

**National Central University Recommendation Form for Excellent Faculty
Advisors of Department (Institute) of _____, College of _____ for
_____ Academic Year**

Basic Information of the Nominated Faculty Advisor					
Name		Position	☐ Full-time : ☐ Project-based :	Phone extension	
E-mail					

※ The Student Counseling Committee will conduct a written review without announcing the names of the nominated faculty advisors. Please follow the instructions on the following page to provide the facts of specific advising and outstanding achievements by the faculty advisor.

※ The personal information provided on the recommendation form will be used only in the selection and award process, and will be destroyed after the retention period in accordance with applicable regulations.

National Central University Facts of Specific Advising and Outstanding Achievements by Excellent Faculty Advisors Nominated by Departments (Institutes) for _____ Academic Year

Instructions : :

1. The form shall be submitted on A4-sized paper, using 12-point DFKai-SB font and single line spacing. **All attachments shall be included. The form and all attachments hereto shall not exceed 6 pages. Faculty advisors for specialized advising (e.g. service learning, career development, dormitory affairs, and student association advising) are assessed separately. Therefore, please do not provide the content of the specialized advising on the form.**
2. To protect the privacy of students, please use the letters A, B, C, etc. to replace the names of the students who have receive advising.
3. **The Student Counseling Committee will conduct a written review without announcing the names of the nominated faculty advisors. Please do not provide the service unit and the name of the faculty advisor on the form or in any attachments.**
4. **The faculty advisor is required to complete the fields below.**

Years of Teaching at NCU	_____ years	Years Serving as a Faculty Advisor at NCU	_____ years		
Number of students receiving advising during this academic year		Undergraduate: _____ persons Graduate: _____ persons			
Classes advised		☐ Freshmen ☐ Sophomores ☐ Juniors ☐ Seniors ☐ 1st-year graduate students ☐ 以上2nd-year graduate students or above ☐ Student-selected ☐ Family-based ☐ Others : _____			
Facts of Specific Advising					
1. Students responded positively to the faculty advisor. Please provide the result of the student feedback survey on the advising. For any additional supporting information to be provided, please insert relevant fields as needed.	Satisfaction with the relationship between the faculty advisor and the students		Number of students completing the survey: _____ persons	_____ points	
			Number of students completing the survey: _____ persons	_____ points	
	Willing to recommend the faculty advisor as an excellent faculty advisor		Number of students completing the survey: _____ persons	_____ points	
			Number of students completing the survey: _____ persons	_____ points	
2. The faculty advisor has assisted students in resolving their problems. Please provide specific examples.					

3. The faculty advisor has advised students to support their learning effectively. Please provide specific examples.

4. The faculty advisor has maintained regular contact with students, understood and provided students with care and support. Please provide specific examples.

5. The faculty advisor has participated in kinds of conferences and seminars on knowledge and skills in student advising.

6. The faculty advisor has developed and implemented innovative measures for student advising.

Thoughts, reflections and feedback as a faculty advisor during this academic year

An encouraging message to students (in 30–50 words and to be published in the Special Issue for Excellent Faculty Advisors)