

## Procedures for Choosing Outstanding Class Advisors for Masters' Class Sections and Executive Masters' Programs

Revised and passed at the Student Affairs Bulletin Meeting in October, 1998

Revised and passed at the Student Affairs Bulletin Meeting in November, 1999

Revised and passed at the Administrative Council Meeting in June 4, 2012

Revised and passed at the Administrative Council Meeting in November 18, 2013

Article 1 These procedures have been established to choose outstanding class advisors and to recognize the efforts on the part of the faculty members serving as class advisors.

Article 2 Ming Chuan University has established an Outstanding Class Advisor Selection Committee for the purpose of selecting outstanding class advisors from among nominated faculty members. The committee is comprised of the following: President (serves as Chair), Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, General Secretary, Executive Director of Taoyuan Campus Administration, Executive Director of Human Resources Division, all Department Chairs, Executive Director of Career Planning and Counseling Division, Assistant Dean of Student Affairs, all Section Chiefs in the Division of Student Affairs (including Section Chief of Student Affairs on Taoyuan Campus).

A quorum of Class Advisor Selection Committee members must be present to hold a meeting and the resolutions are passed with majority consent of those in attendance.

Article 3 Outstanding Class Advisors will be chosen from among all masters' class sections, executive masters' programs and undergraduate class advisors at the university who diligently implement all duties listed in Article 6 of Ming Chuan University Class Advisor System Procedures and meet the following criteria:

1. Have shown care for students' security, handled sudden incidents or actively prevented any unfortunate accidents from happening.
2. Have supervised students not to miss or skip classes.
3. Have counseled students and recorded the important points on the Class Advisor form.
4. Have helped students gain better self-understanding of their growth or helped students to adjust to difficulties; moreover, have willingly increased their self-guidance abilities.

The point system described above for choosing outstanding class advisor accounts for 60%, the head class advisor's evaluation accounts for 20%, and the student evaluation accounts for 20%, for a possible total of 100 points.

Article 4 The choosing of Outstanding Class Advisors is handled by the Outstanding Class Advisor Selection Committee according to the criteria in Article 3 above.

1. Undergraduate Department Chairs (Head Class Advisor) who serve as Class Advisors in their own or another department cannot be selected as Outstanding Class Advisors.
2. If the Class Advisor evaluation completion rate does not reach at least 50 percent of the total students in that specific class, that faculty member will not be qualified for selection as Outstanding Class Advisor.
3. Selection quotes and qualifications: There will be three groups including masters' class section, executive masters' program class section and two-year work-experience completion program class section. A program must have at least six class sections to qualify for the quota of choosing an additional Outstanding Class Advisor. According to evaluation scores, as many advisors whose scores are above 80 points for which there is a reward quota will be recognized as Outstanding Class Advisors.

Article 5 The score of each advisor will be evaluated by administrative unit directors by July 31 according to Article 3 above. After evaluation, the documents will be sent to Student Affairs Division and a review committee will meet by the end of August.

Article 6 In-service Outstanding Class Advisor gold and silver medals will be conferred by the university president at the first Class Advisor meeting in the following academic year. The monetary award and medals for university-wide and Senior Outstanding Class Advisors, and the medals for Departmental Outstanding Class Advisors will be conferred at the same time. The awardees will be featured in Ming Chuan Weekly.

Article 7 Upon being approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***