

Implementation Guidelines for Classroom Observation and Feedback for Faculty at National Taipei University of Education

The 99th Administrative Meeting of National Taipei University of Education held on October 30, 2013 approved it.

- 一、To enhance the teaching quality of newly appointed faculty and teachers at all levels, promote their professional development through classroom observations and instructional feedback, the Implementation Guidelines for Classroom Observation and Instructional Feedback for National Taipei University of Education (referred to as "these guidelines" hereafter) have been established.
- 二、The implementation of classroom observation and instructional feedback is applicable to the following individuals:
 - (一)Observers:
 - a.Full-time faculty members of National Taipei University of Education, including retired faculty members.
 - b.Teachers recommended by departments for their outstanding teaching performance.
 - (二)Instructors:
 - a.Newly appointed faculty members of National Taipei University of Education.
 - b.Full-time faculty members of National Taipei University of Education who apply based on their individual teaching needs.
 - c.Teachers in need of improving their teaching quality.
- 三、The procedures for conducting classroom observation and instructional feedback are as follows:
 - (一)The Teaching Development Center may organize the "Teaching Observation and Feedback Workshop" for observers.
 - (二)The observation period for classroom observation and feedback is one semester, which includes pre-discussion, classroom observation, and post-feedback. Both the observer and the instructor are required to complete the necessary documentation during each phase.
 - (三)The announcement and administration of teacher classroom observation and feedback are conducted by the Teaching Development Center.
- 四、The format for the application form for classroom observation and feedback, as well as the record of discussions, will be determined separately by the Teaching Development Center.
- 五、These guidelines will be implemented after being approved by the university's administrative meeting and endorsed by the President.