

Appendix 02.4

Measures for Teaching Supervision of Hunan Institute of Engineering (Amendment)

Academic Affairs Office No. 24 (2024)

Chapter I General Provisions

Article 1. In order to fully implement the spirit of the Twentieth National Congress of the Party and the National Education Congress, and to carry out the fundamental task of fostering morality and educating people, in accordance with the "Regulations on Education Supervision" and "Opinions on Deepening the Reform of the Educational Supervision System and Mechanism in the New Era" of The State Council, effectively strengthen the supervision of teaching quality, improve the teaching quality assurance system, ensure that all aspects of the teaching process are standardized and meet the corresponding quality standards, and improve the level of school running. Give full play to the role of "supervision", "supervision", "supervision", "supervision" and "guidance" in the teaching supervision work in the process of teaching quality monitoring, to achieve the development goals of the school and talent training goals, combined with the actual situation of education and teaching in our school, formulated the measures.

Article 2 The school shall establish the school teaching supervision group and the school teaching supervision group, which shall be responsible for the work within their respective responsibilities Teaching supervision work. Under the leadership of the competent school leader and with the assistance of the Higher Education Research and Teaching Evaluation Center, the Teaching supervision Group is responsible for supervising, checking, guiding and commenting on all aspects of the teaching process. The Teaching supervision group of each college is responsible for supervising, checking, guiding and commenting on all aspects of the teaching process of the college in which it belongs. The college teaching supervision groups receive professional guidance from the school teaching supervision groups.

Article 3 All units, teachers and students should actively cooperate with and support the supervision work, and humbly accept the suggestions of the supervision experts Opinions and suggestions. No unit or individual may refuse or interfere with the normal development of teaching supervision.

Article 4 If any unit or individual has any objection to the opinions and

suggestions put forward by the supervisor, it may, after receiving the opinions, report 10. Submit an application for review to the school supervisor's office within working days. The Center for Higher Education Research and Teaching Evaluation should organize a review and reply within 10 working days.

Chapter II Organization and appointment

Article 5 The teaching supervision group of the university shall have 1 head, and may have 1 deputy head and the teaching supervision group of the university as required. The number shall be determined by the university according to the actual situation; The number of the teaching supervision group shall be determined according to the actual situation of the school.

Article 6 The teaching supervisors of the university and the members of the teaching supervision group of the college shall be rich in teaching experience, familiar with teaching laws, they shall be composed of retired or in-service teachers and administrators who are fair in handling affairs, rigorous in learning, serious and responsible in work, have the title of associate high school senior or above, and are no more than 70 years old in principle and in good health. The school teaching supervisor shall not concurrently serve as the teaching supervisor of the college.

Article 7 The term of appointment of the members of the teaching supervision group of the university is three years, and they may be engaged continuously, but generally not more than three terms shall be fulfilled. Those who fail to perform their duties or cannot continue to perform their duties for any reason may be dismissed in advance. The members of the teaching supervision group shall be hired by each teaching institute and reported to the teaching supervision group of the university for the record. The leader of the teaching supervision group shall be a leader of the teaching institute.

Article 8 The office of the Teaching supervision group of the University is located in the Center of Higher Education Research and Teaching Evaluation.

Chapter III The task of teaching supervisor

Article 9 The guiding ideology for running a school, the plan for educational development, the program for personnel training, the construction of disciplines and specialties, to provide consultation and suggestions on teaching reform, teaching management, teaching process, teaching quality, curriculum construction, textbook construction, teaching staff construction, laboratory construction, etc.

Article 10 To supervise, inspect and evaluate the teaching and teaching management work of schools and colleges as entrusted by schools; To investigate,

study and analyze the opinions and existing problems of the teaching and learning parties on the teaching work on a regular basis, and put forward suggestions to the university to solve the relevant problems. The teaching information and existing problems collected in the teaching inspection are timely fed back to the competent leaders and relevant functional departments . And the teaching institute, and urge timely solution, to ensure that the teaching supervision work on the whole school teaching quality monitoring role.

Article 11 Supervise the construction of school teaching style and study style.

Chapter IV Duties of teaching supervisors

Article 12 Study the educational principles, policies, laws and regulations of the State conscientiously, and strive to learn modern educational theories and methods. They should be familiar with the school's teaching management system and improve their professional quality.

Article 13 Go deep into the front line of teaching and adhere to the system of listening to lectures, evaluating lessons and helping lessons. To conduct classroom teaching and teaching management. The process of management and each teaching link shall be followed up, inspected and supervised, and the performance of teachers in the process of teaching, teaching, teaching input, discipline and management, teaching attitude, teaching effect and other aspects shall be objectively evaluated. Pay attention to the guidance, help and training of young teachers and new teachers, and give full play to the role of "guidance".

Article 14 School (college) teaching supervisors shall organize and participate in teaching research in the school, and make use of before and after class. Talk with students to understand their opinions on teaching work; And according to certain procedures to organize the teachers and students meeting, collect and timely feedback of the teaching school teachers and students on the teaching work and requirements, teachers on students' learning style, students on teachers' teaching style opinions and suggestions; To inspect the implementation of relevant teaching rules and regulations, deepening teaching reform and improving teaching quality in each school.

Article 15 Random check of the materials that should be filed, and timely report the situation to the relevant functional departments and departments. Colleges shall be dealt with by relevant functional departments in accordance with relevant regulations of the university. Under the condition that confidentiality provisions and intellectual property rights are not violated, the teaching supervisor shall obtain approval and perform the work when he considers it necessary After going through the relevant procedures, the relevant teaching documents and teaching materials of the relevant functional departments of the school, each college and the individual teachers can be

consulted, but the inspected unit shall be notified 1 to 3 days in advance, and the required materials shall be sent to the inspected unit. The secondment time is limited to 2 weeks, and the teaching supervisor should ensure the integrity of the transferred materials.

Article 16 The teaching supervisor may supervise the teaching management of the relevant functional departments of the university and the teaching institute. Check, collect, sort out and analyze teaching management information, and put forward guiding suggestions so as to take effective measures to ensure teaching improve the quality of learning.

Article 17 The teaching supervision group of the university and the teaching supervision group of the college shall be formulated in accordance with the school work plan at the beginning of each semester. At the end of the semester, there should be a summary of the supervision work of the semester, among which the supervision work plan and the summary of the supervision work of the college shall be submitted to the office of the teaching supervision group of the university in the form of paper and electronic documents.

Article 18 Teaching supervisors attend important teaching work meetings of schools and colleges, and participate in the teaching titles of schools and colleges. Selection of teachers, fine courses, excellent teaching quality awards, excellent dissertations, excellent graduates and other guiding teachers, and put forward teaching quality evaluation opinions on the promotion and appointment of teachers.

Chapter V Job requirements of teaching supervisors

Article 19 The teaching supervisor shall strictly implement the evaluation standards in the evaluation of teachers' teaching quality, so as to ensure accuracy and accuracy. Fairness and justice.

Article 20 Teaching supervisors should timely grasp the dynamics of teaching and reflect the majority of teachers and students on teaching work and teaching. Study management opinions and requirements, regularly write research reports and supervision information, to the relevant functional departments and the institute of teaching feedback and put forward rectification suggestions. Relevant units should take measures to seriously rectify, and timely exchange and feedback with supervisors on the implementation of the rectification.

Article 21 The school teaching supervision group shall implement the regular work meeting system, and hold the regular teaching supervision meeting once a month. The meeting is presided over by the head of the teaching supervision group, exchange the status of listening to the class and routine inspection, discuss the problems found in the teaching process together, and form the teaching

supervision report.

Article 22 School teaching supervisors shall make written records when carrying out supervision work; Should attach importance to the supervision of the right. Like communication, seeking truth from facts, objective and fair; Strictly implement the plan of attending lectures in class, attending classes for no less than 50 class hours per semester, and actively participate in the relevant supervision work organized by the school. At the end of each semester, the teaching supervisor shall submit the work records, suggestions and summaries to the office of the school teaching supervision group.

Chapter VI Supplementary rules

Article 23 Schools and institutes of teaching and learning shall give corresponding remuneration and appropriate transportation allowances to the teaching supervisors for their work. To commend and reward the teaching supervisors who have outstanding performance in their work.

Article 24 These Measures shall come into force as of the date of issuance. The original "Hunan Institute of Engineering Teaching Supervision Work Regulations" (School teaching Character [2018] No. 32) repealed at the same time.

Article 25 These Measures shall be interpreted by the Higher Education Research and Teaching Evaluation Center.