

Wenzao Ursuline University of Languages

Guidelines for Consultation Procedures to Enhance Teaching Effectiveness

Ratified by the President on July 3, 2007

Revised by the 2nd Executive Committee on October 13, 2009

Ratified by the President on November 3, 2009

Revision of the title of the regulation by the President on September 30, 2013 as
the college was changed into a university.

Approved by the 6th Executive Committee on July 4, 2017

Ratified by the President on August 2, 2017

- I. To improve teaching quality and students' learning effectiveness, the results of the Teaching Quality Survey under the "Implementation Guidelines for Teaching Quality Survey, Wenzao Ursuline University of Languages" serve as a standard for evaluation, in which if the results of the students' survey show that the teacher in question has received less than 3.5 points for two or more courses (or for the only course that he/she has taught), the teacher in question should be consulted in accordance with the "Wenzao Ursuline University of Languages Guidelines for Consultation Procedures to Enhance Teaching Effectiveness."
- II. The Procedures are applicable to full-time teachers and contract teachers of the University.
- III. The Procedures are implemented in accordance with the following steps:
 - (1) The chairperson/director of each department (graduate institute) or center will carry out the preliminary interview with the teacher in question to understand the reason before preparing a record. When necessary, the chairperson/director may carry out individual interviews with students taking the course(s). The chairperson/director should then propose an appropriate consultation plan and ask the teacher in question to propose a teaching improvement plan and implement it accordingly. The chairperson/director should complete the "Teacher Consulting Interview Record" within two weeks after the beginning of the new semester. The record should then be reviewed by the dean of the college, the director of the Center for Faculty Development, the Dean of the Office of Academic Affairs, the Vice President, and the President. The original copy should be kept by the Office of Academic Affairs and the duplicated copies should be sent to the teacher's department (graduate institute) or center, college, and the Center for Faculty Development for follow-ups.
 - (2) If the teacher in question needs assistance with "teaching objectives and teaching content", the heads of academic units should convene relevant experts to provide assistance and consultation.
 - (3) If the teacher in question needs assistance with "teaching strategies and teaching methods", the Center for Faculty Development should provide consultation.
 - (4) With the consent of the teacher in question for classroom observation, the Center for Faculty Development may arrange to videotape the teacher. Then, the chairperson/director of the teacher's department (graduate institute) or center and the director of the Center for Faculty Development should invite experts from inside and outside the University to provide suggestions on how to improve teaching after the observation.

- (5) The chairperson/director of the teacher's department (graduate institute) or center, or the director of the Center for Faculty Development should complete relevant consultation before the midterm exam and should prepare the "Teacher Consultation Follow-up Record" within two weeks after the consultation. After the record is reviewed, the original copy should be kept by the Office of Academic Affairs and the duplicated copies should be sent to the teacher's department (graduate institute) or center, college, and the Center for Faculty Development for filing and reference.
- IV. If the teacher in question refuses to be interviewed or refuses to accept relevant consultation, the case will be submitted to all levels of faculty evaluation committee for examination.
- V. All personnel participating in the consultation procedures should keep the information strictly confidential.
- VI. The Procedures become effective after they are approved by the Executive Committee and ratified by the President. Revisions must follow the same procedures.