靜宜大學教務處 通知

受文者：全校專兼任教師
發文日期：中華民國 112 年 3 月 1 日
發文字號：靜教綜字第 1120009 號
速別：普通件
密等及解密條件或保密期限：普通
附件：附件一-各級課程審查作業時程、附件二-師資介紹、附件三-教學計劃表操作說明、附件四-教師授課時數鐘點費核計辦法

主旨：**112 學年度第 1 學期各開課單位課程審查作業，敬請查照。**

說明：

一、**本校 112 學年度推行 16+2 週次教學，原第 17 及 18 週次教學活動視為+2 週次(創新教學單元)以不入教室為原則，可提前於 16 週內另擇時間完成(非原上課時段)，或於第 17 及 18 週進行。請教師規劃具創新創意之教學方法及上課型態活化教學，並請將該+2 週次進行日期、方式與考評等，記載於第 17 及 18 週課綱內，並請保存+2 週次教學記錄(簽到、錄影、照片、視訊截圖、作品繳交紀錄或其他可資證明之文件等)。**

二、靜宜大學教師授課時數鐘點費核計辦法第八條第一項：專任教師每週超授時數全學年一小時為限，不得超排時數，敬請配合辦理。

三、依據本校「開課辦法」(以下簡稱本辦法)第八條，任課教師需於每學期排課前，提送課程綱要由各開課系所(中心、室)課程委員會審查。

四、檢附本學期各級課程會議作業時程及表單(如附件一)，各單位 112 學年度第 1 學期開課請配合時程進行課程審查。

五、配合國際化政策招生，課程綱要需同時撰寫中文、英文兩種版本，敬請教師配合填寫。中、英文課綱未於規定時間內完成者，系統會記錄逾期，敬請教師配合。

六、課程綱要分為兩部分，第一部份『課程簡介』由學系課程委員會填寫，第二部分『教學計劃表』由任課教師填寫，自 3 月 1 日起至 3 月 30 日止。

七、教師如發現所授課程未完成第一部分課程簡介(及相關設定)，敬請即刻向開課學系反應，以免影響個人記錄。

八、因應教育部調查，自編教材為必填欄位，並新增『課程屬性』統計，敬請教師配合填寫。

九、為配合外部調查所需，新增 SDGS 指標調查(必填)，敬請教師配合填寫。

十、系統提供上、下二學期課程綱要輸入功能，老師可依學期別輸入課程綱要。

十一、為便於系課程委員修訂，同一課程如開設兩班以上，系統將自動帶入 A 班之課程簡介等資料，並由系課程委員修訂。

十二、敬請教師於排課前至本校『課程審查輸入平台』輸入擔任課程之課綱資料，相關操作步驟：e 校園服務網→各類系統功能→教務→「課程審查輸入平台」，操作說明請參考『教學計劃表』操作說明(如附件三)。

十三、為了解各開課單位執行開課審查情形，本學期將提報課程審查平台相關統計數據，敬請配合辦理。

十四、敬請配合於學生選課前完成課程綱要上傳，以利學生選課參考(本學期約於五月中旬)。

十五、各課程評分方式及比重，請明確載記，缺曠課扣分規定請符合比例原則。

十六、各科課程綱要務請載明請益時間，避免「另訂時間」等文字敘述；如請益時間為夜間或週末假日，亦請利用學系辦公室或上課教室等公眾出入區域，避免師生獨處一室情形。

十七、師資介紹電子檔如附件二，亦可至綜合業務組網頁下載。

十八、其他未盡事宜請參考靜宜大學教師授課時數鐘點費核計辦法(如附件四)。

正本：全校專兼任教師
副本：教務處、綜合業務組

教務長　鄭志文

Providence University Office of Academic Affairs Announcement

To: All full-time and part-time faculties
Date: March 1, 2023
Ref. No.: Jing-Jiao-Jung No. 1120009
Priority: Regular
Classification: Regular
Attachments: 1.Schedule for Course Review; 2.Faculty introduction; 3.Instruction for Teaching Plan; 4.Regulations on the Accounting of Faculty Teaching Load and Hourly Rate

Subject: Schedule for Course Review for All Units for 2023-24AY 1st Semester
Descriptions:

1. **Effective 2023-24AY 1st Semester, a trial 16+2 weeks of teaching is enacted. The 17th and 18th weeks are considered the "+2" weeks (for innovative teaching) and scheduled as non-classroom activity weeks, which can be conducted early during the 16 weeks (non-class hours) or conducted during in the 17th and 18th weeks. Faculties are encouraged to plan ahead innovative and creative teaching and class forms. Please record the dates, methods, and evaluation of the +2 weeks activities in the syllabus of the 17th and 18th weeks. Please also keep the teaching records of the 2 weeks (sign-in sheet, video and photos of the days, video screenshots, work submission records, or other supporting documents).**

2. **In accordance with Paragraph 1, Article 8 of *Regulations on the Accounting of Faculty Teaching Load and Hourly Rate,* the weekly teaching overload for the full-time faculty is a maximum of 1 hour per academic year; no additional hours should be assigned.**

3. In accordance with Article 8 of *Regulations on Course Offering* (hereinafter the "**Regulations**")*,* prior to the course scheduling per semester, the course instructors shall submit the course outlines in both Chinese and English to be reviewed by the respective course offering departments (institutes, centers, offices) curriculum committees.

4. Attached please find the schedule for course review by all levels for the current semester (see Attachment 1). Please follow the schedule and review the courses to be offered in 2023-24AY 1st Semester.

5. In line with the policy of internationalization, it is required to publish both Chinese and English versions of course outlines for international recruitment. Faculties are requested to kindly provide the necessary information. Please note: Failed to complete the upload the Chinese and English versions by schedule will result in the overdue record by the system.

6. The course outlines are divided into two parts. Part 1: Course Introduction is prepared by the respective Department Curriculum Committees; part 2: Teaching Schedule is prepared by the teaching faculties. The system is open from March 1-30.

7. If faculties find the part 1 (course introduction) of the course they're assigned to are not completed, please report it to the affiliated department office to safeguard their personal records.

8. In response to the MOE investigation, self-edited teaching material is a required field, and the statistics of "course attribute" has been added to the system.

9. To meet the needs of external surveys, a new SDGs indicator survey (required) is added. Faculties are requested to kindly provide the information needed.

10. The system provides the entry function for both the 1st and 2nd semesters. The faculties can enter the course outlines respectively.

11. To facilitate the revision work by the Department Curriculum Committee members, when there are more than two classes for the same course, the system will automatically bring in the course introduction of class A so that the committee members can revise from it.

12. Prior to course scheduling, all faculties are requested to key in the course outlines of the assigned courses at the Course Review Platform. The related steps are: Go to e-Campus Service → All e-Campus Service → Academic Affairs → Course Inspection System. Please refer to the instructions for Teaching Schedule.

13. To understand the execution of curriculum review in the respective units, the relevant statistical data on the curriculum review platform will be submitted to the competent authorities this semester.

14. For students' reference, please complete the course outlines upload before the course registration begin (around mid-May this semester).
15. Please clearly provide the grading method and proportion for course evaluation; the rule of grade deduction due to absenteeism should comply with the principle of proportionality.
16. Please indicate clearly in the course outlines the Office Hours and avoid using descriptions such as "By appointment". If the office hours are set in the evening or weekends, please use venues of easy public access, such as the department office or classrooms and avoid private meetings.
17. The e-file of faculty introduction is shown in Attachment 2, or you can download it from the webpages of the Div. of R&C.
18. For the matters not addressed here, please refer to *Regulations on the Accounting of Faculty Teaching Load and Hourly Rate* (see Attachment 4).

Original: All full-time and part-time faculties
Copies: Office of Academic Affairs; Div. of R&C

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