

國立中山大學教學精進要點

Guidelines on Enhancement of Teaching Quality

100.1.19 本校 99 學年度第 1 學期第 10 次行政會議通過

Approved at the 10th Executive Meeting on January 19, 2011

110.10.27 本校 110 學年度第 1 學期第 4 次行政會議修正通過

Amended and approved at the 4th Executive Meeting on October 27, 2021

一、 制定目的

I. Objective

為鼓勵教師強化教學策略，增進教師教學效能，以全面提升教學品質，達成本校教學卓越之總體目標，特訂定「國立中山大學教學精進要點」。

These guidelines are formulated to encourage faculty to strengthen their teaching strategies, improve teaching effectiveness, enhance the overall teaching quality, and achieve the University's ultimate objective of teaching excellence.

二、 參與對象

II. Participants

本校各學術單位之專任及兼任教師。

All full-time and adjunct faculty from individual academic units of the University

三、 實施方式

III. Implementation

為提供本校教師專業之成長及勵進，教學發展與資源中心(以下簡稱本中心)協助本校教師精進教學，進行下列之服務：

In order to assist faculty's professional development and enhance teaching quality, the Teaching and Learning Development and Resources Center (hereinafter referred to as the Center) shall offer the following services:

(一) 個別會談或小組座談：由本中心安排不同領域之領航教師於微型教室提供服務。教師可透過預約，就課程準備及評量、實驗室及研究室管理、教學實踐研究計畫、全英語授課教學經驗及其他教學相關諮詢與輔導等主題，與領航教師進行個別會談或小組座談。

(1) Individual meetings or group seminars: The Center shall arrange pilot faculty from different fields for mentoring services in a micro-teaching classroom. Faculty can request an individual meeting or a group seminar with a pilot faculty member by appointment for consultation on course preparation and

assessment, laboratory and research office management, teaching practice research programs, teaching experiences of English-mediated courses, and other teaching-related consultations.

- (二) 微型教學：教師可擇合適之領航教師，向本中心申請微型教學服務(以全英語授課課程為優先)，以精進教學方法及教學技巧。此微型教學採用實地觀課或遠距觀課，由教學領航教師進入教學現場實地觀察教師授課並給予回饋；遠距觀課則以同步或非同步進行，將教師上課畫面即時傳送或錄影存檔，由教學領航教師於課後給予建議。
- (2) Micro-teaching: Faculty may apply to the Center for a particular pilot faculty member for micro-teaching mentoring (with priority given to English-mediated courses), to enhance their teaching methodologies and skills. Such mentoring may be conducted on-site or remotely. The pilot faculty member observes the teaching of the faculty in their actual classroom and give feedback, or the remote observation may be conducted through real-time transmission or a video recording and the feedback shall be given after class by the pilot faculty member.

四、申請流程

IV. Application Procedure

- (一) 申請方式：申請教師於預訂時間之 14 個工作天前，至本中心網站選擇服務項目並填寫相關表單，若需微型教學者則須另附教學教案。
- (1) Application: Faculty shall visit the Center's website to choose a service and fill in relevant information fourteen (14) work days before an appointment date. A lesson plan is required if the faculty apply for micro-teaching mentoring service.
- (二) 確認通知：預約時段確認後，本中心承辦人將以電子郵件通知申請教師。
- (2) Notification: The Center's staff in charge will notify the faculty by email after the appointment is confirmed.

五、隱私保護

V. Privacy Protection

參與個別會談、小組座談或微型教學之領航教師與本中心相關人員，對於申請教師之資料或影音光碟有保密之義務。若有因外洩所衍生之法律責任，概由外洩者個人負責。

Pilot faculty and related staff of the Center participating in faculty's individual meetings, group seminars, or micro-teaching are obligated to

keep their information or teaching videos confidential. Anyone who fails to comply shall bear the full responsibility of the legal liability.

- 六、 為提升新進教師之教學品質，教師於新聘一學年內須參與教學精進之措施，其參與之成效將作為升等及教師評鑑之參考。
- VI. In order to enhance the teaching quality of newly-employed faculty, they shall be required to participate in the teaching enhancement scheme during their first academic year, and the results of their participation shall be kept as references for their faculty performance assessment and promotion evaluation.
- 七、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。
- VII. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.