

Document of Shenzhen Technology University

No.217, 2019

Notice on the Issuance of "Shenzhen Technology University Undergraduate Teaching Guidance Committee Charter (Trial)"

All departments of the university:

The "Shenzhen Technology University Undergraduate Teaching Guidance Committee Charter (Trial)" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University
On May 16, 2019



Shenzhen Technology University Undergraduate Teaching Guidance Committee Charter (Trial)

Chapter 1 General Provisions

1 In order to achieve the scientific, democratic, and standardized management of undergraduate teaching, to promote the continuous improvement of the school's undergraduate teaching level and teaching quality, and to ensure the realization of talent cultivation goals, the school establishes the Teaching Steering Committee. To fully exert its functional role and clarify its scope of responsibilities, this charter is specially formulated.

2 The Teaching Steering Committee is composed of two levels: the School Teaching Steering Committee and the College Teaching Steering Committee.

3 The Teaching Steering Committee is an organizational body under the leadership of the school's Party Committee, which guides, evaluates, and makes decisions on major issues in the school's teaching and teaching management, as well as teaching management rules and regulations, by this charter.

4 The Teaching Steering Committee must fully implement the national education policy, earnestly execute the instructions and requirements of higher authorities on education and teaching work, and follow the laws of education and teaching. Based on in-depth investigation and research into the school's teaching work, it should propose suggestions and opinions on aspects such as the school's teaching construction, teaching

reform, teaching management, teaching research, and quality control.

Chapter 2 Organization

5 Organization of the School Teaching Steering Committee

(1) The School Teaching Steering Committee is composed of the vice president in charge of teaching, heads of relevant departments, heads of each college (division), and both internal and external experts.

(2) In principle, members of the School Teaching Steering Committee are required to hold a doctoral degree.

(3) External experts consist of academic and industry experts. These external experts are randomly selected from the expert database based on the content of each meeting and the projects being applied for. The selected experts must participate in meetings and conduct reviews according to the regulations of the Teaching Steering Committee.

(4) To ensure the fairness and impartiality of the Teaching Steering Committee's decisions, an external expert member database is established. Each college is responsible for recommending experts in January and August of each year, which are then recognized by the Teaching Steering Committee. Colleges regularly verify and supplement the information of experts already in the database and submit it to the Academic Affairs Department.

(5) Candidates for committee members are recommended by the Academic Affairs Department and appointed after approval by the president's office meeting.

(6) The director of the committee is the vice president in charge of teaching, and the office of the School Teaching

Steering Committee is located in the Academic Affairs Department.

(7) As needed, the committee may establish subject committees, professional committees, and relevant special working committees.

(8) Members of the Teaching Steering Committee are appointed for a term of two years per term, and reappointment is allowed. To maintain stability and continuity of work, the number of members replaced each term generally does not exceed two-thirds.

(9) If a committee member is absent from meetings without reason for a long period or engages in unfair practices, their appointment may be terminated by a vote at a full meeting of the Teaching Steering Committee. Supplementary candidates are recommended by the Teaching Steering Committee and appointed after approval by the president's office meeting.

6 Organization of the College Teaching Guidance Committee

(1) Members of the College Teaching Guidance Committee shall be composed of teachers, teaching management personnel, corporate experts, and experts from foreign cooperative institutions and departments who have long been engaged in teaching work, are experienced, responsible, and can consider the college's undergraduate teaching work comprehensively from an overall perspective.

(2) Committee members are recommended by the party and government leadership team of the college, appointed by the dean, and reported to the university teaching guidance committee for review and filing.

(3) The committee has one director and one deputy director.

(4) In principle, committee members are required to hold a doctoral degree, with two years term, and are eligible for reappointment.

(5) If a committee member is absent from meetings without good reason for a long period or engages in unfair behavior, the plenary meeting of the college teaching guidance committee may vote to terminate the appointment and recommend alternative candidates, which will then be reported to the university teaching guidance committee for review and filing.

Chapter 3 Responsibilities

7 Responsibilities of the School Teaching Steering Committee

(1) To understand and grasp new trends in international and domestic educational teaching reform and development, and to provide consulting suggestions on educational teaching reform and talent cultivation work.

(2) To conduct research, review, supervision, guidance, evaluation, and consulting on teaching work.

(3) To study and review other teaching-related matters within the school.

8 Responsibilities of the College Teaching Steering Committee

(1) The College Teaching Steering Committee serves as a consulting and reviewing body for teaching within the college, with the responsibility to propose various constructive suggestions on the teaching work of the entire college, and to provide consulting and review on significant teaching matters within the college.

(2) The College Teaching Steering Committee provides consulting and reviews on important aspects of the college's teaching work (including talent cultivation plans, major settings, curriculum plans, teaching syllabus, course construction, textbook construction, laboratory construction, teaching excellence evaluation, etc.) and related professional work.

(3) Conduct inspections, supervision, and guidance of the daily teaching process in this college, identify issues promptly, and propose corrective suggestions. Have the authority to criticize and propose handling opinions for actions that violate teaching order.

(4) Make suggestions to improve the teaching management system and measures of this college and participate in decision-making.

(5) Propose or review teaching research topics and guide the teaching research work of this college.

(6) Participate in various assessments related to teaching. Supervise and guide the implementation and summary of the college's teaching evaluation system.

(7) Organize and implement college-level teaching research surveys.

Chapter 4 Working System

9 Work System of the School's Teaching Steering Committee

(1) The committee operates under a system of democratic centralism. Major issues must be thoroughly discussed through a vote taken, either by a show of hands or by secret ballot.

(2) A plenary meeting of the committee is only valid if attended by more than two-thirds (including two-thirds) of the

members. Decisions on major issues are only valid if more than three-quarters (including three-quarters) of the attending members vote in favor.

(3) Members of the committee must strictly observe work discipline and keep confidential any sensitive issues discussed; if the topics under discussion are related to themselves or their immediate family members, they should recuse themselves.

10 Work System of the College Teaching Guidance Committee

(1) The committee holds regular or irregular meetings of all members to study the teaching work and teaching reforms of the college in a focused manner.

(2) The committee practices democratic centralism. Major issues must be thoroughly discussed before being voted on by a show of hands or by secret ballot.

(3) A meeting of the entire committee is valid only if attended by more than two-thirds (including two-thirds) of the members. Decisions on major issues are valid only if more than three-quarters (including three-quarters) of the attending members vote in favor. Based on the actual situation of the teaching guidance committee members, modern information technology means can be used to improve the meeting format, and meetings can be held via teleconferencing, online video, or WeChat as appropriate.

(4) Decisions made by the College Teaching Guidance Committee are executed by the associate dean of teaching.

(5) Members of the committee must strictly observe work discipline and keep confidential any sensitive issues discussed; if the topics under discussion are related to themselves or their immediate family members, they should recuse themselves.

Chapter 5 Supplementary Provisions

11 These regulations shall come into effect from the date of promulgation.

12 These regulations are to be interpreted by the Department of Academic Affairs.



Cc: School Leader, Records Office.

Party and Government Office of
Shenzhen Technology University

Issued on May 16, 2019