

# Asia University Teaching Improvement and Consultation

## Guidelines

2007.01.15 Established by the 3<sup>rd</sup> Academic Affairs Meeting of Fall Semester of the 2006 Academic Year

2008.04.25 Amended by the 1<sup>st</sup> Academic Affairs Meeting of Spring Semester of the 2007 Academic Year

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2016.12.28 The fifth session of the 105<sup>th</sup> academic year Addition of the first 7<sup>th</sup>, the amendment of the first 3,4,5,6 points, the original 8,9 points Article changes

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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.