

Wenzao Ursuline University of Languages

Record of Teacher Consultation

Date: _____ Semester of _____ Academic Year

Name of the teacher receiving consultation: _____

Department (Graduate Institute) / Center: _____

✱This record should be filled out by the chairperson/director of the department (graduate institute) or center by selecting the following items (More than one item can be chosen.)

I. The main reason(s) why the students consider the teacher's teaching quality poor, according to the chairperson:	
	(1) The course taught is not within the teacher's field of specialty.
	(2) The teacher taught too many courses. The teacher taught _____ courses this semester.
	(3) The teacher is not familiar with teaching strategies and teaching methods.
	(4) The class is offered at inappropriate hours, which affects the students' learning motive.
	(5) Others
II. The areas where the teacher needs to improve for better teaching, according to the chairperson:	
	(1) More diversified teaching methods
	(2) The teaching content should meet the students' level and the objective of the course.
	(3) The teaching skills should be lively, thereby increasing interaction with the students.
	(4) Improve teaching attitude and enthusiasm
	(5) Actively interact with the students and pay attention to their learning progress
	(6) Improve professional expertise
	(7) Adopt diversified assessment according to the students' learning progress
	(8) Improve class management skills
	(9) Take part in workshops organized by the Center for Faculty Development for at least eight hours
	(10) Others
III. Teacher's self-improvement plan	
	(1) Take part in workshops organized by the Center for Faculty Development
	(2) Take part in workshops organized by the department (graduate institute) or center
	(3) Take part in teaching and expertise community
	(4) Take part in teaching demonstration
	(5) Others

IV. Consultation and suggestions (Please indicate if the teacher in question needs assistance for “teaching objectives and teaching content”, "teaching strategies and teaching methods", or “classroom observation.”)

Chairperson/director of the department (graduate institute) / center		Dean of college	
Director of the Center for Faculty Development		Dean of Academic Affairs	
Vice President			
President			

Remark:

1. Implemented in accordance with Article 2.1 of “Wenzao Ursuline University of Languages Guidelines for Consultation Procedures to Enhance Teaching Effectiveness.”
2. Please fill out the record within two weeks after the beginning of the new semester and submit the record to be reviewed by the Dean of College, Director of the Center for Faculty Development, Dean of Academic Affairs, Vice President, and the President.