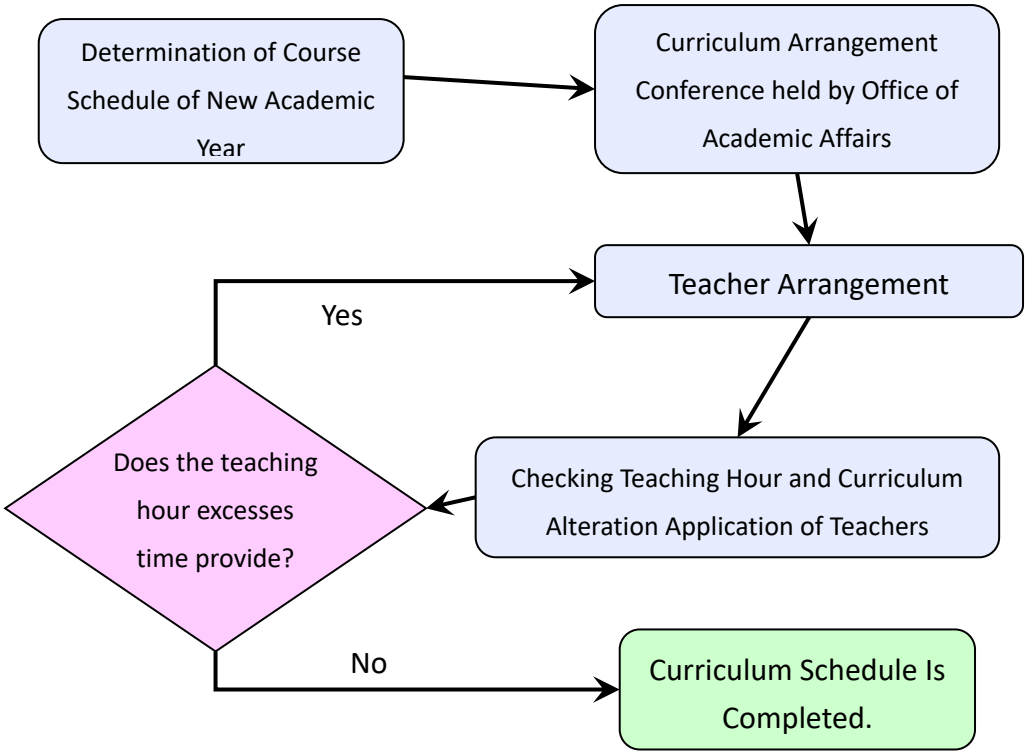
7. When students encounter sexual harassment or sexual assault can help:
   (1) In-school complaint channels:
   Office of Student Affairs- (04) 2332-3456 ext.3202
   Gender Equality Education Committee- (04) 2332-3456 ext. 1057

(2) Counseling channels: Student Counseling Section- (04) 2332-3456 ext.6265 ~ 6269,1748
(3) Outside the school resources: the National Maternal and Child Protection 113
(4) Taichung City Center for Domestic Violence and Sexual Abuse Prevention and Control- (04) 2228-9111 ext.38842,38843

II. Teaching Information

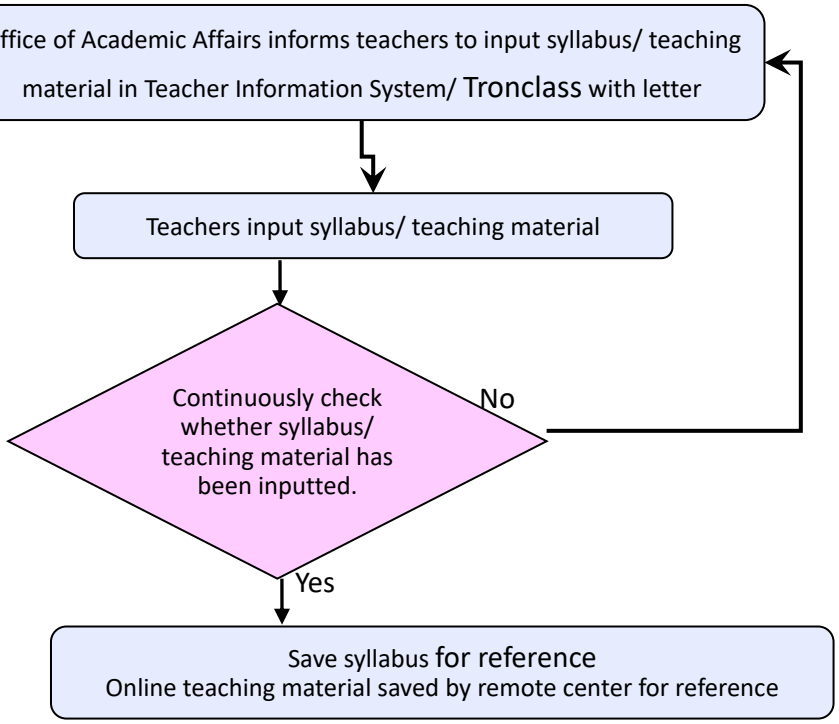
(I). Notes of Semester Start & Curriculum Arrangement

1. Flowchart of Semester Start & Curriculum Arrangement



2. Curriculum Alteration Application
   (1) Should a teacher want another teacher to assist in teaching or alter teacher, teaching time and classroom, the teacher should complete a Curriculum Alteration Application Form to conduct the alteration.
   (2) However, if a teacher applies for teaching time alteration after course selection, the application form shall be attached with alteration consent of all students selected the course.
   (3) If a teacher applies to use a common classroom for another course or a special classroom as the teaching classroom, the alteration shall be agreed by relevant department that manages the classroom.

3. Online Process of Syllabus & Teaching Material



(1) A teacher shall complete his/her syllabus and teaching material prior to course selection so as to allow students to know relevant course content and study requirements and made preparations for course study in advance.

(2) Syllabus shall be uploaded to "Teacher Information System". Please refer to the site: http://webap.asia.edu.tw/teacherinfo/

(3) Teaching material shall be uploaded to "Tronclass". Please refer to the site: http://elearn.asia.edu.tw/icanxp/

(Link Path: Home Page of Asia University → Information Shortcut → Tronclass)

Responsible Agency: Curriculum Section, Office of Academic Affairs & Office of Information Development

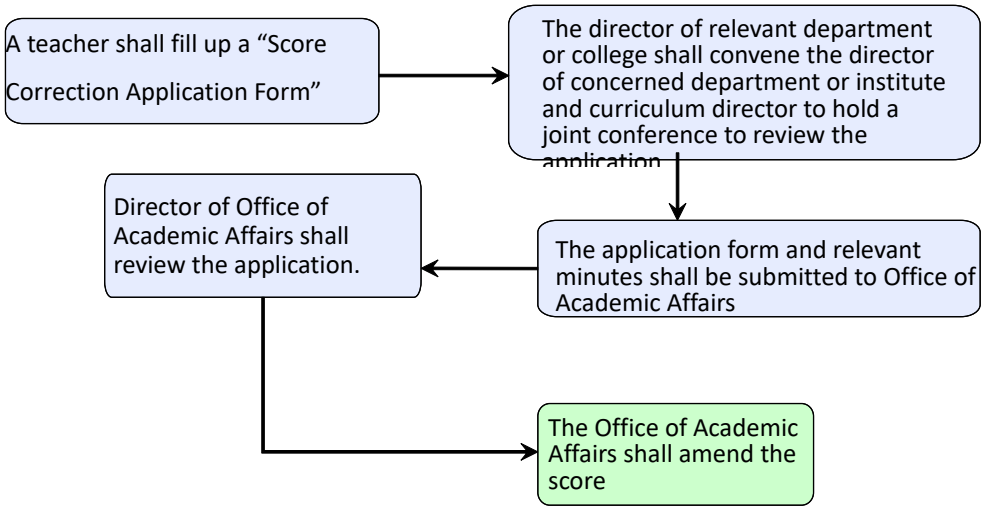
(II). Notes of Student Achievement

1. A teacher shall record students' scores on relevant website prior to the deadline of score submission of each semester to avoid students' benefits being affected according to Item 1, Article 31 of Study Regulations of our university.
2. Please refer to the schedule on calendar of our university for the deadline of score submission.
3. Attentions for Score Submission
   (1) A teacher shall log in the **Teacher Information System** to upload students' scores prior to relevant deadlines of score submission.
   (2) Students' achievements include daily, midterm and final score as well as average score of the whole semester; teachers can set the proportion of each score of their own accord in the score input system.

(3) Score amendment after the deadline of score submission may affect the decision of asking a student to quit study due to unqualified scores, whether the concerned subject shall be restudied again, whether the student can graduate, score rank of relevant class and application of relevant scholarship, therefore teachers shall pay attention to correctness of the score assessment.

(4) Website of Teacher Information System: http://webap.asia.edu.tw/teacherinfo/

4. Process and Notes of Score Amendment



(1) Students' scores shall not be amended unless there are mistakes need to be corrected definitely after they are submitted to the Office of Academic Affairs.

(2) If a teacher applies for score amendment, he/she shall submit a written report and director of relevant department or college shall convene the director of concerned department or institute and curriculum director to hold a joint conference to review the report; the report shall be submitted to the Office of Academic Affairs for review and score correction.

(3) Please refer to http://ac.asia.edu.tw for other concerned provisions.
(Link path: Home Page of Asia University → Administration → Office of Academic Affairs)

Responsible Agency: Registration Section, Office of Academic Affairs

(III). Teaching Assessment

1. Teaching assessment is carried out for the purpose of promoting teaching quality, allowing teachers to know teaching effect and students' study performance.
2. Teaching assessment result is used as a reference for teacher promotion and teachers with excellent assessment scores will be considered to be the candidates of teaching award or nominated as candidates directly by relevant college and General Knowledge Education Center (including Office of Physical Education and Office of Military Training).
3. Adjunct faculty members are evaluated for reappointment based on a comprehensive assessment of their teaching performance by their affiliated department (or institute/center). A departmental teaching evaluation committee is convened to assess

and deliberate on whether the faculty member should be reappointed. Following the deliberations, the evaluation results are required to be submitted to the college's Faculty Review Committee for further consideration.

4. The Teaching Assessment Group will hold a meeting to discuss and make a resolution for full-time teachers in reference to all relevant assessment materials (teaching response, comprehensive assessment and student self-assessment) and relevant students' scores. The resolution includes:
   a. Relevant teacher with unqualified teaching assessment score shall be notified to attend the meeting of Teaching Assessment Group prior to the meeting; in case the teacher cannot attend the meeting, a written statement shall be raised prior to the meeting.
   b. Director of relevant department (institute) shall ask the teacher to put up an improvement program.
   c. Teaching Resource & Teacher Professional Development Center shall establish a tutorship team to help the teacher to improve teaching approach, which shall include the Director of Teaching Resource & Teacher Professional Development Center, the Director of relevant department and a senior teacher recommended by the Director of relevant department. Should no improvement be made after one-year tutorship, relevant Teacher Appraisal Committee shall decide whether to terminate employment contract or cancel the employment retention of the teacher.
   d. A full-time teacher with average teaching assessment score no more than 3.8 shall teach courses in conformity to the basic teaching time in the next semester and shall not teach overtime and part-time outside our university besides accepting the teaching tutorship.
   e. Please refer to "Teaching Assessment Implementation Procedure" of our university for other concerned items of teaching assessment and Teaching Assessment Form.

   (Link path: Home Page of Asia University → Administration → Office of Academic Affairs→ Laws & Regulations)

Responsible Agency: Curriculum Section, Office of Academic Affairs

(IV). Teaching Assistant

Teachers who need teaching assistants shall complete a Teaching Assistant Demand Form attached with relevant syllabus and submit it to director of relevant department (institute) and General Knowledge Education Center for preliminary review prior to start of a semester; then the form shall be submitted to Teaching Assistant Review Group by relevant department (institute) and General Knowledge Education Center for approval. Data of teaching assistant employed shall be sent to Office of Academic Affairs for reference.

1. In order to utilize human resource of teaching assistant appropriately, in principle, the teacher shall discuss course content and progress with his/her teaching assistant, tell teaching assistant the skills to lead students to discuss and method to help students with

bad study performance and listen to teaching assistant's reflection on study and other problems of students every week.

2. The "Part-time Teaching Assistant" has been changed to "Labor-employed" since February 1, 2019. All divisions are required to apply the "Student Part-Assisted Labor Rights Protection Key Points" of the school.

Responsible Agency: Curriculum Section, Office of Academic Affairs

(V). Course Adjustment (Supplementation) & Extra-curricular Teaching

1. A teacher shall complete a “Course Adjustment (Supplementation) Application Form” to ask for private affair leave, sick leave, business leave, wedding leave, delivery leave and bereavement leave etc.; then relevant course shall be adjusted or supplemented by Office of Academic Affairs after the application is approved by director of relevant department, institute or office. However, with regard to a teacher who cannot apply for the leave in advance due to emergency, he/she shall inform director of relevant department, institute or office and Curriculum Section, Office of Academic Affairs by phone and attempt to ask the subject representative to notify relevant students; then the application form can be submitted later.
2. A teacher shall confirm adjustment or supplementation of a course will not create conflicts with other courses that relevant students are learning before filling up the application form.
3. In the event that a teacher needs to lead students to go outside of our university during a class, he/she shall complete an “Extra-curricular Teaching Application Form” and submit it to director of relevant department or institute for approval at first; then he/she shall inform Student Affair Section and acquire approval of Office of Academic Affairs; after that, he/she can conduct the extra-curricular teaching.

Responsible Agency: Curriculum Section, Office of Academic Affairs

(VI).Teacher Information System

Campus information Portal http://cip.asia.edu.tw/ → Teacher Information System。

III. Research & Development

(I). The Natioanl Science and Technology Council (NSTC) Project

一. Application conditions:

1. General Research Project: qualified researchers can apply for it.
2. Project for Junior Researcher: teachers and researchers who have taught or engaged in research in domestic/foreign institutions in the past five years or who have been teaching or engaged in research within five years after completing their doctorate degree and who meet the required qualifications for the principal investigator may submit their application for a research project. Please note that applicants who have taught or held a dedicated researcher position for a combined duration of over five years at the point of their application submission will not qualify as junior researchers.
3. Instantly Reviewed Project for Junior Researcher: new teachers who have never applied for a project of NSTC can apply for one project that will be reviewed instantly in three years.
4. Interdisciplinary Integrated Project: the application shall be raised in accordance with relevant plan of NSTC; a sub-project of the integrated project must belong to at least one academic divisions.
5. NSTC subsidies for undergraduate research projects: **sophomores in public or private junior colleges and students who are not junior college student shall not apply for the project**; every teacher can tutor two projects at NSTC.
6. National Project: National Nanoscience & Nanotechnology Project, National Digital Archives Program and Taiwan E-learning Program etc..
7. Academia and Industry Cooperation Project: pilot academia and industry cooperation project (Pilot), developing academia and industry cooperation project (Developing) and applied technology & knowledge academia and industry cooperation project (Applied).
8. Others (Project-based Plan)

二. Project Classification

1. Individual Project: shall be applied according to researchers' specialty.
2. Integrated Project: including master project and sub-project; leader of the master project will determine the research group and put up relevant cross-field or cross-university projects.
3. Long-term Project: researchers can apply for a long-term research period for individual or integrated project; in principle, projects on natural science, engineering technology, biology, medicine and agriculture shall be a long-term project.

(II). Application for Research Project

1. Application Guidelines: regulations of "Academia and Industry Cooperation Implementation Procedure of Asia University"/ concerned institutions.
2. Institutions Soliciting Projects and Application Method:

NSTC Project：

a. Full online application.

b. Match Fund for the project: if it is required the applicant shall have a match fund for the project, the applicant shall go through specific administrative procedures to acquire the fund (approved by R&D Office and Accounting Office of our university).

3. Application for Projects of Division of Biology, National Science Council: the applicant shall attach a Researcher Performance Index (PRI) Statistic Table to the application form.
4. All necessary application data shall be uploaded prior to relevant deadline and R&D Office shall be informed after the upload is confirmed so that the R&D Office can make backup for concerned documents and application list.

(1) Other conditions:

a. The application of the research project involving human subjects, should be attached to medical ethics committee approval documents; involved in genetic recombination-related experiments, should be attached to the biological safety committee approved the gene recombination experiment application for consent; involving animal experimenter should attach animals Laboratory Management Team (please contact R&D Office website for application form) Approved documents; research ethics is described in detail as "Ethics Review Procedures for Non-Biomedical Human Research Programs in Asia University".

b. In the same year, the NSTC projects should apply for two or more research projects and prioritize the applications.

(III). Qualification/ Term of Applicant for Project of NSTC

1. Qualifications of principal and co-principal investigators:

1. Applicants teaching at the applicant institution must meet the following requirements:

(1) Domestic public/private colleges/universities:

a. Hold an assistant professorship or higher position

b. Have taught for three years or more and published articles in established domestic/foreign academic journals or patent technology reports

c. Hold a doctorate degree and the equivalent of an assistant research fellow or higher position

d. Have served as a visiting staff member for more than two years at an affiliated hospital or who hold a Master's degree and have been engaged in research work for three years and have published articles in established domestic/foreign academic journals for medical personnel

(2) Domestic public/private research institutions:

a. Hold an associate research fellow position or its equivalent or higher, or hold a senior technical specialist position

b. Hold a doctorate degree and an assistant research fellow position or its equivalent or higher

c. Have served as a visiting staff member for more than two years or at an affiliated hospital or who hold a Master's degree and have been engaged in research work for three years and have published articles in established domestic/foreign

academic journals for medical personnel

(3) Medical institutions:

a. Have served as a visiting staff member for more than two years or

b. Hold a Master's degree and have been engaged in research work for three years and have published articles in established domestic/foreign academic journals for medical personnel

c. Hold a doctorate degree and an assistant research fellow (or its equivalent or higher) position

2. Personnel who have retired in accordance with pertinent regulations:
Academia Sinica academicians, recipients of the MOE's National Professorship or Academic Awards, two-time recipients of the NSTC Academic Research Award, recipients of the Outstanding Scholar Award from the Foundation for the Advancement of Outstanding Scholarship or other prestigious awards recognized by NSTC. For such applicants, the applicant institution must state in the application its willingness to provide relevant space and equipment for research and be in charge of all relevant administrative affairs.

3. For private colleges and universities, teachers, and research fellows hired in accordance with the Implementation Principles for the Hiring of Teachers, Researchers and Staff Members for the National University Fund meeting the criteria for the principal investigator as described in Item (1).

4. Candidates holding a doctorate degree in nuclear energy and aeronautics at public colleges and universities hired in accordance with the Procedure of Hiring Technological Personnel with Rare Specializations for Public Colleges and Universities.

5. Visiting staff members with two years or more of experience at public medical institutions hired via medical care related funds or research fellows that have earned their doctorate degree after two years or more of research work and published articles in established domestic/foreign academic journals.

2. Application Term:

(1) NSTC:

a. General Research Project (including Project for Junior Researcher): deadline is about at the end of December every year (specifically based on relevant letters).

b. Instantly Reviewed Project for Junior Researcher: with regard to a new employee who has never applied for a project of NSTC in the application agency, his/her application can be reviewed instantly in three years from the date he/she being employed.

c. Project for College Students: In accordance with the letter of communication

d. Academia and Industry Cooperation Project: In accordance with the letter of communication

e. National technology projects and other projects: refer to relevant announcements

of NSTC and concerned project offices for the deadline.

(2) Other Institutions: refer to relevant announcements or letters for the deadline.

(IV). NSTC Project Request of Project Subsidy

1. A principal investigator shall sign a subsidy execution consent online within 2 days after receiving the subsidy notice; then he/she shall notify the R&D Office to request subsidy for the first phase.
2. As for the subsidy for the first phase of the second and third year of a long-term project, the principal investigator shall establish a Detail Expenditure Statement of Subsidy Paid in one week after receive concerned notice from R&D Office and send it to the office for subsidy request. Regarding the subsidy of the second phase, the R&D Office will request it actively.

(V). Closure of Research Project

1. The closure shall be conducted in reference to Article 11 of "Academia and Industry Cooperation Implementation Procedure of Asia University"/ regulations of subsidy/entrusting institutions.
2. With regard to online closure, the project principal shall deliver the closure report based on the time limit provided by relevant contract discretionally.
3. Backup of closure report shall be conducted in R&D Office ten days (calendar day) prior to the deadline if necessary.

(VI). Utilization of Fund of Research Project

1. Guidelines: Article 10 of "Academia and Industry Cooperation Implementation Procedure of Asia University"/ regulations of concerned entrusting institutions.
2. Request time: the request is limited at once in principle unless otherwise specified by the subsidy/ entrusting institution.
3. Payment & Reimbursement of Fund: in accordance with the accounting procedure of our university and relevant regulations of the subsidy/ entrusting institution.
4. Fund Alteration: shall be conducted in conformity to relevant regulations of the subsidy/ entrusting institution and concerned procedure of our university after acquiring prior consent of the subsidy/ entrusting institution.
5. Fund Reimbursement: the principal investigator or relevant department or institute shall provide necessary data for backup and reimbursement in conformity to concerned administrative procedure of our university 15 days prior to the reimbursement date planned (example of relevant letter can be downloaded on the webpage of R&D Office).
6. Special Circumstances:

   (1) A project of NSTC requires the principal investigator to finish the online fund reimbursement within three months after the project is ended besides backup and dispatch of reimbursement data. When the verification process according to the accounting room notice.

   (2) Should a fund need to be corrected or returned after the reimbursement data is sent

to NSTC and reviewed by NSTC, the principal investigator shall make a correction statement or return the fund as soon as possible after receiving relevant notice and send the correction data and concerned statement to R&D Office for reply to NSTC. Regarding a project of which fund has been closed, please relevant official correspondences to R&D Office for process.

(3) Closure of project funds of other agencies shall be processed in reference to concerned provisions of subsidy/ entrusting institution.

(VIII). Recruitment of Full/ Part Time Research Assistant of Research Project

1. Guidelines: Article 5 of "Academia and Industry Cooperation Implementation Procedure of Asia University"/ regulations of concerned subsidy/ entrusting institutions.
2. Part-time Research Assistant: shall be a student (a copy of student certificate shall be submitted).
3. Full-time Research Assistant: shall not be a student nor full-time employee of another agency (relevant resignation certificate and graduation certificate shall be submitted).
4. Research Assistant as a Teaching Assistant: shall be equipped with a teaching assistant certificate and an employee in personnel quota range of an institution.
5. Research Assistant as an Instructor: shall be an employee in personnel quota range of an institution and have the qualification of instructor.
6. Casual Laborer: can be a common person, however, the principal investigator, co-principal investigator, full/part time research assistant shall not be casual laborer.
7. A principal investigator shall establish a Full/Part Time Research Assistant Recruitment Procedure when executing the project.
8. Employment Sheet: relevant employment table, employee list and profile etc. shall be prepared; branch bank name of account number for remittance shall be noted on the employment data.
9. Replacement of full/part time research assistant shall be stated on the remark column of employee list.
10. Remark column of monthly Salary Detailed List shall be used to record any full-time assistant who needs pension and health insurance and absence on leave to be deducted monthly.
11. A project raised by our university shall recruit students in the university to be research assistant in principle.
12. A project of NSTC shall try to avoid using spouse or direct relative of the principal investigator or co-principal investigator as assistant (including full/part time research assistant and casual laborer).If this regulation is violated, the salary will not be paid, and the project inspector should take this responsibility.

(VIII). Transfer In/Out of Research Project

1. Transfer in:

(1) A project shall not be transferred into our university until the subsidy/ entrusting institution sends consent of transfer.

(2) As for subsidy/ entrusting contract and subsequent subsidy request, the Accounting Office shall be notified.

(3) As for facility transferred in, Property Management Section of Office of General Affairs shall be notified.

2. Transfer out:

(1) A project shall not be transferred out until the copy of employment from another university has been sent to R&D Office of our university and relevant documents have been sent to the subsidy/ entrusting institution.

(2) Transfer of subsidy shall be processed by Accounting Office.

(3) As for facility transferred out, the Property Management Section of Office of General Affairs shall be notified.

(4) With respect to transfer of a project of NSTC, the online application shall be amended and the application form shall be printed and sent to the director of relevant department for review; then the transfer can be conducted after R&D Office approved the application.

(IX). Research Project of Our University:

1. Operation Guideline: Points of Research Project Subsidy Operation of Asia University.
2. Date of Acceptance: Time is announced by the R&D Office.
3. Project Number: individual and integrated project is limited to one for an applicant and the total number of projects applied (including projects of our university and other institutions) for an applicant shall not exceed three in an academic year in principle
4. Application Principle: a researcher intends to apply for subsidy of the next academic year for a project of our university shall propose a project plan of NSTC by the end of this year at first.
5. Attentions:

(1) A project plan proposed by a teacher shall not be sent out for application until director of relevant department or institute reviews and approves it.

(2) Project application form shall be sent to the R&D Office in duplicate including relevant electronic files.

(3) With respect to an integrated project, the general principal investigator shall collect and send all relevant plans and application forms to the R&D Office.

(4) The result report of a project subsidized by our university shall be submitted within three months after the project execution is expires and the research result shall be published on SCI, SSCI, EI, TSSCI, A&HCI, THCI and THCI-core journal

(5) A project raised by our university shall recruit students in the university to be research assistant in principle.

(6) Provisions on the cooperative projects between our university and China Medical University and Agricultural Research Institute, Council of Agriculture, Executive Yuan are same as those for projects of our university except their acceptance time subject to concerned announcements of R&D Office.

(X). Application for Academic Research Award

1. Guideline: “Teacher Academic Research Award Procedure of Asia University”.
2. Acceptance Date: Twice a year (refer to relevant announcements of R&D Office).
3. Application Qualification: full-time teacher, teacher with multi-positions and part-time teacher (whose relevant paper shall be published in the name of our university) of our university.
4. Procedure: an applicant shall register application data in “Academic Research Management System of Asia University” and print and send the application form to R&D Office.

(XI). Subsidy teachers attend international academic exchange activities

1. Guideline：Teachers and students attended cum academic units bid to host international academic exchange activities points。
2. Acceptance Date：Anytime。
3. Application Qualification: full-time teacher, teacher with multi-positions and part-time teacher
4. Application Principle：
   (1) Applicants apply for grants only once during the same semester。
   (2) If the co-author, to subsidize only once。
   (3) If they have been partially subsidized by other external units, they should, within two weeks after their return, subsidize the difference between the total amount of their trips abroad according to the verification standard of the subsidy for the domestic experts and scholars at the international academic conference by the Ministry of Science and Technology The degree of attention is subsidized within NT$30000. If the research results are published at the Top Conference in various fields, the subsidy amount is subject to the discretion of the president.
   (4) Those who have not received any subsidies from other external institutions may apply for subsidies for airfare, living expenses and registration fees, and the principal considers the degree of importance attached to the academic activities to be subsidized within NT$30000. If the research results are published at the Top Conference in various fields, the subsidy amount is subject to the discretion of the president.

(XII). Proofreading Service for English Paper

1. Guideline: Points of Proofreading Service for English Paper of Asia University
2. Object: full-time teacher of our university.
3. Acceptance Time: instant/three times in one year per faculty.
4. Procedure: an applicant shall complete the application form and ask relevant department to help to check the application qualification and whether necessary data is prepared; then the applicant shall send the application form and relevant data to R&D Office for proofreading after acquiring signature and stamp of director or dean of

relevant department.

5. Other Items:

(1) Relevant department shall help teachers to check the application data as following:

a. The applicant must be a full-time teacher of our university.

b. The paper must be contributed in the name of our university.

c. The applicant must be the first or corresponding author of the paper,

d. The paper must be contributed to an international journal such as SCI, SSCI, A&HCI and EI and written in English.

(2) Necessary data for the application is as following:

a. An application form.

b. A paper-based thesis to be proofread.

(3) An electronic file of the thesis to be proofread (please send it to rd.asia@asia.edu.tw).

(XIII). Award for Teacher Research Project Promotion

1. Guideline: Implementation Points of Award for Teacher Research Project of Asia University.
2. Object: full-time teacher of our university.
3. Award Content:

College students guided by teachers who receive subsidies from the National Science Council and various ministries and departments for the "College Students Participation Special Research Project" will be given a consumables subsidy of NT$5,000 for each case. In the event of cancellation of the project, the consumables subsidy will be returned. In addition, those who assist in completing the funding report after the project is completed will be awarded a reward of NT$8,000 per project by the advisor.

(XIV) Introduction to Teacher Academic Research Management System

1. System purpose：The main function of academic research management system, to assist teachers to promote academic research and development, school teachers, periodicals, books and other related information automation management, with the school assessment statistics, is expected to qualify with the teacher to assess the integration of computer operations to provide the process to Improve administrative efficiency, reduce labor costs and achieve the goal of academic research.
2. System functions：The system provides login operations, query operations, statistical operations, report printing, personal data management and other five functions。
3. Type of Documents: To provide the establishment and management functions of academic research achievements such as journal articles, books, special papers, patents, seminars, seminars, awards, research expertise, technology transfer, doctoral dissertations and social services.
4. System Application: It is used in the school teachers 'academic research and creative competition rewards, teacher evaluation and other related work to be reviewed teachers' research results.

Log in at the campus entrance or at the website (http://research.asia.edu.tw/). And in the system home page to download the operating manual.

IV、Industry-Academia Cooperation

The Innovation Incubation Center, founded in 1998, underwent expansion in 2012, transforming into the Office of Industry-Academia Collaboration within Asia University. This office oversees collaborative initiatives between the university and industries, fosters the transfer of intellectual and technological assets, offers innovative incubation services, and extends support to faculty and students engaged in research and service projects with Taiwan's industrial and government sectors.

Industry-Academia Collaboration Section:

In this collaborative framework, enterprises contribute funding and grant authorization for professors to carry out pertinent experiments and tests. Professors, in turn, offer essential services, encompassing the development of experiment plans and provision of necessary equipment. The section also facilitates the dissemination of government assistance plans to both enterprises and professors, providing comprehensive information on plan details and application procedures, and actively assisting in the application process.

Patent & Technology Transfer Section :

The Patent & Technology Transfer Section plays a crucial role in managing various aspects of intellectual property and research outcomes. It oversees the application process for domestic patents, including planned results, and handles duty-related outcomes submitted for Republic of China Patent applications, as well as both duty-related and planned outcomes submitted for foreign patent applications. The section is actively involved in the management of research and development findings, applying for and maintaining patents for these discoveries, and facilitating the transfer of technology. Furthermore, it provides essential counseling to faculty members, guiding them in the promotion and commercialization of their research findings. Simultaneously, the section is dedicated to fostering collaboration between industry and academia, emphasizing the importance of safeguarding intellectual property rights in these partnerships.

Innovation and Incubation Center :

To amalgamate diverse resources from industry, government, and academia through a proficient incubation and instructional model, providing a range of essential services to support entering enterprises throughout their endeavors in entrepreneurship, innovation, and research and development.

Office of Industry-Academia Collaboration encompasses a diverse range of skills and topics, addressing the following aspects:

- Researching and drafting industry-academia plans for the Ministry of Science.
- Crafting proposals, managing bids, and executing industry-academia plans in collaboration with government and corporations.
- Securing government subsidies for the research and drafting of industry-academia plans.
- Providing support for enterprise industry-academia plan cases.
- Assisting in the implementation of the Ministry of Science's industry-academia minor alliances program.

- Supporting cases related to industry-academia plans under the Ministry of Science.
- Backing projects initiated by the Ministry of Economy.
- Participating in government project bids.
- Promoting and strategizing human resources capacity planning.

(I). Kinds of Industry-Academy Cooperation Plans of The Government

1. NSTC Industry-Academic Collaborative Research Projects：

The primary goal of the NSTC-sponsored Industrial-Academic Cooperative Research project is to align university technologies with industry needs. The initiative also seeks to motivate companies to engage in applied research projects conducted by universities, with the overarching objectives of cultivating robust research and development capabilities, nurturing talents, and elevating corporate management skills and product values. The project's core focus lies in implementing advanced and practical technology research within the academic community, encouraging active involvement of enterprises in applied academic research, and enhancing both corporate research and development potential and skilled manpower. To be eligible, research projects must be proposed by designated implementing units approved for NSC funding. Participating enterprises are required to engage throughout the entire project duration, contribute at least 25% of the total funding, and assign technical or research personnel to collaborate within the research team. For more information, visit: https://www.nstc.gov.tw/spu/en

2. Ministry of Economy Project：

(1) Small Business Innovation Research（SBIR）

(2) A+ Industrial Innovation R&D Program

(II). Application of Industry-Academy Cooperation Plans of The Government

1. Application Guidelines: regulations of “Academia and Industry Cooperation Implementation Procedure of Asia University”/ concerned institutions.

2. Institutions Soliciting Projects and Application Method:

(1) Ministry of Economy Project：

a. SBIR

To promote the advancement of innovative technologies and products within Taiwan's Small and Medium-sized Enterprises (SMEs), the Ministry of Economic Affairs (MOEA) established the Small Business Innovation Research (SBIR) program in alignment with the MOEA Incentive Scheme for Enterprises to Develop Industrial Technologies. Recognizing SMEs as the backbone of Taiwanese industry, the SBIR program was designed to alleviate the cost and risk associated with innovation and Research and Development (R&D) activities for SMEs. Under this plan, SMEs can apply for subsidies covering up to 50% of the total R&D costs, aiming to reduce financial burdens and risks associated with innovation. By encouraging SMEs to pursue the development of new industrial technologies and products, the SBIR program seeks to stimulate private-sector R&D spending, expedite industrial upgrades, and enhance Taiwan's global competitiveness.

To be eligible for funding under the SBIR plan, an enterprise must meet specific criteria:

- Qualify as an SME based on the Standard Definition of SMEs.
- Have no outstanding tax obligations to the government and no record of contract cancellations in government-related technology development plans over the past five years.

Foreign companies may apply for funding support if they meet the above criteria by the time of application approval. Innovative service project applicants, including business offices or medical juridical persons engaged in R&D activities and registered for tax purposes, are also eligible.

For R&D alliance applications, the primary applicant must be an SME, but the application can be submitted jointly with a university, college, foundation, or other domestic or foreign organizations. At least half of the alliance members must be SMEs, with each SME participating in at least one project sub-item in principle.

The SBIR program encourages various types of research, including developing new ideas, concepts, or technologies; applying existing technologies to new applications; applying new technologies or business models to existing applications; and improving existing technologies or products.

The SBIR program consists of three phases:

- SBIR Phase I: NT $1,000,000 total governmental subsidy for 6 months, focusing on a small-scale experiment or statistical analysis of a creative concept with potential industry benefits.
- SBIR Phase II: NT $10,000,000 total governmental subsidy for 2 years, supporting R&D of a product, production method, or service mechanism based on a tangible and feasible creative concept benefiting industries.
- SBIR Phase II+: NT $5,000,000 total governmental subsidy for 1 year, involving the implementation and wide application of Phase II R&D results to meet market and customer demand. This phase focuses on the design and production of technical innovations and their commercialization.

For more information, visit: https://www.sbir.org.tw/project/introSBIRen

b. A+ Industrial Innovation R&D Program

In a dedicated endeavor to steer enterprises towards investing in cutting-edge technologies with heightened industrial value and to promote vertical and cross-domain integrations within industries, the Department of Industrial Technology (DoIT) initiated "the A+ Industrial Innovation R&D Program," also known as the A+ Program, in 2014 as a successor to "the Industrial Technology Development Program." Under this innovative program, DoIT continues to support enterprises in their Research and Development (R&D) pursuits through various sub-programs such as the "Industrial Technology Foresight Research Program," the "Integrated R&D Program," the "Industrial Technology Innovation Center Program," the "Global R&D Innovation Partner Program," and other special initiatives. The overarching goal is to identify industrial demands and cultivate a comprehensive industrial ecosystem with optimal efficiency.

To expedite Taiwan's progress in industrial technology and value creation, the Technology Development Programs (TDPs) act as facilitators, fostering collaboration among research institutes,

enterprises, and academia. These programs, sustained by consistent government R&D funding, contribute to ongoing research efforts aimed at advancing the depth of industrial technologies and fostering innovation. Given the crucial role of Organization TDPs in closing Taiwan's knowledge gap through technology transfers, they receive over 80% of the overall funding. Simultaneously, Business Innovation TDPs receive 15%, while Academia TDPs receive 3%. This allocation structure underscores the strategic distribution of resources to address key areas of industrial development and knowledge enhancement.

For more information, visit

https://www.moea.gov.tw/MNS/doit_e/content/Content.aspx?menu_id=5442

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Utilization of Fund of Special Research Project

1. Guidelines: Article 10 of "Academia and Industry Cooperation Implementation Procedure of Asia University"/ regulations of concerned entrusting institutions.
2. Request time: the request is limited at once in principle unless otherwise specified by the subsidy/ entrusting institution.
3. Payment & Reimbursement of Fund: in accordance with the accounting procedure of our university and relevant regulations of the subsidy/ entrusting institution.
4. Fund Alteration: shall be conducted in conformity to relevant regulations of the subsidy/ entrusting institution and concerned procedure of our university after acquiring prior consent of the subsidy/ entrusting institution.
5. Fund Reimbursement: the principal investigator or relevant department or institute shall provide necessary data for backup and reimbursement in conformity to concerned administrative procedure of our university 15 days prior to the reimbursement date planned (example of relevant letter can be downloaded on the webpage of R&D Office).

(III). Project of Research Closed

1. The closure shall be conducted in reference to Article 11 of "Academia and Industry Cooperation Implementation Procedure of Asia University"/ regulations of subsidy/entrusting institutions.
2. With regard to online closure, the project principal shall deliver the closure report based on the time limit provided by relevant contract discretionally.
3. Backup of closure report shall be conducted in R&D Office ten days (calendar day) prior to the deadline if necessary.

(IV). Industry-Academy Cooperation Award

(Please reference - Teacher Academic Research Award Procedure of Asia University)

1. Guideline: "Teacher Academic Research Award Procedure of Asia University".
2. Acceptance Date: Twice a year(refer to relevant announcements of R&D Office).
3. Application Qualification: full-time teacher, teacher with multi-positions and part-time teacher of our university.

4. Procedure: an applicant shall register application data in “Academic Research Management System of Asia University” and print and send the application form to R&D Office.

(V). Recruitment of Full/ Part Time Research Assistant of Special Research Project

1. Guidelines: Article 5 of “Academia and Industry Cooperation Implementation Procedure of Asia University”/ regulations of concerned subsidy/ entrusting institutions.
2. Part-time Research Assistant: shall be a student (a copy of student certificate shall be submitted).
3. Full-time Research Assistant: shall not be a student nor full-time employee of another agency (relevant resignation certificate and graduation certificate shall be submitted).
4. Research Assistant as a Teaching Assistant: shall be equipped with a teaching assistant certificate and an employee in personnel quota range of an institution.
5. Research Assistant as an Instructor: shall be an employee in personnel quota range of an institution and have the qualification of instructor.
6. Casual Laborer: can be a common person, however, the principal investigator, co-principal investigator, full/part time research assistant shall not be casual laborer.
7. A principal investigator shall establish a Full/Part Time Research Assistant Recruitment Procedure when executing the project.
8. Employment Sheet: relevant employment table, employee list and profile etc. shall be prepared; branch bank name of account number for remittance shall be noted on the employment data.
9. Replacement of full/part time research assistant shall be stated on the remark column of employee list.
10. Remark column of monthly Salary Detailed List shall be used to record any full-time assistant who needs pension and health insurance and absence on leave to be deducted monthly.
11. A project raised by our university shall recruit students in the university to be research assistant in principle.
12. A project of NSC shall try to avoid using spouse or direct relative of the principal investigator or co-principal investigator as assistant (including full/part time research assistant and casual laborer); however, if a spouse or direct relative of the principal investigator or co-principal investigator must be used as assistant due to special situation, the principal investigator shall describe and report the relationship and the recruitment reason in conformity to relevant administrative procedure of our university and the recruitment shall not be effective until being approved by our university.

(VI). Incubation

Our research endeavors align closely with the Executive Yuan's vision for the advancement of six major emerging industries. These sectors encompass information and digital industries, the

cybersecurity industry, precision health, green and renewable energy, national defense and strategic industries, and strategic stockpile industries. Our primary objective is to collaborate extensively with these industries, fostering a synergistic relationship to cultivate a competitive edge. Through the integration of both internal and external resources, we aspire to establish a conducive environment for small and medium-sized enterprises (SMEs). Our commitment extends to enhancing the international competitiveness of innovative industries and facilitating the commercialization of the university's research and development initiatives.

V. Health Center (Counseling Services)

(I) Class Teacher

Visit Health Center website for Regulations and Resources for class teachers.
http://healthyau.asia.edu.tw/

1. Attend department, college, and university meetings for class teachers
2. Attend in-service training workshop for class teachers
3. Submit students and class meeting minutes through on-line system
4. Compete for best class teacher award if qualified
5. Provide academic guidance for students receiving early academic warning
6. Review student on and off-campus housing information
7. Make a student referral to counseling services when needed

Responsible Agency: Office of Student Affairs, Health Center, Counseling Services

(II) Making a Student Referral to Counseling Services

For further information, please visit our website. (https://healthyau.asia.edu.tw/)

1. When to make a referral

A referral for counseling should be considered when you believe a student's problems go beyond your own experience and expertise, or when you feel uncomfortable helping a student with some issue. A referral may be made either because of the way the student's problems are interfering with his or her academic work or with your teaching, or because observation of the student's personal behavior raises concerns apart from his or her academic work.

Recognizable indicators:

- Marked decline in quality of course work, class participation, quality of papers or test results; increased absence from class, or failure to turn in work prolonged depression suggested by a sad demeanor, apathy, weight loss, (appearance of lack of sleep) tearfulness
- Nervousness, agitation, excessive worry; irritability, aggressiveness, non-stop talking
- Bizarre, strange behavior or speech
- Violent outbursts
- Extreme dependency on faculty or staff, including spending much of his or her time visiting during office hours or other times
- Marked changes in personal hygiene
- Signs of excessive alcohol or drug use
- Binging or purging of food
- Withdrawal from friends or social isolation
- Physical or sexual assault

- Talk of suicide, either directly or indirectly, such as, “I won’t be around to take that exam anyway,” or “I’m not worried about getting a job; I won’t need one.”
- Uncharacteristic comments in a student’s paper that arouse concern

Each student experiences stress somewhat differently, and many disturbances in the 17- to 22-year old age group are relatively transient. However, you may become alarmed by even brief changes which are extreme or by significant changes that continue for some time. If there is doubt about the seriousness of the problem, consult a Health Center staff member about how to evaluate the situation and follow the most appropriate steps.

2. How to make a referral

One way of introducing the topic of a counseling referral to a student is to summarize to them what you understand to be the problem. For example, “You sound very depressed about your relationship problems. I have found that other students who felt that way have been helped by talking to a professional, someone at Health Center. How would you feel about that?”
Once the student has agreed that counseling might be useful, there are several possible steps to take, depending on the student’s attitude and the urgency of the situation.

- Give the student information about Health Center and urge them to call.
- Offer to let the student call from your office right then, so that a public commitment will be made.
- Accompany the student yourself to make sure he or she arrives at Health Center, and provide the center with any necessary information. The Health Center staff will appreciate your calling ahead if the student is being brought over or sent directly so that plans can be made to have a counselor available.

Although most students are ambivalent about counseling, it is important that the student really wants help. Coercing a student to go to counseling is not likely to have positive results in the long run. Generally, unless there is some immediate concern about the welfare of the student, it is better to try to maintain your relationship with the student rather than to force them to go to Health Center. The idea can be brought up again later.
(Source: http://caps.sdes.ucf.edu/resources/referrals/)

Responsible Agency: Office of Student Affairs, Health Center, Counseling Services

(III) Resource room Services for Students with Disabilities

For further information, please visit our website.
(https://healthyau.asia.edu.tw/zh_tw/Resourceclassroom01/serviceitems01)

1. Provide guidance and coordinate administrative support to students with disabilities.
2. Formulate individualized support program for students with disabilities.
3. Recruit and supervise peer helpers for students with disabilities.
4. Recruit and supervise personal assistants for students with disabilities.

5. Serve as case manager for students with disabilities.
6. Provide consultation services for class teachers and course instructors.

Responsible Agency: Office of Student Affairs, Health Center, Resource Room

VI、Teaching Resources And Faculty Development Center

Teaching Profession Development and Teaching Innovation

1. Focal projects of the Center

(1) Assist new teachers to adapt to the teaching environment, fully contribute their specialties, and enhance their teachings.

(2) Assist teachers to develop their profession according to their disciplines personal traits.

(3) Encourage innovation, research, and development in teaching, and thus enhance teaching quality.

(4) Encourage development of teachers' community for improvement on both personal and peer levels.

(5) Offer teaching consultation service for teaching method guidance or teacher development enhancement.

(6) Organize empowerment training for teaching assistants to improve teaching quality.

(7) Publish teachers' empowerment articles on a regular basis to improve teaching efficacy.

2. Vision and goals of the Center

(1) Our Center plans and provides teaching and profession development workshops and teaching consultation for teachers, integrates teaching resources, and assists teachers to develop themselves according to their disciplines and personal traits.

(2) Encourages innovative curriculum, teaching material, and teaching methods, generally manages teaching resource integration, and enhances teachers' ability of innovative teaching.

3. Development strategy and practical implementation steps of the Center

(1) Assists new teachers to adapt to the teaching environment, fully contribute their specialties, and enhances their teaching potentials.

1. Organizes new teachers' seminar: once per semester.

2. Publishes the Manual for New Teacher: offers various information for new teachers to assist them adopting our University's environment rapidly.

3. Implements "Power Teacher-Peer Guidance": organizes "Power Teacher-Peer Guidance" for teachers lacking teaching experience to increase teaching quality.

4. Promotes the "Key Points for Incentives for New Teachers at the Asia University": allows new teachers to reduce teaching workload and offers incentives and subsidiaries for research.

(2) Promotes teachers' profession development according to their disciplines and personal traits.

1. Teachers' research and study and certificates: at least 15 hours of on-the-job education research and study hours per every school year are required, and a certificate system based on disciplinary and category is adopted.

2. Organizes the "Teaching Refinement Workshop", "Flying Goose Navigator: University Education and Teaching Problems Café and Salon", and "Teachers' Lifetime Growth Camp":

encourages teachers to participate in off-campus events to maintain their advancement and growth.

3.Cultivates teachers' ability of practice adaptation:
(1) Encourages teachers to apply their professions in practice: encourages industry-academic type teachers to participate in industry-school collaboration and assume positions as government or industry advisor or supervisor.
(2) Encourages teaching innovation and research and development to improve teaching quality
1. Encourage innovation in teaching material: incentives are offered for seven categories of teaching material: paper-base, case study, USR, PBL, digital-base,. incorporate generative AI or Chat GPT, innovative teaching practice.
2. Offers incentives for innovative teaching method: continue to promote innovative teaching and encourage fruitful innovative teaching; one flipped courses are implemented per each department since this fiscal year.
3. Organize innovative teaching workshop: encourage teachers to innovate their teachings in terms of context, method, and learning assessment.

(3) Encourage development of teachers' community for improvement on both personal and peer levels.
1. Teachers' community may receive subsidiary in accordance with the "Asia University's Key Points for Implementing Teachers' Teaching Profession Community".
2. Common course teaching community: The Center regularly organizes teaching method and experience sharing meetings every semester through the inter-department community consisting of teachers teaching the same course to increase students' learning motive and interest and improves learning efficacy.
3. Departmental teaching profession community

(4) Offer teaching consultation service for teaching method guidance or teacher development enhancement
1. Through an established system, teacher interview, personal consultation, and group consultation services are offered: From assisting teachers with perfecting their dissertations, consultation on writing, to production of multimedia teaching material, the said services are made available through application.
2. Assistance and consultation on remedy for teaching: assistance is offered to teachers whose teaching rating falls below 3.8 points to improve their teaching method and increase teaching efficacy. A multi-element assessment is first conducted by the teaching assessment unit in a multi-element teaching assessment meeting to confirm the directions for teaching improvement and key points for intervention guidance. Next, the director of Teaching Development Center will meet with the teacher for consultation, and the teaching improvement will be tracked.

(5) Organize empowerment training for teaching assistants to improve teaching quality

1. Organizes jointly with the Teaching Affair Office a series of empowerment training: refine teaching assistants' potential.
2. Organizes jointly with the Teaching Affair Office experience sharing for teaching assistants.

(7) Publish teachers' empowerment articles in electric form and on paper on a regular basis to improve teaching efficacy. In addition to cover related information about teachers' activities, the publications also provide information about multi-element teaching method, teaching assessment, gender equality, and intellectual property right.

Asia University Inservice Teacher Education Guidelines

2006.02.22 Established by the 7th Administration Meeting of the 2005 Academic Year
2006.03.17 No.9501193 Issued by Office of Secretariat
2007.10.24 Amended Article 2, 4 and 7 by the 3rd Administration Meeting of the 2007 Academic Year
2007.11.05 No.0960007062 Issued by Office of Secretariat
2009.08.19 Amended Article 2 by the 1st Administration Meeting of the 2009 Academic Year
2009.09.01 No.0980007811 Issued by Office of Secretariat
2011.09.21 Amended Article 2 by the 2nd Administration Meeting of the 2011 Academic Year
No.1000011386 Issued by Office of Secretariat
2013.09.11 Approved by the 2nd Administration Meeting of the 2013 Academic Year
2013.10.08 No.1020011109 Issued by Office of Secretariat

1. Asia University (hereinafter "University") specifically establishes the guidelines (hereinafter "Guidelines") to improve teachers' teaching experience and skills and develop their specialties in order to cultivate good students.
2. Implementation:
   (1) After starting to teach in the University, a full-time teacher has to take inservice education courses at least 15 hours every academic year.
   (2) Every college (center) should hold workshops or seminars related to professional fields.
   (3) Teaching Resources and Faculty Development Center should hold teaching workshops or seminars and recognize teachers for their learning hours.
   (4) A teacher can participate in external relevant workshops or seminars. The teacher's college (center) will recognize him or her for learning hours.
   (5) Every college (center) should submit an application and relevant documents to apply for inservice education hours a week before the event is held. Related documents should be submitted for Teaching Resources and Faculty Development Center to register learning hours in the inservice education system a week after the event is finished.
3. Subsidies:
   (1) Every college (center) can apply for subsidies for holding workshops or seminars related to professional fields.
   (2) The University gives priority to all internal inservice education activities. If a teacher attends an external one, he or she can apply for transportation fee, twice per year.
4. Subsidy Application:
   (1) Please fill in Asia University Transportation Subsidy Application for External Inservice Education Activities and ask the executive in charge to sign the application and provide opinions. Then the application shall be submitted to Teaching Resources and Faculty Development Center for approval.
   (2) Business trip application, receipts, inservice education certificate or external inservice education hour application, inservice education report and business trip expense report

shall be submitted to Teaching Resources and Faculty Development Center for budget cancellation two weeks after attending the event.

5. Every college (center) can make the budget and submit it to Teaching Resources and Faculty Development Center for budget allocation. The center will make proper adjustments according to the circumstances.
6. Other matters not stated in the Guidelines are addressed according to relevant regulations established by the University.
7. The Guidelines have been approved by Administration Meeting and become effective after ratification by the principal. The same procedure must be followed for amendments.

Asia University Professional Teaching Improvement Community Guidelines

2012.09.19 Established by the 2nd Administration Meeting of the 2012 Academic Year
2012.10.04 No.1010010809 Issued by Office of Secretariat
106.04.19 The 105th Session of the 9th Executive Council approved the addition of Articles 6 and 7 to amend clauses 3 and 4, the original Article 5,6,7,8,9 point changes
106.05.12 No. 1060006600 Issued by Office of Secretariat

1. To encourage teachers' teamwork, enhance teaching expertise, and refine teaching strategies and techniques so as to enhance students' learning outcomes, the "Essentials of Community Implementation of Teachers' Teaching Professionals in Asia University" (hereinafter referred to as the "Essentials") are specifically formulated.
2. The professional growth community of teachers' teaching (hereinafter referred to as the "teacher community") is composed of various teaching units and the Teaching Resources and Teachers Professional Development Center (hereinafter referred to as the "Education and Teaching Center"). The community consists of one of the teachers, who is the convener. Community activities planning and reorganization of related research results.
3. To encourage teaching innovation, the school encourages teachers in different fields to form a teaching innovation-related community across disciplines and encourages industry / practitioners and student representatives to participate in the discussion. They work together to develop innovative teaching models that include: (1) teaching innovation Theory and skills discussion; (two) co-design courses and writing teaching plan, including curriculum planning, syllabus, lesson plans and textbook review points and promotion and application of teaching strategies and techniques seminar community, learning assessment, study counseling Etc; (3) Teaching observation and experience sharing; (4) Innovative teaching such as teaching innovation research and development.
4. The other is to promote the pursuit of innovation and excellence in teachers, teachers regard professional growth and career development goals, self-teaching and other research, industry-related community.
5. If necessary, the community of teachers may apply to the Education and Training Center for subsidies for community activities. Subsidy funds are limited to business expenses and do not subsidize capital and staff costs. Application is open at the beginning of each semester. If necessary, special theme community programs promoted by the teaching innovation policy will be invited to invite enthusiastic teachers to submit proposals.
6. The community of teachers may have to apply for innovations in teaching theories and techniques. The seminars or workshops on practical teaching and observation, writing of teaching plans, teaching and research, and experience and inheritance will require additional subsidies for application.

7. Teachers' Community Co-operation Network may recommend excellent innovative courses or module modules and apply to the Information Center at the Distance Center for assistance in video recording and Internet access, making digital courses into a diffusion effect.
8. The subsidy review meeting for teachers' community activities consists of the dean of the respective institutes and the director of the Center for Teaching and Learning, with the vice-president as the convener and the leader of the teaching and training center as the executive secretary, and meeting as necessary.
9. The teacher community convener and members of the community are all issued by the teaching and learning center with supporting documents.
10. Each community should submit a report on the activities of the community to the Education and Training Center one month prior to the end of each school year, including the name of the community, its objectives, basic information of its members, sign-in form, records of activities, achievements and highlights of activities; Achievements sharing session. Teaching center to get the teacher community activities or outstanding achievements, after the community review council resolution, sign awards.
11. The main points passed by the Executive Council, Chen approved after the president announced the implementation of the amendment the same.

Asia University Consultation Guidelines for Teachers Conditionally Passing Teacher Evaluation

2010.04.14 Established by the 9th Administration Meeting of the 2009 Academic Year
2010.05.04 No.0990004255 Issued by Office of Secretariat
2014.07.30 Amended Article 2 and 6 by the 12th Administration Meeting of the 2013 Academic Year
2014.08.26 No.1030010469 Issued by Office of Secretariat
2014.11.26 Amended Article 4 and 5 by the 4th Administration Meeting of the 2013 Academic Year
2014.12.23 No.1030016109 Issued by Office of Secretariat
2015.01.21 Amended Article 4 and 5 by the 6th Administration Meeting of the 2014 Academic Year
2015.02.04 No.1040001436 Issued by Office of Secretariat

1. Purpose: The guidelines are specifically established for teachers who pass teacher evaluation conditionally to carry out the teacher evaluation system.
2. Accordance: Article 12 of Teacher Evaluation Regulations of Asia University
3. Target: Teachers who pass teacher evaluation conditionally according to Teacher Evaluation Regulations
4. Consultation Procedure: (As Flow Chart 1)
   (1) After the teacher evaluation result is made, Personnel Office makes a list of teachers who conditionally pass the evaluation (hereinafter "Case Teacher") and respectively informs Case Teachers, heads of departments, college deans/Center for General Education Director and Teaching Resources and Faculty Development Center (hereinafter "Teaching Development Center") within a week.
   (2) After receiving the notice from Personnel Office, the dean of the college which Case Teacher works under or Center for General Education Director recommends a senior teacher who has obtained great related evaluation results as a consulting teacher to provide support within a week.
   (3) After receiving the notice from Personnel Office, Case Teacher should discuss with the consulting teacher and propose a self-improvement plan (as Attachment 1) within 5 weeks. The plan should be sent to the dean and Teaching Development Center for future reference.
   (4) After the teacher evaluation result is made, Teacher Evaluation Consultation Committee holds a meeting within 8 weeks to confirm Case Teacher's unqualified category in the teacher evaluation and fills in Consultation Form for Teacher Evaluation (hereinafter "Consultation Form" in Attachment 2). Consultation Form should be sent to Case Teacher, department head, college dean, Personnel Office and all members of the committee for future reference.
   (5) Teaching Development Center, the college dean/Center for General Education Director, the consulting teacher and related departments provide proper support based on Consultation Form and the self-improvement plan.
   (6) Teacher Evaluation Consultation Committee holds a meeting every 4 months and invites related departments, the consulting teacher and the college dean/Center for General

Education Director to the meeting for improvement assessment.

5. Members of Teacher Evaluation Consultation Committee:
   (1) The committee consists of one vice president, Dean of Academic Affairs, Dean of Student Affairs, Director of Research and Development, Director of Industry-Academia Collaboration, the college dean/Center for General Education Director and one teacher who has obtained great evaluation results. The chairperson will be the vice president.
   (2) Personnel Office Director, the department head and the consulting teacher can be invited for the meeting to give reports.
   (3) According to Teacher Evaluation Regulations, teachers provide consultation services and members of the committee will receive service points.
6. If Case Teacher does not pass the teacher evaluation in the following academic year, the result should be sent to Faculty Evaluation Committee in charge as an important reappointment reference according to Article 12 of Teacher Evaluation Regulations.
7. The guidelines have been approved by Administration Meeting and become effective after ratification by the principal. The same procedure must be followed for amendments.

Flow Chart 1

Consultation Procedure of Conditional Pass for Teacher Evaluation:

Time	Procedure
	Personnel Office makes a list of teachers who conditionally pass the evaluation.
Within 1 Week	Personnel Office informs Case Teachers on the list, heads of departments, college deans/Center for General Education Director and Teaching Development Center.
Within 2 Weeks	College dean/Center for General Education Director recommends a consulting teacher to support Case Teacher.
Within 5 Weeks	Case Teacher proposes self-improvement plans.
Within 8 Weeks	Teacher Evaluation Consultation Committee holds meetings.
	The consulting teacher provides support.
Every 4 Months	Teacher Evaluation Consultation Committee holds the meeting to assess improvement.
	Reevaluation

Attachment 1

Asia University
Self-Improvement Plan for Teacher Evaluation

<table>
<tr><td>Name</td><td colspan="2"></td><td>Position</td><td colspan="3"></td></tr>
<tr><td>Department</td><td colspan="2"></td><td>College</td><td colspan="3"></td></tr>
<tr><td>Seniority in Asia University</td><td colspan="2"></td><td>Evaluation Period</td><td colspan="3"></td></tr>
<tr><td rowspan="3">Evaluation Scores</td><td></td><td>Teaching</td><td>Study</td><td>Industry-Academy</td><td>Service</td><td>Consultation</td><td>Weighted Total</td></tr>
<tr><td>Score</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Assigned Weight</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr>
<tr><td>Self Analysis（Weakness）</td><td colspan="6"></td></tr>
<tr><td>Desired Resources/ Support</td><td colspan="6"></td></tr>
<tr><td>Self-Improvement Plan (Propose specific improvement measures for all weaknesses in the evaluation)</td><td colspan="6"></td></tr>
</table>

Teacher's Signature: Consulting Teacher's Signature:

Attachment 2

Asia University Consultation Form for Teacher Evaluation

Academic Year of Evaluation: **Consulting Teacher:**
Case Teacher： **Department/Center:**
Department/Center: **Date: (YYMMDD)**

Item	Description		
1. Weakness Analysis (Filled in by Case Teacher)	**Evaluation Weakness: □Teaching □Study □Industry-Academy □Service □Consultation** **Description: (Please make a list)**		
2. Planned Improvement measures (Filled in by Case Teacher)			
3. Consulting Teacher's Suggestions (Filled in by the consulting teacher)			
4. Consultation Committee's Suggestions (Filled in by Teaching Development Center)			
5. Continuous Track after Improvement Measures are Implemented (Filled in by Teaching Development Center)			
6. Note			
Case Teacher's Signature		**Consulting Teacher's Signature**	
Department Head's Signature		**College Dean/ Center for General Education Director's Signature**	
Teaching Development Center Director's Signature			
Consultation Committee Member's Signature			

Asia University Teaching Improvement and Consultation Guidelines

2007.01.15 Established by the 3rd Academic Affairs Meeting of Fall Semester of the 2006 Academic Year
2008.04.25Amended by the 1st Academic Affairs Meeting of Spring Semester of the 2007 Academic Year
2008.09.03 No.0970005943 Issued by Office of Secretariat
2016.12.28 The fifth session of the 105th academic year Addition of the first 7th, the amendment of the first 3,4,5,6 points, the original 8,9 points Article changes
2017.01.19 No. 1060000872 Issued by Office of Secretariat

1. Purpose: To assess the poor performance of teaching guidance for teachers to improve teaching effectiveness, special set of the main points.
2. Accordance: Article 6 of Measures for the Implementation of Teaching Evaluation by Teachers in Our University.
3. Target: According to the method of teaching evaluation in this school, students 'feedback on the end-of-year teaching of the teacher's teaching subjects during the semester Except for the "student learning behavior self-assessment" unit for teachers' reference only, the average of the remaining unit summaries is less than 3.8 points Threshold; and after the assessment by the teaching evaluation team, the resolution of the need to accept teaching improvement counselors (hereinafter referred to as tutors).
4. Teaching Counseling Team Composition: The Teaching Resources and Teachers Professional Development Center (hereinafter referred to as the Teaching and Learning Center) receives a list of teachers who fail to reach the teaching assessment by the Academic Affairs Office. The counseling group formed by the Teaching and Coaching Center will provide counseling to improve teaching methods and counseling The panel consists of the Director of Education and Training Center, a senior professional teacher recommended by the Dean of the Tutoring Department / General Education Center (hereinafter referred to as the General Knowledge Center) and the Director / Department of General Knowledge Center, Dean is responsible for supervising matters.
5. Mentoring Methods: In addition to receiving the assistance of the teaching counseling team, the tutors must attend the teaching and learning center of the school or relevant institutions (institutions) inside and outside the school to enhance the teachers' teaching and learning activities for at least 6 hours Enrollment into 15 hours of working hours per academic year), and should obtain the proof of study; and participate in counseling measures such as "Teaching Reflections," "Teaching Videos," "Miniature Diagnosis of Teaching Skills," "Assisting Teachers with Excellent Teaching Teachers."
6. Counseling procedures: According to the following procedures for counseling matters:
   (1) A tutoring team is formed within three weeks. The tutoring team members are

   composed of the Director of the Teaching Resources and Teachers Professional Development

Center, assisted by the tutor of the tutors and an excellent teaching teacher recommended by the tutors.

(2) Within three weeks after the induction group is formed, the tutors must complete the Reflective Teaching Reflections to the excellent teaching teachers and discuss them together.

(3)The tutors must take at least one lesson in a classroom instructional video for the purpose of micro-diagnostics within five weeks of the next semester of the second semester of a semester of poor academic performance.

(4) Upon completion of filming of the tutor's classroom instruction, counselors of good tutoring should attend and complete the "Teaching Miniature Diagnostic Feedback Form" within 3 weeks, and send them to the PIFO for deposit.

(5) Good teaching counselors who serve as mentors After completing the Teaching Miniature Diagnostic Feedback Form, they should discuss the mini-diagnosis with the tutors within three weeks and fill in the counseling record sheet.

(6) Within two weeks after the discussion on micro-diagnosis, the tutoring teacher should refer to the "Self-improvement Project for Teachers' Teaching Excellence", which should be sent to the department or department supervisor for examination.

(7) According to the measures for the implementation of the teaching evaluation in this school, the director of the college to which the tutor belongs shall be responsible for supervising the affairs.

7.Confidentiality: Executives and teachers who undertake the tasks of this assignment shall not make any personal announcements about the privacy of tutors.

8.Expected results:

(1) To enable each individual teacher who receives counseling to pass the teaching evaluation for the next semester after his counseling.

(2) If no results, according to the school teaching evaluation implementation of Article VI, by the review and treatment at all levels.

9.This key point was approved by the Academic Affairs Conference, and President Chen approved the release after its implementation, as amended.

Asia University Innovative Teaching Incentive Guidelines

100.8.24 Adopted at the 1st executive meeting of the 100 school year
100.9.20 Asian Secret Letter No. 1000011038 is issued
101.4.18 Amendments passed by the 9th Executive Meeting of the 100 school year
101.5.7 Issue of Asian Secret Letter No. 1010004881
103.07.30 The 12th administrative meeting of the 102 school year passed the amendments to the names of the main points and the provisions of the 1, 2, 3 and 4 points
103.08.26 Asian Secret Letter No. 1030010470 is issued
108.11.20 The fourth administrative meeting of the 108 school year passed amendments to clauses 2, 3 and 4
108.12.11 Asian Secret Letter No. 1080016904 issued

1. In order to encourage teachers to innovate in teaching based on students' learning motivation, learning strategies, and time management methods, and to innovate and improve teaching, learning assessment and learning guidance to enhance the learning effectiveness of students' basic literacy/core abilities, the " The key points for awarding innovative teaching for teachers of Asian universities" (hereinafter referred to as the key points).

2. Reward methods for innovative teaching:

(1)In the first semester of each school year, each teaching unit recommends teachers with excellent performance in innovative teaching in the previous school year to send to the colleges and general education centers for preliminary review, and the list of teachers with the best results is sent to the Teaching Resources and Teacher Professional Development Center for review operation.

(2)The recommended quotas of the above-mentioned colleges may be adjusted according to the academic coefficient of each college in the academic year. Each college shall recommend one person as the principle. For every six departments (including) the academic coefficient of the college exceeds, one additional recommended quota shall be added. The recommended list shall not be consecutive The same teacher for two years.

(3)The Teaching Resources and Professional Development Center for Teachers will collect the relevant materials of innovative teaching implemented in this key point 3-(2), conduct external review and internal review, and select and reward teachers with outstanding innovative teaching effectiveness.

3. The review items and proportions of the awards for innovative teaching of Jieyou teachers:

(1) The review committee is composed of experts inside and outside the school.

(2) The total score is 100 points, and the review items and distribution points are as follows:

1)Innovation and uniqueness: teaching methods and curriculum design are innovative and unique. (20%)

2)The unity of learning and use: teaching methods and curriculum content bring real-world issues, enhance students' interest, and learn actively. (20%)

3)Relevance and integrity: teaching methods and curriculum design, using cooperative learning, so that students can learn together through brainstorming and teamwork. (20%)
4)Learning motivation: The teaching method and curriculum design are student-centered, providing students with participation experience or learning by doing, and reflection from experience. (20%)
5)Learning effectiveness: The teaching methods and courses encourage students to achieve specific results, which can enhance the learning effectiveness of communication and cooperation, creativity and innovation, problem solving and rational thinking. (20%)
4. Reward methods for innovative teaching:
(1)The outstanding teachers of the school's innovative teaching courses are selected and awarded certificates and awards. The awards are funded by the school funds or the Ministry of Education plan subsidy funds. The awards can be adjusted flexibly according to the budget.
(2)Innovative teaching performance of outstanding teachers with innovative teaching can be included in the reference of "flexible salary", "teacher evaluation", "teaching award" and "multiple promotion of teachers".
5. This key point was approved by the executive meeting, and Chen asked the principal to issue it for implementation after approval. The amendments are also the same.

Asia University Guidelines for Reviewing Innovation in Teaching Materials and Learning Assessment Grants

95.11.15 Established by the 2nd Administration Meeting of the 2006 Academic Year
95.12.13 No.0950006317 Issued by Office of Secretariat
96.06.06 Amended Article 5, 6 and 9 by the 6th Administration Meeting of the 95 Academic Year
96.07.16 No.0960004212 Issued by Office of Secretariat
96.08.27 Amended Article 7 and 11 by the 1st Administration Meeting of the 96 Academic Year
96.09.12 No.0960005481 Issued by Office of Secretariat
96.09.19 Amended Article 4,5,6 and 11 by the 2nd Administration Meeting of the 96 Academic Year
96.09.21 No.0960005695 Issued by Office of Secretariat
96.11.30 Amended Article 4 and 5 by the 4th Administration Meeting of the 96 Academic Year
96.12.20 No.0960008396 Issued by Office of Secretariat
98.08.19 Amended Article 4 and 5 by the 1st Administration Meeting of the 98 Academic Year
98.09.01 No.0980007812 Issued by Office of Secretariat
98.10.21 Amended Article 3 by the 3rd Administration Meeting of the 98 Academic Year
98.11.04 No.0980010507 Issued by Office of Secretariat
99.01.13 Amended Article 4, 5,6,7 and 8 by the 6th Administration Meeting of the 98 Academic Year
99.02.09 No.0990001085 Issued by Office of Secretariat
103.07.30 Amended Article 3, 5 and 9 by the 12th Administration Meeting of the 102 Academic Year
103.08.26 No.1030010468 Issued by Office of Secretariat
104.04.15 Amended Article 1- Article 11 by the 9th Administration Meeting of the 103 Academic Year
104.04.28 No.1040005421 Issued by Office of Secretariat
105.11.30 The 4th Executive Council of the 105th academic year approved the addition of clauses 8 and 9 to amend the clause 4 and the original clauses 8, 9, 10, 11 and 12
105.12.15 No. 1050016212 Issued by Office of Secretariat
106.04.19 The 105th Session of the 9th Executive Council approved the addition of the 4th clauses, the amendment of the 3rd clauses, the original changes of Clauses 5-15
106.05.12 No. 1060006601 Issued by Office of Secretariat
106.10.25 The 3rd Executive Council of the 106th academic year passed amending the 14th article
106.10.31 No. 1060014829 release
107.04.11 The 8rd Executive Council of the 107th academic year passed amending the 1,3,8,14th article
107.05.04 No. 1070006259 Issued by Office of Secretariat
111.09.14. The second administrative meeting of the 111 school year passed the amendment to point 3
111.10.06 Asia Secret Letter No. 1110014035 is released
112.05.24 The 7th administrative meeting of the 111 school year passed the addition of point 5, revised the name of the regulations, points 1 and 3, and changed the original points 5-15.
112.06.13 Asia Secret Letter No. 1120008945 is released
112.09.20 The second administrative meeting of the 112 school year passed the amendment to points 2, 3, 6 and 15.
112.10.02 Asia Secret Letter No. 1120014800 is released

1. Purpose: The Asia University (hereinafter referred to as the University) establishes these guidelines to enhance the quality of teaching, reward faculty engaged in innovative design of teaching materials and learning assessments, and encourage their application to improve teaching effectiveness, integrate learning and application, and contribute to social responsibility.
2. Eligibility: Full-time/project faculty or teaching teams (composed of interdisciplinary full-time faculty) employed by the University who have implemented innovative teaching material outcomes or innovative teaching practice cases related to course design within the past two

years, and have not applied for other relevant funding or awards, are eligible to apply for grants in accordance with these guidelines.

3. Types of Innovative Teaching Materials: The teaching materials referred to in these guidelines include self-authored materials presented directly to students in teaching within the past two years, self-produced audiovisual materials, or innovative teaching practice cases designed for course instruction. Textbooks, reference books, or literature cannot be used as teaching materials for grant applications. The applied materials must adhere to gender equality in education, avoiding gender stereotypes, discrimination, harassment, and should include the following types:
   (1) Printed Teaching Materials (including teacher research converted materials): Printed teaching materials should cover at least 6 weeks or more of instructional content and activities.
   (2) Case-based Teaching Materials: Divided into two categories: Management Cases and Practical Cases.
      1. Management Cases: Address issues related to business management, healthcare management, etc. Current case types include Management-level cases and Operation-level cases.
      2. Practical Cases: Focus on practical applications such as clinical, educational, counseling, design, etc. The teaching materials for practical cases should cover at least 2 weeks of instructional content and activity design.
   (3) Problem-Solving Skill Enhancement Series Teaching Plans: Innovative teaching materials designed using innovative teaching methods such as Problem-Based, Project-Based, or Design-Based Learning. Problem-Based Learning plans should include a scenario, covering at least 2 weeks of instructional content and activity design, while Project/Design-Based Learning plans should include at least 6 weeks of instructional content and activity design.
   (4) Social Responsibility/Sustainable Development Goals Teaching Plans: These plans revolve around social and industrial issues or sustainable development goals. They incorporate project-based learning methods, guiding students in analyzing and collecting data on issues, proposing solutions, and designing practical teaching plans.
   (5) Digital Teaching Materials: Digitized course content aimed at providing high-quality digital audiovisual files for autonomous learning. Each digital video should ideally be between 2-10 minutes, with the entire set of materials encompassing a minimum of 6 hours.
   (6) Integration of Generative AI or ChatGPT Teaching Plans: Teaching plans that utilize generative AI or ChatGPT in instructional design, guiding students to follow academic ethics, use relevant tools effectively, and enhance learning outcomes.
   (7) Innovative Teaching Practice Cases: Cases designed to enhance teaching quality and promote effective student learning outcomes. These cases pose questions based on educational settings or literature, using appropriate research methods and assessment tools to verify the effectiveness of the teaching plan.
4. Teaching Application Design of Teaching Materials: The teaching materials should include an explanation of the instructional application design, covering the target audience and prerequisite basic knowledge, learning objectives, a brief overview of the lesson plan, arrangement of the learning process, learning topics, teacher considerations, and learning resources, among other details.
5. Learning Assessment Design for Teaching Materials: The teaching materials should explain the learning assessment tools designed specifically for this material and the intended learning

outcomes.

6. Application Procedure:
    (1) Application for various types of innovative teaching materials shall be submitted by the applying faculty or teaching team to their respective unit supervisor, and recommendations shall be made by the department/center based on merit.
    (2) The applying faculty or teaching team must prepare the following documents and information, and upload the completed works to the teaching media library platform:
        1. Application Form for the Reward of Innovative Teaching Material Achievements.
        2. Innovative teaching materials/plans or innovative teaching practice plans.
        3. Learning assessment design tools for teaching materials/plans or innovative teaching practice plans.
        4. Implementation outcome report for innovative teaching materials (Attachment 1) or research project proposal for innovative teaching practices.
        5. Affidavit (Attachment 2).
        6. Authorization letter (Attachment 3).
        7. Copies of published articles (only required for those applying for the conversion of research outcomes into teaching materials).
        8. Audio recording files of course content (only required for those applying for digital teaching materials).
    (3) Each teacher is limited to a maximum of two applications (must specify the application priority order). For the same course materials, those who have already received an award are not eligible for further rewards. If a subsequent application is desired, it can only be submitted three years later and must involve significant changes in the content or recording method of the teaching materials.
    (4) All applications will be reviewed, quality assured, and promoted by the Center for Teaching Resources and Faculty Professional Development (hereinafter referred to as the "Teaching Development Center"). The review and promotion of digital teaching materials will be assisted by the Digital Teaching Center.
7. Timeline: The process is conducted annually, with the Teaching Development Center issuing a call for submissions for innovative teaching materials to all faculty members. Applying teachers or teaching teams are required to submit their applications by the specified deadline.
8. Review Mechanism: The review process includes preliminary review, professional review, and final review.
    (1) Preliminary Review: Various types of innovative teaching materials recommended by the department/center or the physical education office's curriculum committee after initial review.
    (2) Professional Review: The various types of innovative teaching materials that pass the preliminary review are submitted to internal and external committee members with relevant expertise for professional evaluation.
    (3) Final Review: The results of the professional review are assessed to determine the priority for granting awards to teaching materials. The cases are subjected to final review by the Innovative Teaching Materials Review Committee. However, in the case of special applications, the deadline for final review may be determined by the Teaching Development Center based on the circumstances.

9. Review Criteria:

(1) Integration of Learning and Application: The content of the teaching materials should align with current industry, societal, or community development issues or unresolved problems. The learned content should be applicable to solving problems in industry, society, or the community, enhancing practical application.

(2) Coherence and Relevance: The teaching materials should be closely related to and reasonably complete in achieving the learning objectives of the curriculum.

(3) Motivation for Learning: The teaching materials should be lively, interesting, and able to inspire active student learning.

(4) Logical Reasoning: The content of the teaching materials should encourage students' rational thinking and reasoning.

(5) Innovation and Uniqueness: The content of the teaching materials and the course design should demonstrate innovation, uniqueness, and developmental potential.

(6) Quality: The teaching materials should be easy to understand, clear, well-organized, and articulate.

(7) Learning Effectiveness: The teaching materials should enhance students' learning outcomes in terms of the knowledge, skills, and key competencies defined in the course objectives, and should be assessable through the designed learning assessment tools.

(8) Bonus Criteria: Digital teaching materials from teachers certified through digital course certification will receive an additional 5 points.

10. Composition of the Professional Review Panel: For various types of innovative teaching materials that pass the preliminary review, two internal and external committee members with expertise in the relevant field will be invited to conduct the review. If there is a score difference of 15 points or more between the two reviewers, an additional expert will be invited for review. The results of the review will then be submitted to the final review committee for decision.

11. Teachers who disagree with the results of the innovative teaching materials competition may, within one week after the announcement of the review results, complete the appeals application form (such as Attachment Four) and submit it along with relevant supporting documents to the Teaching Development Center for reconsideration. Requests submitted after the deadline will not be accepted, and only one appeal will be considered.

12. Composition of the Review Committee: The Innovative Teaching Materials Review Committee is convened by the Director of the Teaching Development Center. The committee consists of the University Provost, Chief Information Officer, Director of the Teaching Development Center, and Deans/Directors of Colleges/General Education Centers as ex-officio members. Additionally, three faculty representatives are appointed as committee members.

13. The curriculum outline and content of innovative teaching materials must comply with the relevant regulations issued by the Ministry of Education. The creation and use of these materials should also adhere to the provisions of relevant copyright laws.

14. Recipients of this award are not eligible to apply for the "Asia University Academic Research, Industry-Academia Collaboration, Creative Competition Awards" offered by the Office of Research and Development. Likewise, works that have previously received the mentioned award are not eligible to apply for the current award.
15. Funding Method: The number of awards for cases, printed materials, problem-solving enhancement series, digital teaching materials, social responsibility/sustainable development goal lesson plans, teaching plans incorporating generative AI or ChatGPT, and the amounts for each level (outstanding, excellent, and commendable), as well as the number of awards and amounts for innovative teaching practice plans, are determined annually based on the budget and deliberation by the final review committee. Distance learning platform access and recording equipment may be provided by the Distance Learning and Digital Teaching Materials Center.
16. These guidelines have been approved in the administrative meeting and will be implemented upon approval by the university president. Any revisions will follow the same process.

Key Points of Guidance for New Teachers in Asia University

99.12.24 The 6th administrative meeting of the 1999 school year passed and decided

99.12.28 Asian Secret Word No. 0990013369 issued

102.05.29 The 10th Administrative Meeting of the 101st academic year passed the amendment to Article 4

102.06.21 Asian Secret Letter No. 1020006996 is issued

108.11.20 The fourth administrative meeting of the 108 school year passed the amendment to the name of the regulations, the third point, the deletion of the original point 4, and the original point 5, 6, and 7 changes

108.12.11 Asian Secret Letter No. 1080016903 issued

1. In order to assist new teachers to adapt to the new environment, the school puts into teaching, research, and service work as early as possible.In order to improve the academic research level of our school, this key point is formulated.
2. The new teachers mentioned in this bulletin refer to the full-time teaching assistants who have less than two years of full-time teaching experience before entering the teachers above science professors.
3. In order to encourage new teachers to apply for and implement the research plan of the Ministry of Science and Technology, the number of teaching hours per semester within two years from the implementation of the plan if a new teacher receives a subsidy from the Ministry of Science and Technology within the first two years of service. According to the school’s regulations, you can apply for a two-hour reduction per week, but you are not allowed to take part-time classes outside the school, part-time jobs, or overtime on campus.
4. Each teaching unit should arrange "Senior Teacher Residency Service" with the Teaching Resources and Teacher Professional Development Center (hereinafter referred to as the Education Development Center) to actively assist and guide new teachers in order to reach the standard of teaching and research as soon as possible.
5. Each semester, the Education Development Center shall hold "New Teacher Seminars" for new teachers. In addition to providing information on various regulations and resources, it also invites administrative directors to report and strengthen communication.
6. The Education Development Center handles various activities such as Feiyan piloting, innovative teaching workshops, seminars, lectures, teaching observations, etc., to enhance the teaching knowledge of new teachers.
7. This main point was approved by the executive meeting, and Chen asked the principal to issue it after approval. The amendment is also the same.

Grant Guidelines for Research Projects on Teaching Practices at Asian Universities

May 24, 112 (Taiwanese calendar) The 7th administrative meeting of the 111th academic year approved the formulation. June 13, 112 (Taiwanese calendar) Asia's confidential letter No. 1120008944 was issued.

1. Asia University (hereinafter referred to as "the University") aims to encourage teachers to engage in research on teaching practices, apply innovative teaching strategies and appropriate research methods in the teaching field, pursue teaching innovation and excellence, and enhance student learning outcomes. Therefore, the "Grant Guidelines for Research Projects on Teaching Practices at Asia University" (hereinafter referred to as "these guidelines") are formulated.
2. "Teaching practice research" referred to in these guidelines refers to teachers' efforts to enhance teaching quality and promote the learning outcomes of college students. This involves posing questions based on educational settings or literature, and employing appropriate research methods and assessment tools to verify the effectiveness of interventions such as curriculum design, teaching materials and methods, or the utilization of teaching aids and technology media.
3. The application and review process is as follows:
   (1) Eligibility for Application:
      1. Full-time faculty, project-based faculty, or affiliated hospital medical staff with positions at the University are eligible to apply; each faculty member or medical staff member may submit only one proposal.
      2. Priority will be given to applicants who did not receive approval for their research projects on teaching practices from the Ministry of Education in the current year.
      3. Projects that have previously received funding from the Ministry of Education, the University, or other institutions (including non-Ministry of Education government agencies and schools) are not eligible to apply for funding under this program again.
   (2) Duration of Execution: The execution period will be one year, as specified in the announcement for submissions for that year.
   (3) Application Period: Applications will be processed annually according to the announcement schedule. The specific application period will be primarily based on announcements from the Teaching Resources and Faculty Development Center (hereinafter referred to as "the Center") of the University.
   (4) Application Procedure: Applicants should prepare the project proposal and relevant application documents and submit them to the Center.
   (5) Review Process:
      1. Initial Professional Review: The Center will request evaluations from two internal or external committee members with expertise in the relevant field to conduct a professional review of the project proposals. If there is a score difference of 15 points or more between the two reviewers, an additional expert will be invited to conduct a review. The results of the review will be submitted to the Review Committee for decision.

2. Review Committee: The Review Committee will be convened by the Director of the Faculty Development Center and consist of the Vice President for Academic Affairs, the Director of the Faculty Development Center, and the Dean/Director of each college/General Education Center as ex officio members. Additionally, three faculty representatives will be appointed as committee members. The Review Committee will evaluate the results of the professional review and decide on the priority order for funding projects, as well as the amount of funding. Adjustments to the funding amount may be made based on the financial situation for that year.

4. Funding for each project will be allocated according to the budget for the current year. The subsidy funds are only applicable to expenses related to the project and will be disbursed based on approved details.

5. Disbursement of Subsidy Funds:
   (1) The subsidy funds will be disbursed based on the supporting documents provided for the items listed in the project application.
   (2) The disbursement of funds should be conducted in accordance with the relevant regulations of the University.
   (3) If there is any surplus funding, it will be reclaimed by the school for centralized use.
   (4) If the project is not executed according to the original plan or if the recipient resigns during the semester, the subsidy funds already disbursed will be reclaimed according to the contract, and the recipient will not be eligible to apply for funding in the following academic year.

6. Research Outcome Report
   (1)Projects that have received funding must submit a final outcome report in the prescribed format within one month after the completion of the project. Failure to submit the outcome report as required will result in the freezing of eligibility to apply for this program again until the report is submitted.
   (2)The outcomes of the projects will be publicly published on the website by the Center, and they will be shared during relevant events.
   (3) The project outcomes must be presented at the "Asia University Teaching Practice Research and Innovation Symposium" organized by the Center within one year of the project's completion. Additionally, they must be published in relevant peer-reviewed journals within two years of the project's completion. When publishing, the project's internal grant number must be included in the acknowledgment section of the article. Failure to adhere to these requirements will result in ineligibility to apply for this program again.

7. The ownership, management, and utilization of intellectual property rights or other research and development results derived from projects funded under these regulations shall be handled in accordance with the relevant regulations of the University. The content and results of the projects should comply with the Copyright Law and the Intellectual Property Rights Law. In case of any disputes related to rights, the project leader shall be responsible for resolving them

independently.

8. For any other matters not covered herein, they shall be handled in accordance with the relevant regulations of the University.

9. These regulations are approved by the administrative meeting and shall be implemented upon approval by the President. Any amendments shall follow the same procedure.

Guidelines for Subsidies for the Production of Massive Open Online Courses (MOOCs) at Asia University

May 24, 112 (Taiwanese calendar) - The 7th administrative meeting of the 111th academic year passed and established. June 15, 112 (Taiwanese calendar) - Asia's confidential letter No. 1120009203 was issued.

1. Purpose:

Asia University (hereinafter referred to as "the University") aims to respond to the global trend of digital learning development by encouraging teachers to create and offer Massive Open Online Courses (MOOCs) to enhance digital teaching capabilities and improve students' self-directed learning outcomes. Therefore, the "Guidelines for the Production of Massive Open Online Courses (MOOCs) at Asia University" (hereinafter referred to as "these guidelines") are established.

2. Implementation Method:

(1) The MOOCs courses referred to in these guidelines are implemented by uploading teaching content to the designated MOOCs platform of the University and aligning with the teaching schedule.

(2) The teaching content of the courses should utilize digital materials such as videos, presentations, or animations. The courses should also incorporate online activities such as attendance taking, learning assessments, interactive discussions, and assignment submissions.

(3) Each course is recommended to schedule 6 to 12 weeks of learning content, with a minimum of 40 minutes of course time per week. The course should include several instructional units, and each unit's video should present a complete learning concept. The length of each video segment should be between 5 to 20 minutes. It is not advisable to use in-class recordings. Additionally, assessments should be designed for each unit and each class.

(4) Two weeks before the course begins, instructors should upload videos, teaching materials, assignments, unit learning assessments, midterm and final assessments to the designated platform for students' online learning.

3. Course Planning:

(1) The Teaching Resources and Faculty Professional Development Center (hereinafter referred to as "the Center") will plan the MOOCs courses according to the development needs of the University, and will request recommendations for distinctive courses from each college/General Education Center.

(2) Course instructors are required to submit course development proposals. Once approved by the Center, the courses will be announced, and assistance will be provided for the filming of course videos.

4. Funding Assistance:

(1) Those who are approved to offer MOOCs courses will receive financial assistance to cover the related costs of course development. The necessary funds will be provided from the relevant project budget or from the University's budget.

(2) For the courses that receive funding, the hourly recording fee for video production will be calculated based on the duration of the course videos. The rate will be calculated at three times

the hourly rate as a principle, and at most, it will be calculated at five times the hourly rate. The hourly rate for the fee will be provided according to the regulations for lecture hourly rates.

5. Copyright and Intellectual Property Rights Regulations:
   (1)All MOOCs courses approved for offering are required to comply with copyright laws and other relevant intellectual property regulations in the production and use of digital materials. In the event of any criminal or infringement actions, relevant legal provisions will be followed.
   (2)The intellectual property rights of the completed audiovisual materials belong to the university, while the moral rights belong to the original course instructor. However, all course content must be placed on the University's designated MOOCs platform, allowing the University to assess the implementation of the course and its teaching effectiveness for future reference.
   (3)The digital materials of MOOCs courses that receive funding (including portions completed by non-university instructors) may be designated by the university for use as shared materials for related courses, for industry-academic cooperation, or for promotional education purposes, in addition to being used as teaching and interactive materials.
6. Course Frequency:
   MOOCs courses that receive funding should be first offered openly on the University's designated course platform during the current year. They are required to be continually offered and operated at least twice thereafter.
7. Open Courses:
   If there is no plan for ongoing courses after completion, they should be converted into open courses to enrich the University's digital teaching resources.
8. Sharing of Experience:
   Teachers who offer MOOCs courses should share their teaching experiences after the course ends. The Center will permanently retain teaching materials (video files), online assessments, peer discussions, and learning progress records for evaluation and assessment purposes.
9. Any other matters not covered in these guidelines shall be handled in accordance with other relevant regulations of the University.
10. These guidelines are approved by the administrative meeting and shall be implemented upon approval by the President. Amendments shall follow the same procedure.

VII. Campus Life Facilities

(I). Resources of Office of Information and Communication Technology

A. Academic Network:

(A) The user must obey the management rules of "Taiwan Academic Network" and policies of Ministry of Education and its regional network center while using the network service.

(B) Please refer to "Campus Network Utilization Procedure of Asia University" for detailed information regarding the usages and limitations on campus network.

(C) The addresses of network cards of equipment are locked on campus. If equipment (including access control system, network monitoring device and network printer) need to be connected to the network, the user must register for them. Equipment without registration will be considered to be guest equipment and can only have limited services.

(D) Application for Campus Network:

a. Online Application:
   Please conduct online application on campus network management system (http://nsp.asia.edu.tw); Login by ANID ; please refer to Campus Network Use Instructions for detailed steps and description.

b. Paper-based Application:
   Fill and send an "IP Data Application Form" to the United Service Counter of Office of Information Development (2nd Floor of Information Building). (Email account must be obtained)

(E) Campus Wireless Network:

a. Mobile device:
   Use smartphones and tablets, select a wireless network SSID [asia_wifi_dot1x]; use ANID with PEAP, WPA2-Enterprise security authentication.

b. General computer:
   Use laptops or PCs, select a wireless network SSID [asia_wifi].
   Use staff email account password for authentication login.

c. Use in other campus:
   Use mobile devices or laptops in other schools or organizations in Taiwan, Use SSID [TANetRoaming], and will be authenticated through our email account. For more information, please refer to the official website (https://roamingcenter.tanet.edu.tw/)

d. The wireless network covers the campus and does not include the student dormitory area.

e. Use the network Please respect the intellectual property rights, and attention to information security.

B. Email Services

(1) The email account is applied together with fill the basic information when enroll. For other purposes, please download the "Information Technology Service application form" from the website of OICT and submit it to the Counter (on the second floor of

Information Building) after fill.

(2) Change Password: Your password can be changed in the campus portal website. If you have forgotten your password, please use the forgot password of campus portal, or ask for help in the Counter (on the second floor of Information Building).

(3) Using software (such as Microsoft Outlook) to receive email: For Outlook, it is recommended that create your account by using exchange mode, and your messages can be synced between your devices.

(4) Webmail URL: https://webmail.asia.edu.tw/

(5) In order to maintain the uniformity of the electronic messages transmission in campus, the messages of each system will be transmitted by email, and can be notified in other ways if necessary. The user is solely responsible for the loss of his or her rights as a result of personal negligence without reading the electronic message.

(6) The email account owner should regularly back up his / her email information. If necessary, the information will be cleaned up to ensure that the email services are up and running.

(7) Please read and follow the "Measures for the Administration of Electronic Messages in Asia University" for the use and restrictions of electronic messages.

(8) If you want to learn more about Microsoft 365 related services, please refer to the following website: https://live.asia.edu.tw/

C. Campus Software Services

The authorized software of AU is available for download from the website of “Authorized Software”. Moreover, some authorized software can be used from the website of "Software Bank".

(1) The website of Authorized Software: https://ic.asia.edu.tw/zh_tw/software/campus_agreement_software

(2) The website of Software Bank: https://ic.asia.edu.tw/zh_tw/software/campus_agreement_software/download_way

D. Digital Teaching

(1) E-Teaching Platform: The functionalities of the platform include teaching materials upload, homework upload, forum, online testing, and online questionnaires. The goal is to build the links between teachers and students in the class and obtain the best effectiveness during the learning activities.

(2) Printing Center (I206): Provides public computer lab, printing, photocopying, and scanners, burner use. Opening hours and the use of rules in the field announcement.

(3) Teaching Media platform: It is an internal media sharing platform that provides teachers to place multiple teaching files and supports the sharing of EverCam teaching materials and other common media files (like pdf, photo albums... etc.).

(4) Personal cloud space: The Microsoft 365 cloud service allows teachers to place various digital files in their online personal space without worrying about the loss of file data, and to share files with other teachers or students through the sharing mechanism to help

teaching and learning activities.

(5) Digital teaching materials production room and teaching equipment borrowing: The digital teaching materials production room is in I209, Information Building. It contains recording tools, software, and related equipment available for teachers to use by appointment. Webcam, physical projector, fill light, handwriting board, and simple blue and green screen are also available for teachers to borrow.

(6) Digital Learning Certification Counseling: In order to ensure the quality of digital learning course implementation and enhance the effectiveness of distance learning, we provide counseling to teachers on distance learning course delivery and digital course certification in accordance with the Ministry of Education's distance learning certification regulations.

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教學資源與教師專業發展中心

Teaching Resources and Faculty Development center

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