

# National University of Kaohsiung Regulations for the Establishment and Expense Subsidy of Part-time Teaching Assistants

Passed in the 75<sup>th</sup> Administration Meeting on Sep. 29, 2006.

Passed in the 110<sup>th</sup> Administration Meeting on Nov. 24, 2010.

Passed in the 115<sup>th</sup> Administration Meeting on May 20, 2011.

Passed in the 139<sup>th</sup> Administration Meeting on Mar. 30, 2014.

Article 1. To upgrade the teaching quality and enhance students' learning effect, National University of Kaohsiung (hereafter NUK) establishes "National University of Kaohsiung Regulations for the Establishment and Expense Subsidy of \ Part-time Teaching Assistants" (hereafter these regulations). The applications, reviews and the fund-giving of the part-time teaching assistants subsidies are in accordance with these regulations.

Article 2. Based on their jobs, part-time teaching assistants are classified into three categories:

(1) Common courses category:

Those teaching assistants who assist teachers to lead the group discussions or provide student schoolwork counsel.

(2) Experiment courses category:

Those teaching assistants who assist teachers to lead the group experiments.

(3) Administration support category:

Those administration assistants who assist teachers to conduct administrative affairs such as information collection, file arrangements, and digital material productions.

Article 3. The part-time teaching assistants are selected by teachers who issue the applications. Undergraduate students who are juniors or seniors or graduate students of NUK are qualified to be part-time teaching assistants after they attend the basic training programs for teaching assistants held by NUK. But course-taking students cannot be the teaching assistant of that course. The qualifications of art-time teaching assistants will be cancelled if they do not complete the training with the regulated term. The teachers need to select other appropriate candidates who should complete the training program. The content of the training program is arranged by Division of Academic

Affairs.

Article 4. The expense distribution and the reviews of the part-time teaching assistants are handled by part-time teaching assistant review committee. The committee consists of Dean of Academic Affairs, Director of General Education Center, and the chairpersons of the colleges. Dean of Academic Affairs is the convener, holding the review meeting at the beginning of each semester and authorized to hold a provisional meeting if necessary.

Article 5. The expense subsidy is based on “course”, which must be taken by more than 30 students. Those courses meeting any two requirements as follows hold the priority:

- (1) The required course or core general courses.
- (2) The courses offered to the first two years of undergraduates.
- (3) The courses instructed by the new teachers who are recruited within two years.
- (4) The courses taken by more than 60 students.
- (5) The courses offered by the teachers who won the excellent teaching assistant prize.

Article 6. The expense subsidy for part-time teaching assistants is applied once each semester. Each teacher can only apply for the subsidy for one course, which will be allotted one part-time teaching assistant. Based on the course type and the need, instructing teachers can select the assistant category together with their teaching plan and issue their applications before the deadline publicized by Division of Academic Affairs.

Article 7. The subsidies for all categories of part-time teaching assistants are planned by Division of Academic Affairs according to the available expense in the annual budget, regulated the job payment standards for all categories, and then carried into execution after reviewed by the teaching assistant review committee. The payment will be paid within four months.

Article 8. The job payment of part-time teaching assistants will be applied by the following procedure:

- (1) Part-time teaching assistants should fill out the job record form, which is submitted to the course-offering units by the third of the next month. The first application should attach the information form of part-time teaching assistants and is filed by Cashier Section to proceed the income tax.

(2) After compiled by the course-offering units, the applicants should proceed the application for the job payment and produce the relevant money-receiving list and job record form. These documents should be delivered to Division of Academic Affairs for reviews, and cancel the budget.

Article 9. The job record form for each working period should be filled out by part-time teaching assistants and signed by the instructing teacher. After the end of each semester, they should make a job presentation and accept the assessments. They should summarized the concrete affairs in assisting the teachers so as to establish the complete course records of the teacher instruction and provide the material of the course teaching inspection learning held for teachers afterwards.

Teaching assistants with excellent performances will be awarded otherwise; the rules for election and award are established otherwise.

**The teaching evaluation survey on teaching assistants consists of two parts: the teacher side and the student side. The percentage of the weight percentage for the teacher side is 40% while that for the student side is 60%. Counted together, those teaching assistants who get scored under three will not be allowed to be teaching assistants any more.**

Article 10. Teachers who are allotted a part-time assistant should submit the final reports (including the quantification and qualification analyses) at the end of each semester, which are for experience sharing and are taken into account for the next application. If not, they can not apply for the subsidy from then on.

Article 11. The source of the expense for part-time teaching assistants is paid by the planned items in the annual budget by Division of Academic Affairs or other relevant project subsidies

Article 12. The regulations are passed in the Administration Meeting, examined by the president of NUK, and then announced to carry into execution. When there is a need to make amendments, the procedure is the same as the aforementioned.