

Chung Yuan Christian University (CYCU)

Regulations Governing “Double Wing Project”

(Mentor System for New Faculty)

Passed at the 6th Office of Academic Affairs Administrative Meeting of the 1st semester of the 109th Academic Year on
September 22, 2020

Amended at the 15th Office of Academic Affairs Administrative Meeting of the 1st semester of the 111th Academic Year
on January 4, 2023

Amended at the 1st Office of Academic Affairs Administrative Meeting of the 1st semester of the 112th Academic Year on
August 9, 2023

I. Purpose

The Chung Yuan Christian University (“the University”) Regulations Governing “Double Wing Project” is formulated in accordance with Article 3, Paragraph 1 of the University’s “Regulations for the Progress of Faculty’s Professional Growth in Teaching.” Considering that “teachers” refer to the key to success of education reform, it is necessary to promote the mentor profession growth as the first priority, in order to innovate teaching and upgrade teaching performance. The “Mentor System for New Faculty” applies the concept and strategy about apprenticeship, and urges both parties to change naturally and permanently by mean of the interactive learning under the apprenticeship to inspire the motive for “self-directed learning” and to achieve some kind of profession growth. We hope to facilitate the joint growth of both teachers and students by promoting the system, and to construct the professional knowledge and self-value through both parties’ interaction and sharing of experience to enable teachers to continue growing and developing in teaching profession and practices.

II. Subject

To encourage the interactive learning among teachers, and expand the substantial performance of mentor profession growth by sharing of experience.

III. Targets and Method

- (I) For the new faculty who have never held the position as teachers or have served in another school for no more than five years, the system shall be implemented for two academic years (four semesters).
- (II) Visiting professors, chair professors and professional specialist faculty will not be compulsorily required to implement the system.
- (III) The Office of Academic Affairs shall compile the Mentor candidates identified by various departments at the beginning of each semester, and the department chair shall match the Mentor and new faculty.
- (IV) The Mentor shall help the new faculty get familiar with CYCU’s regulations and procedures about teaching and administration by individual gathering, in order to establish the Mentor System under which the senior excellent faculty shall lead the new faculty.

IV. Subsidy Policy

- (I) The meal expenses for the new faculty and their Mentor teachers are capped at NT\$350 per person per meal, with a maximum of NT\$1,000 per group per semester (actual expenses). When applying for reimbursement, please provide receipts, “New Faculty’s Feedback Form”, and photos from the gatherings.

- (II) The verification process must be completed at the end of each semester (by November 30th for the first semester and July 10th for the second semester). Past the application deadline will not be processed.

V. Faculty's Feedback

- (I) Mentor System for New Faculty: The new faculty shall complete the "New Faculty's Feedback Form" at least twice each semester. The Form shall be returned to the Center for Teaching Excellence for compilation at the end of each semester, to help promote the Mentor System.
- (II) Teaching Counseling Service: New faculty are required to have counseling sessions with the senior teacher or outstanding teacher at least twice per semester in the first year, and at least once per semester in the second year.

VI. The Regulations shall be passed by the Office of Academic Affairs Administrative Meeting, and then promulgated and implemented. The same shall be applied to any amendments thereto.