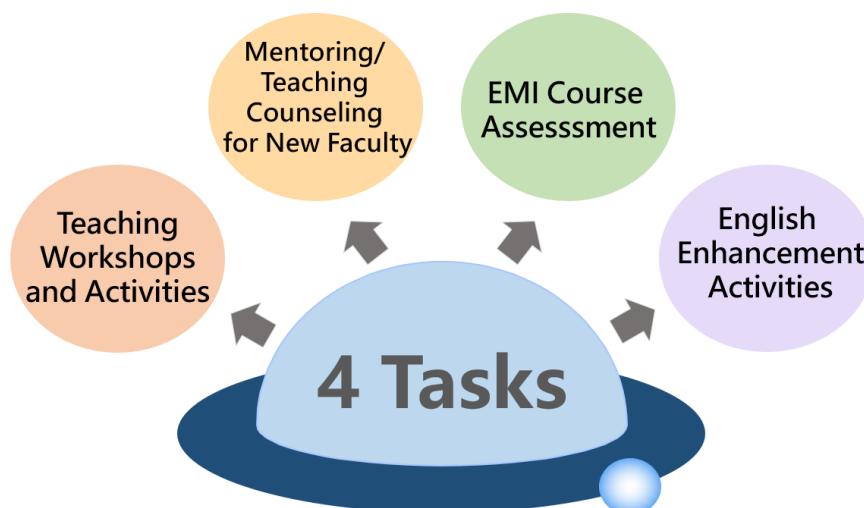


# Checklist for CYCU New Faculty



4 Tasks New Faculty Are Required to Complete
<b>1. Teaching Workshops and Activities :</b>
<input type="checkbox"/> Participate in at least 6 hours of progressing teaching workshops and activities per school year (at least 4 hours per school year for non-new full-time faculty)
<b>2. Mentoring/ Teaching Counseling for New Faculty :</b>
<input type="checkbox"/> Four semesters of counseling and advising with department Mentor faculty and at least twice of the "New Faculty Feedback Form" must be submitted by the end of each semester.
<input type="checkbox"/> Having counseling sessions with counseling faculty provided by the Office of Academic Affairs is required at least twice per semester in the first year and at least once per semester in the second year.
<b>3. EMI Course Assessment :</b>
<input type="checkbox"/> Passing the EMI course assessment within two years.
<input type="checkbox"/> Offer at least one EMI course within two years.
<b>4. English Enhancement Activities :</b>
<input type="checkbox"/> Participating in English enhancement activities organized by the Office of Academic Affairs is required within two years.

## 【Website Path】

✓ CYCU Home Page/Administration--Office of Academic Affairs/Center for Teaching Excellence/Resources for Progressing Teaching/New Faculty/Checklist for New Faculty.

## 【Detailed Information】

### 1. Teaching Workshops and Activities

(1) To enhance faculty's professional growth in teaching, develop their pedagogical content knowledge, and improve the quality of their teaching, a series of workshops are organized. Article 4 of the "**Regulations for the Progress of Faculty's Professional Growth in Teaching**" stipulates that contracted faculty should participate in at least **4 hours** of progressing teaching activities each school year, and new faculty should participate in at least **6 hours**.

(2) Contact number : 03-265-2047 Center for Teaching Excellence/Ms. Han-Hsuan Ho.

### 2. Mentoring/ Teaching Counseling for New Faculty

(1) Double Wing Project—Mentor System for New Faculty

#### I. Targets and Duration :

New faculty who have not served in the teaching profession or who have served in other schools for **less than five years** will be counseled by Mentor Teachers assigned by the Office of Academic Affairs for **a period of two academic years (four semesters)**.

#### II. Method :

At the beginning of each semester, the Office of Academic Affairs compiles the teaching Mentor candidates from each department, and chair of each department conducts the Mentor matching. **The new teachers submit at least twice of the "Feedback Form for New Teachers" before the end of each semester.**

III. Contact number : 03-265-2047 Center for Teaching Excellence/Ms. Yi-Jun Yiu.

(2) Teaching Counseling Service : New faculty are required to have counseling sessions with the Mentor at least twice per semester in the first year and at least once per semester in the second year.

I. Location : Chang Ching Yu Memorial Library Room103.

II. Registering for the room in advance is required.

III. Registration Form : <https://itouch.cycu.edu.tw/go/?w=6240@forms>

IV. Contact Number : 03-265-2074 Center for Teaching Excellence/Mr. Hao-Syuan Wong.

### 3. EMI Course Assessment

(1) In line with the school's policy of teaching in English, new faculty should have the ability to teach in English. Passing the EMI course assessment within two years and offering at least one EMI course within two years are required.

(2) Contact Number : 03-265-2045 Center for Teaching Excellence/Mr. En-Ling Liu.

### 4. English Enhancement Activities

(1) Faculty is encouraged to learn the teaching methods and techniques of teaching in full English, in order to make the teaching process more flexible and diversified. The goal is to help the

faculty to develop competence and confidence in teaching in full English in order to enhance the quality of our English teachers and to promote the internationalization of our curriculum and campus. New faculty are required to participate in English enhancement activities organized by the Office of Academic Affairs within two years.

(2) Contact Number : 03-265-2042 Center for Teaching Excellence/Ms. Yi-Jun Chen.