

National Taiwan Normal University

Subsidy Regulation for Enhancing Teaching Innovation and Community of Practice

Approved at the 2nd Office of Academic Affairs Meeting
of the 2020 Academic Year on September 23rd, 2020
Amendment Approved at the 2nd Office of Academic Affairs Meeting
of the 2021 Academic Year on September 15rd, 2021

I. The current regulation is drafted based on the “National Taiwan Normal University Regulation for the Professional Development of Faculty Instruction”, to encourage our faculty members to actively engage in teaching development and innovation, and to form teachers’ community of practice, in order to enhance instructional quality.

II. Qualification and application:

- A. Qualification: All full-time faculty members of the university may apply as an individual or on behalf of a community of practice. Teachers’ community of practice should consist of at least three teachers, with one full-time faculty member as its organizer, who shall serve as the contact for the community, and be responsible for the planning of community activities and the compilation of their achievement portfolio.
- B. Application: Application will be open twice per academic year. Applicants must apply before mid-May or mid-November. Application results will be announced every year in July and January.
- C. Application documents: Applicants should submit a proposal within the specified time period; those who had been subsidized at least once by the current regulation must attach their achievement reports from their previous subsidies when they apply again.

III. Application process

- A. Individual faculty members or community of practice organizers should complete the application form within the announced time period, and submit the application to Center for Teaching and Learning Development (hereinafter referred to as CTLD) of the Office of Academic Affairs.
- B. Approved applications and the subsidy amount shall be announced after the application review meeting. Organizers will be notified by electronic mail.

IV. Review principles:

- A. Each person or community of practice may submit a maximum of one application per semester. New applications may only be submitted after the conclusion of their previous cases. Individual projects for the same course can only be subsidized once.
- B. Review and subsidy standards are as follows:
 - 1. Content:

- a. Individual projects: Innovation 30%; the degree the project may benefit student learning and method of assessment 30%; project feasibility 20%; result of previous projects 20% (if not applicable, please distribute the score evenly to “the degree the project may benefit student learning and method of assessment” and “project feasibility”)
- b. Community of practice projects: Goals and anticipated benefits 40% (including instructor’s pedagogy 20% and student learning 20%); the running of the community and substantial contribution to teaching 20%; project feasibility 20%; result of previous projects 20% (if not applicable, please distribute the score evenly to “the running of the community and substantial contribution to teaching” and “project feasibility”)

2. Order of recommendation

- a. Strongly recommend: Those with a total score of 90 or above shall be fully subsidized the maximum amount allowed for the year.
- b. Recommend: Those with a total score of 80 to 89 shall be subsidized 75%~90% of the maximum amount allowed for the year.
- c. Recommend with reservation: Those with a total score of 70 to 79 shall be subsidized 60%~75% of the maximum amount allowed for the year.
- d. Not recommended: Those with a total score of 69 or below will not be subsidized.

3. Review feedback: Feedback will be provided by the reviewers and used as a reference in review meeting discussions and scoring.

V. Project duration and subsidy:

- A. In principle, project duration shall be based on semesters.
- B. The number of projects subsidized and the subsidy amount shall be based on the budget of the academic year. The maximum subsidy for individual cases shall be NT\$60,000, and community of practice NT\$70,000.
- C. The subsidy is limited to operating expenses. Specific subsidized items will be listed in the project application form.
- D. Please follow university reimbursement procedures and submit the documentation and vouchers to the Accounting Office for reimbursement within 10 days of expenditure. At the latest, all reimbursement should be completed within one month of the end of the project duration.

VI. Project achievement:

- A. Communities of practice have to organize at least five community events for the project. For every event, an event record has to be completed and photographs taken, to be included in the project Achievement Report to demonstrate event details.
- B. Faculty members and communities of practice receiving subsidies must participate in the Achievement Presentation event organized by CTLD in the semester when their project is being implemented. They must also participate in one of the other teachers’ professional development events organized by CTLD.

- C. The achievements of the project must be shared publicly once the project has concluded. Faculty members and communities of practice receiving subsidies will be invited to participate in CTLD's achievement presentation event, seminars, or workshops, which shall be recorded as open courses.
- D. Specific achievements in the project achievement report should match the expected achievements stated in the application. A detailed description of reasons should be included in the achievement report should there be any discrepancies or failures in achieving the stated goal.
- E. Electronic files of the achievement report (including the achievement report, photographs, and other relevant documents) must be submitted within one month of the conclusion of the project. File formats should be editable text documents (ODT or DOC), the file name should be: Semester-Name of Project Lead.
- F. CTLD may invite scholars and experts to review the achievement reports of any projects. Results of the review will be used as a scoring reference for future applications to the current subsidy.
- G. Subsidized projects must complete all tasks on schedule. Future applications from project leads who failed to complete the reimbursement processes or submit achievement report in accordance with regulation will be refused by CTLD for three years.

VII. Supplementary provisions

- A. Project implementation must abide by the rules listed in the "National Taiwan Normal University Enhancing Teaching Innovation and Community of Practice Program Execution Agreement". Matters not covered herein shall be subject to relevant university regulations.
- B. The current regulation and all of its subsequent amendments shall be implemented once approved by the Office of Academic Affairs Meeting.