

義守大學多元輔導教師實施辦法

102年7月26日校長核定公告全文

第一條 義守大學（以下簡稱本校）為因應班級導師制度的實施與多元族群學生之輔導需求，特訂定本辦法。

第二條 多元輔導教師分為職涯輔導教師、工讀學習輔導教師、生活關懷輔導教師、文化適應學習輔導教師及交流學習輔導教師。

第三條 多元輔導教師之遴聘原則：

- 一、多元輔導教師之產生，由各系(所、班)自本校專任教師中推薦適任教師擔任。但職涯輔導教師(含兼任教師)得由各系專任教師或具實務經驗之相關領域業界人士擔任，其適用資格及職責由職涯發展中心另訂實施細則規範之。
- 二、各系(所、班)遴薦教師，得參酌教師輔導紀錄、教師參與相關會議、輔導成長活動、知能研習及學生意見等進行遴薦。

第四條 多元輔導教師之推薦名單，由各系(所、班)於每學期開學前一個月綜整，統一由各學院送學生事務處諮商輔導組彙整，經學務處會議審議通過後，陳請校長核聘之。

第五條 教師若因個人因素，於學年中無法擔任多元輔導教師職務者，得由各系(所、班)遴薦接替者，依前條推薦程序核聘之，並通知學生事務處諮商輔導組紀錄之。

第六條 多元輔導教師之職責如下：

- 一、評估學生個人狀況及需求，擬訂輔導策略，進行追蹤關懷輔導，並於本校應用資訊系統登錄輔導紀錄。
- 二、輔導方式採隨機輔導、個別輔導及團體輔導(如座談、講座、討論等)等方式進行，並負有依法保密學生個人或家庭資料之義務。
- 三、適時辦理教師輔導成長活動，以有效解決輔導困境，提升輔導成效。

第七條 本校專任多元輔導教師獎勵以績效計點制，並於次學期期初相關會議中頒獎表揚予以感謝，相關活動之費用由教學卓越計畫支應。

第八條 本辦法經行政會議審議通過，陳請校長核定後自公告日起次學年度實施。

Regulations for Multi-functional Counselors System at I-Shou University

Ratified and promulgated by the President on July 26, 2013

- Article 1 To correspond the adoption of class advisor system and the need of providing counseling & guidance to students from various cultural background, I-Shou University (hereinafter referred to as the “University”) hereby establishes the Regulations for Multi-functional Counselor System at I-Shou University (hereinafter referred to as the “Regulations”).
- Article 2 Multi-functional counselors shall be categorized as career development counselors, work-study program counselors, life assistance counselors, cultural adaptation counselors and exchange program counselors.
- Article 3 Criteria for the appointment of multi-functional counselors:
1. Respective departments (institutes/programs) shall recommend appropriate full-time faculty members at the University to serve as multi-functional counselors. The career development counselors (including part-time faculty members) may be served by full-time faculty members at respective departments or professionals from relevant industries with practical experiences. Implementation rules regarding the qualifications and responsibilities of career development counselors shall be otherwise stipulated by the Career Development Center.
 2. To recommend eligible candidates, departments may refer to the counseling records, the attendance records of relevant meetings, counseling activities, faculty competence workshops of faculty members and students’ opinion.
- Article 4 Respective departments (institutes/programs) shall recommend appropriate faculty members, and respective colleges shall collect and submit the list of candidates to the Counseling and Guidance Section of the Office of Student Affairs one month before the semester begins. The recommended list shall be reviewed by the Office Affairs Council of Student Affairs and submitted to the President for approval and appointment.
- Article 5 Respective departments (institutes/programs) may appoint other faculty members to serve as substitutes pursuant to the aforesaid recommendation procedures if the elected faculty members are not able to serve as multi-functional counselors during the academic year. The departments (institutes/programs) shall inform the Counseling and Guidance Section of the Office of Student Affairs regarding the change.
- Article 6 The responsibilities of the multi-functional counselors are as follows:

1. Counselors shall evaluate students' condition and needs, stipulate counseling strategies and carry out case tracking and counseling. Counselors shall also register the counseling record on the Information System of the University.
2. Counselors may conduct random counseling, individual counseling and group counseling (e.g. seminars, lectures, discussions), and counselors are obligated to keep students' personal information and information about their families confidential.
3. Counselors shall organize faculty counseling enhancement activities regularly to solve difficulties encountered and improve the counseling effects.

Article 7 Full-time multi-functional counselors at the University shall receive rewarding points, and they shall be commended at relevant meetings at the beginning of the following semester. The source of expenditure on related activities shall be the funding of Teaching Excellence Project.

Article 8 The Regulations shall be adopted in the following academic year from the day of promulgation after being adopted at the University Administration Council and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.