**Tamkang University**

**Mentor and Mentee Program**

 To promote the professional development of full-time faculty members, Tamkang University has established the "Mentor and Mentee" program. The program aims to assist newly hired faculty members in adapting to their work environment and provide guidance on teaching, research, counseling, service, and other related tasks. The program also provides services to help faculty members improve their teaching skills and provides consultation on relevant topics.

1. **Newly Employed Faculty Members**
2. Mentor and Mentee
	1. Mentee qualification：Newly employed faculty members from each academic year.
	2. Mentor qualification
3. Full-time faculty members who have served in the university for three years or longer, or those who have received the Outstanding Research Award from the Ministry of Science and Technology, Teaching Excellence Awards (such as Excellent Teaching Award, Distinguished Teaching Award, Outstanding Teaching Material Award, and Teaching Innovation Award), Research Excellence Awards, or Excellent Mentor Awards from the university (such as Distinguished Mentor Award and Outstanding Mentor Award), and who have enthusiastically mentored junior faculty members or have been recommended by their department (or institute) supervisor.
4. Mentors are not limited to their own department, institute or center to mentor Mentees. Each Mentor may guide 1-2 Mentees according to their willingness.
5. Execution period：A total of 2 semesters since the start of employment.。
6. Application method
7. Within the first two weeks of each semester, the Mentee shall fill out an application form, which should be endorsed by their supervisor and submitted it to the Center for Teacher Professional Development.
8. Mentee may request to change their Mentor based on their needs when they apply in the second semester.。
9. Execution method
	* 1. “Individual Guidance”
10. Mentor and Mentee shall discuss and record at least 3 times (inclusive) per semester, and consolidate the discussions on the mentoring record form, which will be agreed upon at the beginning of the program.
11. The discussions can be conducted through face-to-face meetings, phone calls, classroom observations, online communications, or other means.
12. **For Mentees who are newly employed at the university, at least one classroom observation exchange must be conducted per semester. The observed class should be taught by either the Mentee or the Mentor.**
	* 1. “Mentee Forum”: Held annually in December, this event invites Mentees participating in the "Mentor and Mentee" program to attend.
13. Submission of documents: At the end of each semester, the mentor should submit the mentoring record to the Center for Teacher Professional Development.
14. Subsidy: During the execution period, each mentor will receive a mentoring fee of NTD 3,000.
15. **Teachers who would like to improve their teachings**
16. **Enhancement Guidance**
17. Mentor and Mentee
18. Mentee qualification：Full-time faculty members who have been employed at the university for 1 year or more (inclusive).
19. Mentor qualification
20. Full-time faculty members who have served in the university for three years or longer, or those who have received the Outstanding Research Award from the Ministry of Science and Technology, Teaching Excellence Awards (such as Excellent Teaching Award, Distinguished Teaching Award, Outstanding Teaching Material Award, and Teaching Innovation Award), Research Excellence Awards, or Excellent Mentor Awards from the university (such as Distinguished Mentor Award and Outstanding Mentor Award), and who have enthusiastically mentored junior faculty members or have been recommended by their department (or institute) supervisor.
21. Mentors are not limited to their own department, institute or center to mentor Mentees. Each Mentor may guide 1-2 Mentees according to their willingness.
22. Execution period：One semester
23. Within the first two weeks of each semester, the Mentee shall fill out an application form, which should be endorsed by their supervisor and submitted it to the Center for Center for Teacher Professional Development.
24. Execution method
	* 1. Mentor and Mentee shall discuss and record at least 3 times (inclusive) per semester, and consolidate the discussions on the mentoring record form, which will be agreed upon at the beginning of the program.
		2. The discussions can be conducted through face-to-face meetings, phone calls, classroom observations, online communications, or other means.
		3. **For Mentees who are newly employed at the university, at least one classroom observation exchange must be conducted per semester. The observed class should be taught by either the Mentee or the Mentor.**
25. Submission of documents: At the end of each semester, the mentor should submit the mentoring record to the Center for Teacher Professional Development.
26. Subsidy: During the execution period, each mentor will receive a mentoring fee of NTD 3,000.
27. **Topic Consultation**
28. Mentor and Mentee
29. Mentee qualification：Full-time faculty members who have been employed at the university for 1 year or more (inclusive).。
30. Mentor qualification：Teams being invited and established by the Center for Teacher Professional Development.
31. Execution period：Once per semester
32. Application method: The Teaching and Learning Development Center will announce the Mentor team information (list, topic, period) every semester. Mentees can apply online according to the announcement, and the center will match and notify the applicants later.
33. Execution method: The successfully matched teams will conduct consultations at agreed times and locations. Each person is limited to one consultation per semester in principle.
34. Submission of documents: Mentors must submit the consultation record form to the Center for Teacher Professional Development within one week after the consultation.
35. Subsidy: Each Mentor will receive a consultation fee of NTD 1,000 per session.