

Procedures for Choosing Outstanding Class Advisors for Undergraduate Division and Work Experience Program

Passed and implemented at the Discipline and Counseling Bulletin Meeting on November 11, 1991
Revised and passed at the Outstanding Class Advisor Selection Committee Meeting on August 18, 1994
Revised and passed at the Outstanding Class Advisor Selection Committee Meeting on September 10, 1997
Revised and passed at the Administrative Council Meeting in December, 2001
Revised and passed at the Outstanding Class Advisor Selection Committee Meeting on September 2, 2004
Revised and passed at the Expanded Administrative Council Meeting on September 5, 2005
Revised and passed at the Expanded Administrative Council Meeting on October 20, 2008
Revised and passed at the Expanded Administrative Council Meeting on May 11, 2009
Revised and passed at the Administrative Council Meeting on November 9, 2009
Revised and passed at the Administrative Council Meeting on May 2, 2011
Revised and passed at the Administrative Council Meeting on June 4, 2012
Revised and passed at the Administrative Council Meeting on November 18, 2013
Revised and passed at the Expanded Administrative Council Meeting on August 8, 2018
Revised and passed at the Expanded Administrative Council Meeting on April 27, 2020

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, Secretary General, 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 undergraduate class advisors at the university who diligently implement all duties list in Article 6 of Ming Chuan University Class Advisor System Procedures and meet the following criteria:

1. Have attended the weekly class meetings and the semester meetings, as well as supervised students to submit class meeting minutes on time.
2. Have shown care for students' security, handled sudden incidents or actively prevented any unfortunate accidents from happening.
3. Have supervised and supported students in sports activities and competitions on and off- campus and brought honor to the class or university.
4. Have encouraged students to actively participate in university and community service.
5. Have supervised students not to miss or skip classes.
6. Have supported and provided guidance for students in the university's extracurricular club activities.
7. Have counseled students and recorded the important points on the Class Advisor form.

8. Have encouraged and assisted students participating in health education and health-related activities.
9. Have supervised students to care for their environment and public property.
10. 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.
11. Have assisted in the counseling of international students (including foreign students, overseas Chinese students, and students from Mainland China), aboriginal students, Mongolian and Tibetan students, or children of diplomatic personnel.
12. Have shown tremendous effort in supporting and encouraging students to participate in different types of internships, proficiency test programs, career planning programs and study abroad programs.
13. Have counseled and assisted students related to leasing of accommodations.
14. Have taken care of students and helped them to continue their study at the university without burden. This item is regarded as a bonus point.

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 quota and criteria for choosing Outstanding Class Advisors in each group from among those nominated:

(I) Outstanding Class Advisors

Faculty members who have been awarded as Outstanding Class Advisors for five years or more will be recognized as Outstanding Senior Class Advisors. For these nominees to continue as Outstanding Senior Class Advisors, they must score more than 90 points on their annual review. Those who score more than 85 points for at least three of the recent five years will be listed as University-wide Outstanding Class Advisors and will be awarded accordingly. The number of these awardees will be counted separately.

(II) University-wide Outstanding Class Advisors

The maximum number of University-wide Outstanding Class Advisors for School of Management and School of Information Technology is two each, and one for all other Schools. Moreover, the top three nominees for University-wide Outstanding Class

Advisors will also be rewarded. (If a nominee is listed more than once, all places will be filled in order of scores.) However, those who have previously been recognized as Outstanding Senior Class Advisors will not be counted in the quota.

(III) Departmental Outstanding Class Advisor

1. Nominees who have not received a University-wide award but who scored 80 points or higher on their advisor evaluation, or who have ranked second behind an advisor in the same department who received a University-wide award and have scored 80 points or higher, will be recognized as Departmental Outstanding Class Advisor. A department/School must have at least ten class sections to qualify for the quota of choosing an additional Departmental Outstanding Class Advisor.
2. Those who have scored 80 or more points for 3 consecutive years and are ranked in the top 50% of all Class Advisors may be selected as Departmental Outstanding Class Advisors, and a new cycle of consecutive years will begin from the following year. The award year will not be counted as a cumulative year for those who are recognized as Outstanding Senior Class Advisors or University-wide Outstanding Class Advisors, or are selected by means of score ranking (described in number 1 above) as Departmental Outstanding Class Advisors; however, previous years will still be counted as part of that individual's consecutive years.

Article 5 Nominations must be submitted each year before July 31, with nomination reports (including the items listed in Article 2 above). Respective sections calculate the points earned by each nominee and pass on the tabulated reports to the Division of Student Affairs for distribution to the committee members for a meeting before the end of August.

Article 6 After the tabulation of points for Outstanding Class Advisors, the results will be sent to each Department Chair, the Human Resources Division and Faculty Hiring and Promotion Committee for use in assessing faculty members' performance.

Article 7 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 faculty members, and the medals of departmental outstanding faculty members will be conferred at the same time. The awardees will be featured in Ming Chuan Weekly.

Article 8 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.