

# **Asia University Guidelines for Open Classes and Teaching Observations**

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

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## **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.