[Promulgated on April 16, 2024]

NATIONAL TAIWAN UNIVERSITY
Enforcement Rules for the Nomination of Candidates for the Ministry of Education Distinguished Award for General Education Teachers

April 16, 2012 Amended and passed by the General Education Committee at its 105th meeting
April 09, 2024 Amended and Passed by the General Education Committee at its 146th meeting

1. Basis
   National Taiwan University (NTU or "the University") *Regulations Governing the Nomination of Candidates for the Ministry of Education Distinguished Award for General Education Teachers*

2. Nomination Process
   First Stage: Candidate Long-listing – Eligible candidates are screened from NTU faculty members based on the criteria specified in Article 3 of the NTU Regulations Governing the Nomination of Candidates for the Ministry of Education Distinguished Award for General Education Teachers.
   Second Stage: Preliminary Review – The first meeting of the Candidate Nomination Committee for the MOE Distinguished Award for General Education Teachers is convened to conduct a preliminary review of the list of candidates identified in the First Stage of the Nomination Process. Three to five candidates from the list are then selected for the Interviews and Observation stage and the Secondary Review stage.
   Third Stage: Interviews and Observation – Candidates are notified to provide relevant information; members of the Nomination Committee conduct the necessary reference checks, which may include interviewing students and the candidates themselves and arranging teaching observation sessions, if necessary.
   Fourth Stage: Secondary Review – The second meeting of the Candidate Nomination Committee for the MOE Distinguished Award for General Education Teachers is convened to determine the finalist(s) to be submitted to the MOE Distinguished Award for General Education Teachers.

3. Procedures

Stage	Unit(s) Responsible	Remark	Remark/Attachments
Nomination process initiated	CGE	1. NTU initiates the candidate nomination process upon receiving MOE's notification letter inviting the University to submit nominations for the "Distinguished Award for General Education Teachers". 2. The University forms the NTU "Candidate Nomination	

Stage	Unit(s) Responsible	Remark	Remark/Attachments
		Committee for the MOE Distinguished Award for General Education Teachers" ("DAGET–CNC") in accordance with relevant regulations.	
First Stage: Candidate Long-listing	CGE, Office of Academic Affairs	1. CGE announces the detailed qualification requirements for the year and identifies a list of eligible candidates, based on data provided by the Office of Academic Affairs, in accordance with Article 3 of the NTU Regulations Governing the Nomination of Candidates for the Ministry of Education Distinguished Award for General Education Teachers. 2. CGE compiles each candidate's information on teaching liberal education courses based on the above list and places the files at the CGE office for perusal by Nomination Committee members.	
Stage Two: Preliminary Review	DAGET–CNC	First Nomination Committee meeting is convened to focus on: 1. Discussing nomination principles and means of interviews and observation (e.g., interviews with students and candidates; teaching observation sessions) 2. Conducting analyses of and discussions on candidates' information; identifying 3 to 5 preliminary candidates for the next stage. 3. Assigning interviewees to Nomination Committee members based on the list of short-listed candidates.	CGE is responsible for the meeting's administrative support and for compiling the meeting minutes
Stage Three: Interviews and Observation	CGE	1. CGE notifies short-listed candidates and requests that they prepare the required information and submit them to CGE. 2. CGE provides logistic assistance to Nomination Committee members with regard to interviewers and interview schedules and venues.	Candidates provide their information based on the candidate selection data format specified by MOE for "Distinguished Award for General Education Teachers"
	DAGET–CNC1. Nomination Committee members conduct interviews and observation based on their	1. Nomination Committee members conduct interviews and observation based on their assigned groupings. 2. CGE provides various simplified forms required to conduct the interviews and observation to Nomination Committee members, who will enter the results into these forms.	Faculty member interview record sheet; Student interview record sheet; Teaching observation record sheet

Stage	Unit(s) Responsible	Remark	Remark/Attachments
	assigned groupings.		
Stage Four: Secondary Review	DAGET–CNC	Second Nomination Committee meeting is convened to focus on: 1. Information gathered through the interviews and observation is reported to the Nomination Committee by each group, followed by discussions. 2. The Nomination Committee determines the number of finalists to be submitted to MOE to participate in the selection process of the "Distinguished Award for General Education Teachers". 3. The Nomination Committee votes, after careful deliberations, to select the finalists representing NTU in the MOE "Distinguished Award for General Education Teachers".	CGE is responsible for the meeting's administrative support and for compiling the meeting minutes
Approval of Finalists	NTU President	The Nominating Committee's voting results are submitted to the President of the University for approval.	
Submission of nominations to MOE	CGE	Assistance is provided to nominated faculty members to prepare documents required for the MOE "Distinguished Award for General Education Teachers" and to submit them by the specified deadline.	All documents required by MOE for the submission process

4. Source of Funding
   All business expenses incurred from the nomination process are funded by the Center for General Education under the appropriate category.
5. This Implementation Plan shall be passed by the General Education Committee Meeting and then implemented on the date of promulgation.