

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

Formulated and approved at the 345<sup>th</sup> Administrative Meeting on June 24, 2009.  
Amended and approved at the 348<sup>th</sup> Administrative Meeting on November 25, 2009.  
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Amended and approved at the 77<sup>th</sup> Academic Affairs Meeting on March 27, 2019.  
[Amended and approved at the 85<sup>th</sup> Academic Affairs Meeting on April 20, 2023.](#)

Article 1 To help new faculty members to smoothly engage in teaching, research, counseling, and service activities, these guidelines were drafted by National Chung Hsing University (hererafter 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 [Mentors shall possess the following qualifications:](#)

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-appointed [full-time lecturers or assistant professors at the University shall apply within three years of their employment.](#)
2. Faculty members at the University with specific needs who have been approved by the [Development of Teaching and Learning Center \(hereafter referred to as CDTL\) of the University's Office of Academic Affairs.](#)

[Faculty members meeting any of the following conditions may submit relevant documentation to the CDTL for review. Upon approval, they may be exempted from participating in the mentoring system as described in the Article 4-1:](#)

1. [Those who have accumulated a minimum of three years of teaching experience as full-time faculty members prior to their appointment.](#)
2. [Those who have already completed the University's mentoring system before their appointment.](#)
3. [Those who have participated in mentoring systems established by their respective colleges.](#)

Article 5 The [CDTL](#) 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.

[Faculty members engaged in mentoring activities in the teaching domain may complete an exemption application form and submit it to the CDTL. Upon approval, they may be exempted from one teaching competency course session stipulated in the NCHU Guidelines Governing Implementation of Teaching Capability Development Courses for New Faculty Members.](#)

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 CDTL may provide information on faculty participation in the mentoring system to various units for assessment or as a reference for grant incentives and subsidies.](#)

Article [10](#) The guidelines shall be implemented upon passing at the Academic Affairs Meeting. The same shall apply for any subsequent amendment thereof.