

National Taiwan Normal University English Department

Course Assignment Regulations

Approved on May 12, 2010 by the Curriculum Committee, Department of English
Amended and approved on June 25, 2010 at the Department of English staff meeting

1. In order to facilitate course assignments, this document “Course Assignment Regulations” is drafted.
2. There are three kinds of courses in the Department of English:
 - a. Required courses offered by the Department (including content-area courses and language courses).
 - b. Elective courses offered by the Department (including undergraduate and graduate courses) and required general English courses for non-majors.
 - c. Honors Courses and Advanced English Courses.
3. The minimum required teaching hours should be arranged following the order of the courses listed above. Each teacher should, in principle, not teach more than one graduate course per semester. Those who wish to teach overtime can offer general education courses or required or elective courses in other departments.
4. According to NTNU regulations, a course that did not have the minimum number of students, but was allowed to be offered so that the instructor could meet his/her minimum number of course hours, will not be allowed to be offered in the following academic year unless it meets the enrollment threshold.
5. Each teacher is required to teach a writing course (excluding the research methods course) for at least seven years. Teachers who have fulfilled the seven-year commitment may be requested to offer a writing course if there is an insufficient number of teachers available to teach writing.
6. If the teaching of a writing course is suspended due to reasons such as assuming the position of editor-in-chief for a departmental journal, a teacher is required to fulfill the remaining years of composition-teaching after the other duty is completed. In this case, there is no guarantee that the same writing course will be assigned.
7. It is recommended that each teacher offer no more than one general education course per semester. If two general education courses are offered by a teacher, one of them should be offered at either the Gong-Guan Campus or the Linkou Campus.
8. If a teacher is granted a reduction of teaching hours, the courses waived should not be the required ones, and the guidelines specified in this document should be followed.
9. These regulations will be put into practice in Fall 2010 upon approval by the English Department Council.