

National Central University Regulations Governing Faculty Advisors

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April 21, 2009
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2011–2012 on March 19, 2012
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Committee Meeting of Academic Year 2014–2015 on March 30, 2015
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Committee Meeting of Academic Year 2015–2016 on December 29, 2015
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on November 7, 2022
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of Academic Year 2022–2023 on March 24, 2023
Approved by the 2nd University Council Meeting of Academic Year 2022–2023 on
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Article 1 These Regulations are enacted by the University in accordance with the Teachers' Act for the purpose of implementing the faculty advising system and fostering students' sound character development.

Article 2 Where departments (or graduate institutes) require faculty members to serve as advisors, faculty members shall be obligated to accept such appointments.

Article 3 Each college and department (or institute) shall establish an Advisor Affairs Committee.

Article 4 The College Advisor Affairs Committee shall be composed of: The conveners of the Advisor Affairs Committees of each department/institute, Designated Special-Purpose Advisors, and One student representative recommended by the departmental/institute student association. The chairperson shall be elected from among the conveners of the departmental/institute Advisor Affairs Committees. Due to the relatively small number of departments, the College of Hakka Studies and the Center for Space and Remote Sensing Research shall jointly establish College Advisor Affairs Committees with the College of Liberal Arts and the College of Earth Sciences, respectively.

Article 5 Each College Advisor Affairs Committee shall convene at least one meeting per semester to coordinate the implementation of the advising system and promote faculty–student engagement activities within the college.

Article 6 Each Department (or Institute) Advisor Affairs Committee shall be composed of faculty members and one student representative recommended by the departmental/institute student association. A convener shall be elected from among the committee members and shall be responsible for convening meetings and coordinating advisor-related affairs.

Article 7 The duties of the Department (or Institute) Advisor Affairs Committee are as follows:

1. To formulate and amend detailed regulations governing the advising system;
2. To promote and supervise the advising system and faculty–student engagement activities;
3. To establish procedures for the selection and recommendation of advisors;
4. To allocate and administer student activity funds for advisees;
5. To review and submit recommendations regarding student awards and disciplinary actions;
6. To assist advisors in handling special student cases and, where necessary, to request assistance from the Office of Student Affairs;
7. To perform other duties as required by applicable laws and regulations.

Article 8 The primary responsibilities of advisors are to provide guidance on students’ career development, academic learning, and personal and life education.

Article 9 In the event of special student cases, advisors may request assistance from the department/institute chair or the convener of the Advisor Affairs Committee. Where necessary, the Office of Student Affairs may be requested to provide further support.

Article 10 To further incentivize faculty members and units to participate in student guidance and the development of students’ soft skills, the University may establish Special-Purpose Advisors based on counseling needs. The selection procedures and specific duties and services of such advisors shall be separately prescribed in the Enforcement Rules of these Regulations.

Article 11 The Office of Student Affairs shall organize at least one university-wide advisor workshop, professional development seminar, or case study discussion each semester to enhance advisors’ counseling competencies.

Article 12 Advisor counseling compensation shall be granted subject to the provision of actual

advising services. Such compensation includes:

Advisor Stipends, and Student Activity Funds and shall be funded by the University Endowment Fund's self-generated revenue.

Advisor Stipends shall be calculated based on faculty hourly pay rates corresponding to rank, with a maximum of two hours per week.

Student Activity Funds shall be used to support activities that promote faculty–student interaction.

The allocation of advisor counseling compensation among colleges shall be determined based on the University's budget and the number of enrolled students (as reported to the Ministry of Education in the first semester of each academic year; including students with official enrollment status but excluding exchange students, suspended students, and in-service master's program students). Each college shall further determine the allocation ratio between Advisor Stipends and Student Activity Funds based on student counseling needs.

Article 13 Outstanding advisors and counseling units shall be granted appropriate recognition and awards. The relevant implementation guidelines shall be separately prescribed by the Student Affairs Council.

Article 14 The Enforcement Rules of these Regulations shall be separately prescribed by the Student Affairs Council.

Article 15 These Regulations shall be promulgated and implemented upon approval by the Student Counseling Committee, the University Endowment Fund Management Committee, and the University Council. The same procedure shall apply to any amendments.