Form Submission Schedule for Mentees Whose Promotion Deadline was Extended by the NCHU Evaluation Committee

I. Mentee Promotion Targets (e.g., from 2017/2/1 to 2019/1/31)

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| Dates (Semester) | Description |
| 2017/2/1 to 2017/7/31 (1st semester) |  |
| 2017/8/1 to 2018/1/31 (2nd semester) |  |
| 2018/2/1 to 2018/7/31 (3rd semester) |  |
| 2018/8/1 to 2019/1/31 (4th semester) | Apply for promotion according to submission schedule (targets can be completed in advance) |

II. Forms and Procedures

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| Form | Instructions | Procedures |
| Profile  (Form 1) | 1. The mentee must complete this form for their initial session within 10 days of receiving notification.  2. The department must fill in previous evaluation results. | 1. Upon form completion and approval by the director and dean of the department/institute, the original copy must be sent to the Personnel Office for archiving.  2. Scanned electronic files must be sent to the mentee and the processing clerks of their department/graduate institute and college. |
| Mentee Self-Evaluation  (Form 2) | Mentees must complete this form every quarter (**January, April, July and October**). | 1. The original copy must be sent to the Personnel Office for archiving.  2. The Personnel Office will send 2 quarters of scanned electronic files biannually (in April and October) to the mentee and processing clerks of their department/institutes and college. |
| Mentor’s Advices  (Form 3) | The department/graduate institute and college review the mentee’s profile and 2 quarterly self-evaluations (in scanned electronic files) then write down practical advices and session logs before the Evaluation Committee Meetings at all levels biannually each semester. | Upon form completion and review during Evaluation Committee Meetings of the department/graduate institute and college, the director and dean will apply their seal of approval on the original copy to be sent to the Personnel Office 2 weeks before the NCHU Evaluation Committee Meeting. |

III. Feedback mechanism

Practical advices from the Evaluation Committees at the department/graduate institute, college, and other levels on the Mentor’s Advices (Form 3) will be forwarded to the mentee and their department/graduate institute and college after a resolution has been reached by the NCHU Committee Meeting for cooperation with proceedings.