

Wenzao Ursuline University of Languages

Guidelines for the Selection of Professional Development Award Recipients

Approved at the Administration Meeting on December 6, 2016
Amended and approved at the Administration Meeting on August 8, 2017
Amended and approved at the Administration Meeting on May 1, 2018
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Amended and approved at the Administration Meeting on July 7, 2026
Ratified by the President on July 27, 2026

1. To encourage faculty members who serve as exemplary models of professional development and to recognize their efforts and contributions in their professional fields, Wenzao Ursuline University of Languages (hereinafter referred to as "the University") hereby establishes these Guidelines.

2. Award amount and number of recipients:

(1) Award title: Professional Development Award.

(2) Up to two recipients may be selected each academic year; one or both awards may remain unfilled.

(3) Each recipient shall receive an award of NT\$120,000.

The funding for the award may be provided from reward and subsidy funds.

3. Nominees must be current full-time faculty members of the University, including those appointed within or outside the University's approved staffing complement.

4. Nomination criteria and preliminary selection procedures:

Nominees must have completed at least 15 consecutive years of service at the University, excluding any periods of leave without pay while retaining position, and must meet at least one of the following criteria before the preliminary selection:

(1) The nominee meets the requirements set forth in the laws, regulations, or official directives of the Ministry of Education, has made significant contributions or outstanding achievements in academic research or teaching, and has received recognition from the academic community.

(2) The nominee has attained one or more achievements listed in Article 3-2 of the Full-Time Faculty Evaluation Regulations of Wenzao Ursuline University of Languages.

Nominations shall be made through one of the following preliminary selection procedures:

(1) A department or center may submit a nomination. After review and approval by the Department Faculty Evaluation Committee and the College Faculty Evaluation Committee, the nomination shall be forwarded to the Final Selection Committee for review.

(2) A college dean may submit a nomination. After review and approval by the College Faculty Evaluation Committee, the nomination shall be forwarded to the Final Selection Committee for review.

(3) The President or a Vice-President may submit a nomination directly to the Final Selection Committee for review.

The nominating unit or individual shall state the reasons for nomination on the nomination form. The nominee shall submit supporting documentation of outstanding achievements.

Failure to provide such documentation shall be deemed a waiver of eligibility for final selection.

5. Final selection procedure: The Final Selection Committee shall consist of the University's Vice-Presidents, the Dean of Academic Affairs, the Dean of Research and Development, two college deans, and five elected members, with the latter seven selected through mutual recommendation by the University Faculty Evaluation Committee. The President shall designate one Vice-President to serve as convener, and the Director of the Personnel Office shall serve as executive secretary. External committee members may be invited to participate as needed.
6. During the selection process, administrative units shall cooperate by providing relevant information. Units using such information shall comply with all obligations concerning personal data protection.
7. Award recipients shall be publicly recognized at major University ceremonies and presented with certificates. Award payments shall be made in accordance with relevant University regulations. The names of unsuccessful nominees shall be handled as confidential documents in accordance with Faculty Evaluation Committee procedures, kept strictly confidential, and not disclosed.
8. Considerations for re-nomination after receiving the award:
 - (1) After receiving the award, the years of service and qualifying achievements required under the nomination criteria shall be counted anew.
 - (2) A recipient must fulfill the obligations prescribed in Point 9 before becoming eligible for nomination again.
9. Award recipients selected under Subparagraph (1) of Point 4 shall, upon invitation, participate in teaching demonstration and observation seminars, faculty development workshops, and other related events to share their professional development experience at least once in each academic year during the four academic years following receipt of the award.
10. These Guidelines shall take effect upon approval at the Administration Meeting and ratification by the President. The same procedure shall apply to amendments.

(The English translation is for reference only. In the event of any discrepancy, the Chinese version shall prevail.)