

**國立東華大學人文社會科學學院優良導師典範遴選實施細則**  
**NATIONAL DONG HWA UNIVERSITY**  
**College of Humanities and Social Sciences**  
**Implementation Rules for Outstanding Academic Advisor Awards**  
**( Implemented March 19, 2015. )**

一、國立東華大學人文社會科學學院（以下簡稱本院）為彰顯導師工作之價值，建立導師工作之典範，鼓勵導師熱心參與學生輔導，依據「國立東華大學建立優良導師典範要點」，訂定「國立東華大學人文社會科學學院優良導師典範遴選實施細則」（以下簡稱本細則）。

Article I The National Dong Hwa University (hereinafter referred to as NDHU) College of Humanities and Social Sciences (hereinafter, the College) has established the National Dong Hwa University College of Humanities and Social Sciences Implementation Rules for Outstanding Academic Advisor Awards (hereinafter, the Rules) in accordance with the NDHU Guidelines for the Selection of Outstanding Academic Advisors in order to highlight the value of academic advisory work, to provide a model for academic advisors, and to encourage academic advisors to participate in student guidance.

二、組織：

- (一) 由本院組成「優良導師典範遴選委員會」進行院級優良導師典範遴選工作。
- (二) 遴選委員由本院系所主管會議選出與會成員共五名擔任（同時應自當選委員中選出主席兼召集人一名），召集人得主動邀請校內教師一～二名加入遴選委員會。
- (三) 委員任期一年，連選得連任。
- (四) 本院優良導師典範遴選委員會議事之出席人數及無記名投票表決票數皆以三分之二（含）為法定底限。委員若為候選人時，應酌予迴避參與評選作業。

Article II Constitution of the committee:

- A. The College's Outstanding Academic Advisor Selection Committee (hereinafter, the Selection Committee) shall be in charge of selecting the recipients of the Collegiate Outstanding Academic Advisor Awards.
- B. Five members shall be appointed to the Selection Committee at the College Department Chair Meeting. One member shall be appointed as the chairperson/convener. The convener may invite one to two NDHU faculty members to join the Selection Committee.
- C. Committee members shall serve for a term of one year, and may be reelected.
- D. Two-thirds of the members of the Selection Committee are required to be present to obtain a legal quorum. If one of the committee members is being evaluated for candidacy, the committee member in question shall be recused from the screening process to avoid a conflict of interest.

三、提名

- (一) 提名方式：
  - A. 獲本院系所、學位學程推薦之優良導師典範候選人，每一系所、學位學程至多二名。

- B. 被本院優良導師典範遴選委員會主動推薦參選者。
- (二) 獲本院優良導師典範遴選委員會主動推薦者之資格限制：
  - A. 應選學年度(指參選之前一學年度)本院系所、學位學程導師，或曾於本院系所、學位學程擔任導師工作一年(含)以上(計算至應選學年度為止)，於學生輔導工作上有具體重大貢獻(事蹟)者。
  - B. 獲「校特優導師典範」者，自獲獎次學年度起二年內不再推薦。
- (三) 本院系所、學位學程須於規定期限內繳交所推薦候選人之參選資料，包括「優良導師典範候選人資料表」及其他有利之佐證資料。

### Article III Nomination

- A. Method of nomination:
  - 1. Any candidate recommended by a department or degree program of the College shall be eligible for an Outstanding Academic Advisor Award. Departments and degree programs shall be limited to two candidates each.
  - 2. Any candidate recommended by the Selection Committee shall be eligible.
- B. Criteria for recommendation by the Selection Committee
  - 1. Any faculty member of a department or degree program in the college who serves as an academic advisor during the same academic year as the screening process (i.e. the academic year prior to the screening process), or who had served as an academic advisor for one or more years (only years served prior to the academic year of the award shall be considered), and who has made specific major contributions (achievements) to student counselling may be considered.
  - 2. Any prior recipient of the NDHU Outstanding Academic Advisor Awards may not be recommended in the two academic years following their receipt of the award.
- C. The departments and degree programs of the College shall submit all documentation regarding the recommended candidates, including the Application Form for Outstanding Academic Advisor Candidates and other supporting documents, prior to the deadline.

### 四、評選方式：

- (一) 優良導師典範評選參考項目：
  - A. 關懷學生，輔導學生生活、學習與活動。
  - B. 主動發現學生困難或問題，積極提供協助。
  - C. 協助處理校園學生特殊及重大事件。
  - D. 指導並積極參與學生各項班級活動與學生互動良好者。
  - E. 積極參加導師相關工作會議、輔導知能研習與個案討論會。
  - F. 其他創新措施或具體輔導事蹟。
  - G. 其他與導師工作相關之評選項目。
- (二) 本院優良導師典範評選委員應秉持公正原則，就前述項目根據候選人表現進行充分討論，選出本院優良導師及從中推薦至多二名優良導師為本院優良導師典範代表，參與院級優良導師典範遴選外，另應敘明當學年度本院優良導師所彰顯之導師工作價值公告於院辦網頁。

### Article IV Selection Method:

- A. Reference points for selection:

1. Advising and counselling of students regarding life, learning, and activities
  2. Proactive identification of and provision of assistance for student problems
  3. Assistance in handling major events or unusual circumstances for students on campus
  4. Guiding and actively participating in student class activities; positive interactions with students.
  5. Active participation in academic advisory meetings, counselling, and individual case discussions.
  6. Innovative measures or specific achievements in student counselling.
  7. Miscellaneous issues related to academic advising.
- B. The Selection Committee shall conduct in-depth impartial discussion of candidate performance in accordance with the preceding reference points, choosing at most two candidates as Outstanding Academic Advisors. In addition to the screening of candidates, the Selection Committee shall also announce and describe the value of the work carried out by the recipients of that academic year on the official College website.

五、院優良導師當選人，由院辦公室製作獎狀並由院長於院務會議中頒發給獲獎人。

Article V Official College Outstanding Academic Advisor Awards certificates shall be awarded to the recipients by the dean at the Collegiate Affairs Meeting.

六、遴選過程（含當選人公告）中，對於性質特殊或具敏感性之個人資訊及其他資料的處理應切實注意保密原則，以保障當事人隱私及權益。

Article VI During the screening process, including the announcement of award recipients, any personal information of a sensitive nature shall be handled with careful attention to the need for confidentiality in order to protect the privacy and rights of the participants.

七、本細則經本院系所主管會議通過後實施。

Article VII These Rules shall be implemented following approval at the College Department Chair Meeting.