

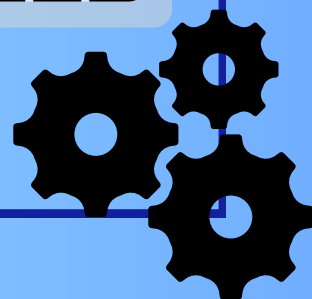
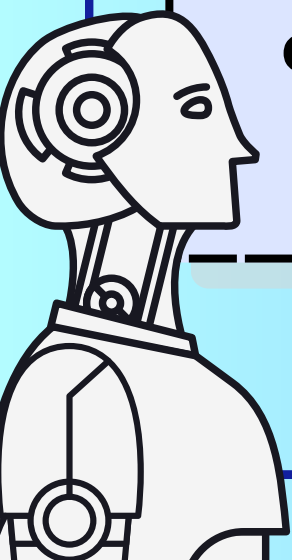


亞洲大學
ASIA UNIVERSITY



114學年度 新進教師手冊
Essential Guide for New Faculty
of Asia University, 2025

114年9月



ESSENTIAL GUIDE FOR NEW FACULTY OF ASIA UNIVERSITY CONTENTS

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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](http://persond.asia.edu.tw/HTML/doc/Salary%20Assessment%20Procedure.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](http://persond.asia.edu.tw/HTML/doc/Organization%20&%20Points%20of%20Teacher%20Grievances%20Committee). 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

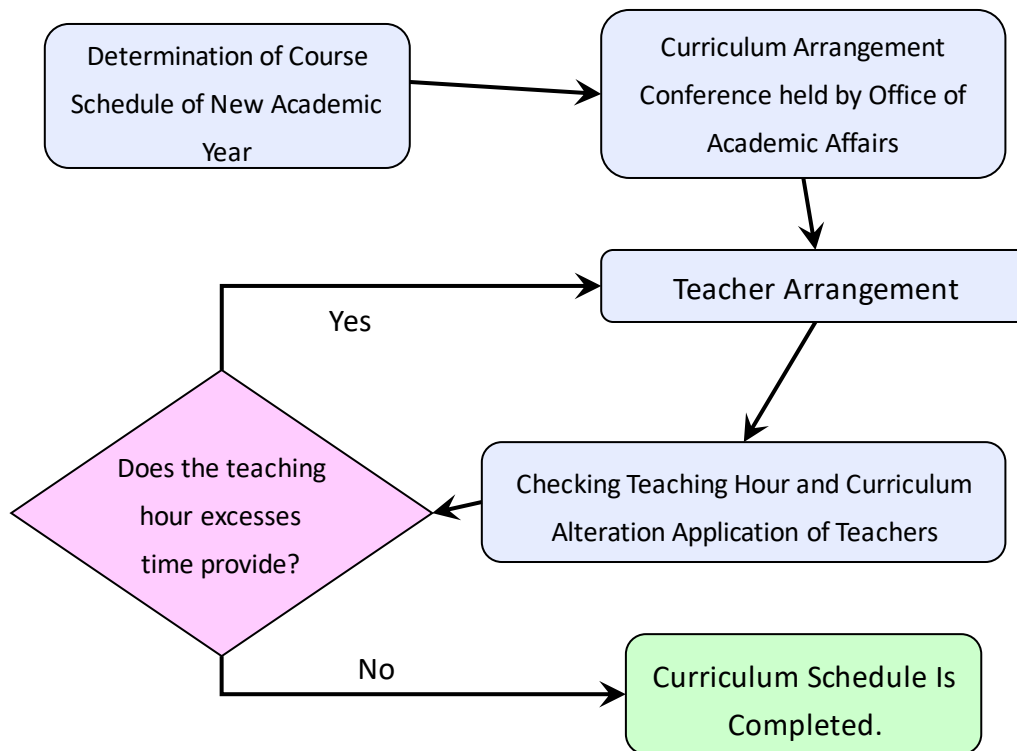
Gender Equality Education Committee- (04) 2332-3456 ext. 1057

- (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

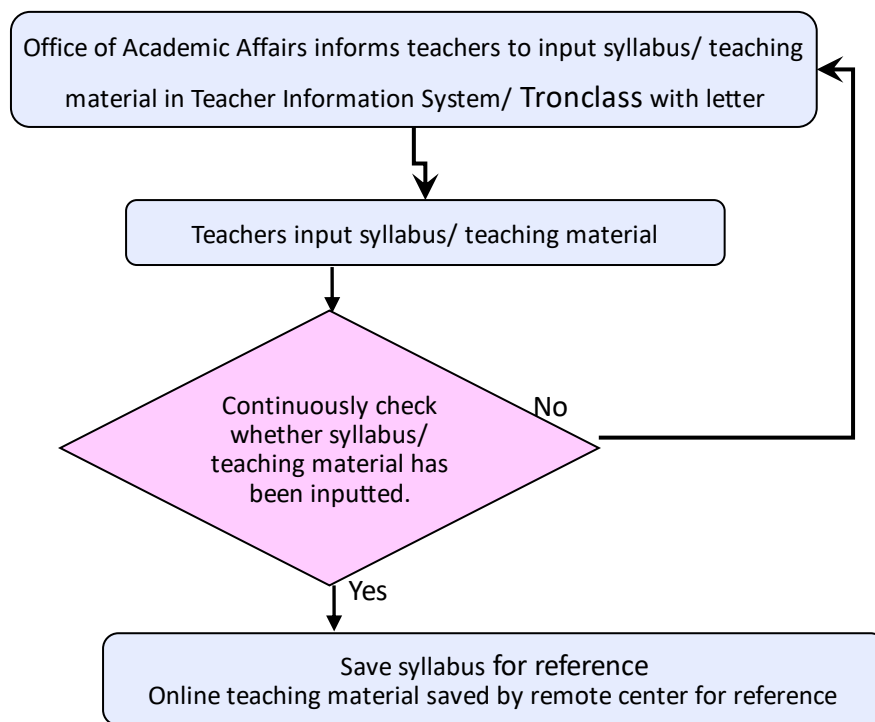
1. Flowchart of Semester Start & Curriculum Arrangement



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

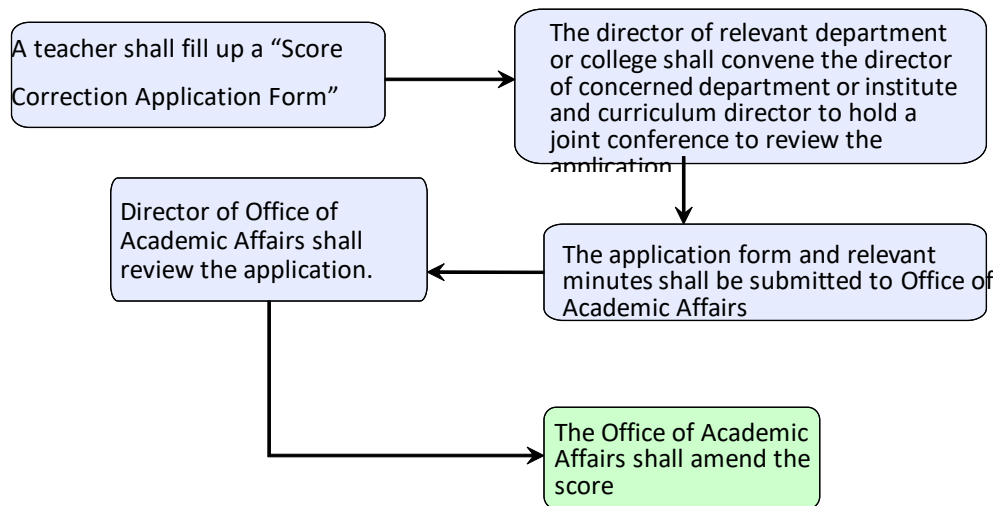
(II). Notes of Student Achievement

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 ◦

The screenshot displays the Campus Information Portal (CIP) website. At the top, there is a banner for the "校園入口網站" (Campus Information Portal) with a background image of a university building. Below the banner, there is a navigation menu with "應用系統" (Application Systems) selected. The main content area is titled "應用系統 / Systems" and "EMAIL 系統 / Email Systems". It features four icons for email services: "Live@Edu Live@edu Portal", "ASIA Gmail ASIA Gmail Portal", "學生網路郵局 Live@edu Webmail", and "教職員網路郵局 Outlook Web Apps". Below this, there is a section titled "教師資訊系統 / Teacher Information Systems" which is highlighted with a red border. This section contains five icons: "教師資訊服務系統 Teacher Information System" (highlighted with a red border), "教師學術研究成果管理系統 Academic and Research Management System", "e化教學園 E-Learning System", "研習活動線上報名 Learning Activities Registration System", and "授課點名單列印 Roll Call List". At the bottom, there is an icon for "閒置化學品分享平台 Idle Chemical Sharing Platform".

III. Research & Development

(I). The National 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/doiit_e/content/Content.aspx?menu_id=5442

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 Support Services for Students with Disabilities

For further information, please visit our website.

(https://healthyau.asia.edu.tw/zh_tw/Resourceclassroom01/serviceitems01)

The Resource Room provides comprehensive support for students with disabilities to ensure equal access to academic opportunities. Services include:

1. Guidance and Administrative Support

Provide guidance and coordinate administrative support for students with disabilities.

2. Individualized Support Plans (ISP)
Develop ISPs to address each student's unique needs and promote academic success.
3. Peer Helpers
Recruit and supervise peer helpers to provide academic and social support.
4. Personal Assistants
Recruit and supervise personal assistants to deliver individualized support for daily and academic needs.
5. Case Management
Serve as case manager by coordinating educational support, monitoring progress, and facilitating access to reasonable accommodations.
6. Faculty Consultation
Provide consultation services to faculty and instructors on classroom accommodations and inclusive teaching to support equal participation.

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

VI · Teaching Resources And Faculty Development Center

I. Key Projects of the Center

1. Assist new faculty in adapting to the teaching environment, applying their expertise, and improving their teaching capabilities.
2. Promote professional growth among teachers and guide them toward personalized development paths.
3. Encourage innovation and R&D in teaching to enhance teaching quality.
4. Support the development of teacher communities for collaborative professional advancement.
5. Provide teaching consultation services to improve teaching methods and support faculty development.
6. Regularly publish faculty empowerment bulletins to enhance teaching effectiveness.

II. Vision and Goals of the Center

1. The Center plans and provides professional development workshops and teaching consultations for faculty, integrates teaching resources, and supports personalized development based on individual strengths and disciplines.
2. It promotes innovative curricula, teaching materials, and teaching methods, while integrating instructional resources to strengthen faculty capacity for innovative teaching.

III. Development Strategies and Practical Implementation Steps

1. Assist new faculty in adapting to the teaching environment, applying their knowledge, and enhancing teaching competencies:

- Organize orientation workshops for new faculty once each semester.
- Create a *New Faculty E-Manual* to provide comprehensive information and help new teachers quickly integrate into the university environment.
- Implement the “Power Teacher – Peer Mentorship” program to support inexperienced teachers in improving teaching quality.
- Promote the *Asia University Guidelines for New Faculty Mentoring*, which offer reduced teaching loads and research grants for new teachers.

2. Promote professional growth and personalized development for faculty:

- Teachers are required to complete at least 15 hours of professional development per academic year, with certification categorized by discipline and focus.
- Organize activities such as “Basic Teaching Competency Courses,” the “Flying Goose Pilot Program – Teaching Observation,” and “Advanced Teaching Development Workshops” to encourage ongoing learning, including participation in off-campus activities.
- Develop practical application capabilities:
 - Encourage teachers to apply their professional expertise in real-world contexts, such as industry-academia collaboration, government consultancy, or industry advisory roles.

3. Encourage innovative teaching R&D to improve teaching quality:

- Provide grants for innovative lesson plans, materials, and learning assessments in ten categories:
 - Printed materials
 - Case studies
 - Digital teaching materials
 - Problem-solving focused lesson plans
 - USR/SDGs-oriented content
 - Plans integrating generative AI or ChatGPT
 - Emotional wellness and well-being lessons
 - Lesson Plans for Healthy Behaviors and Promotion
 - Lesson Plans for Enhancing In-Depth and Active Reading
 - Public Lecture Plans
- Incentivize innovative teaching methods and reward outstanding outcomes.
- Support faculty engaging in teaching practice research to validate innovations and share results for quality improvement.
- Organize innovative teaching workshops to encourage exploration of new content, methods, and assessment techniques.

4. Support the development of teacher communities for collaborative growth:

- Provide subsidies for teacher communities based on the *Asia University Professional Development Community Guidelines*.
- Collaborate to develop innovative teaching models through:
 - (1) Theoretical and practical discussions on teaching innovation
 - (2) Co-designing curricula and lesson plans (including syllabi, course outlines, textbook review criteria, teaching strategy seminars, assessment design, student support, etc.)
 - (3) Open class teaching and experience sharing
 - (4) Action research in teaching innovation
 - (5) Strategies for enhancing students' emotional wellness and well-being
 - (6) Strategies for promoting deep and active reading habits
- Teachers may also independently form communities focused on innovation, research, industry collaboration, or career development.

5. Provide teaching consultation services to support improvement in teaching methods and faculty development:

- Offer structured services such as interviews, one-on-one consultations, and group consultations to support thesis writing, academic writing, and multimedia material development.
- Support remedial consultation for teachers receiving a teaching evaluation score below 3.8:
 - A multi-dimensional teaching assessment meeting identifies improvement directions and intervention points.

- Follow-up counseling is conducted by the Center Director, and teaching improvement progress is tracked.

6. Regularly publish faculty empowerment bulletins to improve teaching effectiveness:

- Quarterly digital publications featuring faculty activity updates, along with information on diverse teaching methods, evaluation strategies, gender equity, and intellectual property rights.

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

Approved at the 2nd Administrative Meeting of the 2012 Academic Year on September 19, 2012

Announced via Official Document No. 1010010809 on October 4, 2012

Approved at the 9th Administrative Meeting of the 2016 Academic Year on April 19, 2017 – Added
Articles 6 and 7; amended Articles 3 and 4; adjusted the numbering of the original Articles 5 through 9

Announced via Official Document No. 1060006600 on May 12, 2017

Article 3 amended at the 1st Administrative Meeting of the 2024 Academic Year on September 16,
2024

Announced via Official Document No. 1130016834 on October 21, 2024

Article 11 added, Articles 3 and 10 amended, and the original Article 11 renumbered at the 5th
Administrative Meeting of the 2024 Academic Year on March 24, 2025

Announced via Official Document No. 1140005591 on April 9, 2025

1. To encourage faculty collaboration, enhance professional teaching skills, and improve instructional strategies and techniques, thereby promoting better student learning outcomes, Asia University has established the *Professional Teaching Improvement Community Guidelines* (hereinafter referred to as "the Guidelines").
2. The *Professional Teaching Improvement Community* (hereinafter "teacher community") is formed through the collaboration of various academic units and the Center for Teaching Resources and Faculty Development (hereinafter "CTRD"). Each community is led by a faculty member who serves as the convener, responsible for planning community activities and compiling related outcomes.
3. To promote teaching innovation, the university encourages faculty across disciplines to form distinctive teaching innovation communities, and to invite industry practitioners and student representatives to participate. Collaborative development includes:
 - (1) Seminars on innovative teaching theories and techniques
 - (2) Co-designing curricula and drafting teaching plans, including course planning, syllabi, lesson plans, teaching materials, instructional strategy discussions, assessment, and student guidance
 - (3) Open classes and experience sharing
 - (4) Action research in innovative teaching practices
 - (5) Strategies to improve students' emotional well-being and mental health
 - (6) Strategies to enhance deep and active reading skills
4. Faculty may also establish additional teaching, research, or industry collaboration communities based on their professional growth and career development goals.
5. Communities may apply to CTRD for activity funding. Subsidies are limited to operational expenses only; capital and personnel costs are not covered. Applications are accepted once per semester. CTRD may also proactively invite proposals for themed communities based on institutional teaching innovation policies.

6. Communities may apply for additional subsidies to host workshops or seminars on innovative teaching theories and practices, hands-on teaching demonstrations, lesson plan development, teaching research, and experience sharing.
7. Outstanding innovative courses or modules may be recommended by the community cooperation network for support by the university's Distance Learning Center to record and publish digital courses, enhancing dissemination.
8. The review committee for activity subsidies is composed of college deans and the CTRD director. The vice president serves as convener, and the CTRD team leader serves as executive secretary. Meetings are held as necessary.
9. Community conveners and members will receive official documentation from the CTRD certifying their participation.
10. Each community must submit an activity report to CTRD one month before the end of each academic year. The report should include: community name, objectives, member information, attendance records, activity logs, achievements, and highlights. A results-sharing session may also be arranged as needed.
11. To reward community contributions to teaching innovation and practice-based research, and to enhance the impact and dissemination of results, the university organizes a *Teaching Community Achievement Competition* with the following regulations:
 - (1) Nomination and Preliminary Review**
 Communities must submit a report to their affiliated college or General Education Center before the end of the academic year, including an activity summary, innovative outcomes, and dissemination benefits.
 Each college/center recommends top-performing communities for university-level review. Duplicate recommendations are not allowed. Each college can recommend one community, with one additional nomination permitted for every four departments.
 - (2) Final Review and Evaluation**
 CTRD will invite internal and external experts to review submissions based on the written report and presentation.
 Evaluation Criteria: Innovation (30%), Collaborative Outcomes (50%), Dissemination Impact (20%).
 - (3) Awards and Incentives**
 Awards include: "Outstanding Award," "Excellence Award," and "Merit Award," with certificates and cash prizes. Winning communities will be eligible for external competition nominations and prioritized for teaching resource applications.
 - (4) Results Sharing**
 Award-winning communities must publicly share their outcomes in the following academic year to encourage knowledge exchange and teaching innovation dissemination.
12. These Guidelines shall be implemented following approval by the Administrative Meeting and the president's ratification. The same procedure shall apply to any amendments.

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.

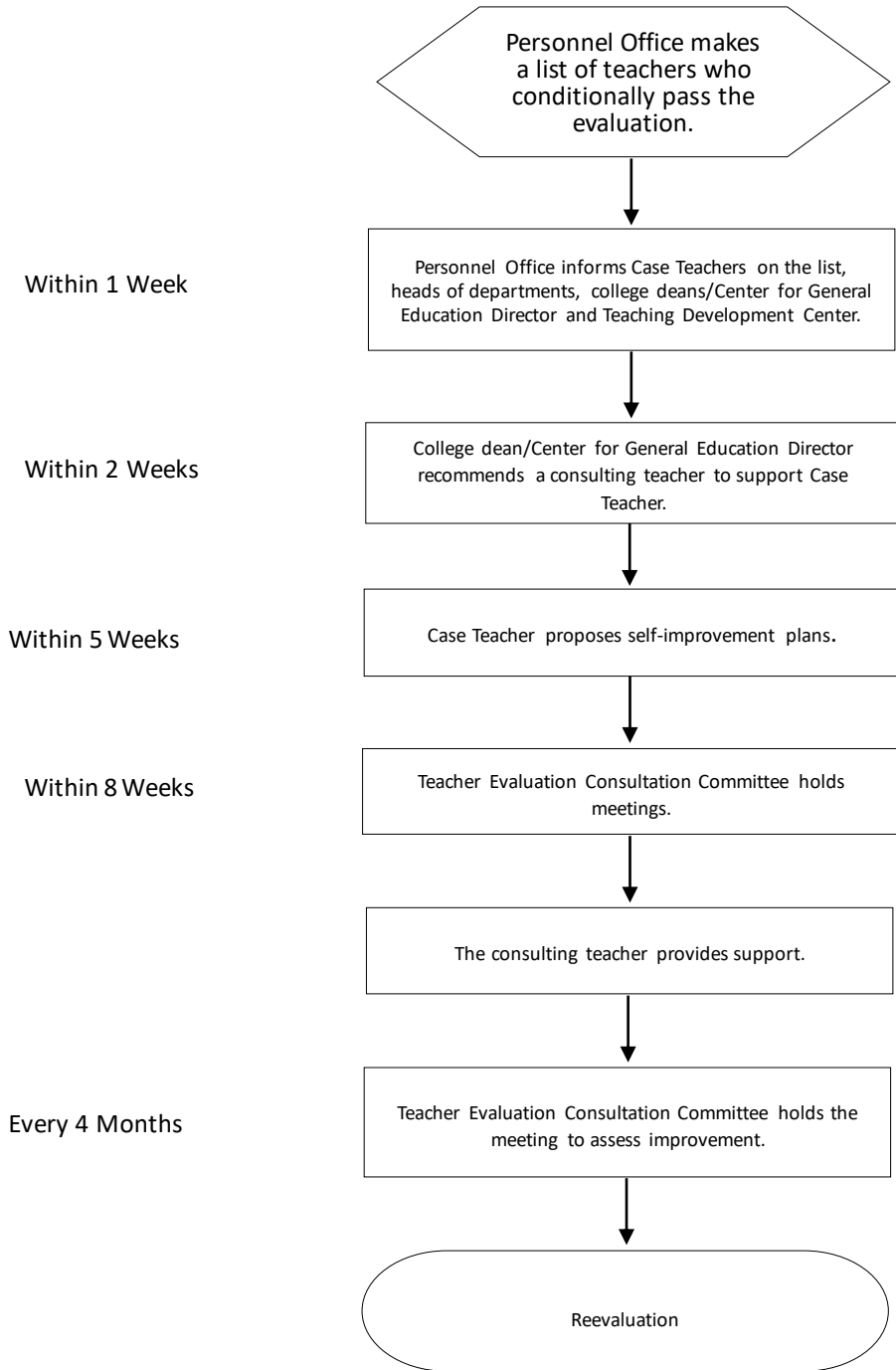
5. Members of Teacher Evaluation Consultation Committee:
 - (1) The committee consists of one vice president, Dean of Academic Affairs, Dean of Student Affairs, Director of Research and Development, Director of Industry-Academia Collaboration, the college dean/Center for General Education Director and 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



Asia University

Self-Improvement Plan for Teacher Evaluation

Name				Position			
Department				College			
Seniority in Asia University				Evaluation Period			
Evaluation		Teaching	Study	Industry-Academy	Service	Consultation	Weighted Total
Scores	Score						
	Assigned Weight	%	%	%	%	%	%
Self Analysis (Weakness)							
Desired Resources/ Support							
Self-Improvement Plan (Propose specific improvement measures for all weaknesses in the evaluation)							

Teacher's Signature:

Consulting Teacher's Signature:

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: <input type="checkbox"/> Teaching <input type="checkbox"/> Study <input type="checkbox"/> Industry-Academy <input type="checkbox"/> Service <input type="checkbox"/> 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

2008.04.25 Amended 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

Approved at the 1st Administrative Meeting of the 2011 Academic Year on August 24, 2011

Issued via Official Document No. 1000011038 on September 20, 2011

Amended and approved at the 9th Administrative Meeting of the 2011 Academic Year on April 18, 2012

Issued via Official Document No. 1010004881 on May 7, 2012

Amended and approved at the 12th Administrative Meeting of the 2013 Academic Year on July 30, 2014, including changes to the title and Articles 1–4

Issued via Official Document No. 1030010470 on August 26, 2014

Amended and approved at the 4th Administrative Meeting of the 2019 Academic Year on November 20, 2019, revising Articles 2–4

Issued via Official Document No. 1080016904 on December 11, 2019

Amended and approved at the 1st Administrative Meeting of the 2024 Academic Year on September 16, 2024, adding Article 5, revising Articles 2 and 3, and renumbering the original Article 5

Issued via Official Document No. 1130016833 on October 21, 2024

1. To encourage faculty to innovate their teaching based on students' learning motivation, strategies, and time management skills—enhancing instruction, assessment, and academic guidance with the goal of improving students' core competencies and overall learning outcomes—Asia University has established the Guidelines for the Innovative Teaching Incentive Award (hereinafter referred to as “these Guidelines”).

2. Award Mechanism for Innovative Teaching

1. Each academic unit shall, in the first semester of every academic year, recommend faculty who demonstrated outstanding innovative teaching effectiveness in the previous year and who received excellent feedback from public teaching observations. Each college and the General Education Center will conduct a preliminary review and submit the top candidates to the Center for Teaching Resources and Faculty Development (CTRD) for further evaluation.
2. The number of recommended candidates from each college may be adjusted based on the number of departments. Generally, one faculty member may be recommended per college. For every four departments within a college (including the fourth), one additional nomination is allowed. A faculty member may not be nominated for two consecutive years.
3. CTRD will consolidate relevant data in accordance with Article 3-(2) of these Guidelines, and arrange both external and internal evaluations to select and reward outstanding faculty with exceptional achievements in innovative teaching.

3. Evaluation Criteria and Weighting for the Award

1. Review panels will consist of internal and external experts.
2. Evaluation materials include course syllabi, teaching outcomes, and documentation related to lesson presentations, observations, and discussions.
3. Total score: 100 points, with the following weighted criteria:

- **Innovation and Uniqueness:** Innovative and unique teaching methods and course design (20%)
- **Integration with Real-World Application:** Real-world issues integrated into teaching to enhance student engagement and active learning (20%)
- **Collaborative Learning and Coherence:** Use of cooperative learning and group activities that promote brainstorming and teamwork (20%)
- **Learning Motivation:** Student-centered design encouraging participation, experiential learning, and reflective thinking (20%)
- **Learning Outcomes:** Demonstrated improvement in student performance based on lesson observations, teaching evaluations, and course feedback (20%)

4. Incentives for Innovative Teaching

1. Award recipients will receive certificates and monetary prizes. Funding will come from university or Ministry of Education budgets and may be adjusted depending on available resources.
2. Achievements in innovative teaching may be considered as references for flexible salary, faculty evaluation, teaching awards, and diversified promotion pathways.

(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. Award recipients must conduct a public teaching demonstration within one academic year to showcase innovative teaching practices and contribute to the dissemination of effective teaching methods.

6. These Guidelines shall be implemented upon approval by the Administrative Meeting and ratification by the university president. Amendments shall follow the same procedure.

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

Nov 15, 2006 – Approved at the 2nd Administrative Meeting of the 2006 Academic Year

Dec 13, 2006 – Issued as official document No. 0950006317

Jun 6, 2007 – Approved as amended (items 5, 6, and 9 revised) at the 6th Administrative Meeting of the 2006 Academic Year

Jul 16, 2007 – Issued as official document No. 0960004212

Aug 27, 2007 – Approved as amended (items 7 and 11 revised) at the 1st Administrative Meeting of the 2007 Academic Year

Sep 12, 2007 – Issued as official document No. 0960005481

Sep 19, 2007 – Approved as amended (items 4, 5, 6, and 11 revised) at the 2nd Administrative Meeting of the 2007 Academic Year

Sep 21, 2007 – Issued as official document No. 0960005695

Nov 30, 2007 – Approved as amended (items 4 and 5 revised) at the 4th Administrative Meeting of the 2007 Academic Year

Dec 20, 2007 – Issued as official document No. 0960008396

Aug 19, 2009 – Approved as amended (items 4 and 5 revised) at the 1st Administrative Meeting of the 2009 Academic Year

Sep 1, 2009 – Issued as official document No. 0980007812

Oct 21, 2009 – Approved as amended (item 3 revised) at the 3rd Administrative Meeting of the 2009 Academic Year

Nov 4, 2009 – Issued as official document No. 0980010507

Jan 13, 2010 – Approved as amended (items 4, 5, 6, 7, 8 revised) at the 6th Administrative Meeting of the 2009 Academic Year

Feb 9, 2010 – Issued as official document No. 0990001085

Jul 30, 2014 – Approved as amended (items 3, 5, 9 revised) at the 12th Administrative Meeting of the 2013 Academic Year

Aug 26, 2014 – Issued as official document No. 1030010468

Apr 15, 2015 – Approved as amended (items 1–11 revised) at the 9th Administrative Meeting of the 2014 Academic Year

Apr 28, 2015 – Issued as official document No. 1040005421

Nov 30, 2016 – Approved as amended (items 4 revised; added items 8 and 9; renumbered original items 8–12) at the 4th Administrative Meeting of the 2016 Academic Year

Dec 15, 2016 – Issued as official document No. 1050016212

Apr 19, 2017 – Approved as amended (added item 4; revised item 3; renumbered original items 5–15) at the 9th Administrative Meeting of the 2016 Academic Year

May 12, 2017 – Issued as official document No. 1060006601

Oct 25, 2017 – Approved as amended (item 14 revised) at the 3rd Administrative Meeting of the 2017 Academic Year

Oct 31, 2017 – Issued as official document No. 1060014829

Apr 11, 2018 – Approved as amended (items 1, 3, 8 revised) at the 8th Administrative Meeting of the 2018

Academic Year

May 4, 2018 – Issued as official document No. 1070006259

Sep 14, 2022 – Approved as amended (item 3 revised) at the 2nd Administrative Meeting of the 2022 Academic Year

Year

Oct 6, 2022 – Issued as official document No. 1110014035

May 24, 2023 – Approved as amended (added item 5; revised regulation title, items 1 and 3; renumbered original items 5–15) at the 7th Administrative Meeting of the 2022 Academic Year

Jun 13, 2023 – Issued as official document No. 1120008945

Sep 20, 2023 – Approved as amended (items 2, 3, 6, 15 revised) at the 2nd Administrative Meeting of the 2023 Academic Year

Academic Year

Oct 2, 2023 – Issued as official document No. 1120014800

Jul 29, 2024 – Approved as amended (items 3 and 15 revised) at the 11th Administrative Meeting of the 2023 Academic Year

Academic Year

Aug 22, 2024 – Issued as official document No. 1130013230

Sep 16, 2024 – Approved as amended (added item 16; revised items 3, 6, 7, 9; renumbered original item 16) at the 1st Administrative Meeting of the 2024 Academic Year

Oct 21, 2024 – Issued as official document No. 1130016832

Mar 24, 2025 – Approved as amended (revised regulation title, items 1–13, 15, 16) at the 5th Administrative Meeting of the 2024 Academic Year

Meeting of the 2024 Academic Year

Apr 9, 2025 – Issued as official document No. 11401005592

1. Purpose: Asia University (hereinafter “the University”) aims to improve teaching quality by awarding and granting support for faculty who design innovative teaching plans, instructional materials, and learning assessments that enhance teaching effectiveness, promote real-world applicability, and contribute to social responsibility. These are the official *Guidelines for Reviewing Innovation in Teaching Plans, Materials, and Learning Assessment*.
2. Eligibility: Full-time or contract faculty members, or interdisciplinary teaching teams from the University who have implemented innovative teaching plans or materials within the last two years and have not applied for funding under other related programs may apply under these Guidelines.
3. Types of Innovative Teaching Materials: The approved types include self-developed teaching plans/materials directly utilized in class, self-produced audiovisual materials, or innovative teaching plans designed for courses implemented in the past two years. Textbooks, reference works, or literature are not eligible. Materials must uphold gender equity and avoid gender stereotypes, discrimination, or harassment. Categories include:
 - (1)**Print Materials** (including teaching plans derived from faculty research): Must cover at least six weeks of instructional content and activities.
 - (2)**Case Teaching Materials:**

Management Cases: Related to business or medical management, covering profit or non-profit organizations; types include managerial-level and operational-level cases.

Practical Cases: Pertaining to professional applications such as clinical, education, counseling, design case studies. Must cover at least two weeks of instructional content and activities.
 - (3)**Problem-Solving / Design-Based Materials:** Includes PBL, project-based, or design-oriented learning materials:

PBL requires scenario enactments and at least two weeks of learning content.

Project/Design-Based Learning must cover at least six weeks of content and activities.

(4) Social Responsibility / SDG-Oriented Materials: Using project-based learning around societal or industrial issues or Sustainable Development Goals to guide analysis, research, solution proposition, and implementation.

(5) Digital Materials: High-definition digital audio-visual content for self-directed learning.

Each unit should ideally be 2–10 minutes; total content must be at least six hours.

(6) AI-Integrated Materials: Utilizing generative AI or ChatGPT in lesson design, guiding students to use tools ethically to improve learning outcomes.

(7) Health Promotion Materials: Related to tobacco/drug prevention, internet addiction and healthy online behavior, weight loss, healthy eating, etc.

(8) Emotional Well-Being Materials: Promotes resilience, emotional health, and student happiness.

(9) Deep and Active Reading Materials: Encourages students to engage in deep and self-initiated reading.

(10) Open-Class Teaching Materials: Fully-developed teaching plan for public demonstration, including lesson presentation, observation, and discussion design. Must include teaching objectives, process, assessment, peer observation, reflective discussion, and evidence of transparency and pedagogical improvement.

4. Design of Instructional Use and Learning Assessment:

Materials must include: target audience, pre-requisite knowledge, learning goals, outline, learning sequence, issues addressed, instructor considerations, and resources.

Assessment tools aligned with intended learning outcomes must also be presented.

5. Learning Assessment Design for Teaching Plans/Materials:

The teaching plan/material must include a description of the learning assessment tools designed to evaluate the intended learning outcomes associated with the plan/material.

6. Application Procedures:

(1) Faculty or teaching teams must submit applications to their department/unit heads; outstanding applicants will be selected for recommendation.

(2) Required documents and deliverables should be uploaded to the university's teaching media platform:

- Application form for innovative material rewards
- The materials themselves
- Learning assessment tools
- Implementation outcome report (Attachment 1)
- Materials for lesson demonstration and discussion if used in open-class
- Statement of commitment (Attachment 2)
- Authorization form (Attachment 3)
- Copy of published articles (if the material is derived from research)
- Audio recording of course content (for digital materials only)

(3) Each faculty member may apply for only one entry. Previously rewarded materials for the same course are ineligible until three years have passed and substantial changes are made. 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.

- (4) All applications are reviewed by the Center for Teaching Resources and Faculty Development (CTRD). Digital materials also undergo review and promotion support from the Center for Digital Teaching.
7. Timeline: An annual call for proposals is issued to all faculty; applications must be submitted by the specified deadline.
 8. Review Mechanism: Three stages:
 - (1)**Preliminary Review**: Departmental or unit-based curriculum committees review and recommend entries.
 - (2)**Professional Review**: Sent to internal/external experts in relevant domains.
 - (3)**Final Review**: Evaluation of expert feedback to determine priorities; exceptional cases may have an adjusted timeline as deemed necessary by the CTRD.
 9. Evaluation Criteria:
 - Applicability: Alignment with current industry, societal, or community challenges.
 - Coherence: Clear relationship to course learning objectives.
 - Student Motivation: Material is engaging and stimulates active learning.
 - Logical Reasoning: Encourages critical and rational thinking.
 - Innovation: Originality and developmental potential.
 - Quality: Clarity, organization, and accessibility.
 - Learning Effectiveness: Enhances knowledge, skills, and key competencies measurable via assessment tools.
 - Bonus: Digital materials created by certified teachers earn an extra 5 points.
 10. Composition of Review Panels: Two expert reviewers (internal or external) per entry. If their scores differ by 15 points or more, a third expert is assigned. Disputes must be submitted in writing within one week after results announcement. A hearing committee—comprising the University Vice Provost, CIO, CTRD Director, college deans/general education director, and three appointed faculty representatives—will convene as needed.
 11. If a teacher disagrees with the results of the innovative teaching plan/material competition, they may file an appeal by submitting a completed appeal application form (see Appendix 4) along with all relevant supporting documents to the Center for Faculty Development within one week of the announcement of the review results. Late submissions will not be accepted, and only one appeal per case is allowed.
 12. Composition of the Review Committee: The Innovative Teaching Plan/Material Review Committee is convened by the Director of the Center for Faculty Development. Ex officio members include the Dean of Academic Affairs, Chief Information Officer, Director of the Center for Faculty Development, and the Deans of Colleges / Director of the General Education Center. Additionally, three faculty representatives are appointed as committee members.
 13. The syllabus and content of innovative teaching plans/materials must comply with relevant regulations issued by the Ministry of Education, and their production and usage must adhere to applicable copyright laws.
 14. Projects that receive this award are not eligible to apply for the “Asia University Faculty Research, Industry-Academia Collaboration, and Creative Competition Incentive” offered by

the Office of Research and Development. Likewise, projects that have previously received the aforementioned incentive are not eligible to apply for this award.

15. Funding and award amounts for various types of teaching plans/materials—including case studies, print-based materials, problem-solving series, digital content, socially responsible/sustainable development-oriented plans, AI/ChatGPT-integrated designs, health behavior promotion, emotional well-being, deep and active reading, and open-class teaching—will be determined by the Final Review Committee based on the annual budget. Award tiers include Outstanding, Excellence, and Merit.
16. Recipients of the Outstanding and Excellence Awards in each category must, within one academic year, organize a teaching demonstration session for all faculty members, aiming to establish exemplary teaching models and promote the sharing of teaching experiences.
17. These guidelines shall be implemented following approval by the Administrative Council and ratification by the University President; the same procedure shall apply to any amendments.

Asia University Guidelines for Mentoring New Faculty Members

Established on December 24, 2010, approved at the 6th Administrative Meeting of the 2010 Academic Year

Announced via official letter No. 0990013369 on December 28, 2010

Article 4 revised and approved on May 29, 2013, at the 10th Administrative Meeting of the 2012 Academic Year

Announced via official letter No. 1020006996 on June 21, 2013

Name of the guidelines, Article 3 revised, original Article 4 deleted, and the numbering of Articles 5–7 adjusted;

approved on November 20, 2019, at the 4th Administrative Meeting of the 2019 Academic Year

Announced via official letter No. 1080016903 on December 11, 2019

Article 3 revised and approved on January 30, 2024, at the 7th Administrative Meeting of the 2023 Academic Year

Announced via official letter No. 1130002335 on February 23, 2024

New Article 3 added, Article 2 revised, and original Articles 3–7 renumbered; approved on September 16, 2024, at the

2nd Administrative Meeting of the 2024 Academic Year

Announced via official letter No. 1130018730 on November 22, 2024

1. These guidelines are established to assist new faculty members in adapting to their work environment and to help them engage early in teaching, research, and service, with the aim of enhancing the academic research standards of the university.
2. The term "new faculty members" as used in these guidelines refers to full-time or project-based faculty members of Asia University who have less than two years of teaching experience at any university or college in a full-time or project-based position.
3. New faculty members shall conduct at least one open class session per semester and participate in at least one instructional observation session with an outstanding faculty member each semester.
4. To encourage new faculty members to apply for and carry out research projects funded by the National Science and Technology Council (NSTC), those who receive NSTC grants within their first two years at the university may apply for a reduction of up to two teaching hours per week for the duration of the project (up to two years), in accordance with university regulations. During this period, faculty members may not engage in external part-time teaching, employment, or exceed their teaching hour limits on campus.
5. If needed, each academic unit may coordinate with the Center for Teaching Resources and Faculty Development to assign a "senior faculty mentor" to actively support and guide new faculty in their teaching and research development.
6. The Center for Teaching Resources and Faculty Development shall organize an "Orientation Workshop for New Faculty" every semester. This workshop will provide information on relevant regulations and available resources, and invite university administrators to present and engage in discussions to help new faculty members quickly understand and adapt to the university environment.
7. The Center also hosts activities such as the "Flying Geese Mentorship Program," innovative teaching workshops, seminars, lectures, and classroom observations each year to enhance the teaching competencies of new faculty members.
8. These guidelines shall be implemented following approval by the Administrative Meeting and the President. Any amendments shall follow the same procedure.

Asia University Guidelines for Teaching Practice Research Grant Program

Established on March 24, 2025, approved at the 5th Administrative Meeting of the 2024 Academic Year

Announced via official letter No. 1140005590 on April 9, 2025

1. Purpose : To enhance teaching quality, encourage faculty engagement in teaching practice research, promote innovation and evidence-based outcomes in instruction, and recognize outstanding research achievements, Asia University (hereinafter referred to as “the University”) has established these guidelines.
2. Definition of Teaching Practice Research Outcomes : Teaching practice research outcomes refer to the process and results of faculty addressing real-world teaching challenges to improve instructional quality and student learning outcomes. These are achieved through curriculum design, innovative teaching materials and methods, the use of instructional tools or educational technology, and are validated using appropriate research methodologies and assessment tools.
3. Categories of Competition :
Submitted teaching practice research outcomes must fall into one of the following categories:
 - (1)**Innovation in Teaching Content:** Proposing innovative curriculum design and validating its effectiveness.
 - (2)**Innovation in Teaching Methods:** Implementing creative teaching strategies and demonstrating their impact.
 - (3)**Innovation in Learning Assessment:** Applying effective assessment tools to enhance learning outcomes and instructional quality.
 - (4)**Problem-Based Teaching Practice:** Solving instructional or learning challenges through practical solutions with validated results.
 - (5)**Technology-Assisted Instructional Innovation:** Utilizing digital tools, generative AI, or emerging technologies to boost student motivation and learning effectiveness.
4. Eligibility :
 - (1)Applicants must be full-time or project-based faculty at Asia University.
 - (2)Submitted research must be completed teaching practice research and include a long abstract and materials for oral presentation.
5. **Application Requirements :**
Applicants must submit the following :
 - (1)**Long Abstract** (within 1,500 words) — including research background, instructional design, data analysis, and outcome validation.
 - (2)**Oral Presentation File** — clearly presenting the research questions, methods, findings, and reflections.
 - (3)**Evidence of Learning Outcomes** — such as student work, statistical data, feedback surveys, etc.
 - (4)**Teaching Reflection Report** — discussing the research process and proposing future improvement strategies.
 - (5)All submissions will be reviewed by the Center for Teaching Resources and Faculty Development (hereinafter “the Center”).

6. Timeline :

The competition is held once per academic year. The Center will announce the call for submissions, coordinate the review process, and organize the award ceremony.

7. Evaluation Criteria :

The evaluation process consists of two stages and involves internal and external experts. Criteria are as follows:

(1) Long Abstract Review (60%)

- Innovation (20%): Originality in research design or teaching methods
- Effectiveness (20%): Evidence-based student learning outcomes
- Rigor (20%): Sound research design and analysis methodology

(2) Oral Presentation Review (40%)

- Structure and Clarity (15%): Well-organized and logically presented content
- Effectiveness of Communication (15%): Clear presentation of results and supporting data
- Q&A Performance (10%): Professional responses and interaction during the session

8. Review Process :

(1)**Preliminary Review:** Internal and external experts score based on the long abstract and oral presentation.

(2)**Final Review Meeting:** The Teaching Practice Research Competition Review Committee finalizes award recipients and prize allocations based on the preliminary review results.

9. Awards and Grants :

The number of awards and the amount of prize money for each category (Outstanding, Excellent, Honorable Mention) will be determined by the final review committee according to the annual budget.

10. Dissemination of Results :

(1) Award-winning projects will be compiled and uploaded to the University's digital platform for faculty reference and learning.

(2) Outstanding presentation materials and reflection reports will be promoted as exemplary models of teaching practice research within the university.

11. Implementation :

These guidelines shall take effect upon approval by the Administrative Meeting and final approval by the President. 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.

Asia University Guidelines for Open Classes and Teaching Observations

Established on September 16, 2024, during the 1st Administrative Meeting of the 2024 Academic Year

Promulgated on November 19, 2024, via Official Letter No. 1130018535

Chapter 1: General Provisions

Article 1

To promote professional growth among faculty members, encourage transparency in teaching, and facilitate the exchange and inheritance of teaching experiences, thereby enhancing teaching quality and student learning outcomes, Asia University (hereinafter referred to as "the University") has established the "Asia University Guidelines for Open Classes and Teaching Observations" (hereinafter referred to as "the Guidelines").

Article 2

These Guidelines apply to all faculty members of the University. Both full-time and project-based faculty are obligated to participate in open classes and teaching observation activities.

Article 3

The teaching excellence awards referred to in these Guidelines include:

- Outstanding Teaching Faculty and Excellent Teaching Faculty awarded by the Office of Academic Affairs;
- Innovative and Outstanding Teaching Faculty awarded by the Center for Teaching and Faculty Development (hereinafter referred to as the "CTFD");
- Outstanding and Special Awards for Innovative Teaching Materials and Learning Assessment sponsored by the CTFD;
- Excellence and Outstanding Awards for Service-Learning Instruction from the Office of Student Affairs; and
- Recognized or Featured Projects under the Ministry of Education's Teaching Practice Research Program.

Chapter 2: Lesson Presentation, Observation, and Discussion

Article 4

Lesson presentation refers to an activity in which a teacher, based on their instructional design, presents their teaching plan, objectives, content, and methods to peers or experts. The purpose of lesson presentation is to clearly convey the instructional design, receive feedback, demonstrate teaching competence, and provide guidance for subsequent lesson observation.

Article 5

Lesson observation refers to the process in which a teacher participates in another instructor's class to directly observe their teaching practice and understand its effectiveness. The goal of lesson observation is to evaluate teaching quality, offer constructive suggestions, and promote teaching exchange, collaboration, and professional development among faculty.

Article 6

Lesson discussion is a collaborative discussion held after the observation session, involving both the observed teacher and the observers. The aim of lesson discussion is to analyze teaching practices, share experiences, develop improvement strategies, and foster professional growth.

Chapter 3: Open Classes

Article 7

Open class refers to a classroom teaching activity conducted by a teacher based on their instructional plan, which is open to faculty, students, and members of the public both within and outside the University. Through the processes of lesson presentation, observation, and discussion, open classes aim to promote transparency and openness in teaching quality.

Article 8

Each academic department and the General Education Center of the University must organize at least one open class (one class period) per semester. At least one instructor from each unit who has not conducted an open class in the past two years must be assigned as the teaching faculty.

All newly appointed teachers in each department and the General Education Center (including full-time and project-based teachers who have less than two years of full-time teaching experience at a higher education institution) must conduct at least one open class per semester.

One week before the start of each semester, each department and the General Education Center must submit the Open Class Application Form (see Appendix 1) to the Center for Teaching and Faculty Development (CTFD). The form must specify the date, time, location, instructor, course title, lesson topic, and key points for observation.

Article 9

Open classes must be publicly announced on the respective department or center's website at least two weeks in advance. The announcement should include the date, time, location, instructor, course title, lesson topic, and key points for observation.

Instructors of open classes must submit a Lesson Presentation Form (see Appendix 2) one week prior to the class. This should include unit learning objectives, intended teaching procedures and methods, and observation focal points.

Each open class must have at least three observing teachers, including at least one recipient of a teaching excellence award, to participate in both the observation and post-class discussion.

During the class, observers should use the "Asia University Teaching Observation Feedback Form" (see Appendix 3) to record observations of the teaching process. Observers must respect classroom order and the privacy of both teacher and students.

After the class, the instructor must complete the "Asia University Effective Teaching Self-Evaluation and Reflection Form" (see Appendix 4) for self-reflection.

The CTFD may record and edit videos of open classes and upload them to the internal platform for faculty viewing and learning.

Article 10

The instructor and observing teachers should organize a post-class discussion meeting within two

weeks of the open class to provide feedback, share insights, and complete the Post-Class Discussion Meeting Record (see Appendix 5). The completed record must be submitted to the relevant teaching unit's office within two weeks of the discussion and forwarded to the CTFD within one month.

Article 11

Teaching hours for open classes may be counted as bonus items in faculty evaluations. Observation hours for teachers who participate in open classes and submit the "Asia University Teaching Observation Feedback Form" may also count toward bonus items in faculty evaluations. Incentives for instructors who demonstrate outstanding performance in open classes include:

1. Eligibility to apply for promotion based on teaching.
2. Eligibility to serve as a convener for a faculty teaching community and apply for CTFD teaching community grants.
3. Eligibility to apply for CTFD grants for innovative teaching materials and learning assessments.
4. Eligibility for nomination for CTFD Innovative Teaching Awards.
5. Eligibility for nomination for the Office of Academic Affairs' Outstanding and Excellent Teaching Faculty Awards.

Chapter 4: Teaching Observation

Article 12

Teaching observation refers to activities in which teachers attend classes taught by recipients of teaching excellence awards to observe and learn. The purpose is to promote exchange and collaboration among faculty in teaching practices.

Article 13

Each academic department and the General Education Center must, at minimum, invite one teacher (from the same college, department, or center) who has received a teaching excellence award to conduct one observed class per semester.

One week prior to the start of each semester, departments and the General Education Center must submit the Teaching Observation Application Form (see Appendix 1) to the Center for Teaching and Faculty Development (CTFD). The form must specify the date, time, location, instructor, course title, lesson topic, and observation focal points.

Article 14

Teaching observation sessions must be announced at least two weeks in advance on the respective unit's website. The announcement must include the date, time, location, instructor, course title, lesson topic, and key points for observation.

The teacher conducting the observed session must submit a Lesson Presentation Form (see Appendix 2) one week before the class. This includes learning objectives, planned teaching

procedures and methods, and observation focal points.

Each teaching observation session must involve at least three teachers participating in the observation and post-class discussion.

Newly appointed teachers (full-time or project-based, with less than two years of full-time teaching experience in higher education) must attend at least one teaching observation session per semester.

All other faculty members (excluding new faculty) must attend at least one teaching observation session per academic year.

During the class, observers must use the “Asia University Teaching Observation Feedback Form” (see Appendix 3) to record their observations. Observers must respect the classroom environment and the privacy of both the instructor and students.

After the class, the instructor must complete the “Asia University Effective Teaching Self-Evaluation and Reflection Form” (see Appendix 4) for self-reflection.

The CTFD may record and edit videos of teaching observations for internal platform use, enabling all faculty members to view and learn from them.

Article 15

The instructor and observing teachers must arrange a post-class discussion meeting within two weeks of the observed class to provide feedback, share insights, and complete the Post-Class Discussion Record Form (see Appendix 5). This form should be submitted to the teaching unit’s office within two weeks after the discussion, and the compiled records must be submitted to the CTFD within one month.

Article 16

Teaching hours for instructors conducting observed classes may be counted as bonus items in faculty evaluations.

Observation hours for teachers who participate in teaching observations and submit the “Asia University Teaching Observation Feedback Form” may also be counted as bonus items in faculty evaluations.

Incentives for instructors who demonstrate outstanding performance in teaching observations include:

1. Eligibility to apply for promotion based on teaching.
2. Eligibility to serve as a convener of a teaching community and apply for CTFD teaching community grants.
3. Eligibility to apply for CTFD grants for innovative teaching materials and learning assessments.

Chapter 5: Supplementary Provisions

Article 17

Each college and the General Education Center shall organize an experience-sharing session at the end of each semester for instructors involved in open classes, lesson observations, and teaching demonstrations, to promote teaching improvement and the exchange of experiences.

Article 18

The Center for Teaching and Faculty Development (CTFD) shall revise these Guidelines as needed based on the effectiveness of the observation activities.

Article 19

These Guidelines shall be implemented following approval by the Administrative Council and final approval by the University President. The same procedure shall apply to any subsequent amendments.

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".

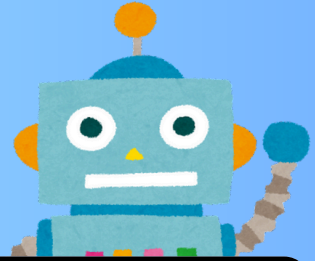
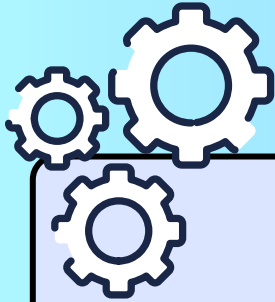
- (1) The website of Authorized Software:
https://ic.asia.edu.tw/zh_tw/software/campus_agreement_software
- (2) The website of Software Bank:
https://ic.asia.edu.tw/zh_tw/software/campus_agreement_software/download_way

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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