

Guidelines for Recommending Outstanding Advisors

Department of Chemical Engineering, National Chung Hsing University

Approved by the Department Affairs Meeting on May 14, 2008
Revised and approved by the Department Affairs Meeting on May 18, 2011
(Amendments to Articles 1 and 4)
Further revised and approved by the Department Affairs Meeting on April 25, 2012
(Amendments to Articles 1, 2, 3, 4, and 5)

Article 1

To recommend dedicated and outstanding advisors who excel in mentoring, these guidelines are established based on the "National Chung Hsing University Outstanding Advisor Selection and Reward Guidelines."

Article 2

The eligible candidates for recommendation are full-time faculty members who have served as advisors for at least one year (inclusive). One candidate is recommended for every five advisors in the department.

Article 3

The selection criteria for outstanding advisors are as follows:

Demonstrates care for students, with specific accomplishments in mentoring students' lives, academics, and activities.

Proactively identifies and addresses students' difficulties, providing assistance with concrete evidence.

Handles special or significant student incidents with specific evidence of achievements.

Implements innovative or effective measures in student counseling.

Article 4

The procedure for recommending outstanding advisor candidates is as follows:

Recommendations are conducted annually in early April.

Undergraduate and graduate students may fill out and sign the Outstanding Advisor Recommendation Form to nominate candidates.

Faculty members may proactively recommend colleagues by detailing their accomplishments as advisors.

The Undergraduate Affairs Committee consolidates recommendations and submits them to the Department Faculty Evaluation Committee for final approval.

Article 5

These guidelines are implemented upon approval by the Department Affairs Meeting, and any amendments follow the same procedure.

Outstanding Advisor Recommendation Form

Department of Chemical Engineering, National Chung Hsing University

※Based on the selection criteria outlined in Article 3, Items 1 to 4, of the "National Chung Hsing University Outstanding Advisor Selection and Reward Guidelines," nominations should meet the following standards:

- 1.Demonstrates care for students, with specific accomplishments in mentoring students' lives, academics, and activities.
 - 2.Proactively identifies and addresses students' difficulties, providing assistance with concrete evidence.
 - 3.Handles special or significant student incidents with specific evidence of achievements.
 - 4.Implements innovative or effective measures in student counseling.
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◎Details of the Recommendation◎

| Name of the Recommended Teacher: | Description of Accomplishments: |
|----------------------------------|---------------------------------|
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✂ Recommender's Signature (No limit on the number of signatories; students must indicate their grade):
