

# National Chung Hsing University Implementation Guidelines for the Teacher Mentoring System

Enacted in the 345<sup>th</sup> Administrative Meeting on Jun. 24<sup>th</sup>, 2009  
Amended (Articles 3 & 4) in the 348<sup>th</sup> Administrative Meeting on Nov. 25<sup>th</sup>, 2009  
Amended (Articles 7 & 8) in the 360<sup>th</sup> Administrative Meeting on Mar. 7<sup>th</sup>, 2011  
Amended (Article 3) in the 376<sup>th</sup> Administrative Meeting on Feb. 27<sup>th</sup>, 2013  
Amended (Article 9) in the 380<sup>th</sup> Administrative Meeting on Sep. 4<sup>th</sup>, 2013  
Amended (Articles 3 & 9) in the 77<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2019

- Article 1 To help new teachers to smoothly engage in teaching, research, counseling, and service activities, these guidelines were drafted by National Chung Hsing University (hereafter referred to as the University) accordingly.
- Article 2 This mentoring system may involve teams of senior faculties across different colleges and departments who serve as mentors for experience exchange.
- Article 3 The list of candidates to serve as mentors is provided by each college. The number of candidates should be at least 20% of the total number of full-time faculty members of each college (rounded up). The Office of Academic Affairs may recommend other faculty members not on the list of each college when required. Each mentor can choose to lead one or two mentees at a time. Mentors should fulfill the following requirements:
- (1) Be a full-time professor or associate professor of the University.
  - (2) Have more than 5 years of full-time teaching experience (minimum two years of teaching experience in the University is required).
  - (3) Be passionate about education.
- Article 4 Mentees should fall into one of the following categories:
- (1) Newly recruited full-time faculty members of the University with less than 3 years of teaching experience as a full-time faculty member should participate in the mentoring system.
  - (2) Full-time faculty members of the University who are in need of mentoring may participate after being approved or invited by the center.
- Article 5 The Center of Teaching and Learning Development of the University accepts applications for each mentor team once per semester. The information of the mentors and mentees will be updated every semester by each respective department. The relevant regulations for online applications shall be based on announcements of the center.
- Article 6 The activity time of each mentor team is 1 year. The activity time of a team formed in the spring semester is from September to August of the following year; the activity time of a team formed in the fall semester is from February of the current year to January of the following year.

- Article 7 The mentoring content should be based on the Guidelines for the Professional Development of Novice Faculty Members, and focus on teaching and counseling experience exchange, supplemented by research and service experience exchange. At least four mentoring activities must be conducted each semester (how these activities are to be conducted can be decided by mentors and mentees); the mentoring activities may include individual interviews, colloquiums, internal and external seminars, visits, and observations.
- Article 8 The interaction between mentors and the mentees should abide by academic ethics norms. A record of the activity should be completed by the mentee when the mentoring activity is conducted. The mentors and mentees should submit the Guidelines for the Professional Development of Novice Faculty Members checklist and a simplified activity report within 1 month after the activity ends as well as participate in an end-of-term achievement sharing session.
- Article 9 The guidelines shall be implemented upon passing at the Academic Affairs Meeting. The same shall apply for any subsequent amendment thereof.