

Guidelines on Nomination for Distinguished Teaching Awards by Department of Industrial Management at I-Shou University

Adopted on April 9, 2003 by the Departmental Affairs Council

Amendments adopted on July 24, 2006 by the Departmental Affairs Council

Amendments adopted on March 12, 2009 by the Departmental Affairs Council

Amendments adopted on January 6, 2010 by the Departmental Affairs Council

Amendments to the Guidelines ratified and promulgated by the President on May 31, 2010

Amendments adopted on February 17, 2012 by the Departmental Affairs Council

- I. The Guidelines on Nomination for Distinguished Teaching Awards by Department of Industrial Management at I-Shou University (hereinafter referred as the “Guidelines”) are established by the Department of Industrial Management (hereinafter referred as the “Department”) in accordance with the Regulations for Encouraging Outstanding Teachers at I-Shou University and the Guidelines on Nomination for Distinguished Teaching Awards by College of Management at I-Shou University to enhance teaching quality and praise faculty members with outstanding teaching performance.
- II. Full-time faculty members who are virtuous and abide by the University’s regulations and rules as well as meet the requirements below can be recommended by the jury for rewarding:
 1. having taught at the University for at least 3 years;
 2. having not been awarded the university-level Distinguished Teaching Award within the last 3 academic years;
 3. having been dedicated themselves to improving teaching approaches and teaching materials and had outstanding teaching performance;
 4. having been dedicated themselves to teaching and offered counseling and guidance to students for both academic studies and daily life;
 5. abiding by the University’s regulations and rules for teaching; and
 6. having passed the most recent three faculty evaluations, and have been ranked among the top 50% in terms of the basic and advanced performance on teaching within the

College of Management in the previous academic year.

- III. When two faculty members or more meet the requirements referred to in Provision II, the faculty member who has not been nominated before shall have the priority to be recommended.
- IV. There are two phases of the selection of candidates for the Distinguished Teaching Awards:
 1. Full-time faculty members of the Department shall vote by secret ballot. (Every faculty member is allowed to vote for up to two candidates. Any ballot with more than two candidates marked shall be discarded.)
 2. Junior, senior and postgraduate students of the Department shall vote by secret ballot. (Every student is allowed to vote for one candidate only. Any ballot with more than one candidate marked shall be discarded.)
- V. The voting results from faculty members and students shall each account for 50% of the total score for one candidate. The calculation method is as follows:
 1. Votes from faculty members: the number of votes each candidate gets shall be divided by the total number of votes for all candidates, and the result shall then be multiplied by 50% and rounded off to the nearest hundredth.
 2. Votes from students: the number of votes each candidate gets from junior, senior and postgraduate students shall be divided by the total number of votes cast by junior, senior and postgraduate students, respectively, and every result shall be in the proportion of 3:4:5 respectively. Then the result shall be multiplied by 50% and rounded off to the nearest hundredth.
 3. The candidate who has the highest score by adding up the results from the foregoing Items 1 and 2 shall be recommended as the nominee of the Department for the Distinguished Teaching Award. If the gap between candidates' final scores is less than 1%, the one who receives more votes from students shall be recommended; if the score gap of students' voting is less than 1%, the Chair of the Department shall determine which candidate to be recommended.
- VI. Any issues not mentioned herein shall be governed by the Regulations for Encouraging Outstanding Teachers at I-Shou University and the Guidelines on Nomination for Distinguished Teaching Awards by College of Management at I-Shou University.
- VII. The Guidelines become effective after being adopted by the Departmental Affairs Council and the College Affairs Council and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the statement or terms of these Guidelines, the Chinese language version shall prevail.