

Regulations for the Selection of Outstanding Advisors at I-Shou University

Promulgated with the consent from the President dated July 13, 2007

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

Promulgated with the consent from the President dated July 13, 2009

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

Promulgated with the consent from the President dated November 2, 2012

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

Amendments to Articles 4-7 promulgated with the consent from the President dated June 16, 2014

Amendments to the Regulations adopted by the University Council on July 17, 2019, and promulgated with the consent from the President dated July 31, 2019

Amendments to Articles 2, 3, and 6-8 adopted by the University Council on January 4, 2023, and promulgated with the consent from the President dated January 18, 2023

Amendments to Articles 2 and 7 and the appendix adopted by the University Administration Council on February 26, 2024, and promulgated with the consent from the President dated March 10, 2024

Article 1 The Regulations for the Selection of Outstanding Advisors at I-Shou University (hereinafter referred to as "the Regulations") are made by I-Shou University (hereinafter referred to as "the University") with the aim of bringing the functions of advisors into full play, enhancing the efficiency and effectiveness in student guidance

and counseling, and commending outstanding advisors.

Article 2 Candidates for the selection of outstanding advisors are full-time faculty members who are advisors and care about, assist, and give counseling to students actively. In addition, full-time faculty members who satisfy all the following requirements may be recommended:

1. Being a class advisor of a daytime or an evening bachelor's degree program upon recommendation and having served as a class advisor for a period of one year or longer over the past three academic years;
2. Having passed the latest faculty evaluation;
3. Having not been selected as an outstanding advisor over the past three academic years; and
4. Having been recommended by his/her advisees.

Article 3 The number of outstanding advisors selected every academic year is two percent of the total advisors of the University in principle (decimal figures shall be rounded up to the nearest whole number).

Article 4 Awards: Each selected outstanding advisor will be awarded 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.

Article 5 Every college shall establish a recommendation panel. The recommendation panel shall consist of five to seven members recommended by the Dean of the college and appointed by the President. Panel members shall serve a one-academic-year term. The Dean of the college is the ex-officio member and convener of the recommendation panel.

Article 6 The Selection Committee of Outstanding Advisors (hereinafter referred to as "the Selection Committee") shall have thirteen members. The Dean of Student Affairs and college deans are the ex-officio members. The Dean of Student Affairs also serves as the convener, and the Section Chief of the Counseling and Guidance Section serves as the executive secretary. The other members shall be faculty members who care about and give counseling to students as recommended by the Dean of Student Affairs and appointed by the President. Committee members shall be appointed by the President and serve a one-academic-year term without pay.

Article 7 Recommendation and Selection Procedure:

1. Every department refers to the articles concerning advisors' responsibilities stated in the Regulations for Advisor System at I-Shou University and takes students' voting results (organized by the Office of Student Affairs) into

consideration, and then recommends one candidate for the selection of outstanding advisors by the 10th week in the second semester of every academic year. Every department then submits the candidate's supporting documents to the recommendation panel of its college.

2. The recommendation panel of every college reviews candidates' supporting documents based on the indicators provided and submits the review results to the Selection Committee by the 13th week in the second semester of every academic year. The maximum number of candidates recommended by each recommendation panel shall not exceed 3% of the number of total advisors within the college (decimal figures shall be rounded up to the nearest whole number).
3. The Selection Committee completes the final review by the end of the second semester of every academic year and then submits the final review results to the President for ratification.
4. Candidates shall not serve as members of the Selection Committee or any recommendation panels.
5. A quorum of at least two-thirds of the total membership will be required to validate a committee meeting. A candidate will not be selected as an outstanding advisor unless more than half of the members attending vote in favor of the candidate. Committee members shall attend all committee meetings in person and are not permitted to ask a third party to act on their behalf.
6. The selection of outstanding advisors is conducted in two stages. Stage 1 is the preliminary examination, and committee members conduct a document review and score candidates based on the items included in the Evaluation Sheet for Outstanding Advisors (see the appendix). During Stage 2, committee members select outstanding advisors based on the results of the preliminary examination.

Article 8 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.

The Appendix of the Regulations for the Selection of Outstanding
Advisors at I-Shou University

Evaluation Sheet for Outstanding Advisors

Name:

Category	Item	Score	Remarks
A Counseling Performance (60 points)	1. Counseling methods and outcomes (20 points)		
	2. Efforts and insights in enhancing counseling skills (20 points)		
	3. Explanation of excellent counseling cases and counseling insights		
B Evaluation of the advisor (30 points)	1. Counseling records on student learning, life, and career development (10 points)		
	2. Off-campus housing visits (10 points)		
	3. Being a class advisor (10 points)		
C Students' feedback (10 points)	Feedback and comments from students having received counseling (10 points)		

Total	Category A: points	Category B: points	Category C: points	A+B+C= points
Comments:				

Signature:

Notes:

1. Category A: 60 available points; Category B: 30 available points; Category C: 10 available points; Total: 100 available points
2. The score for Category B is based on the evaluation results from the two previous semesters, counting backward from the current semester.