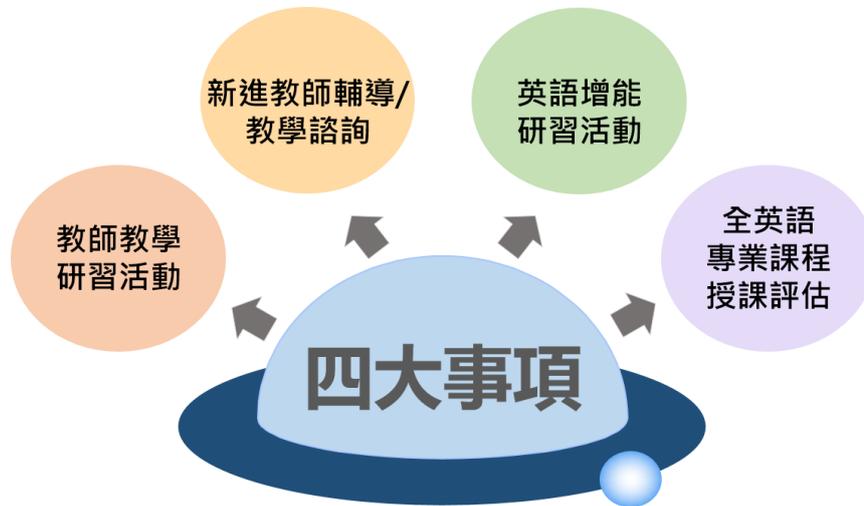


中原大學新進教師檢核表



| 新進教師須完成之四大事項 | |
|--------------------------|--|
| 1. 教師教學研習活動： | |
| <input type="checkbox"/> | 每學年至少參加 6 小時教學成長活動(非新進專任教師每學年至少 4 小時)。 |
| 2. 新進教師輔導/教學諮詢： | |
| <input type="checkbox"/> | 須與系(所)之 Mentor 教師進行四學期輔導與諮詢，並於每學期期末前至少繳交 2 份「新進教師回饋表」。 |
| <input type="checkbox"/> | 須與教務處提供之諮詢教師進行輔導與諮詢，第一年每學期至少 2 次，第二年每學期至少 1 次。 |
| 3. 全英語專業課程授課評估： | |
| <input type="checkbox"/> | 兩年內須通過本校全英語專業課程授課評估。 |
| <input type="checkbox"/> | 兩年內至少開設一門全英語授課課程。 |
| 4. 英語增能研習活動： | |
| <input type="checkbox"/> | 兩年內須參與教務處舉辦之英語增能研習活動。 |

【查詢路徑】

- ✓ 中原大學首頁/行政單位「教務處」/教師教學發展中心/教師成長/新進教師/新進教師檢核表。

【各項說明】

1. 教師教學研習活動

- (1) 為了強化教師教學專業成長，協助教師發展教學知能，以提升教學品質。本校「教師教學專業成長促進辦法」第四條規定：**本校專任教師每學年應至少參加 4 小時教學成長活動，新進教師應至少參加 6 小時。**
- (2) 聯絡專線：03-265-2047 教師教學發展中心侯函誼小姐。

2. 新進教師輔導/教學諮詢

- (1) 雙翼計畫—新進教師 Mentor 制
- A. 實施對象與時間：
新進專任教師未曾擔任教職或在他校服務年資**未滿五年**者參加，**實施期間為兩學年(四學期)**。
- B. 實施方式：
每學期初由各系(所)主任進行新進教師與 Mentor 配對，且在諮詢過後於**每學期期末前至少繳交 2 份「新進教師回饋表」**。
- C. 聯絡專線：03-265-2097 教師教學發展中心游鈺鈞小姐。
- (2) 教學諮詢服務：新進教師須與諮詢教師進行諮詢交流，**第一年每學期至少 2 次，第二年每學期至少 1 次。**
- A. 服務地點：由承辦人確認後，另行通知。
- B. 服務方式：預約制。
- C. 預約表單：<https://itouch.cycu.edu.tw/go/?w=9381@forms>
- D. 聯絡專線：03-265-2074 教師教學發展中心翁顥軒先生。

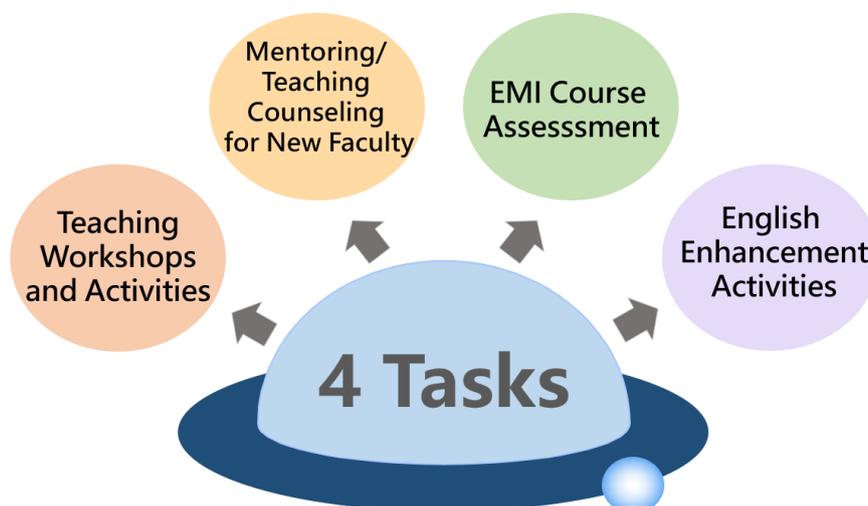
3. 全英語評估與授課

- (1) 配合本校全英語授課政策，新進教師應具備英語授課能力，兩年內須通過本校全英語評估並至少開設一門全英語授課課程。
- (2) 聯絡專線：03-265-2045 教師教學發展中心唐賢賓小姐。

4. 英語增能研習活動

- (1) 鼓勵教師學習全英語授課之教學方法與技巧，使授課過程更靈活多元，培養教師全英語授課所需之能力與信心，以提升本校英語教學師資質量，促進課程與校園國際化，新進教師兩年內須參與教務處舉辦之英語增能研習活動。
- (2) 聯絡專線：03-265-2042 教師教學發展中心陳怡君小姐。

Checklist for CYCU New Faculty



| 4 Tasks New Faculty Are Required to Complete |
|---|
| 1. Teaching Workshops and Activities : |
| <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) |
| 2. Mentoring/ Teaching Counseling for New Faculty : |
| <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. |
| 3. EMI Course Assessment : |
| <input type="checkbox"/> Passing the EMI course assessment within two years. |
| <input type="checkbox"/> Offer at least one EMI course within two years. |
| 4. English Enhancement Activities : |
| <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 Hou.

2. Mentoring/ Teaching Counseling for New Faculty

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

I. Targets and Duration :

For the new faculty who have never held the position as teachers or have served in another school for **less than five years**, the system shall be implemented for **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 : The details will be confirmed by the coordinator and notified separately.

II. Registering for the room in advance is required.

III. Registration Form : <https://itouch.cycu.edu.tw/go/?w=9381@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. Hsien-Ping Tang.

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.