

義守大學教師諮詢領航辦法

104年06月05日校長核定公告全文

- 第一條 為提升教師輔導與服務能力，依據義守大學教師績效評鑑辦法第十八條規定，特訂定本辦法。
- 第二條 前一學年度教師績效評鑑輔導暨服務基本表現未達六十分之本校專任教師(以下簡稱諮詢教師)，應於接獲評鑑通知日起算十四日內，填具「教師諮詢領航同意書」，向學生事務處諮商輔導組(以下簡稱諮輔組)申請領航教師進行諮詢活動；未申請者，須於接獲評鑑通知日起算十四日內，填具「放棄參與教師諮詢領航聲明書」，提交諮輔組備查。
- 第三條 為執行教師諮詢領航工作，由諮詢教師之主聘系所推薦在教師績效評鑑中輔導暨服務表現良好之專任教師一名，擔任諮詢教師之領航教師。
- 第四條 領航教師得依實際情形提供商請、電話或電子郵件等個別諮詢服務之輔導方式，與諮詢教師共同探討原因及改善方針。
- 第五條 個別諮詢實施流程如下：
- 一、諮詢教師應於期限內繳交「教師諮詢領航同意書」至諮輔組。
 - 二、領航教師於每次諮詢後應填寫「領航教師工作紀錄表」，紀錄諮詢內容、輔導暨服務強弱項及改善方式等相關事項，一學期至少三次，並於六月底前提交諮輔組備查。
 - 三、諮詢教師與領航教師應共同完成「輔導成效回饋表」，於六月底前提交諮輔組備查。
- 第六條 參與個別諮詢之領航教師及業務相關人員，應嚴守保密義務，非經當事人同意及依法應提供者外，不得提供及發表相關資料。
- 第七條 為維持領航教師進行諮詢輔導品質，每學年以接受諮詢案件一件為原則。

第八條 本辦法經校務會議審議通過，陳請校長核定後自公告日實施。

Regulations for Mentoring Program for Counseling and Service at I-Shou University

Ratified and promulgated by the President on June 5, 2015

- Article 1 The Regulations for Mentoring Program for Counseling and Service at I-Shou University (hereinafter referred to as the “Regulations”) are established pursuant to Article 18 of the Regulations for Faculty Evaluation at I-Shou University with the aim of enhancing faculty members’ competences on student counseling and service.
- Article 2 Should a full-time faculty member (hereinafter referred to as the “mentee”) has not scored at least 60 points for the basic performance on counseling & service of the faculty evaluation in the previous academic year, he/she shall make an application for mentoring to the Counseling and Guidance Section of the Office of Student Affairs (hereinafter referred to as the “Section”) by submitting a completed consent form within fourteen days of being informed of the faculty evaluation results. If a mentee intends not to apply for mentoring, he/she shall submit a completed waiver agreement to the Section for future reference within fourteen days of being informed of the faculty evaluation results.
- Article 3 To execute the mentoring program, the department (institute) by which a mentee is primarily appointed shall recommend a full-time faculty member who has performed well on counseling & service as the mentor.
- Article 4 Depending on actual needs, a mentor may offer individual counseling to a mentee through a face-to-face interview, by phone, via email, etc., discussing possible reasons and workable solutions with the mentee.
- Article 5 Individual Counseling Procedure:
1. A mentee shall submit a completed consent form to the Section within the prescribed period.
 2. A mentor shall fill out a counseling record sheet after every counseling session, including a counseling summary, the mentee’s strengths and weaknesses, improvement suggestions, etc. Mentors and mentees shall meet at least three times per semester, and counseling record sheets shall be submitted to the Section at the end of June for future reference.
 3. Mentors and mentees shall jointly complete a feedback form on mentoring effectiveness, and submit it to the Section at the end of June for future reference.
- Article 6 Under all circumstances, mentors and administrative personnel involved in individual counseling shall protect the confidentiality of any information they are entrusted with.

No release or publication of relevant information shall be allowed, unless approved by the mentee concerned or required by law.

Article 7 To maintain good mentoring quality, every mentor will offer counseling to only one mentee every academic year.

Article 8 The Regulations become effective on the third day of promulgation after being adopted by the University 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.