

# Ming Chuan University Newly Appointed Faculty Member Mentoring Procedures

Passed at the Academic Affairs Committee Meeting on October 23, 2008

Revised and passed at the Administrative Committee Meeting on May 9, 2011

- Article 1        These procedures are established to mentor newly appointed faculty members and assist them in adjusting to the new working environment, focusing on teaching, research and service.
- Article 2        The definition of newly appointed faculty members in these procedures is those for whom this is the first time to work at Ming Chuan University.
- Article 3        The academic unit must arrange for one faculty member to be the mentor for the newly appointed faculty member and assist him or her in understanding the measures of teaching, research, service and consultation at Ming Chuan University so that the new person benefits from the mentor's experiences. The mentors are assigned from the following channels:
1.    The responsible unit assigns one senior professor to be the mentor for the newly appointed faculty member.
  2.    The newly appointed faculty member looks for one faculty member in his or her academic unit to be his or her mentor, and this is approved by the administrator.
- Article 4        The mentoring period for the newly appointed faculty member is two years. The mentor will guide the newly appointed faculty member in four parts, teaching, research, service and advising. The mentor must evaluate the newly appointed faculty member's overall performance and results from the mentoring at the end of the mentoring period.
- Article 5        The university hosts a Newly Appointed Faculty Member Workshop every year where administrators introduce the relevant affairs of their respective units to provide an overview of research, teaching and service at the university.
- Article 6        Each newly appointed faculty member must participate in at least one classroom observation and one Teaching Enrichment Program during the consultation period.
- Article 7        Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.