

Guidelines on Selection and Recommendation of Outstanding Advisors at National Changhua University of Education

Approved at the Administrative Meeting on Dec.3, 2003
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1. The Guidelines was regulated pursuant to Article 8 of Regulations for Instructors Appointed as Advisors of our university to reward dedicated and well-performed advisors.
2. Operation of the Committee:
 - a) Outstanding Advisor Selection Committee (hereinafter referred to as the Committee) ought to be established for evaluating and selecting outstanding advisors of our university.
 - b) Vice President, Dean of Academic Affairs, Dean of Student Affairs, Director of SPCGC and Deans of each College are ex-officio members. An instructor shall be recommended on behalf of each college to join the Committee in which Vice President serves as the convener. Members' term of office is set to be one year and may be renewed for another term if being elected again.
 - c) If a member of Committee is being recommended as a candidate, he/she shall not involve in the process. The vacancy shall be filled by an instructor from the same college.
 - d) Half number of members is required for holding a meeting of the Committee. Any decisions shall be agreed by the majority of members.
 - e) Committee Meetings shall be held by Office of Student Affairs in the first semester of each academic year.
3. Procedure of Selection/Recommendation:
 - a) Any advisor who has been appointed for over one academic year is qualified as a candidate.
 - b) Candidates are nominated by their academic department. A recommendation form shall be filled and sent to each college for evaluation. 2% of recommended advisors (it is considered as one person when there is less than one person) shall be proposed to the school after they pass the evaluation.
 - c) The quota of candidates is allocated according to the number of class of each academic department: one for five classes or less; two for six to twelve classes; three for eleven to fifteen classes; and four for sixteen classes and more.
 - d) Committee Meetings are held by Office of Student Affairs. The candidate who acquires over 50% of votes and is ranked top seven will be awarded Excellent Advisor while the rest will be awarded Outstanding Advisor. The result shall be ratified by President. If no candidate is considered suitable, there might be no one awarded.
4. References for Evaluation:
 - a) Caring about students and providing guidance on their life, study and activities with evidence.
 - b) Detecting student's needs or difficulties and giving help enthusiastically with evidence.
 - c) Assisting in dealing with special or significant cases in the campus with evidence.
 - d) Being actively involved in all kinds of class activities, giving advises and interacting with students well.
 - e) Participating in relevant advisor's meetings, trainings and seminars.
 - f) Any innovative measures or counselling practices related to student affairs have been achieved.
5. Awards:

Each Outstanding Advisor will be awarded a medal. In addition to a medal, each Excellent Advisor will also be awarded NT\$ 30,000. All awarded advisors will be praised publicly by the university while their records will be sent to Personnel Office and University Teacher Evaluation Committee for reference. The grant is funded by five fund-raising incomes of University Fund.
6. The Guidelines shall be promulgated by President and go into effect after being approved by the

Administrative Meeting as well as being reviewed by University Funds Management Committee. The approved Guidelines shall be filed in the MOE for reference. The same procedure shall be applied to the amendments likewise.