

National Tsing Hua University

General Education Center

Implementation Guidelines for Teaching Assistants in General Education Courses

Amended and approved at the 4th Center Meeting of Academic Year 2014/2015 on December 8, 2014

Amended and approved at the 1st Center Meeting of Academic Year 2015/2016 on September 14, 2015

Amended and approved at the 5th Center Meeting of Academic Year 2017/2018 on January 8, 2018

Amended and approved at the 9th Center Meeting of Academic Year 2020/2021 on June 21, 2021

Amended and approved at the 3rd Center Meeting of Academic Year 2022/2023 on November 28, 2022

Article 1

To enhance the teaching quality of general education courses, the General Education Center of the University (hereinafter referred to as “the Center”) has formulated these Implementation Guidelines for Teaching Assistants in General Education Courses of the General Education Center, National Tsing Hua University.

Article 2 Classification of Teaching Assistants and Job Duties

(I) Teaching assistants of the Center must meet the qualification requirements of the University’s “Teaching Assistant Scholarship Student” or “Part-time Assistant” regulations.

(II) Teaching assistants of the Center are classified as follows:

1. TA-d – Teaching Assistant for Discussion (Teaching Assistant for discussion):

- (1) Includes the duties of a TA.
- (2) Assists instructors in classroom teaching.
- (3) Leads group discussions on a weekly basis.
- (4) Holds weekly academic consultation sessions (office hours).

2. TA - General Teaching Assistant (Teaching Assistant):

- (1) Assists course instructors with routine pre-class equipment preparation.
- (2) Performs classroom administrative tasks.
- (3) Helps organize and collect teaching materials for the course.
- (4) Manages the course website on the related platform.

Article 3 Principles for the allocation ratio of teaching assistants per course:

(I) Core General Education Courses:

Core general education courses may apply for either TA-d or TA, with a maximum of two teaching assistants per class.

Allocation ratio:

TA-d: For courses with 30 or more students enrolled, one TA-d may be applied for every 30 students.

TA: For courses with 50 or more students enrolled, one TA may be applied for every 50 students.

(II) Elective General Education Courses:

For courses with 50 or more students enrolled, one TA may be applied for, with a maximum of two teaching assistants per class.

(III) Supporting General Education Courses:

For courses that support general education, an application for TA-d or TA funding should first be made to the original department. If the number of students exceeds 50, an additional TA-d or TA may be applied for from the Center.

Article 4 Teaching Assistant Stipends:

- (I) The stipends for teaching assistants in general education courses are funded by the University's Office of Academic Affairs through the Graduate Student Scholarship and the Teaching Assistant Scholarship. After the teaching assistant and the instructor confirm, based on the actual teaching arrangements, whether the assistant is a "Teaching Assistant Scholarship Student" or a "Part-time Assistant," the Center will provide the relevant funding.
- (II) TA-d: Subsidized at 5 units per month for 4.5 months per semester.
- (III) TA: Subsidized at 3 units per month for 4.5 months per semester.
- (IV) In principle, the upper limit of units is NT\$1,000. If the University adjusts the annual budget or for other necessary reasons, the Center may distribute the total number of units (5 units for TA-d, 3 units for TA) proportionally among all teaching assistants based on the annual budget.

Article 5 Eligibility Requirements for Teaching Assistants:

- (I) TA-d positions are primarily for master's and doctoral students, and candidates must have attended the TA Training Camp organized by the University's Center for Teaching and Learning Development and obtained a certificate of completion.
- (II) TA positions are in principle to be held by graduate students at the University. In special cases, with the consent of the course instructor and the Center, senior undergraduate students may be appointed.
- (III) Each student may serve as a teaching assistant for no more than three general education courses per semester.
- (IV) "Teaching Assistant Scholarship Student" TAs must receive professional teaching and practical skills training by participating in official credit-bearing courses offered by the University, with the aim of enhancing teaching expertise or practical capabilities.

Article 6 Application and Appointment of Teaching Assistants:

- (I) Each course instructor may apply for a teaching assistant based on the nature of the course and actual teaching needs. The Teaching Assistant Application Form shall be submitted to the Center within two weeks after the start of the semester for review. The Center will approve appointments according to actual teaching requirements.
- (II) When appointing a teaching assistant, the instructor must confirm the part-time assistant category (Teaching Assistant Scholarship Student or Part-time Assistant) and complete the category confirmation procedure and relevant data entry in the "Assistant Registration System" before the student begins performing TA duties.

Article 7 Evaluation of Teaching Assistants:

- (I) Teaching assistants must cooperate with the Center for Teaching and Learning Development in conducting "Teaching Assistant Evaluations."

- (II) If the TA fails to fulfill the relevant job duties or meets the instructional needs of the instructor during the semester, the instructor may request to terminate the appointment. However, the TA must be notified two weeks prior to the termination date, and a written request must be submitted to the Center. If the TA raises an objection, the matter shall be mediated by the coordinator for that course area.

Article 8 Remedies for Teaching Assistant Rights and Interests

- (I) If a Teaching Assistant Scholarship Student believes that any measures or actions in the scope of teaching-related activities are unlawful or improper and have harmed their rights or interests, the matter shall be handled in accordance with the University's Guidelines for the Protection of Scholarship Student Rights and Interests.
- (II) If a Part-time Assistant's rights or interests are harmed, they may submit specific facts and claims to the local labor administrative authority to lodge a complaint or report.

Article 9

Matters not covered in these Guidelines shall be handled in accordance with relevant University regulations.

Article 10

These Guidelines shall be implemented after approval by the General Education Center Meeting, and the same shall apply to any amendments.