

# 國立臺北教育大學教學意見回饋與支持系統實施要點

## National Taipei University of Education Implementation Guidelines for Instructional Feedback and Support System

84.4.11 本院83 學年度第1 次教務會議通過  
89.12.20 本校89 學年度第1 學期第2 次教務會議修正通過  
93.10.20 本校93 學年度第1 學期第1 次教務會議修正通過  
94.12.21 教務會議修正通過  
98.3.11 教務會議修正通過  
99.6.2 教務會議修正通過  
100.10.12 教務會議修正通過  
101.5.23 教務會議修正通過  
101.10.24 教務會議修正通過  
101.11.28 第88次行政會議修正通過  
103.1.22 第102次行政會議修正通過  
103.4.30 第105次行政會議修正通過  
103.8.27 第109次行政會議修正通過  
105.5.25 第129次行政會議修正通過  
105.6.29 第130次行政會議修正通過  
106.2.22 第138次行政會議修正通過  
107.6.27 第152次行政會議修正通過

Approved by the 1994 Academic Year 1<sup>st</sup> Academic Affairs Meeting on April 11, 1995  
Revised and approved by the 2000 Academic Year 1<sup>st</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on December 20, 2000  
Revised and approved by the 2004 Academic Year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on October 20, 2004  
Revised and approved by the Academic Affairs Meeting on December 21, 2005  
Revised and approved by the Academic Affairs Meeting on March 11, 2009  
Revised and approved by the Academic Affairs Meeting on June 2, 2010  
Revised and approved by the Academic Affairs Meeting on October 12, 2011  
Revised and approved by the Academic Affairs Meeting on May 23, 2012  
Revised and approved by the Academic Affairs Meeting on October 24, 2012  
Revised and approved by the 88<sup>th</sup> Administrative Meeting on November 28, 2012  
Revised and approved by the 102<sup>nd</sup> Administrative Meeting on January 22, 2014  
Revised and approved by the 105<sup>th</sup> Administrative Meeting on April 30, 2014  
Revised and approved by the 109<sup>th</sup> Administrative Meeting on August 27, 2014  
Revised and approved by the 129<sup>th</sup> Administrative Meeting on May 25, 2016  
Revised and approved by the 130<sup>th</sup> Administrative Meeting on June 29, 2016  
Revised and approved by the 138<sup>th</sup> Administrative Meeting on February 22, 2017  
Revised and approved by the 152<sup>th</sup> Administrative Meeting on June 27, 2018

- 一、為協助教師瞭解學生對授課之反映，據以改進教學品質，提升學生學習成效，特訂定本要點。

These guidelines have been drafted to assist instructors in understanding students' reaction to classes and in doing so, enhance the quality of teaching and further improve the students' learning results.

- 二、每學期期末針對學士班及碩、博士班及碩士在職專班所有課程，以學生學習成果導向問卷進行師生狀況調查，服務學習課程及專案獲簽准的課程得不納入實施範圍。  
協同教學課程，學生僅就主授課教師之教學狀況填答問卷，或另依專簽核定辦理。  
協同教師之鐘點時數於0.5小時(不含)以下得不納入實施範圍。

At the end of every semester, the Student Learning Outcome - Oriented Questionnaire will be used to survey at the status of both instructors and students of all the classes in the undergraduate, graduate school, and in-service master's programs. The service learning courses and those approved as special cases are not covered by these guidelines.

For students in collaborative teaching programs, they are only required to fill out

questionnaires on their main course instructor or in accordance with the terms of the signed agreement.

Collaborative instructors whose teaching hours are less than 30 minutes are not covered by these guidelines.

- 三、各班別有效填答問卷數應達下述門檻，填答結果方列入第五點及第六點之統計結果運用：博士班課程2份以上，碩士班課程4份以上，學士班課程10份以上，碩士在職專班課程7份以上。

The number of valid questionnaires for each class should reach the following required minimums; the statistical results mandated in Article 5 and 6 will apply to the questionnaire results:

More than 2 results for doctorate degree programs; more than 4 results for master degree programs; more than 10 for undergraduate programs and; more than 7 for in-service master's programs .

- 四、學生學習成果導向問卷採網路線上填答，由教務處進行統計和分析。學生需填答當學期全部學生學習成果導向問卷完畢後，方得選修次一學期課程。

The Student Learning Outcome - Oriented Questionnaire is to be answered online; the Office of Academic Affairs will be responsible for collating and analyzing the results. Students need to fill out all questionnaires for the semester to be allowed to choose classes for the next one.

- 五、學生學習成果導向問卷之統計結果，供各該授課教師、開課單位主管做為其了解教學情形或改善之參據。授課教師、系所主管、學位學程主任、院長、教學發展中心中心主任、師資培育暨就業輔導中心中心主任、通識教育中心中心主任、教務長、進修推廣處處長、副校長及校長皆有查閱前述結果之權限。全校性統計分析結果除供校長、副校長、教務長、進修推廣處處長及各院院長參考，聘任單位及學院可將教師之問卷統計結果列為教師評鑑及升等之用。

因業務所需經手問卷統計資料之人員，應負保密之責。

The statistical results of the questionnaire will be provided to the course instructors, and heads of the departments offering the classes to understand the status of instruction or use as a basis for improvement. Course instructors, department heads, degree/program directors, college deans, the director of the Center for Teaching and Learning Development, the director of the Center for Teacher Education & Careers Service, the director of the Center for General Education, dean of academic affairs, director of the College of Continuing Education, university vice president, and president have the authority to browse the above-mentioned results. Aside from the university-wide statistical results serving as references for the university president and vice president, dean of academic affairs, director of the College of Continuing Education, and deans of the various colleges, hiring departments and colleges may also use the instructor's questionnaire results for assessment and promotion purposes.

Personnel handling questionnaire statistical data due to job needs are responsible for maintaining the confidentiality of all documents.

- 六、學生學習成果導向問卷統計結果平均值於3.5分以下者之輔導機制如下：

The counseling process for those who score lower than 3.5 on the questionnaire is as follows:

- (一) 專任教師前一學期有1科平均值於3.5分以下，教師應於指定日期前填具改善計畫（表格由教學發展中心提供），經所屬單位主管核定後，送教學發展中心存查。

For full-time instructors who score below 3.5 in the previous semester, he or she should fill out an improvement plan before the designated date (form is provided by the Center for Teaching and Learning Development) and submit it to the Center for Teaching and Learning Development for filing and reference after being approved by the head of the department he or she belongs to.

- (二) 專任教師兩年內有任2科目平均值於3.5分以下者，由副校長、教務長、教學發展中心中心主任、進修推廣處處長及該教師所屬單位主管及學院院長組成期末教學評量支持小組，討論下列所需之輔導作為：

For full-time instructors who score below 3.5 in two classes within the last two years, the university vice president, dean of academic affairs, directors of the Center for Teaching and Learning Development and College of Continuing Education, as well as the head of the department the instructor belongs to and the deans of various colleges will form an end-of-semester instructional assessment group to discuss the needed counseling as follows:

1. 協調原開課單位主管變更授課科目。  
Coordinate with the department originally offering the class to change the subject of the class.
2. 協調安排薪傳教師以協助教學。  
Coordinate and arrange for mentor instructors to assist in teaching
3. 聘請教學優良教師提供課堂教學觀摩。  
Hire instructors with good instructional track records to provide in-class observation.
4. 協助原開課單位進行教學歷程導向問卷調查。  
Assist the department originally offering the class to carry out an instructional process assessment survey.
5. 建議其他有助改善教學品質之做法。  
Recommend other ways of helping improve instructional quality.

(三) 兼任教師與業界專家之學生學習成果導向問卷有1科(含)以上平均值於3.5分以下者，自次學期起不予續聘。

Part-time instructors and industry professionals who score below 3.5 in the Student Learning Outcome - Oriented Questionnaire in one or more classes will not be rehired from the following semester onwards.

(四) 前述第二款受輔導教師於輔導期間不得超鐘點授課、不得領取超支鐘點費用，亦不得在校外兼課

Instructors described in Subparagraph 2 may not receive overtime pay during the counseling period, nor can they teach extra classes and teach part-time outside the university.

(五) 前述第二款受輔導教師之成效，由期末教學評量支持小組依下列內容進行討論：  
With regards to the results of counseling on the instructors described in Subparagraph 2, the end-of-semester instructional assessment group will discuss the issue according to the following:

1. 教師提擬之教學改善計畫。  
The teaching improvement plan presented by the instructor
2. 接受輔導作為之相關佐證資料。  
Relevant supporting information regarding the receiving of counseling
3. 期末學生學習成果導向問卷結果。  
Results of the Student Learning Outcome - Oriented Questionnaire at the end of the semester
4. 教學改善說明。  
受輔導教師之成效得經期末教學評量支持小組決議，將輔導歷程及結果送所屬單位、學院及校級教師評審委員會酌參。

Explanation of teaching improvement

The results of the instructor receiving counseling will be deliberated and agreed upon by the members of the end-of-semester instructional assessment group, after which the counseling process and results will be submitted to the department and college the instructor belongs to, as well as the University Faculty Evaluation Committee for reference.

(六) 各單位進行新聘教師時，應確認應聘者是否曾任本校兼任教師或業界專家，其在

校兼任期間之學生學習成果導向問卷結果應列入聘任之參據。

When departments hire new instructors, they should verify whether applicants had served as part-time instructors or industry professional instructors. If so, their questionnaire results should be considered during the hiring process.

七、本要點提行政會議通過，陳校長核定後實施。

These Guidelines have been approved by the Administrative Meeting and implemented following approval by the University President.