

## **Regulations for Instructors Appointed as Advisors at National Changhua University of Education**

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- Article 1 The Regulations was formulated pursuant to Article 17 of Teachers' Act based on the needs of our university to reinforce academic advisor system in implementation of student tutorship as well as in improvement of teaching quality for achieving the aims of college education.
- Article 2 Advisor Committees shall be established by each academic department and consisted of several instructors as well as any other faculty associated. Deans of each academic department shall take on the positions as both Chair and a member of the Committee to be responsible for holding meetings and coordinating all assignments.
- Article 3 The duties of Advisor Committees of each academic department are as follows:
1. To stipulate guidelines for implementing Advisor System and send it to President for ratification after it is approved by departmental meetings based on the administrative procedure.
  2. To promote and supervise advisors of each academic department on carrying out tutorship.
  3. To decide the procedure and the list of advisor recommendation for the academic year.
  4. To allocate and use relevant budgets.
  5. To hold advisor's meetings.
  6. To propose any major case of student's rewards or punishments.
  7. To manage other affairs of regulations.
- Article 4 Selection and Appointment of Advisors:  
Candidates of advisor at each academic department shall be recruited among full-time instructors at the level of lecturer or above and recommended by Advisor Committee of each department. The list of candidates shall be submitted to Office of Student Affairs for President's ratification within two weeks after each academic year commences.
- Article 5 The duties of an Advisor include:
1. To fully understand the basic information of students such as sexual orientations, interests, specialties, learning attitude and family conditions; and to conduct family interviews or contact their parents/ legal guardians to prevent from and correct student's misconduct if necessary.
  2. To give advices on enrolment and selection of courses, studies, career plans, extracurricular activities, and interpersonal skills; and to assist in any issues related to study, life, relationships and mental health; and to encourage students to get involved in voluntary services and service learning inside and outside the school for nurturing a sound personality.
  3. To participant in advanced trainings for improving professional capability as an advisor; and to collaborate with Office of Student Affairs to dealing with student's affairs, sign their leave requests, visit the students living outside the campus and assess students' conduct performance.
  4. To give individual tutorship based on student's needs and the educational goals of the school; and to work with Dean or management officers of their academic

department in helping students resolve their problems if necessary. Any special incidents of students shall be reported and discussed at Student Affairs Meetings or transferred to the authorized units.

5. To manage other student's affairs.

Article 6 The expenditures of advisor system are funded by the incomes of tuition and miscellaneous fees and five fundraising sources of our university. The total amount of expenditure of advisor system shall be allocated and used based on annual budget for advisors of that academic year as well as the number of enrolled students provided by Office of Student Affairs after the enrollment of the first semester of each academic year. The expenditures of advisor system include Advisor Fee and Class Event Fee and shall be allocated and used by each Advisor Committee as follows:

1. Advisor Fee: advisors' remuneration for their service.
2. Class Event Fee: expenditures for each class/team to hold events.

Article 7 The college-wide advisor meeting shall be held by Office of Student Affairs at least once in an academic year to discuss the implementation of advisor's job as well as any mutual issues regarding student's affairs.

Article 8 The performance of advisors shall be considered as the major reference of their job promotion, employment and rewards. All instructors at the level of full-time lecturer and above are obliged to be appointed as an advisor. The record of their service and attendance of all kinds of meeting and ceremonies as an advisor shall be included in the statistics and published on a regular basis as the reference of faculty performance evaluations.

Article 9 The Regulations shall be promulgated and go into effect after being reviewed by University Funds Management Committee as well as being approved by the University Affairs Meeting. The approved Regulations shall be filed in the MOE for reference. The same procedure shall be applied to the amendments likewise.