

# Asia University Professional Teaching Improvement Community

## Guidelines

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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

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

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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

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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.