

# Construction and Exploration of the Growth Archive System for Young Teachers in Colleges and Universities

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**Abstract.** In order to facilitate the rapid growth of young teachers in colleges and universities, this article mainly takes local applied universities as a research object, designs a framework for the growth archive of young teachers, constructs a system of young teachers' growth archives from aspects such as their personal resumes, teaching, scientific research, international exchanges and cooperation, and serving the society, and points out the roles of establishing young teachers' growth archives, aiming to provide a theoretical and practical reference for personnel management colleges and in universities.

**Keywords:** young teachers; growth archives; archive management.

## 1. Introduction

In recent years, with the continuous enrollment expansion of colleges and universities, the scale of schools is getting larger and larger, the number of young teachers continues to increase, and the proportion of young teachers continues to increase. The majority of in-service teachers, especially young teachers, come from non-normal universities. They lack systematic training in education and teaching specialization, as well as practical experience in enterprises. At the same time, there are few young teachers with both industry background and professional qualifications. Although some young teachers have obtained qualifications, they lack practical experience in enterprises and other aspects in their subsequent work, resulting in a serious shortage of practical teaching ability of young teachers, which has a great impact on the quality of talent cultivation in application-oriented colleges and universities. In addition, to meet the needs of social and economic development and the development of national strategic emerging industries, the Ministry of Education proposed the construction of four new majors, namely, "New Engineering, New Agriculture, New Medicine and New Liberal Arts". Colleges and universities continue to optimize the professional layout, upgrade and transform traditional majors in combination with artificial intelligence technology and Big data technology, actively apply for new majors, which increasingly demand young teachers' professional ability, scientific research ability and practical ability. Various higher education institutions have continuously optimized their organizational structure. Teacher development centers have been established, training systems for young teachers and temporary job exchange systems have been formulated, and the trainings of young teachers in terms of professional ethics, teaching skills, and scientific research abilities have been strengthened. So universities need to build a comprehensive growth archive for young teachers, design and develop a growth archive system for young teachers, track their growth experiences, and continuously improve their teaching and scientific research abilities. This paper mainly studies and analyzes the growth archives of young teachers in Shandong Technology and Business University, and gives the system and construction of young teachers' growth archives countermeasures.

## 2. The Construction of Growth Archives for Young Teachers in Higher Education Institutions

The growth archives of teachers in higher education institutions refer to a collection of materials that record and preserve the professional ethics and conduct of young teachers, education and teaching, scientific research, serving society, and assessment and evaluation. It is an effective tool

and teacher evaluation basis for describing the professional development of young teachers during their career process. With the development of information technology, computer technology and Big data technology, the growth archives of young teachers have developed from the original paper archives to electronic archives. With the development of information technology, computer technology and Big data technology, the growth archives of young teachers have developed from the original paper archives to electronic archives. At present, there is a lack of a comprehensive evaluation system for the growth archives of young teachers in higher education institutions. The growth archives of young teachers are managed by multiple departments such as the Teacher Work Department, the Personnel Management Department, the Teaching Management Department, the Scientific Research Management Department, and the Teacher Development Center. In the process of archival materials management, there is no full-time archival management personnel in each department to conduct unified and standardized management, and there is a lack of sharing mechanism for the archival information of young teachers' growth in each department, so it is impossible to use the archival information of young teachers' growth in the evaluation of excellence, professional title assessment, post appointment and other aspects to scientifically and effectively apply, resulting in a decline in the school's governance ability and management level. In the late 1980s, Barton and Collins, the evaluation project team of Stanford University in the United States, proved the feasibility of using growth archival to evaluate teachers for the first time. Xu Yanwei analyzed the main achievements and existing problems of the implementation of teacher growth archival evaluation, and provided suggestions for implementing teacher growth archival evaluation. Lei Jianhua pointed out that the contents of teachers' growth files should cover basic personal information, teachers' ethics and style files, teaching and research performance files, education files and continuing education files, and clarified the practical effects and significance of teachers' growth files. From the perspective of archives management, Zhang Shaoping and others deeply analyzed the problems existing in the construction of archives in the teaching and research activities of young teachers, and sought the convergence of archives management and young teacher management according to the professional growth needs of young teachers. Relying on the open campus network platform, Wu Bo and others carried out the digital management of teachers' growth archives, and explored and practiced the content setting, management and maintenance of teachers' growth electronic archives. To sum up, domestic and foreign scholars have conducted research on teacher growth archives, but there is a lack of unified standards for the construction of young teachers' growth archives system. The teacher growth archives systems given by different scholars are different, and at the same time, they lack the application value of young teachers' growth archives. This article mainly focuses on the research of young teachers in application-oriented universities, constructs a growth archive system for young teachers, and provides guidance on how to use the growth archive of young teachers to promote their high-quality development, which has certain guiding significance for cultivating young teachers.

### **3. Construction of archive system for the growth of young teachers in colleges and universities**

#### **3.1 Principles for the construction of young teachers' growth archive system**

##### **(1) To be scientific**

The indexes of the growth file system of young teachers should be set on the basis of meeting the archives management regulations of the school, province and nation, and each index should be scientific, reasonable and relatively independent, so as to avoid repeated setting.

##### **(2) To be systematic**

The indexes of the young teachers' growth file system should be comprehensive, including the basic information of young teachers, teacher ethics, teaching information, scientific research information, international exchange and cooperation, service to society, and further study and

training, etc. The young teachers' growth file system should be systematically designed under the guidance of the teacher construction plan of high-level applied universities.

(3)To be objective

The index system for the growth archive system of young teachers should be in line with objective reality, and the types of settings in different universities should be different. Research-oriented and applied-oriented universities should establish different growth archive systems for young teachers. This article mainly takes applied universities as an example to construct a growth archive system for young teachers in universities, so that they can scientifically grasp the growth process of young teachers and provide scientific guidance for the cultivation of young teachers.

**3.2 Framework for the Growth Archive System of Young Teachers**

The secondary indexes of the growth archive system for young teachers mainly include basic information, professional ethics, teaching, scientific research, international exchange and cooperation, serving society, further education and training, and assessment and evaluation indexes, as shown in Figure 1.

(1)Basic information of young teachers

The basic information of young teachers mainly includes name, gender, date of birth, political stand, professional title/position, post level, education/degree, graduation institution, contact information, social part-time job, work experience, professional field, and other basic information. At the same time, it also includes information such as the career goals and career plans of young teachers themselves.

(2)Information of young teachers' ethics files

Young teachers are assessed mainly in the aspects of professional ethics and professional conduct, in terms of ideological and political discipline, teaching, academic ethics, integrity in work and life, and integrity in teaching, etc. The annual assessment of young teachers' personal ethics is standardized. The index materials of the archives include the annual evaluation of teachers' ethics, the honors obtained by teachers' ethics and the punishments for violations of teachers' ethics.

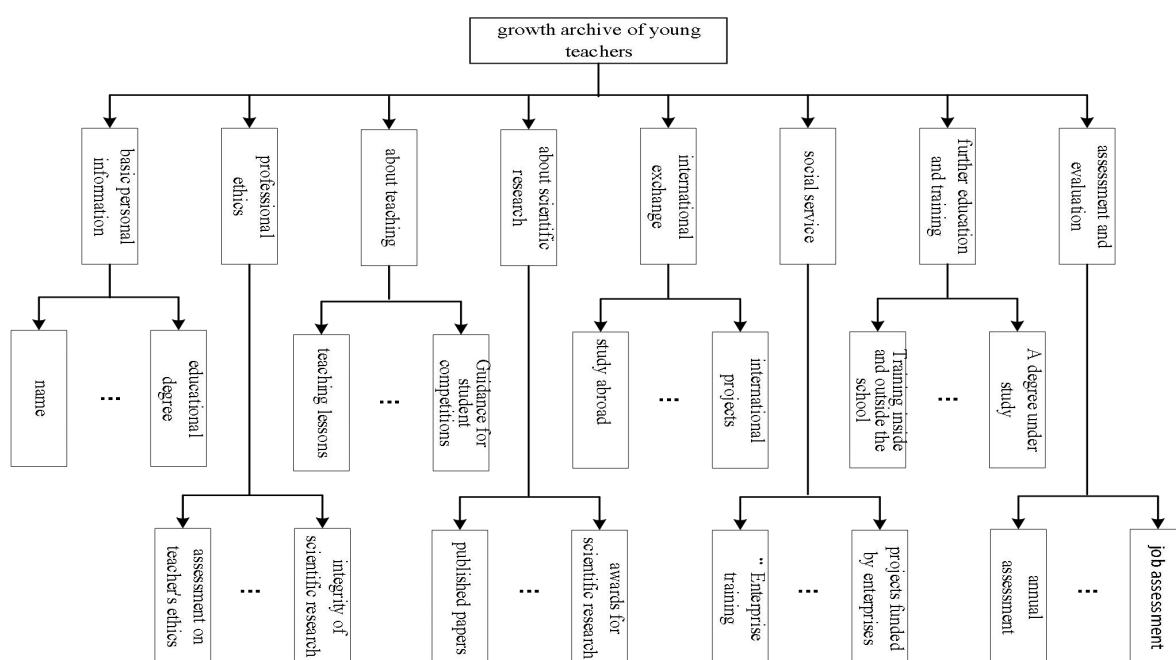


Figure1 Structure diagram of the growth archive system for young teachers

(3)Information of young teachers' teaching

The teaching archives of young teachers include the his/her annual courses, teaching syllabus, lesson plans, lecture notes, teaching calendar, course summary analysis, analysis of test papers and papers, standard answers to test papers, publication of educational reform papers, participation in textbook editing, educational reform projects, implementation of moral education in each course, course transcripts, guidance for university student subject competitions and projects, graduation thesis, academic year paper, information on serving as a class adviser and teaching reform.

(4)Information of scientific research archives of young teachers

The scientific research archives of young teachers include introduction about their research field, annual scientific research projects, published academic papers, retrieval record, scientific research awards, publications, applied for invention patents, key scientific research laboratories, research teams and research platforms, and other relevant information.

(5)Information of international exchange and cooperation for young teachers

The international exchange and cooperation archives of young teachers include information on their participation in international academic conferences, international cooperation projects, overseas visits, and the cultivation of international students.

(6)Information of young teachers' social service

The information of young teachers' social services mainly include information on cooperation with enterprises, governments and research institutes, such as projects funded by enterprises, consulting reports, transformation of scientific and technological achievements, decision-making reports for governments and instructions from government leaders at all levels.

(7)Information on further Education and Training Archives for Young Teachers

The information on further education and training for young teachers mainly include training organized by the teachers' colleges, schools, and higher-level departments on moral education, teaching methods and skills, and the improvement of scientific research capabilities. At the same time, they also include information on teachers' postgraduate studies, job exchange and learning in government, enterprises, and universities.

(8)Information of Assessment and Evaluation for Young Teachers

The information of assessment and evaluation for young teachers mainly include the annual assessment, his/her honorary titles, and the assessment results during his/her employment period.

#### **4. The function of the growth archives of young teachers in colleges and universities**

The young teachers' growth archive is a carrier to record teachers' ethics, teaching, scientific research, international exchange and cooperation, service to society, further study and training, assessment and evaluation, etc. It reflects the growth process of young teachers, and reflects the contributions made by young teachers to the school and their achievements with real data. Its main functions are as follows:

(1)The first function of growth archives is to evaluate young teachers scientifically. The growth archives of young teachers provide a basis for the operability and scientificity of teacher evaluation. In the past, in the process of teacher evaluation, only one method, the method of scoring, is adopted, which raised the issue of unfairness. Even the unscientific evaluation made young teachers lose their goal of struggle, resulting in the phenomenon of "lying flat" in both teaching and scientific research. The use of index system is more scientific in evaluating young teachers.

(2)The second function of growth archives is to promote the development of young teachers. Young teachers can conduct comparative analysis from their own horizontal and vertical dimensions based on data from their growth records. The time dimension of horizontal dimension is

used to show what achievements and honors they have made in different years. The longitudinal dimension is used to compare the gaps and inadequacies in teaching and research among peers. Based on horizontal and vertical comparative analysis, young teachers can reflect on their own experiences and growth experiences, and formulate scientifically feasible personal career development plans.

(3)The third function is to improve the quality of education and teaching. Young teachers can use data from their growth records to diagnose their shortcomings and make some adjustments by strengthening their teaching research and improving their theoretical and practical level.

(4)The growth archives also play an important role in talent selection, which can be read as the reference to select school leaders by valuating his/her professional ability from the aspects of teaching ethics and teaching and scientific research level.

(5)The last function is to support professional titles and job evaluations. During the process of professional title evaluation and job evaluation, the personnel department of the school can directly view the data from the growth files, and use the analysis of the data to develop guiding documents to make evaluation more scientific and reasonable.

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