Asia University Guidelines for Reviewing Grants for Innovative Teaching Plans, Teaching Materials, and Learning Assessment

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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.