**University of Taipei**

**Guidelines Governing the Incentive Program for English-Taught Courses**

Passed at the First Meeting of the International Affairs Council for the 2016-2017 Academic Year on June 30, 2016

Passed at the First Meeting of the Academic Affairs Council for the 2017-2018 Academic Year on November 17, 2017

1. These Guidelines were formulated in accordance with University of Taipei Guidelines Governing Teaching Hours and Over-Time Payment in order to promote internationalization, enhance students’ English proficiency, broaden their global perspectives, and encourage full-time instructors to teach courses taught completely in English.
2. These incentives apply to English-taught courses taught by full-time faculty which have been approved by the three different levels of curriculum committees. These Guidelines do not apply to language courses, courses taught by international faculty members, thesis supervision, projects, lectures, discussions, laboratory work, internships, technical courses, or practice courses.
3. “English-taught course” means a course taught by a full-time faculty member in which course content and classroom instruction are completely in English. This includes syllabus, textbooks, teaching, discussions, homework, and course evaluations. The format of the course may not consist of oral reports delivered by students.
4. Both English and Chinese versions of the course syllabus and teaching plan must be submitted before course registration. The course must be identified as “English-taught” for the reference of students. The instructor must also announce recommendations for taking the course and other important instructions before classes begin.
5. An English-taught course must meet minimum enrollment requirements in order to open. Teaching pay may be calculated as 1.5 teaching hours only after the course has been reviewed and approved in accordance with these Guidelines. Overtime pay will be handled in accordance with related regulations; however, an instructor must first satisfy their basic teaching load (including waivers/reduction for advising students or leading projects). An instructor may claim up to a maximum of two courses per semester (or six teaching hours per week), and must ensure they adhere to the University’s regulations with respect to the calculation of teaching hours. A course that does not reach minimum enrollment requirements but is required for international students may be opened following authorization.
6. An instructor must make their application through the program hosting the course and submit the following: application form (Appendix I), course syllabus (in English and Chinese), teaching plan (in English and Chinese), academic/professional experience (e.g. previous courses taught in English, academic performance, proof of English proficiency), and teacher evaluations from their previous English-taught courses. The host program will review the documents and then forward them to the Director of the program and the College Dean for approval. The application will then be approved by the Office of International Affairs and submitted to the Office of Academic Affairs to keep on record. An instructor may apply for a maximum of two courses (or six credits) per semester. An instructor may not apply if they received another form of reward or subsidization.
7. The host program must assess the effectiveness of the English-taught course every semester. The instructor must submit their teaching experience and recommendations (Appendix II) within two months of the end of a semester to the Committee on Internationalization in order to serve as a reference in planning English-taught curricula.
8. These Guidelines were passed by the Academic Council and implemented after the approval of the President.