

臺北基督學院教師教學專業成長促進辦法

Procedure for Promoting the Professional Teaching Advancement of Faculties of Christ's College Taipei

民國 104 年 3 月 26 日 第五次教務會議通過
民國 104 年 10 月 15 日 第二次行政會議通過

第 一 條 本校為強化教師教學專業成長，協助教師發展教學知能，以提升教學品質，特訂定本辦法。

Article 1 In order to promote the advancement of faculties' teaching profession, assist faculties to further develop their teaching knowledge, and, therefore, raise teaching quality, the College establishes the Procedure.

第 二 條 本辦法所稱教師教學專業成長係指回歸教學本位的專業成長，對不同發展階段與領域教師，提供差異化服務，內容包含新進教師教學協助、教學成長活動、教學合作、教學績優獎勵、教學評量與諮詢等面向。

Article 2 The advancement of faculties' teaching profession in the Procedure means the progression of fundamental teaching profession for faculties at various development stages and academic disciplines; and the Procedure offers them differentiated services, of which contents include various facets, such as assistance to new faculties' teaching, development activities for teaching, teaching cooperation, merit awards for teaching excellency, teaching appraisal and teaching consultation...etc.

第 三 條 新進教師教學協助應由各系所邀請一位該系所優良教師作為新進專任教師諮詢夥伴，實施期程為二年。諮詢夥伴教師應提供新進教師教學、研究、輔導及行政協助。教務處在教學資源製作優先考量新進專任教師之教學需求。

Article 3 To assist the teaching of a new faculty, the corresponding department or institute shall invite a faculty of excellence as the consulting partner of a new full-time, faculty for a period of two years.
The consulting partner shall offer the new faculty the assistance in teaching, research, student advisement and administration matters. Academic Affairs Office shall provide priority consideration to the teaching needs of new full-time faculties when producing instruction materials.

第 四 條 教學成長活動包含型塑教師專業學習社群及教師實踐社群進行跨領域學習、教學策略探討、教學科技與資源等活動，以增進教師通識核心教育與教師教育專業能力，必要時得邀請國外教師授課。

Article 4 The activities of Professional Teaching Advancement include various events and subjects, such as the conduction of interdisciplinary studies at “Community of Learning Teaching Profession from Model Faculties” and “Community of Teaching and Learning Practices”, the deliberations of teaching strategies, and the technology and resources of teaching...etc. In order to enhance the general education of faculties and the depth and capability of faculties’ teaching profession, it may be necessary to invite international scholars to teach courses at the College.

第 五 條 本校專任教師每學年應至少參加 4 小時教學成長活動，但新進教師應至少參加 6 小時，曾在他校服務年資三年以上之新進教師應至少參加 4 小時。

上述研習時數之採計，以教務處舉辦之研習活動為原則，其他單位研習時數之採計，應先送教務處核備。

Article 5 Each full-time faculty must attend instruction development activities for a minimum of four (4) hours every academic year. However, each new faculty, who has been teaching at the College for less than three (3) years, must attend such activities for a minimum of six (6) hours every academic year.

The above referenced hours of learning and study toward instruction development shall be based on the principle of the learning/study activities that are administered by AAO; and, the effective hours of all learning and studies sponsored by other departments or institutes must be pre-approved by AAO.

第 六 條 教學合作包含教師成長社群、協同教學等教學交流與對話，發揮教師教學團隊精神，以創造支持性的友善教學環境，提升教學效能。為協助教師根據需要自發性形成教學工作坊、教學研究會、網路學坊、教學圈與行動研究、讀書會等教師成長社群。

Article 6 Teaching cooperation consisting of exchanges and dialogues of teaching, such as Community for Faculties’ Advancement, Team Teaching...etc., is designed to unleash the team spirits of faculties in order to create supportive and friendly teaching environments as well as raise instruction effectiveness. To assist faculties’ spontaneous formations of various development communities, such as, Instruction Workshops, Teaching Seminars, Internet Workshops, Teaching Circles, Research Activities, Exploit Researches, and Reading Societies...etc.

第 七 條 教學績優獎勵包含特優教師遴選、教學彈性薪資、教學優良課程、優良教材與教具等項目，以表揚教師敬業精神，建立標竿學習典範。

Article 7 To compliment faculties’ professionalism and establish benchmark learning

standard, "Teaching Excellence Awards" program consists of elements, such as selection of excellent faculties, flexible teaching compensation, and the curriculum, materials and tools of teaching excellence.

第 八 條 為瞭解學生對教師授課之反應，以協助教師改進教學，提升教學品質，依本校「教學評量辦法」，定期蒐集學生意見，並應將分析結果提供教師參考。

針對教學評量不佳課程之教師，依本校「教學評量輔導辦法」，建立明確之輔導機制，積極進行教學改善。

為協助教師進行個人教學經驗分享，建立立即性教學輔導機制，教務處應提供包含教師個別會談、電話諮詢、線上諮詢及教學錄影等服務，以協助教師增進教學效能。

Article 8 In order to understand students' reactions to faculties' instructions for assisting faculties to improve teaching skills and upgrade teaching quality, the surveys and comments from students shall be regularly collected in accordance with "Teaching Evaluation Procedure"; and, the analyzed results of such surveys shall be provided to faculties for reference.
To proactively improve his/her teaching, an explicit advising-guidance mechanism shall be established for each teacher, who has been assessed to be unsatisfactory in teaching, according to Teaching Assessment Counseling Procedure.
In order to assist each teacher in sharing his/her teaching experience, the College shall establish an immediate teaching-advising mechanism; and, the Academic Affairs Official shall provide various services including personal interview(s) with the teacher, telephone consultation(s), online consultation(s) and video recordings of his/her teaching for the assistance in improving the teacher's instruction effectiveness.

第 九 條 教師在本辦法規範之各項措施的成果與記錄，教務處得依教師評審委員會之要求提供相關資訊。

Article 9 Upon being requested, the results and records of all measures under the rules of the Procedure shall be provided to Teacher Evaluation and Appointment Committee by Academic Affairs Office.

第 十 條 專任教師如為客座教授、講座教授或榮譽講座，不適用本辦法第三條及第四條。

Article 10 If full-time faculties were visiting professors, lecture professors or honorary lectures, Articles 3 and 4 of the Procedure are not applicable.

第 十 一 條 本辦法經行政會議通過，報請校長核定後公布施行。

Article 11 The Procedure shall be passed by Administration Committee meeting and submitted to the Principle for approval, announcement and implementation.