

Ming Chuan University Explanation of Consultation Procedures for Faculty Teaching

I. Explanation of Consultation Procedures for Faculty Teaching

1. Those faculty members whose scores on the Teaching Evaluation and the Faculty Evaluation are below standard are required to participate in Faculty Member Teaching Consultation.
2. Each department and graduate school can establish a Departmental Teaching Promotion Subcommittee or empower another body (such as Departmental Curriculum Committee) to improve the teaching quality of the unit. The members are departmental administrators and faculty members with excellent rating in teaching and research (Please refer to attachment 1 for the guidelines of establishment.).
3. Each school (center) can establish a School Teaching Promotion Subcommittee or empower another body (such as School Curriculum Committee) to improve the teaching quality of the school. The members are the Dean, departmental administrators and faculty members with excellent rating in teaching and research in the school (Please refer to attachment 2 for the guidelines of establishment.).
4. The Academic Affairs Division will submit the roster of the faculty members whose score on the Teaching Evaluation is below standard to the Teaching and Learning Resources Center at the end of the semester. The Teaching and Learning Resources Center will inform each department administrator confidentially. The Research and Development Division will submit the roster of the faculty members who fail the Faculty Evaluation to the Teaching and Learning Resources Center. The Teaching and Learning Resources Center will inform each department administrator confidentially.
5. After the department administrators receive the roster, they must arrange an interview with the faculty members who are to receive consultation confidentially to understand their questions and needs. The Departmental Teaching Consultation Meeting must be convened to integrate the departmental resources (such as inviting Departmental Teaching Promotion Subcommittee to provide teaching consultation) and discuss the relevant assistance measures (such as assigning teaching consultation teacher, suggesting teaching peers and senior faculty members to share their experiences, or requesting support from the Teaching and Learning Resources Center). After interviews with all the faculty members who are to receive consultation, the department can request teaching consultation support from the School by applying for a School Teaching Consultation Meeting with the minutes of the relevant consultation measures and suggestions. The above procedures must be completed as soon as possible after receiving the relevant roster. Copies of the minutes of the Department Teaching Consultation

- Meeting must be provided to each faculty member who is to receive consultation, as well as to the Teaching and Learning Resources Center.
6. The Dean of the School must convene the School Teaching Consultation Meeting as soon as he or she receives the request to integrate the departmental resources (such as inviting School Teaching Promotion Subcommittee to provide teaching consultation) and discuss the relevant assistance measures (such as suggesting inter-department teaching peers and senior faculty members to share their experiences, or requesting support from the Teaching and Learning Resources Center). The School Teaching Consultation Meeting must provide copies of the minutes to the responsible departments and to each faculty member who is to receive consultation.
 7. Each faculty member who is to receive consultation, with the support from the Teaching and Learning Resources Center, school, department and graduate school, must implement a teaching improvement project for one academic year after receiving the interview minutes from the administrator or the copy of minutes from the relevant teaching consultation meeting. These faculty members must accept teaching improvement consultation from the Teaching and Learning Resources Center, which includes writing and implementing a Faculty Member Teaching Improvement Project. During the implementation period, these faculty members can apply for the following assistance:
 - A. Class observation
 - B. Record and analysis of their teaching
 - C. Survey and analysis of their teaching
 - D. Consultation with teaching experts
 - E. Teaching demonstration (practice classroom)
 - F. Other relevant assistance
 8. The faculty members who are receiving consultation must submit two copies of the Faculty Teaching Improvement Project Implementation Outcome Report before the end of the consultation. One copy is for the department administrator and the other is for the Teaching and Learning Resource Center.
 9. The school (center) must convene a School (Center) Teaching Evaluation Meeting before the end of the consultation project, and evaluate the consultation outcome for determination to Continue Consultation, Pass or Fail. The roster of those with Fail ratings will be submitted to the departmental teaching evaluation unit for drafting how to process these cases.
 10. The Academic Affairs Division compiles the results of the School (center) Evaluation Meetings and the drafts of how to process the failed faculty members, and reports to the president and the relevant units.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****