

CYCU Regulations Digital Seed Teacher and Team

Incentive and Implementation Guidelines

Passed by the 1012th Administrative Meeting on 1 June, 2023

- Article 1. To adapt to the trend of digital teaching, ensure the quality of online courses, enhance students' non-physical learning effectiveness, and encourage teachers to engage in digital literacy training, Chung Yuan Christian University (hereinafter referred to as “the University”) has formulated the “Digital Seed Teacher and Team Incentive and Implementation Guidelines” (hereinafter referred to as “the Guidelines”) to lead other faculty members to engage in digital teaching through course production.
- Article 2. Incentive Recipients: Full-time teachers or teacher teams at the University who meet the criteria during the application announcement period; teacher teams must be composed of cross-department teachers within the University, with a maximum of three members and including at least two full-time teachers.
- Article 3. Application Method and Criteria: Applications are accepted annually, and teachers or teacher teams meeting the standards listed at each level over the past three years are granted Digital Seed Teacher qualifications and incentives. Basic Digital Seed Teachers are exempt from application, with qualifications effective for life; advanced and special-level Digital Seed Teachers or teams must apply within the announced period, with a three-year validity period, after which reapplication is allowed.
- (1) Basic Digital Seed Teacher (no application required):
 - I. Participation in a total of three digital literacy training sessions.
 - II. Meeting one of the following criteria:
 - a. Conducting one distance teaching course evaluated as excellent.
 - b. Offering one MOOC course on an external platform.
 - (2) Advanced Digital Seed Teacher or Teacher Team (meeting the following four standards within the past three years): Participation in a total of three digital literacy training sessions.
 - I. Individual teacher participation in at least three digital literacy training sessions.
 - II. Production of course materials with topic and unit design.
 - III. Meeting one of the following criteria:

- a. Conducting one full-English distance teaching course evaluated as excellent.
 - b. Conducting two Chinese-language distance teaching courses evaluated as excellent.
 - c. Offering a recorded MOOC on an external platform, with over 200 registered participants.
- IV. Application of new digital technologies in courses, implementation of online learning effectiveness analysis, or use of international open educational resources in languages other than Chinese, with cases or reports produced.
- (3) Special-level Digital Seed Teacher or Teacher Team (meeting the following two standards within the past three years):
 - I. Individual teacher participation in at least three digital literacy training sessions.
 - II. Meeting one of the following criteria:
 - a. Completing and offering one or more English-language MOOCs on an external platform with over 200 registered participants.
 - b. Passing Ministry of Education digital learning certification within the past three years and conducting at least two distance teaching courses during the certification validity period (including the certification time).
 - c. Conducting two or more full-English distance teaching courses in collaboration with international sister schools over the past three years, evaluated as excellent.
 - d. Offering a recorded MOOC on an external platform, with over 600 registered participants.

Article 4. Incentives and Tasks:

Qualification Level	Validity Period	Rewards	Tasks		
			Course Offering	Sharing	Training Assistance
Basic	Permanent	Issuance of Basic Digital Seed Teacher Certificate	Within 1 academic year of certification, offer one distance learning course		
Advanced	3 years (renewable upon expiration)	Issuance of Advanced Digital Seed Teacher Certificate and up to NT\$10,000 for individual teachers or up to NT\$20,000 for teacher teams (capped at NT\$8,000 per team member)	Within 1 academic year of reward issuance, offer one digital course incorporating innovative technology or learning outcome improvements	Share implementation cases on digital teaching or innovative technology integration	Serve as a digital teaching consultant and assist in training Basic level teachers
Special	3 years (renewable upon expiration)	Issuance of Special Digital Seed Teacher Certificate and up to NT\$20,000 for individual teachers or up to NT\$40,000 for teacher	Within 1 academic year of reward issuance, offer one of the following courses: 1. MOE certified course 2. External platform MOOC	Share implementation cases on digital teaching, certification, or external platform courses	Assist in training Advanced and Basic level teachers

		teams (capped at NT\$15,000 per team member)	3. International partner school collaboration course		
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Article 5. Funding for incentives is primarily supported by relevant Ministry of Education project funds, with flexible adjustments based on the current year's budget.

Article 6. The Guidelines are effective upon approval by the Administrative Meeting and shall be announced and implemented by the University President. The same procedure applies for amendments.