

# 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

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- I. The Guidelines on Selection of Outstanding Advisors at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted to bring the functions of advisors into full play, enhance performance in student guidance and counseling and commend outstanding advisors.
  
- II. Candidates for outstanding advisor are full-time faculty members who have served as advisors for at least three years and satisfactorily passed the latest teacher performance assessment. Furthermore, there should be concrete evidence supporting that advisors show great consideration for students, proactively offer assistance and counseling to students and have other excellent accomplishments. Each department will nominate qualified advisors and refer the candidate list to each 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 the Outstanding Advisors: the number of the outstanding advisors for every academic year at each college is two percent of the total advisors at each college in principle; decimal figures must be rounded up and counted as one advisor.
- IV. Awards: each and 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"): each college is obligated to establish a committee. The Dean of the College and Chairs of departments are ex-officio committee members, and the Dean of the College serves as the convener of the Committee as well. When an ex-officio member is concurrently a candidate for outstanding advisor, the member is not allowed to sit in on reviewal meeting or vote. The Chief of the Counseling & Guidance Section of the Office of Student Affairs shall attend each and every meeting in the capacity as head of the unit in charge whenever the Committee calls a meeting.
- VI. Nomination & Selection Procedures:
  1. Each department consults the provisions related to responsibilities of advisors as specified in the *Regulations for Advisor System at I-Shou University*, and then nominates one candidate for outstanding advisor by the end of May. Each

department shall submit a Recommendation Form for Outstanding Advisor and supporting documents to the Dean of the College.

2. A meeting shall not begin unless at least half of total membership is present at the meeting. Committee members shall attend each and every meeting in person, and no representative is allowed.

3. The secret block voting system is adopted to select as many as the total outstanding advisors. If two or more candidates receive the same number of votes, making it difficult to decide the winner, the single secret ballot is adopted to determine which candidate shall win.

4. Each committee shall complete the selection by the end of June and submit the selection results to the Counseling & Guidance Section. After collecting the selection results of each college, the Section will refer these results to the President for ratification.

VII. Full-time teachers who are selected as outstanding advisors are not allowed to be re-nominated as candidates within three years from the coming academic year. Those who are nominated but not selected will be rewarded a certificate of merit by each college in commendation for their accomplishments.

VIII. The Guidelines become effective on the coming academic year of promulgation upon adoption by the University Council and ratification 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.*