

Document of Shenzhen Technology University

No.12,2022

Notice on printing and distributing the Working Rules of the Undergraduate Teaching Supervision Group of Shenzhen Technology University (Trial)

All units of the school:

The working rules of the undergraduate teaching supervision group of Shenzhen Technology University (Trial) is hereby printed and distributed to you. Please comply with it.

It is hereby announced that.

Shenzhen Technology University
March 21,2022



Working Rules of Undergraduate Teaching Supervision Group of Shenzhen Technology University (Trial)

1 In order to improve the undergraduate teaching supervision system, ensure the effective development of the undergraduate teaching supervision, strengthen the monitoring of teaching quality, and improve the quality of undergraduate education and teaching, these working rules are formulated.

2 The undergraduate teaching supervision group shall supervise, inspect, evaluate, review, guide, decide and consult on the whole process of undergraduate teaching.

3 Conditions and procedures for the appointment of the members of the undergraduate teaching supervision group

3.1 Members shall be 50 years old or above (except for special circumstances), with the title of associate professor (or corresponding) or above, and shall be composed of professional, part-time, on-duty and retirees.

3.2 Members of the undergraduate teaching supervision group should have a high sense of responsibility, be impartial, be familiar with the teaching rules and educational concepts of higher education, have rich experience in teaching and management, be enthusiastic about teaching reform and teaching research, rigorous scholarship, exemplary, respected and in good health.

3.3 The members of the undergraduate teaching supervision group shall be nominated by the Teaching Quality Supervision Office and submitted to the president's office meeting for deliberation.

3.4 The term of office of the undergraduate teaching supervision group is one year. Those who pass the examination and meet the requirements may continue to be appointed in the next year according to the needs of the university.

3.5 During the employment period, the members of the undergraduate teaching supervision group who are unable to work or are not competent for some reasons may be replaced or dismissed. The teaching quality supervision office determines whether to replace new members as needed.

4 Organizational structure and personnel composition

(1) The undergraduate teaching supervision group is attached to the teaching quality supervision office. The undergraduate teaching supervision group has one head and one full-time secretary, who is responsible for the daily management work.

(2) The undergraduate teaching supervision group is divided into two parts

The first supervisor part focuses on maintaining teaching order and implementing teaching norms. It is composed of 2~8 retirees with associate professor title (or corresponding) or above. It implements a full-time working system, requiring them to visit the teaching every day, timely report the teacher's arrival on duty, and understand the dynamic information of the teaching process.

The second supervisor part focuses on the control and improvement of teaching quality. It is composed of 9~20 teachers with the title of associate professor (or corresponding) or above, and they work part-time according to the

undergraduate teaching and related work needs of the university.

5 Responsibilities of the undergraduate teaching supervision group

5.1 Carry out regular teaching inspection activities such as teaching inspection and examination inspection, and cooperate with the department of academic affairs to carry out mid-term teaching inspection.

5.2 Attending lectures deeply, including random lectures and thematic lectures. Supervise the whole teaching process, standardize teachers teaching behavior, check and supervise the teaching discipline and teaching effect, evaluate teachers teaching situation, and build a good teaching style and learning style.

5.3 Members of the undergraduate teaching supervision group are required to attend lectures no less than 2~5 times per semester, and the length of each class should be 1 class hour. After attending the lectures, they should communicate initiatively with the attended teachers, affirm the advantages, point out the shortcomings, put forward suggestions for improvement, and fill in the lecture evaluation form carefully.

5.4 According to the practice of teaching, examine and diagnose the problems existing in the overall teaching of the university, concentrate on some teaching topics involving a wide range and more concentrated problems, and put forward suggestions and measures for improvement.

5.5 Through symposiums, questionnaire surveys and interviews, extensively listen to teachers' and students' opinions, suggestions and demands on the teaching work, analyze the reasons affecting the teaching quality, and provide

consultation for the school's teaching management decision-making.

5.6 Closely cooperate with the Academic Affairs Department, discover, summarize and promote excellent teaching reform experience and teaching management experience, carry out observation teaching and demonstration teaching, and improve the teaching quality of teachers.

5.7 Participate in the relevant teaching inspection and evaluation work of the university.

5.8 Handle complaints from teachers and students about teaching work.

5.9 Participate in the school teaching award evaluation work.

5.10 Deliver "Teaching supervision suggestions" for improper teaching behaviors outside the scope of undergraduate teaching accidents of the university.

5.11 Attend school teaching meetings as required.

5.12 Assist in handling the complaints of the parties involved in the teaching accident.

5.13 Complete other teaching-related tasks assigned by the school.

6 In each step of the undergraduate teaching supervision work, the members of the undergraduate teaching supervision group shall abide by the following code of conduct:

(1) Adhere to fairness, orientation, democracy, incentive and service.

(2) Adhere to principles, good conduct integrity and self-discipline.

(3) Work signs shall be worn when inspecting, visiting, listening to lectures and investigating.

(4) Modest, sincerely and consciously accept the supervision of all teachers, students and staff.

7 The undergraduate teaching supervision group shall implement the regular work meeting system, hold a working meeting once a month, and invite the person in charge of the department of academic affairs or the school leaders to participate in the meeting, feedback information and exchange experience.

8 The inspection results of the annual undergraduate teaching supervision group shall be submitted to the Human Resources Department and the Teacher Work Department of the University Party Committee in November every year, which shall serve as an important reference basis for teacher promotion, evaluation and performance distribution.

9 All relevant units and teachers of the university should actively cooperate with the undergraduate teaching supervision group. Those who have opinions on the evaluation of the supervision work may raise objections to the discipline inspection and supervision office.

10 This working procedure shall be tried out from the date of promulgation and valid for 2 years, and the teaching quality supervision office shall be responsible for the interpretation.

Shenzhen Technology University
March 21, 2022



Cc: school leaders, archives room.

The President's Office of
Shenzhen Technology University

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