

Guidelines on the Nomination for Distinguished Teaching Awards by College of Intelligent Science and Technology at I-Shou University

Adopted on September 30, 1999, at the second meeting of the College Affairs Council of the College of Electrical and Information Engineering in the first semester of the academic year 1999

Adopted on December 23, 2010, at the first meeting of the College Affairs Council of the College of Electrical and Information Engineering in the first semester of the academic year 2010

Amendments to Provisions I, II, V, and VII and the title of the Guidelines promulgated with the consent from the President dated February 16, 2011

Amendments adopted by the College Affairs Council on March 30, 2021, and promulgated with the consent from the President dated April 16, 2021

- I. The Guidelines on the Nomination for Distinguished Teaching Awards by College of Intelligent Science and Technology at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the College of Intelligent Science and Technology (hereinafter referred to as "the College") to improve the quality and effectiveness of teaching and to praise faculty members with outstanding teaching performance.
- II. Full-time faculty members of the College who have served at I-Shou University (hereinafter referred to as "the University") for three years or longer with excellent conduct, abide by the regulations and rules of the University, and satisfy the following requirements may be recommended by the College:
 1. having not received the university-level Distinguished Teaching Award in the previous three academic years;
 2. being dedicated themselves to teaching and providing counseling & guidance to students with regard to their learning and life;
 3. having passed all the faculty evaluations in the previous three academic years, and having been ranked among the top 50% within the College in the previous academic year in terms of basic and advanced performance in teaching;

4. having passed the teaching surveys in the previous academic year; and
 5. satisfying the aforesaid requirements and having offered one of the key courses valued by the University with a brilliant performance on teaching.
- III. The number of faculty members being recommended by the College shall not exceed 5% of the total number of full-time faculty members within the College (the number shall be rounded off to the nearest whole number). The student voting results from the subordinate departments (centers) shall be taken into account as well.
- IV. A recommendation panel for the Distinguished Teaching Awards shall be established by the College. The recommendation panel is composed of five to seven members selected by the Dean of the College and appointed by the President, and panel members shall serve a one-year term and may be re-appointed. The Dean of the College is the ex-officio member and convener of the recommendation panel.
- V. The recommendation procedure:
 1. Each department under the College shall submit a list of candidates and relevant information to the recommendation panel before a given deadline. The regulations concerning the recommendation of candidates for departments shall be made on their own.
 2. In principle, each department can recommend one candidate only.
 3. The candidates recommended by respective departments shall not serve as members of the recommendation panel. When a position of panel member falls vacant, the vacancy shall be filled by another faculty member of the same department with prior consent from the President.
 4. A quorum of at least two-thirds of the total membership will be required to validate a panel meeting, and consent from at least half of the members attending is required for resolutions. Panel members shall attend all panel meetings in person and are not permitted to designate a third party to act on their behalf.
 5. Panel members shall have a deeper understanding of each candidate before voting by secret ballot for the final candidate of the College and then recommend the final candidate to the Selection Committee on Distinguished Teaching Awards.
- VI. If the final candidate recommended by the College does not win the university-level Distinguished Teaching Award, the College shall praise the candidate for excellent teaching performance instead.
- VII. Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.
- VIII. The Guidelines become effective on the third day of promulgation after being adopted by

the College Affairs Council and ratified by the President.

Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.