Chung Yuan Christian University Regulations Governing the Selection of Outstanding Distance Learning Teachers

Approved by the 1030th Administrative Meeting on January 2, 2025

Article 1 To recognize faculty members who demonstrate excellent performance or outstanding achievements through their commitment to distance learning, enhancement of the quality of digital teaching materials, and improvement of course management effectiveness, Chung Yuan Christian University (hereinafter referred to as "the University") hereby establishes the "Chung Yuan Christian University Regulations Governing the Selection of Outstanding Distance Learning Teachers" (hereinafter referred to as "the Regulations").

Article 2 A full-time faculty member of the University who meets all of the following requirements may be nominated, reviewed, and granted an award:

1. At the time of nomination by a college, the Center for General Education, or the Office of Physical Education (each hereinafter referred to as a "nominating unit"), the faculty member has taught at the University for at least three years.
2. The digital teaching materials and course operation strategies for the faculty member's distance learning courses demonstrate innovation and continuous improvement, and the faculty member has achieved outstanding teaching outcomes.
3. The faculty member demonstrates a conscientious teaching attitude and is committed to advising students in their studies.
4. The faculty member faithfully complies with the University's teaching-related regulations.

Article 3 The number of Outstanding Distance Learning Teachers to be selected shall be calculated on the basis of the number of full-time faculty members who have taught at the University for at least three years. One Outstanding Distance Learning Teacher may be selected for every twenty-five such faculty members, with any fractional result rounded to the nearest whole number.

Article 4 Each award recipient shall receive one "Outstanding Distance Learning Teacher" certificate and a monetary award.

The Office of Digital Education may adjust the amount of the monetary award in light of the annual budget and shall announce the amount to all units together with the selection results. If an award recipient leaves the University during the payment period after the amount has been approved, payment of the monetary award shall automatically cease; provided that this restriction shall not apply where the recipient retires upon reaching the statutory retirement age or where a special circumstance has been reviewed and approved by the Outstanding Distance Learning Teacher Review Committee and submitted to the President for approval.

A faculty member may receive the Outstanding Distance Learning Teacher award no more than three times. A third-time recipient shall additionally receive one trophy, and the recipient's outstanding achievements shall be permanently recorded and displayed in the University History Room.

Certificates and trophies shall be presented at a public commendation ceremony.

A faculty member nominated by a unit but not selected as an Outstanding Distance Learning Teacher shall receive one "Excellent Distance Learning Teacher" certificate.

A recipient shall not be accepted as a candidate again within two years after being selected as an Outstanding Distance Learning Teacher and shall no longer be eligible for nomination after receiving the award three times.

Article 5 The University shall establish an Outstanding Distance Learning Teacher Review Committee (hereinafter referred to as the "Review Committee"), consisting of nineteen to twenty-one members, to review candidate qualifications and outstanding achievements in distance learning.

Members shall serve a one-year term and shall be appointed by the President from among former Outstanding Distance Learning Teachers, former Excellent Distance Learning Teachers, instructors whose courses have passed Ministry of Education digital learning course certification, or faculty members with professional expertise in distance learning (hereinafter referred to as "distance learning specialists"). In principle, former Outstanding Distance Learning Teachers and instructors whose courses have passed Ministry of Education digital learning course certification shall together constitute at least two-thirds of the total membership. The Dean of Digital Education shall be an ex officio member and shall serve as convener of the Review Committee.

If a committee member is also a nominated candidate, a replacement member shall be appointed.

Article 6 Each nominating unit shall establish a Selection Committee consisting of seven to thirteen members. The Selection Committee shall review candidates for Excellent Distance Learning Teacher and handle matters relating to nominations for the University-wide selection of Outstanding Distance Learning Teachers.

Members shall serve a one-year term and shall be appointed by the head of the nominating unit. The head of the nominating unit shall be an ex officio member and shall serve as convener of the Selection Committee.

In principle, at least one-half of the members of a Selection Committee shall be distance learning specialists, including at least one distance learning specialist from outside the nominating unit.

Article 7 The number of Excellent Distance Learning Teachers that each nominating unit may nominate shall be calculated on the basis of the number of full-time faculty members in the unit who have taught at the University for at least three years. One candidate may be nominated for every fifteen such faculty members, with any fractional result rounded to the nearest whole number.

Article 8 The selection of Outstanding Distance Learning Teachers shall be conducted once each academic year in accordance with the following procedures:

1. Each nominating unit shall, before the announced annual deadline, review the qualifications and relevant materials of candidates for Excellent Distance Learning Teacher and nominate Excellent Distance Learning Teachers, within the prescribed quota, to participate in the University-wide selection.
2. In addition to submitting a description of its selection process and one nomination information form for each nominee, each nominating unit shall request the nominee to prepare and submit the following materials to the Review Committee:
   (1) Representative course: An approximately 1,000-word narrative of the operation outcomes of a distance learning course during the preceding two semesters, together with supporting evidence of course operation. A course previously used as the representative course by a recipient of the Outstanding Teaching Faculty award shall not be used again as a representative course. If a course is co-taught by two or more faculty members, only one instructor may be nominated, and that instructor's contribution to the course shall be specified.
   (2) Reference courses: A list of distance learning courses taught during the two academic years preceding the nomination, the distance learning course evaluation results, the teaching evaluation results of the Office of Academic Affairs, and a summary of enrolled students' comments.
   (3) Reference materials: Evidence of outstanding achievements in digital teaching.
3. The Review Committee shall complete its review of Outstanding Distance Learning Teachers by June of each year. In addition to reviewing written materials and distance learning platform data, the Review Committee may conduct interviews, seek the opinions of relevant persons and former students of the nominee, and interview the nominee as part of its review. The review results shall be submitted to the President for approval.
4. A former Outstanding Distance Learning Teacher who is nominated again shall provide concrete achievements meeting at least one of the following conditions:
   (1) The faculty member has obtained Ministry of Education digital learning course certification for a course, and the certification remains within the validity period specified in the Ministry's review result.
   (2) The faculty member has published a textbook relating to digital teaching.
   (3) The faculty member has published research on digital teaching in a renowned domestic or international journal.
   (4) The faculty member's course has been selected as a policy-priority Massive Open Online Course (MOOC).

The achievement referred to in Subparagraph 4 of the preceding Paragraph shall have been completed after the faculty member's most recent receipt of the award.

Article 9 When nominating a candidate in accordance with the selection criteria, a nominating unit shall expressly include the following elements in its selection procedure:

1. The nominee's distance learning course evaluation results issued by the Office of Digital Education for the preceding two semesters, or records showing that the nominee obtained Ministry of Education digital learning course certification and offered the certified course as a distance learning course during the certification validity period.
2. The Office of Academic Affairs teaching evaluation results for the nominee's distance learning courses during the preceding two semesters.
3. The overall opinions of faculty members and administrative personnel within the unit.

Article 10 Faculty nominations by the Review Committee and the Selection Committees shall be conducted as follows:

1. A meeting shall be chaired by the convener. If the convener is unable to chair the meeting, the members of the relevant committee shall elect one member from among themselves to serve as chair.
2. Committee members shall attend the meeting in person.
3. At least two-thirds of all members shall be present, and a nomination shall be approved only with the consent of at least two-thirds of the members present.
4. Voting shall be conducted by secret ballot.

Article 11 Faculty members selected as Outstanding or Excellent Distance Learning Teachers shall participate in and help promote teaching development observation and seminar activities planned by the Office of Digital Education in order to improve the quality of digital teaching at the University.

Within four months after announcement of the award, an Outstanding Distance Learning Teacher shall provide one narrative on the operation of a distance learning course and participate in a studio-recorded video interview regarding the award experience. The materials shall be submitted to the Office of Digital Education for sharing on an internal University webpage. The recipient shall also provide distance learning consultation services during the following semester to assist University faculty members in improving the quality of digital teaching materials and the effectiveness of course management.

Article 12 The materials provided by award recipients may be arranged for public display.

Article 13 These Regulations shall be implemented following approval by the Administrative Meeting and promulgation by the President. The same procedure shall apply to amendments.