

Shanghai University of Medicine & Health Sciences

SUMHS HR[2018]
No.117

Measures for the Implementation of the Tutorial System for Young Teachers in Shanghai University of Medicine&Health Sciences (Revised)

Each college (department, center), department:

In order to further strengthen the construction of young teachers, in combination with the classified management of full-time teachers, the Measures for the Implementation of the Tutorial System for Young Teachers in Shanghai University of Medicine&Health Sciences (Revised) was discussed and adopted at the (expanded) meeting of the school party committee (the 126th meeting in total). Please follow and implement it.



In order to build a team of young teachers who are both virtuous and talented, with a reasonable structure, and make them an important force in education, teaching, scientific research, and student management, the college

The department appoints outstanding teachers with high academic achievements and rich teaching and research experience as guidance teachers for young teachers (hereinafter referred to as mentors), fully leveraging the role of mentors in imparting, helping, and leading young teachers, promoting the growth of young teachers' ideological, political, and professional abilities, improving the quality of teaching and research and the level of educating and nurturing young teachers, enhancing their ability for educational reform and innovation. This method is specially formulated.

1. Target audience and guidance period

(1) Young teachers who have recently entered the teaching and counseling positions and hold associate senior or lower professional titles.

(2) Young teachers aged 35 and below, teaching assistants and below working in teaching positions.

The time for young teachers to receive guidance and training from mentors is generally one year.

2. Selection and Responsibilities of Mentors

(1) Selection of mentors

Teachers who have a passion for the education industry, work conscientiously and responsibly, serve as role models, actively participate in teaching reforms, value the learning and research of higher education ideas, have extensive professional knowledge, rich teaching experience, are familiar with various teaching links, and have worked in the front line of teaching and research services for many years should generally have the title of associate professor or above. The teaching rate of associate professors and above in each college (department) should reach 100%.

(2) The supervisor candidate is recommended by the college (department) where they are located, and after mutual agreement between the young teacher and the supervisor, the college (department) where they are located shall report to the Personnel Office, Academic Affairs Office, and Science and Technology Office for filing.

(3) To ensure the quality of training for young teachers under the mentorship system, each mentor is responsible for guiding one young teacher at a time.

(4) Duties of a Mentor

1 Care about the ideological cultivation of young teachers, help them establish a correct worldview, outlook on life, and values through words and deeds, help them establish noble professional ethics, cultivate a rigorous, practical, scientific attitude, and a spirit of dedication to their work.

2 Based on the professional direction, knowledge structure, and teaching or student management tasks undertaken by young teachers, develop a training plan for young teachers, provide guidance from various aspects of educational teaching methods and management work (including lesson plan writing, teaching skills, student Q&A guidance, homework assignment and grading, student assessment and performance evaluation and analysis, student experiments, internships, graduation theses or design guidance, etc.), inspect the preparation of young teachers' lessons, and assist in selecting teaching materials and reference materials.

3 Assist young teachers in gaining a comprehensive understanding of their major and the development of their students, provide targeted assistance in selecting teaching, research, and student management research directions, and encourage young teachers to actively participate in the application for projects such as the "Shanghai University Youth Teacher Training and Funding Program".

4 Assist the college (department) in arranging and guiding young teachers to engage in practical activities on the front line of enterprises or industries, and guide young teachers to participate in on campus internships, training base construction, and laboratory construction.

3. Requirements for the cultivation of young teachers

1 Respect the mentor, humbly seek advice, actively seek guidance from the mentor in terms of ideology and business, and proactively report to the mentor on the ideological, teaching, and professional development in teaching and student management work.

2 Seriously participate in various educational and teaching trainings, complete tasks such as course electives, knowledge learning, scientific research (including teaching research), or student management designated by the supervisor.

3 Under the guidance of the mentor, become familiar with and master the basic norms and requirements of the teaching process and student management, understand the structure and content of the courses taught, learn to organize teaching content according to the syllabus, and select reference materials.

4 Learn from the teaching, research, and management experience of the mentor, and master the methods of teaching, research, and management. Attend one course taught by the supervisor throughout each semester, and undertake no less than 6 hours of public demonstration classes for classroom teaching, and make a summary of the attendance; Actively assist the mentor in completing classroom teaching assignments, paper grading, courseware production, textbook writing, teaching research, and other related tasks.

5 After the completion of the training period, a summary report should be submitted on the teaching, research, and student management work completed by oneself.

4. Management and Assessment

1 The mentorship system for young teachers is an important foundational work in the construction of the teaching staff. Each college (department) should attach importance to and strengthen its leadership in the training of young teachers, and effectively implement it

Implement the youth teacher mentor system and use it as one of the important indicators for the assessment of colleges (departments).

2 According to the Regulations of Shanghai University of Medicine&Health Sciences on Post Classification Management of Full time Teachers (Trial) (SHJYW [2018] No. 28), one young teacher was instructed to correspond to 32 class hours/school year.

3 The entire training process is organized, implemented, and assessed by each college (department). The college (department) and guiding teachers where young teachers are located should organize the completion of the "Youth Teacher Training Task Book" based on the actual situation of young teachers. After completing the training plan under the guidance of the mentor, young teachers should fill out the "Youth Teacher Training Assessment Form" for assessment.

4 The assessment results are divided into three categories: excellent, qualified, and unqualified, and the proportion of excellent is controlled within

Within 20%. Teachers who fail the assessment should continue to participate in the training for another 6 months. Those who continue to fail the training will be given a lower salary or transferred to non teaching positions depending on the situation.

5 The Human Resources Department is responsible for organizing, managing, coordinating, and supervising the implementation of the youth teacher mentorship system, and summarizing the progress of its implementation.

6 During the period of mentoring, the school refers to the Implementation Measures for the "Shanghai University Youth Teacher Training Subsidy Program" (Shanghai Education Commission Ren [2011] No. 26) issued by the Municipal Education Commission, and sets up guidance fees for mentoring supervisors. These fees will be distributed after passing the assessment during the training period, and the funds will come from the Shanghai Education Commission's undergraduate incentive program special funds.

5. The Regulations shall be implemented from the date of issuance and interpreted by the Human Resources Department. The original Measures for the Implementation of the Tutorial System for Young

Teachers in Shanghai University of Medicine&Health Sciences (SUMHS HR [2017] No. 9) shall be repealed at the same time.

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