

National Yang Ming Chiao Tung University

Guidelines for “Teachers Community” Subsidy of Year 2024

I. Mission

To promote collaboration among teachers of the University on high-quality teaching and research, the faculty members are encouraged to spontaneously form Teachers Communities. The communities are aimed at promoting sharing of experience with teaching topics, development of interdisciplinary research, and implementation and strategies of innovative teaching. These will help form a sustainable growth mechanism for teachers’ pedagogic professionalism, and thereby enhance their teaching ability and self-development.

II. Implementation

1. The communities consist of the full-time and part-time faculty members of the University, with one full-time teacher elected to be the convener. Each teacher can join up to 3 communities and can serve as the convener of no more than one community. The applicant must submit application to the Center of Teaching and Learning Development (the Center hereafter) with required documents within the announced application timeframe.
2. The Center is in charge of the review of applications.
3. Each community shall organize at least one activity per month. The communities may determine the time and content of their activities, which may be in the forms of reading club, discussion of practices, development of teaching materials, or micro-teaching. The gatherings should take place at least once per month.
4. The subsidy amount is based on review of the planned content and expected results described in the application documents. The approved amount will be notified after the review.
5. The Teachers Communities are required to submit their monthly activity log each month. All activity information, documents, and records should be consolidated into an achievement report (along with electronic files) and submitted to the Center before the specified date. This includes submissions to the Experience Exchange Team, Cross-disciplinary Research and Development Team, Innovative Teaching Team, or the EMI Teaching and Learning Center (EMI Teaching Team).

III. Application dates

EMI Teaching Team Please submit a soft copy or hard copy of the application to the Center of Teaching and Learning Development before **March 22, 2024**.

Guangfu Campus: Ms. Wen-Hsun Chen may9077@nycu.edu.tw

Yangming Campus: Ms. Ying-Pin Kuo ypkuo5@nycu.edu.tw

IV. Application categories

1. **Experience sharing group:** focuses on exchanging teaching experience and enhancing teaching knowledge and abilities.
 - a. A community consists of at least 4 full-time or part-time teachers from different colleges or departments of the University.
 - b. The community can be operated as a reading club, teaching discussion or teaching demonstration, etc.
 - c. The highest subsidy amount is NT\$15,000 per case, which is limited to support of general expenses and does not cover capital accounts.
2. **Interdisciplinary R&D group:** develops new research topics by introducing industrial perspectives and incorporating knowledge and skills of the businesses.
 - a. A community consists of at least 3 full-time or part-time teachers from different colleges or departments of the University.
 - b. The application should clearly define the interdisciplinary R&D topic, purpose and expected results. Activities relevant to the R&D topic, such as application of research project collaboration, develop creation process and implementation, issue discussion and professional dialogues, writing and presentation of the results, should be carried out.
 - c. If the applicant is in execution of a continuous project, renewal application for the same topic will not be accepted for subsidy under this category.
 - d. The highest subsidy amount is NT\$40,000 per case, which is limited to support of general expenses and does not cover capital accounts.
3. **Innovative teaching group:** develops new curriculum, as well as researches and plans course contents and teaching materials based on innovative pedagogic strategies.
 - a. A community consists of at least 3 full-time or part-time teachers from different colleges or departments of the University.
 - b. The application should include innovative curriculum planning, pedagogic methodology, development of assessment tools or teaching materials, or introduction of social responsibility of universities into the teaching, etc.

- c. The highest subsidy amount is NT\$100,000 per case, which is limited to support of general expenses and does not cover capital accounts.
 - d. Those with outstanding results will receive support from the Center for course offering and for application to the University's subsidy for cross-disciplinary curriculum programs or capstone courses.
4. **EMI teaching group:** Exchange of English teaching experiences to enhance English teaching proficiency.
- a. A community consists of at least 3 full-time or part-time teachers from different colleges or departments of the University.
 - b. Implementation can follow the methods mentioned in (1) to (3) above.
 - c. The maximum subsidy for each case is NT\$100,000, limited to operational expenses and not including capital expenses.
 - d. The Bilingual Education and Learning Promotion Office of our school will periodically invite various groups to participate in bilingual teaching experience sharing sessions based on different themes.
 - e. Contact: Ms. Fang-Yu, Su. isuresu@nycu.edu.tw

V. **Subsidization**

The reviewed and approved Teachers Communities may use the approved amount for lecturing fee, travel stipend, supplementary National Health Insurance fee, meal inconvenience fee, material cost, part-time assistant wages, postage, teaching materials, printing cost and book cost, etc. Every community should spend and apply for reimbursement based on the approved amount. Each expense should be compliant with the funding utilization principles of the SPROUT Project (Sustained Progress and Rise of Universities in Taiwan Project) and relevant processes of the Accounting Office of the University.

VI. **Results and reimbursement**

1. Reimbursement: Please submit activity log, sign-in sheet and original receipts (including the expenditure voucher attachment sheet) of the month to the Center of Teaching and Learning Development before the 10th of the following month. This includes submissions to the Experience Exchange Team, Cross-disciplinary Research and Development Team, Innovative Teaching Team, or the EMI Teaching and Learning Center (EMI Teaching Team). Non-compliant submissions will not be accepted.
2. All reimbursements must be completed before December 13, 2024. Please inform the Center in advance if the submission cannot be completed before the deadline due to special reasons.

3. Achievement reports:

- a. Submission dates: Please submit hard copy or soft copy of the report to the Center before January 15, 2025.
- b. The convener and members of groups that did not submit the reports according to the guidelines will not be allowed to apply for subsidies under this program in the following year.

Important: These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version always takes precedence.