

Implementation Guidelines for Teaching Assistant System, Wenzao Ursuline University of Languages

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as the college was changed into a university.

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- I. The Guidelines are established by Wenzao Ursuline University of Languages (hereinafter referred to as the University) to help teachers improve teaching quality and to train students to provide tutoring to other students and improve students' learning achievement through work-study.
- II. The teaching assistants referred to herein include "class teaching assistant" and "tutoring teaching assistant". The funding required for hiring teaching assistants is provided by grants subsidized by the Ministry of Education and relevant budget allocations of the University.
- III. The "class teaching assistants" referred to herein are students of the University who assist teachers or teaching units in carrying out teaching activities. Such teaching activities include class participation (at least one hour a week to lead class practice and one after-class tutoring session per week), collection of teaching materials, production of teaching materials, correction of assignments and exam papers, class guidance and other teaching assistance. The "tutoring teaching assistants" referred to herein are students who help to provide tutoring to other students after class to improve their learning.
- IV. In principle, class teaching assistants shall be graduate students, fourth-year students of the junior college or above, or junior or senior students of the college program, but students taking the course shall not be the teaching assistant for the course or another course with the same course name. If students of other years are hired as teaching assistants, the reason shall be explained on the application form and relevant proof shall be submitted to the Office of Academic Affairs for approval. "Tutoring teaching assistants" shall be students with outstanding academic performance and shall be recommended by the student's teacher(s). Both class teaching assistants and tutoring teaching assistants shall participate in training courses and receive the required certificate of qualification.
- V. Principles for arrangement of class teaching assistants and tutoring teaching assistants:

Each full-time teacher, depending on their courses, may apply to hire teaching assistant(s) for a maximum of two courses (one course can have one assistant) and in principle, the same teaching assistant shall be hired. Departments

(graduate schools) and centers shall plan the budget needed to hire teaching assistants in accordance with actual needs.

VI. Guiding principles for the work-study salary of class teaching assistants and tutoring teaching assistants:

The work-study salary of class teaching assistants and tutoring teaching assistants are paid in accordance with the payroll of work-study students for the semester. The payment shall be made in accordance with the actual number of working hours for the month.

In principle, class teaching assistants shall work 16 hours per month and each student may apply to be the teaching assistant for at least two courses.

VII. Principles for application of class teaching assistants and tutoring teaching assistants:

Class teaching assistant: If a teacher from a department (graduate school) or center would like to apply for a teaching assistant, the applicant shall complete the class teaching assistant application form to be approved by the chairperson of the department (dean of graduate school) or center and submitted to the Dean of Academic Affairs for ratification before the deadlines announced by the Office of Academic Affairs.

Tutoring teaching assistant: After considering the actual needs of students for after-class tutoring, if a teacher from a department or center would like to apply for tutoring teaching assistants, the applicant shall complete the tutoring teaching assistant application form to be approved by the chairperson of the department (dean of graduate school) or center and submitted to the Dean of Academic Affairs for ratification before the deadlines announced by the Office of Academic Affairs. Students who have need after-class tutoring shall apply at departments (graduate schools) or centers. After matching a student with a tutor, both parties will be notified to coordinate the time and location for after-class tutoring and an after-class tutoring schedule shall be completed.

VIII. Class teaching assistants and tutoring teaching assistants shall complete the work report and record of working hours/ tutoring hours every month, detailing tasks completed for each month. After signing the work report and record of working hours, teaching assistants shall submit them to the department (graduate school) or center before the first day of the following month. Those who fail to submit the work report and record of working hours on time will not be paid for the month. The payment will be made after the said report has been submitted.

IX. Class teaching assistants and tutoring teaching assistants are required to participate in relevant training activities and seminars and are obliged to undergo evaluation and assessment. Those who fail to comply with this regulation may be replaced.

X. Teachers (applicants) receiving funding to hire teaching assistants are obliged to supervise and evaluate their teaching assistants. Before the end of the semester, teachers shall complete the overall evaluation sheet to evaluate the work performance of the class teaching assistant. The Office of Academic Affairs shall carry out a survey on all class teaching assistants to understand how teaching assistants support teaching. The survey on the teaching effectiveness of the courses with teaching assistants will be used as reference to evaluate the

actual effectiveness of the courses and to determine if the subsidy shall be provided for relevant courses in the following semester.

- XI. Any matters not stipulated herein shall be conducted in accordance with relevant regulations of the University.
- XII. The Guidelines become effective after they are approved by the Executive Committee and ratified by the President. Revisions must follow the same procedures.