

National Taiwan Normal University

Regulations for Outstanding Advisor Selection and Incentives Program

Approved at the Student Affairs Committee in the 2nd semester of 2009-2010 academic Year
on May 12, 2010

Effective after ratification by the President on August 26, 2010

Amended and approved at the Student Affairs Committee on April 24, 2013

Amended and approved at the Student Affairs Committee on April 19, 2017

Amended and approved at the Student Affairs Committee on May 2, 2018

Amended and approved at the Student Affairs Committee on April 24, 2019

Amended and approved at the Student Affairs Committee on Oct. 2, 2019

Article 1 These regulations are in place to implement the advisor system and incentivize colleges, departments, and graduate institutes to establish advisor programs with performance appraisal systems, with the aim of strengthening counseling functions and providing a system to nominate and reward outstanding advisors who are dedicated and focused on counseling.

Article 2 Candidate eligibility and quota

1. A full-time faculty member who has been an active advisor for 2 or more years. Each department or graduate institute may nominate 1 nominee for every 10 faculty members. Nominees will be entered into and reviewed by the college by which they are employed.
2. Each college will select 1 candidate for every 5 nominees. One additional candidate may be selected for each additional 5 nominees. The list of selected candidates is to be submitted to the NTNU Outstanding Advisor Selection Committee for review. Each college shall organize their own a selection committee to handle selection procedures.
3. Recipients of the Outstanding Advisor Award are not eligible for nomination again within three years.

Article 3 School-wide, Collegiate Outstanding Advisor Selection and Review Committee

The school and colleges shall form a selection (or recommendation) committee to handle the selection of Outstanding Advisors. The organization shall be as follows.

1. The Outstanding Advisor Selection Committee will be composed of the following members: Vice President of Student Affairs as convener, and Director of the Student Counseling Center, Director of the Division of Student Assistance, Director of the Division of Extracurricular Activities, a faculty representative from each college, and the Student Association President. The term for the faculty representative, chosen by the faculty members of each college, is two years.
2. Each college shall determine the respective nomination process and selection committee.

Article 4 The Outstanding Advisor Selection Committee is responsible for the following:

1. Review candidate qualifications.
2. Review candidate's advising achievements.
3. Review other matters pertaining to the selection process of Outstanding Advisors.

Article 5 Recommended selection criteria with specific achievements and results for Outstanding Advisor:

1. Demonstrate understanding and interest for their student's lives, learning, and activity counseling.

2. Proactively identify student's problems and difficulties and provide assistance.
3. Help deal with special circumstances or major events involving students.
4. Provide innovative measures and constructive advice for student counseling.

Article 6 The Outstanding Advisor selection process is as follows:

1. Each college shall recommend candidates based on their quota that year. At the end of March, the list of selected candidates and related documents should be sent to the Student Assistance Division, Office of Student Affairs for collection and submission to the selection team for review.
2. The selection committee will conduct a review before the end of May each year and select the Outstanding Advisors for the academic year. In principle, five Outstanding Advisors will be selected, but may be fewer if there are not enough qualified candidates.

Article 7 Each Outstanding Advisor is awarded NT \$30,000 and a medal, and publicly acknowledged during a University event. Their achievements will also be disclosed in relevant school publications.

Article 8 These regulations and any amendments thereto become effective upon approval by the Student Affairs Committee and ratification by the President.