

Document of Shenzhen Technology University

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Notice on the issuance of the Plan for the Promotion of Young Teachers' Education and Teaching Ability

All units of the school:

We hereby print and distribute the Plan for the Promotion of Young Teachers' Education and Teaching Ability and upgrade to you. Please comply with it.

It is hereby announced that.

Shenzhen Technology University

January 15, 2019



Plan for the Promotion of Young Teachers' Education and Teaching Ability

1 The implementation of the purpose

In order to promote the growth of young teachers in our university, improve the education and teaching ability of young teachers, cultivate and create a team of teachers with good professional quality, strong professional ability, high teaching level, good teaching effect and full of vitality, and further improve the teaching quality of our school, this plan is formulated.

2 Implementation object

Teachers undertake the full-time undergraduate teaching task (including theory course, experiment and practical training course) in the university, but they have no teaching experience in universities under 40 years old.

3 Measures for the implementation

As organized and implemented by the Department of Academic Affairs, each teaching unit is responsible for the implementation of specific training and promotion plans, implementing the “mentor responsibility system”. Excellent teachers with rich teaching experience of the unit are invited to provide one-to-one guidance and training for new teachers.

The plan to improve the education and teaching ability of young teachers is carried out in the form of project approval, project funding and project assessment.

3.1 Project application and review procedures

This project focuses on cultivating and supporting new young teachers who have the potential to improve their classroom teaching ability. Through the funding of this project, young

teachers can adapt to the requirements of school teaching as soon as possible, and become excellent teachers with profound knowledge accumulation, excellent basic skills and strong classroom control ability.

(1) Application requirements

This program is a joint application between a young faculty member and a mentor, with the mentor being the project leader.

(2) Project category

This project is a general project.

(3) Project application and review procedures

1) The project leader shall fill in the “Project Plan of Education and Teaching Ability of Young Teachers of Shenzhen Technology University” as required and submit relevant attachment materials to the college (department).

2) After the college (department) reviews and comments, sign the opinions, and submit the project approval letter (paper documents and electronic versions) and attached materials to the Department of Academic Affairs.

3) The Department of Academic Affairs will organize an expert group to hold a review meeting and determine the funding list.

3.2 Mid-term project inspection

All projects must accept mid-term inspection. The inspection is organized by the college (department), gives priority to with the team inspection. After checking, the project director and young teachers jointly fill in the “Plan to improve the education and teaching ability of young teacher medium-term checklist”, and timely submit the young teachers training plan progress, “Plan to improve the education and teaching ability of young teacher” and

phased achievements in text materials to the Department of Academic Affairs for the record. The project team shall accept random inspection by the university.

3.3 Project closing and item assessment

(1) After the young teachers complete the training plan, the project leader and the young teachers will jointly fill in the “Plan to improve the education and teaching ability of young teacher conclusion book”.

(2) The college (department) organizes the assessment, which includes: the completion of the training plan, training process, teaching assistantship, teaching work (including lesson plans, answers to exercises, correction of assignments, laboratory reports, etc.), teaching effectiveness (students' online assessment results of teachers and reflections of peer lectures), participation in professional practice and scientific research, and personal summary.

The college (department) employs at least three teachers to form a college (department) level assessment team to check the training of young teachers. Its main procedures are follows:

1) The assessment group will attend the class once, and give evaluation opinions on the classroom teaching effect of young teachers.

2) Hold the assessment and defense meeting. The tutor introduces the training process, the young teachers report the training experience and gains, the assessment group expert questions, the young teachers reply.

3) The assessment team will determine the assessment results after evaluation.

4) The college (department) shall report the assessment opinions to the Department of Academic Affairs.

(3) The university employs teachers to set up a university-level assessment team, randomly spot check the class situation of young teachers (attending lectures in class), and give evaluation opinions on the classroom teaching effect of young teachers.

(4) The assessment team will give the final assessment results according to the final materials, the assessment opinions of the college (department) and the lectures.

(5) The assessment results are divided into three grades: excellent, qualified and unqualified, and those who are qualified or above are allowed to be finished.

(6) If you fail to pass the examination, the university will take back the financial aid expenses for the next years training, and you shall not participate in the promotion of professional title.

(7) For the promotion of professional titles, all young teachers must participate in the improvement of young teacher education and teaching ability.

3.4 Requirements for young teachers

During the training period, young teachers should complete the following tasks:

(1) Complete the elective courses, knowledge learning, professional practice or teaching research tasks designated by the tutor.

(2) Under the guidance of the tutor, master the structure and content of the courses they undertake or will undertake, learn to organize the teaching content according to the syllabus, and select the reference textbooks.

(3) According to the requirements of the tutor, complete the whole teaching assistant task of a course, and undertake more than two kinds of work, such as tutoring, answering questions, correcting homework, organizing classroom discussion, and guiding the experiment, with excellent results.

(4) Listen no less than 2 courses (or related professional courses offered by the tutor) in each semester, and attend no less than 6 hours for each course, and make notes and write teaching experience.

(5) Join the course group or team of the tutor, to learn the tutors' teaching experience and master the teaching methods.

During the training period of young teachers, all colleges (departments) should strictly control the workload of young teachers during the training period, so as not to affect young teachers' familiarity with teaching business and the training of young teachers.

3.5 The appointment and responsibilities of the tutor

The college (department) selected excellent teachers with rich experiences as tutors to adopt one-to-one training for young teachers in principle. The tutors should give full play to their transmission, helping, taking, promoting, guiding affect, guide and train young teachers according to plan, make it meet the requirements of the school education teaching work as soon as possible.

(1) Conditions of appointment of the tutor

1) Have a title of associate professor or above.

2) Have good ideological character, work conscientiously and responsibly, actively participate in teaching reforms, attach

importance to the study and research of educational ideas, rich knowledge, experienced in teaching and research.

3) The ranking of teaching evaluation must be in the top 60% of the college in the previous year.

(2) Responsibilities of the mentor

Tutors should train young teachers from the following aspects:

1) Ideology and morality. Help young teachers to establish a correct world outlook, outlook on life and values, love the cause of education, abide by the professional ethics of teachers, teaching and educating, be a model for others, love and dedication, hard work.

2) Course teaching. According to the knowledge structure of young teachers and teaching tasks, develop training plan, designated learning related professional knowledge, from the preparation of teaching, the teaching content, teaching methods, lecture skills and so on to guide, check the young teachers lesson preparation, assist to choose the teaching material. Attend young teachers' trial lecture and classroom teaching no less than 6 class hours per semester. Collect experts' "Evaluation Form" from the college (department), summarize the opinions of the college (department) expert group on young teachers, and fill in the "Summary Form of Listening Opinions".

3) Research ability. Help young teachers to fully understand the frontier situation of their subjects, reasonably choose the research direction, and correctly carry out research (including teaching research) work.

4) Practice ability. Assist the college (department) to arrange and guide young teachers in practical work related to majors.

3.6 Responsibilities of the college (department)

Responsible for the specific implementation and supervision of the training of young teachers, mainly including the following work:

- 1) Responsible for selecting tutors for young teachers.
- 2) Formulated the training program for young teachers of the college (department).
- 3) Organize teachers of the college (department) to attend lectures and evaluate young teachers.
- 4) Understand the training of young teachers, arrange mid-term inspection, and submit feedback on the training of young teachers.
- 5) After the training period of young teachers, an expert group will be organized to assess the education and teaching ability of young teachers and assess whether the young teachers have achieved the expected training goals.
- 6) Project fund management shall be carried out in strict accordance with the relevant provisions of the school financial management.

4 Project funding

4.1 Amount of project funding

The education and teaching ability improvement programs of young teachers are general projects, and the subsidy amount of each project is 10,000-20,000 yuan.

4.2 The arrangement and use of the funding

The project funding of the education and teaching ability will be managed and arranged by the college (department). According to the college (department), the number of projects funded of a

college (department) is unified in a single funding account. Each reimbursement is conducted by the expenditure.

The funding shall be allocated to the college (department) in one time after the project is approved. The funds are mainly used for the organization of lectures, remuneration and teaching training during the training period. The teachers' remuneration for class instruction shall not be more than 200 yuan per class.

5 Implementation time

The training period of the project is one year.

Shenzhen Technology University

January 15, 2019



Cc: school leaders, archives room.

Party and Government Office of
Shenzhen Technology University

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