

CYCU Regulations Governing Selection and Award of Excellent Advisors

March 7, 1996	Amended at 2nd Meeting of Student Affairs in the school year of 1995
May 9, 1996	Amended by Meeting of Student Affairs in the school year of 1999
May 29, 2002	Amended at 2nd Meeting of Student Affairs on the school year of 2001
January 14, 2003	Amended at 1st Meeting of Student Affairs in the school year of 2002
June 19, 2003	Amended at 2nd Meeting of Student Affairs in the school year of 2002
June 16, 2005	Amended by Meeting of Student Affairs in the school year of 2004
June 28, 2007	Amended by Meeting of Student Affairs in the school year of 2006
April 23, 2009	Amended at the Meeting of Student Affairs in the school year of 2008
July 7, 2011	Amended at 887th School Administration Council
July 5, 2012	Amended at 899th School Administration Council
February 5, 2015	Amended at 928th School Administration Council
August 25, 2016	Amended per the letter under Yuan-Mi-Zi No. 1050002657
July 6, 2017	Amended at 954th School Administration Council
July 5, 2018	Amended at 962nd School Administration Council
July 11, 2019	Amended at 972nd School Administration Council

Article 1. CYCU establishes the Regulations in order to award the faculty for their fulfillment of CYCU's educational purposes and philosophy and their duties as advisors.

Article 2. The award recipients include the current advisors (including the department chair advisors) who have served as the advisors in CYCU for more than two (2) years (exclusive of the current semester in which they are nominated) to be awarded upon nomination by various colleges (departments) and through the school-wide selection procedure.

Article 3. The selection of excellent advisors shall be completed within 2nd semester per school year. The selection consists of primary review and reexamination to be conducted in the following manners:

1. Primary review

- (1) Each department nominates candidates based on the faculty's and students' opinion, unless none of the department's advisors is qualified for the nomination.
- (2) Each college shall form the nomination team dedicated to selecting the candidates for excellent advisor on the college's nomination list. (The quota of candidates shall be nominated based on the proportion 1:20, round-off, in principle, provided that where the college has less than 20 advisors, it may nominate only one candidate.)
- (3) Upon receipt of the authorization from the dean, the college shall submit the excellent advisor nomination list to the Office of Student Affairs for reexamination.

2. Reexamination

- (1) **The Office of Student Affairs shall report the college's advisors who pass the primary review to the reexamination committee for selection. The quota of the college's advisors shall be no more than 70% of the candidates nominated by each college of CYCU (rounding). Vacancy allowed**
- (2) To be announced upon authorization of the President.

Article 4. CYCU shall form the excellent advisors reexamination committee consisting of 17~21 members responsible for reviewing the candidates' qualification, selection principles and other matters about selection of excellent advisors.

The members referred to in the preceding paragraph shall hold the term of office for

one (1) year. Dean of Student Affairs, Director of Office of Military Education and Director of Chaplain's Office shall act as the ex officio members, and the other members include the two excellent advisor representatives nominated by each college and the representatives selected by the Dean of Student Affairs from the tutorial guidance unit. Dean of Student Affairs shall hold the position as convener. The reexamination committee member who is nominated as candidate at the same time shall recuse himself/herself from the excellent advisor selection meeting.

Article 5. The excellent advisor reexamination committee may call a meeting only when more than 2/3 of the members would attend the meeting. The resolution made meeting may be adopted only if it is approved by a majority of the members present at the meeting.

Article 6. The reference standards for selection of excellent advisors are stated as following:

1. Interact with students frequently and care students, as substantiated by concrete facts.
2. Provide counseling service to students based on specific policies.
3. Provide counseling service to students about learning, activities and career planning effectively, as substantiated by concrete facts.
4. Help students solve problems and trouble, as substantiated by concrete facts.
5. Play the role as a communication channel between the school and students, convey students' opinion and guide students' concept, as substantiated by concrete facts.
6. Evaluated by the students to be excellent.
7. Win excellent grades for the tutorial guidance online evaluation qualitative and quantitative comments.

Article 7. The excellent advisors are awarded in the following manners:

1. Each excellent advisor is awarded the bonus, NT\$60,000, and one medal, and commended by the President in public at the school-wide tutorial meeting, while the bonus to the other colleges' excellent advisor candidates excluded from the selection through reexamination shall be awarded NT\$30,000 each.
2. The excellent advisors' achievements will be run in the school newsletters.

Article 8. The advisors who receive the award may not be nominated again until expiration of one (1) year, as they cannot receive the award consecutively.

Article 9. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.