

Guidelines on the Nomination for Distinguished Teaching Awards by College of Medicine at I-Shou University

Adopted on September 10, 2002 at the first extraordinary session of the College Affairs Council in the first semester of the academic year 2002

Amendments adopted on May 25, 2009 at the second meeting of the College Affairs Council in the second semester of the academic year 2008

Amendments to Provisions 2 and 8 ratified by the President on May 11, 2010

- I. The Guidelines on the Nomination for Distinguished Teaching Awards by College of Medicine at I-Shou University (hereinafter referred to as “the Guidelines”) are made to improve the quality and effectiveness of teaching and to praise faculty members with outstanding teaching performance.
- II. Candidates shall be full-time faculty members, have good morals, have fulfilled the obligations imposed by I-Shou University (hereinafter referred to as “the University”), and meet all the following requirements:
 1. having taught at the University for three years or longer;
 2. having never received the university-level Distinguished Teaching Award within the most recent three academic years;
 3. continuously making advances in teaching materials/methods and having distinguished achievements in teaching;
 4. having great dedication to teaching and showing an enthusiasm for guiding students on both studies and life;
 5. fully complying with the rules relating to teaching and course offering at the University; and
 6. having passed all the faculty evaluations within the most recent three academic years, and being ranked among the top 50 percent within the College of Medicine (hereinafter referred to as “the College”) in terms of both basic and advanced teaching performance in the previous academic year.
- III. Each department (institute/program) of the College shall have at least one candidate, and the number of candidates selected by a department (institute/program) shall not exceed 5% of the

number of full-time faculty members at the department (institute/program). Departments (institutes/programs) shall deliver the list of candidates to the Recommendation Panel of Distinguished Teaching Awards of the College (hereinafter referred to as “the Recommendation Panel”) together with recommendation letters and supporting documents before a given deadline.

- IV. The Recommendation Panel shall fully understand the information of all candidates, select suitable candidates of the College by secret ballot, and deliver the list of final candidates to the Committee on Distinguished Teaching Awards. The number of final candidates of the College is subject to the quota available.
- V. The Recommendation Panel consists of five to seven members. Panel members are selected by the Dean of the College and appointed by the President, and they shall serve a one-year term and may be re-appointed. The Dean of the College is the ex-officio member and convener of the Recommendation Panel.
- VI. A quorum of at least two-thirds of total membership will be required to validate a panel meeting. A resolution shall not be adopted unless at least half of the members present vote in favor of the proposal. Panel members shall attend panel meetings in person and must not authorize a third party to attend.
- VII. Candidates proposed by departments (institutes/programs) shall not be panel members. If any position, therefore, becomes vacant, the Dean of the College shall appoint another faculty member from the same department (institute/program) to fill the vacancy.
- VIII. The Guidelines become effective after being adopted by the College Affairs Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.