

National Chi Nan University Language Teaching Center Chinese Language Teaching Section

Guidelines for Rewarding Outstanding Teachers

Approved at the 603rd Administrative Meeting on March 26, 2024

Approved at the 4th meeting of the 12th session of the School Affairs Fund Management Committee on May 20, 2024

1. The Chinese Language Teaching Section of the Language Teaching Center of this university (hereinafter referred to as "the Section") has established the "Guidelines for Outstanding Teacher Awards in Chinese Language Teaching at the [Language Teaching Center](#) of National Chi Nan University" (hereinafter referred to as "the Guidelines") to reward outstanding Chinese language teachers, encourage teachers to actively promote Chinese language education, and elevate overall teaching quality.
2. These guidelines apply to both full-time and part-time Chinese language teachers in the Section. Part-time Chinese language teachers must teach at least 200 hours per year in the Section to be eligible for the award.
3. The year-end work bonuses for full-time Chinese language teachers in the Section are administered in accordance with Article 7 of the "Operational Guidelines for the Employment of Chinese Language Teachers at the Language Teaching Center of National Chi Nan University," as specified in the "Standards for the Payment of Chinese Language Teachers at the Language Teaching Center.
4. The performance bonus for part-time Chinese language teachers in the Section is determined based on accumulated points from reward items (see attachment). Teachers who accumulate 70 points or more within the year may apply for the performance bonus. Those who do not reach 70 points are not eligible for the bonus. The performance bonus is capped at NT\$10,000. Any amount exceeding NT\$10,000 will be disbursed upon the approval of the university president.
5. Part-time Chinese language teachers must complete an application form and provide relevant supporting documents before the announced deadline for applying for the performance bonus each year. The applications will be reviewed and approved by the Section's Teacher Review Committee.
6. The necessary funds will be allocated from the annual income to the incentive fund to reward part-time Chinese language teachers based on their annual performance.
7. These key points will be implemented after approval by the Administrative Meeting and the [School Affairs Fund Management Committee](#), and the same applies to any amendments

The reward items and corresponding point calculation methods for the Chinese Language Teaching Group are as follows:

Reward Items	Description	Corresponding
Student Ratings of Instructor Effectiveness	Average student rating reaching above 4.0	Short-term courses can count for 1 point per session regular courses can count for 5 points per session
Course Management	Assisting the Center with the compilation or development of related teaching materials, question banks, and related tasks	Each task can earn 10 points, with a maximum of 20 points per session
Teaching Innovation	Implementing innovative teaching methods. Examples: Multimedia digital Chinese teaching, Chinese course recording, online Chinese teaching	Each task can earn 10 points, with a maximum of 20 points per session
Academic Development	Invited to other schools to give lectures on topics related to Chinese language teaching or present papers related to Chinese language teaching (reward limited to once for the same topic)	15 points each time
Educational Training	Participating in on-campus or off-campus education training or seminars related to Chinese language teaching	2 points can be counted each time, with a maximum of 10 points per session
Course Counseling	Providing additional time to tutor Chinese language students in their studies	1 point per student, with a maximum of 5 points per session
Student Life Counseling	Effectiveness in student counseling	1 point per student, with a maximum of 5 points per session
Assistance with Center Affairs	Assisting with the Center's course planning and other administrative tasks	Each task earns 5 points, with a maximum of 10 points
Other Special Contributions	Other special contributions (such as guiding competitions), with relevant supporting documentation to be provided	