

Asia University Guidelines for Mentoring New Faculty Members

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Article 4 revised and approved on May 29, 2013, at the 10th Administrative Meeting of the 2012 Academic Year

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Name of the guidelines, Article 3 revised, original Article 4 deleted, and the numbering of Articles 5–7 adjusted; approved on November 20, 2019, at the 4th Administrative Meeting of the 2019 Academic Year

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Article 3 revised and approved on January 30, 2024, at the 7th Administrative Meeting of the 2023 Academic Year

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New Article 3 added, Article 2 revised, and original Articles 3–7 renumbered; approved on September 16, 2024, at the 2nd Administrative Meeting of the 2024 Academic Year

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1. These guidelines are established to assist new faculty members in adapting to their work environment and to help them engage early in teaching, research, and service, with the aim of enhancing the academic research standards of the university.
2. The term "new faculty members" as used in these guidelines refers to full-time or project-based faculty members of Asia University who have less than two years of teaching experience at any university or college in a full-time or project-based position.
3. New faculty members shall conduct at least one open class session per semester and participate in at least one instructional observation session with an outstanding faculty member each semester.
4. To encourage new faculty members to apply for and carry out research projects funded by the National Science and Technology Council (NSTC), those who receive NSTC grants within their first two years at the university may apply for a reduction of up to two teaching hours per week for the duration of the project (up to two years), in accordance with university regulations. During this period, faculty members may not engage in external part-time teaching, employment, or exceed their teaching hour limits on campus.
5. If needed, each academic unit may coordinate with the Center for Teaching Resources and Faculty Development to assign a "senior faculty mentor" to actively support and guide new faculty in their teaching and research development.
6. The Center for Teaching Resources and Faculty Development shall organize an "Orientation Workshop for New Faculty" every semester. This workshop will provide information on relevant regulations and available resources, and invite university administrators to present and engage in discussions to help new faculty members quickly understand and adapt to the university environment.
7. The Center also hosts activities such as the "Flying Geese Mentorship Program," innovative teaching workshops, seminars, lectures, and classroom observations each year to enhance the teaching competencies of new faculty members.
8. These guidelines shall be implemented following approval by the Administrative Meeting and the President. Any amendments shall follow the same procedure.