

國立中興大學生命科學院教師傳習輔導要點

Guidelines for Faculty Mentoring and Guidance College of Life Sciences, National Chung Hsing University

104年5月21日系所主管會議通過，試辦一年
May 21, 2015—Passed by the Departmental Affairs Meeting, a one-year trial
implementation

104年6月18日系所主管會議修正通過
June 18, 2015—Amended by the Departmental Affairs Meeting

105年9月8日系所主管會議修正通過(增列第二點第四項、刪除原第四點)
September 8, 2016— (Added article 2, clause 4; deleted article 4) amended by the
Departmental Affairs Meeting

112年8月24日系所主管會議修正通過(第二、三點)
August 24, 2023— (Article 2 and 3) amended by the Departmental Affairs Meeting

- 一、 國立中興大學(以下簡稱本校)生命科學院(以下簡稱本院)為落實本校教師傳習制度、並提升教師評鑑績效，依據本校教師評鑑準則、傳習制度實施辦法等機制，訂定本院教師傳習輔導要點(以下簡稱本要點)。

Article 1 To implement the teacher mentoring system of National Chung Hsing University (hereinafter, NCHU or “the University”) and improve faculty evaluation performance, the College of Life Sciences (hereinafter, “the College”) has formulated the *College of Life Sciences, National Chung Hsing University Guidelines for Faculty Mentoring and Guidance* (hereinafter, “the Guidelines”) in accordance with the *National Chung Hsing University Faculty Evaluation Guidelines*, the *National Chung Hsing University Implementation Guidelines for the Teacher Mentoring System*, and relevant guidelines.

- 二、本院專任教師凡符合下列任一條件之教師，均應依本要點列為傳習輔導對象：

- (一) 新聘專任講師、助理教授、副教授未依本校教師評鑑準則第九條第二項規定期限內完成升等者。
- (二) 受評鑑教師評鑑結果未達通過標準者。
- (三) 受評鑑助理教授評鑑結果雖達通過標準，但有教學、研究或服務績效任一單項評鑑成績不及格者。
- (四) 以學校競爭型員額聘任之教師服務成果報告需提送審議者。

Article 2 All full-time faculty members of the College who ~~are faculty members that~~ meet any of the following condition shall be included as mentees in

accordance with the Guidelines:

1. Newly-appointed full-time lecturers, assistant professors, or associate professors who fail to achieve promotion within the time frame stipulated in article 9, clause 2 of the *National Chung Hsing University Faculty Evaluation Guidelines*.
2. Faculty members whose evaluation results do not meet the passing standards.
3. Assistant professors who pass the evaluation but receive a failing grade in any single category of teaching, research, or service performance.
4. Faculty members appointed to university competitive quotas whose service result reports require submissions for reviews.

三、輔導團隊組成程序：

- (一) 新進專任教師如為第二點輔導對象者，於報到後即由所屬單位提報本院系所主管會議推薦二位相關領域績優教師，擔任其傳授者，任期以二至三年為原則。
- (二) 本院受評鑑教師依評鑑結果通知，於當年六月三十日前向所屬系所提出改善計畫，並提報本院系所主管會議推薦本院二位相關領域績優教師，擔任其傳授者。
- (三) 本院傳習團隊組成後，如傳授者因故不便擔任時，應經本院系所主管會議同意後更換名單，並定期每半年(上學期於八月十日前、下學期於二月十日前)填送輔導追蹤紀錄表，並由學習者所屬主管或傳授者出席本院系所主管會議口頭報告輔導情形。
- (四) 教師順利升等或經學校教師員額會議通過其服務成果報告者，於次一學期經本院系所主管會議同意後解除該團隊任務。

Article 3 Procedures for forming mentoring and guidance teams:

1. For newly-appointed full-time faculty members included as mentees stipulated in article 2, their affiliation unit shall, upon their appointment, recommend two distinguished faculty members in relevant fields to the departmental affairs meeting of the College

to serve as mentors. ~~The mentoring term is generally two to three years.~~

2. Faculty members under evaluations shall, based on the evaluation results, submit an improvement plan to their respective affiliation unit by June 30 of the same year and recommend two distinguished faculty members in relevant fields to the departmental affairs meeting of the College to serve as mentors.
3. After the mentoring team is formed, if a mentor is unable to serve due to certain reasons, the replacement must be approved by the departmental affairs meeting of the College and mentoring progress reports must be submitted semi-annually (by August 10 for the first semester and by February 10 for the second semester). The mentee's affiliation supervisor or mentor shall also attend the departmental affairs meeting and present verbal reports on the mentoring progress.
4. Once faculty members successfully achieve promotions or their service result reports are approved by the NCHU faculty meeting, the mentoring team shall be terminated with the approval of the departmental affairs meeting of the College in the following semester.

四、輔導過程所有紀錄、資料，相關人員應善盡保密的責任。

Article 4 All records and data related to the mentoring process shall be kept confidential, and relevant personnel are responsible for maintaining privacy.

五、本要點經本院系所主管會議通過後實施，修正時亦同。

Article 5 These Guidelines and any amendments made hereto shall be implemented upon approval by the departmental affairs meeting of the College.