

Guidelines on Selection of Outstanding Advisors at I-Shou University

Ratified and promulgated by the President on July 13, 2007

Amendments adopted on July 7, 2009 at the third meeting of the University Council at the second semester of the academic year 2008

Ratified and promulgated by the President on July 13, 2009

Amendments adopted on October 24, 2012 at the first meeting of the University Council at the first semester of the academic year 2012

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Amendments adopted on May 28, 2014 at the second meeting of the University Council at the second semester of the academic year 2013

Amendments to Provisions IV-VII ratified and promulgated by the President on June 16, 2014

- I. The Guidelines on Selection of Outstanding Advisors at I-Shou University (hereinafter referred to as the “Guidelines”) are introduced to bring the functions of advisors into full play, enhance the efficiency and effectiveness in student guidance and counseling, and commend outstanding advisors.
- II. Candidates for the selection of outstanding advisors shall be full-time faculty members who have served as advisors for at least one year and satisfactorily passed the latest faculty evaluation. Furthermore, there should be concrete evidence indicating that the candidates show great consideration for students, proactively offer assistance and counseling to students, and have other excellent accomplishments. Every department shall nominate qualified advisors and refer the candidate list to its college for selection, and selected candidates will be reported to the University for ratification.

The length of serving as an advisor referred to in the preceding paragraph is calculated from the date on which a candidate was duly appointed as an advisor to the date on which the announcement of selection is made public.
- III. Number of Outstanding Advisors: the number of outstanding advisors at every college every academic year is two percent of the total advisors at the college in principle; decimal figures must be rounded up and counted as one person.

- IV. Awards: every selected outstanding advisor will be rewarded a prize of NT\$30,000, a medal, and a certificate of merit by the President at a major meeting or a university-wide ceremony.
- V. Selection Committee (hereinafter referred to as the “Committee”): every college shall establish a selection committee, and the Dean of the College and chairs of its departments are ex-officio members. The Committee shall comprise at least five members; if less than five members, the Dean shall invite department chairs from other colleges to serve as committee members. The Dean serves as the convener of the Committee as well. When an ex-officio member is concurrently a candidate for the selection of outstanding advisors, he/she is not allowed to attend committee meeting or vote. The section chief of the Counseling and Guidance Section of the Office of Student Affairs (hereinafter referred to as the “Section”) shall attend every meeting in the capacity as head of the unit-in-charge whenever the Committee calls a meeting.
- VI. Nomination & Selection Procedures:
1. Every department consults the provisions related to advisors’ responsibilities referred to in the Regulations for Advisor System at I-Shou University and takes students’ voting results into consideration, and then nominates one candidate for the selection of outstanding advisors by the end of May. Every department shall submit a Recommendation Form for Outstanding Advisors and supporting documents to the Dean of the College.
 2. The supporting documents mentioned above shall be prepared according to the Guidelines on Documentation Preparation for the Selection of Outstanding Advisors.
 3. A quorum of at least half of total membership will be required to validate a committee meeting. Committee members shall attend every meeting in person, and no deputy is allowed.
 4. Secret block voting is adopted to select as many candidates as the total outstanding advisors a college shall have. If two or more candidates receive the same number of votes, making it difficult to decide the winner, single secret ballot is adopted to determine which candidate shall win.
 5. Every committee shall complete the selection by the end of June. Rules about the selection of outstanding advisors shall be drawn up by every college, respectively, and submitted to the Section for future reference. The selection results shall be submitted to the Section, and the Section will then refer these results to the President for ratification.
- VII. Full-time faculty members who have been selected as outstanding advisors are not allowed to be re-nominated as candidates within three years from the next academic year. Those who have been nominated but not selected will be rewarded a certificate of merit by their colleges in commendation for their accomplishments.

VIII. The Guidelines become effective at the next academic year of promulgation after being adopted by the University Council and ratified by the President.

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