

# Regulations for the Implementation of Teaching Surveys at I-Shou University

Adopted on May 29, 2002 at the second meeting of the University Academic Council in the second semester of the academic year 2001

Amendments adopted on March 21, 2007 at the first meeting of the University Academic Council in the second semester of the academic year 2006

Adopted on April 22, 2011 at the second extraordinary session of the University Administration Council in the second semester of the academic year 2010

Amendments to the Regulations promulgated with the consent from the President dated on June 4, 2011

Amendments to Articles 4 and 8 promulgated with the consent from the President dated on June 21, 2012

Amendments to the Regulations promulgated with the consent from the President dated on November 22, 2013

Amendments to Articles 2-12 promulgated with the consent from the President dated on February 10, 2017

Amendments to Articles 5, 8, and 12 adopted by the University Administration Council on July 18, 2018, and promulgated with the consent from the President dated on August 7, 2018

Amendments to Articles 4-6, 8, 9, and 12 adopted by the University Administration Council on December 16, 2020, and promulgated with the consent from the President dated on January 5, 2021

- Article 1     The Regulations for the Implementation of Teaching Surveys at I-Shou University (hereinafter referred to as "the Regulations") are made by I-Shou University (hereinafter referred to as "the University") to help it understand students' opinions about course instructors and their instruction so as to improve the teaching quality.
- Article 2     The teaching survey covers all the courses offered by the University in one semester and is conducted online. In principle, the teaching survey is conducted twice every semester:

a midterm and a final teaching survey. Additional surveys may be conducted with prior consent from the Dean of Academic Affairs whenever necessary.

Article 3 To urge students to take part in the teaching survey, those who have completed both the midterm and the final teaching surveys on courses they take in one semester will be given priority to conduct course registration for the following semester.

Article 4 The teaching survey results mentioned herein refer to responses given by students on the teaching survey questionnaire about the courses they take. The applicable scoring guidelines, formula, and passing criteria are subject to the attached teaching survey guidelines. The output of the teaching survey is an individual teaching survey report for each faculty member (hereinafter referred to as "the report").

Article 5 The teaching survey results of courses will not be included for ranking and statistical purposes if they meet one of the following conditions, but those results will be provided to the responsible course instructors and the competent administrative heads for reference:

1. The number of respondents is less than five (for an undergraduate course) or three (for a graduate course).
2. Less than 35% of the students taking the course have completed the teaching survey.
3. The course is a modular one.
4. The course is a seminar course where instruction is jointly delivered by several course instructors (jointly-offered courses approved by the University shall not be included).
5. The off-campus internship (or clerkship) course offered by an instructor from outside the University.
6. The course is a jointly-offered one, and the number of its course instructors is more than the number of class hours per week.
7. A course instructor applies for leave in accordance with the Regulations of Asking for Leave for Teachers at I-Shou University, and the actual number of teaching hours of the course, therefore, is less than two-thirds of the total teaching hours for the semester.

Faculty members who offer EMI courses (except courses originally taught in English) or courses adopting innovative teaching or e-learning may, within the application period announced by the Center for Teaching and Learning Development (hereinafter referred to as "the Center"), apply for excluding such courses from ranking and statistical purposes. The aforesaid application will be accepted only when the faculty member offers the same course for the first time and the second time.

If a student has an attendance of less than two-thirds of the total class hours of a course or has withdrawn from a course, he/she shall not be counted when computing the response rate of the course, and his/her responses to the questionnaire will not be considered.

Article 6 To produce statistics on teaching survey results, courses that are qualified to be included for ranking and statistical purposes will be sorted based on their positive and negative scores.

A course will be deemed as falling short of the standards if it is ranked among the bottom 1.50% in terms of the positive score and among the top 1.25% in terms of the negative score.

Article 7 If a course taught by a full-time faculty member has fallen short of the standards in the final teaching survey twice in a row, its course instructor shall be changed in the following academic year (semester). If a course taught by a part-time faculty member has fallen short of the standards in the final teaching survey, the Regulations and the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University shall apply.

Article 8 The list of full-time faculty members whose courses have fallen short of the standards in the final teaching survey shall be sent to the responsible unit, and the unit head shall talk with the faculty member and students taking the course to understand the reason and submit relevant forms. Faculty members who fail to meet the standards for the first time within three semesters will be referred to the Teaching Performance Improvement Committee for further counseling. For faculty members who have failed to meet the standards twice within three semesters, they and relevant unit heads will be invited to attend a meeting of the Teaching Performance Improvement Committee for discussion about further counseling. For faculty members who have failed to meet the standards three times in a row, they will be referred to the Teaching Performance Improvement Committee for deliberation and then to the Teacher Review Committees at all levels for deliberation.

Those who are required by the Teaching Performance Improvement Committee to take part in counseling sessions are not permitted to have overtime teaching hours in the following semester.

The Center may submit special cases to the President or other relevant meetings for deliberation.

Article 9 Academic units shall give feedback and propose strategies for improvement based on teaching survey results and students' opinions in the previous semester. The strategies shall, before the midterm exam week, be approved by the competent Departmental

(Institute, Program, or Center) Affairs Councils and submitted to the Center for future reference.

Academic units shall announce the feedback and strategies for improvement through different channels, such as the official website, the meeting sessions with the department chair, and office hours.

Article 10 The Center may call an advisory meeting anytime to deliberate on the questions, the method, and the statistical analysis relating to teaching surveys after taking into consideration its needs as well as the feedback from faculty members and students.

The Dean of Academic Affairs is the ex-officio member and convener of the advisory meeting. The other members include one representative from each college, the Deputy Dean of Academic Affairs, and the Director of the Center.

Article 11 The results of the final teaching survey will be part of the criteria used by relevant committees for faculty promotion applications, faculty evaluations, and the selection of winners of the Distinguished Teaching Awards.

Article 12 Units and staffers engaged in teaching surveys and statistical analysis thereof shall maintain confidentiality regarding the process and the results of teaching surveys, and they are strictly prohibited from providing or disclosing relevant data without permission.

Course instructors may apply for a duplicate of their teaching survey results while heads of academic units may apply for a duplicate of the teaching survey results of faculty members of their units for official purposes. The information contained in the duplicate will cover only the report specified in Article 4.

Article 13 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*