

Guidelines for Incentives for Teaching Publications and Teaching Materials by Faculty Members of National Taipei University of Education

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- 108.08.28 Revised and approved in the 166th administrative meeting
- 108.11.01 Revised and approved in the 1st meeting of the School Affairs Fund Management Committee for the academic year 108
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一、To encourage the production of high-quality teaching materials by the faculty members and enhance teaching effectiveness, the "Guidelines for the Recognition and Incentives of Teaching Works and Educational Materials by the Faculty of National Taipei University of Education" (hereinafter referred to as the "Guidelines") are hereby established.

二、Categories of Incentives

The categories are as follows:

- (一) Teaching Publications: Published works that are publicly available, excluding translations, edited works, project final reports, and conference proceedings.
- (二) Teaching Materials: Published or distributed materials, patented materials, online applications, digitally certified materials, and materials available for download on the Ministry of Education's website, that are specifically designed to support classroom instruction. This includes charts, models, audio-visual CDs, computer software and hardware, digital materials, and original teaching equipment used for experiments or exercises.

三、The award criteria are as follows

(一) Teaching Publications:

1. The author's affiliation with the university should be stated in the author's introduction section.
2. Translations or compilations are not eligible for rewards under this policy.
3. Reprints or revised editions will not be considered for rewards.

(二) Teaching Materials: A teaching manual should be provided, which includes information about the target audience, appropriate usage scenarios, and a user guide (including

instructional guidance).

1. Digital Teaching Materials: Self-produced digital teaching materials designed for self-directed learning purposes, with accompanying audiovisual explanations. Each video should be a unit, with a length of 10 to 15 minutes. A minimum of six videos should be completed.

2. Computer Software and Hardware: In addition to the teaching manual, a separate software and hardware manual should be provided, including details about the execution program of the teaching materials and an operating guide (describing the required hardware and software environment, installation procedures, operating methods, and an outline of instructional guidelines). For online versions, server specifications and installation procedures should also be provided.

(三) Applications for rewards should be based on teaching publications or materials created within the past five years and have been effectively utilized in courses offered by the university.

四、The application and evaluation process for rewards are as follows

(一) To apply for this award, applicants should complete the application form and submit it along with one copy of the teaching publication or teaching materials to their respective department, institute, center, program, or teacher education office by the end of May each year. The applications from departments and institutes will be evaluated by the faculty review committee of the respective department, while the applications from centers, programs, and teacher education offices will be evaluated by the faculty review committee of the Office of Academic Affairs.

(二) The faculty review committee of each department will select up to five excellent teaching publications or teaching materials from the applications submitted by their respective departments. If, after the evaluation, there are still teaching publications or teaching materials that meet the evaluation criteria, one additional item may be included as a backup selection.

(三) The faculty review committee of the Office of Academic Affairs will select up to two excellent teaching publications or teaching materials from the applications submitted by their respective centers, degree programs, and teacher education departments. If, after the evaluation, there are still teaching publications or teaching materials that meet the evaluation criteria, one additional item may be included as a backup selection.

(四) The faculty review committees at the college level and the Office of Academic Affairs

should submit the meeting records and recommendation forms to the Teaching Development Center by the end of June each year. If the number of applications from each college does not meet the specified quota, the remaining slots may be reallocated among the colleges. The Teaching Development Center will invite the Dean of Academic Affairs and the deans of each college to convene a meeting to finalize the selections. After consolidating the results, the Teaching Development Center will submit them to the university president for approval. Upon approval, the awardees will receive monetary rewards and certificates.

五、The rewards are as follows

The awards for outstanding teaching publications and teaching materials, as approved through the evaluation process, are as follows:

- (一) For teaching publications that are co-authored or teaching materials that have been published, distributed, patented, utilized online, digitally certified, or made available for download on the Ministry of Education's website, the reward for each item is set at NT\$20,000.
- (二) For teaching publications that are a combination of authored chapters in a book, the reward is based on the proportion of the contributed chapters. The maximum reward for each item is set at NT\$20,000.

六、The principles of the reward system are as follows

- (一) To avoid duplicate rewards, each teaching publication or teaching material can only be eligible for a reward application once within the university.
- (二) If a teaching publication or teaching material is co-authored by multiple individuals, each person is limited to submitting one application per item. Applicants who only serve as the chief editor or general editor are not eligible for rewards.
- (三) Applicants must submit a declaration stating that they have not applied for rewards from any internal unit, a consent form from co-authors, and an intellectual property rights declaration.

七、Teachers who receive rewards should share their experiences regarding the awarded teaching materials or publications during professional activities for teachers within the university. They should also cooperate with internal activities to showcase their works at the Teaching Development Center.

八、The awarded teaching materials, including published textbooks, should be submitted to the library for unified collection.

九、 These guidelines are implemented after being reviewed and approved by the administrative meeting and the Campus Fund Management Committee.