

# National Sun Yat-sen University college of Management

## Regulations for the Selection and Awarding of Excellent Mentors

Amended and Approved by the 11<sup>th</sup> Directors' Council on March 26, 2008, Academic Year 96  
Amended and Approved by the 4<sup>th</sup> College Affairs Council on May 20, 2008, Academic Year 96  
Amended and Approved by the 7<sup>th</sup> Directors' Council on February 22, 2012, Academic Year 100  
Amended and Approved by the 3<sup>rd</sup> College Affairs Council on March 6, 2012, Academic Year 100  
Amended and Approved by the 3<sup>rd</sup> College Affairs Council on March 1, 2016, Academic Year 104  
Amended and Approved by the 1<sup>st</sup> College Affairs Council on October 11, 2016, Academic Year 105  
Amended and Approved by the 4<sup>th</sup> College Affairs Council on May 8, 2018, Academic Year 106

### Article 1. Purpose

This set of regulations is specifically issued by the College of Management (COM) in accordance with "National Sun Yat-sen University (NSYSU) Regulations of Excellent Mentor Awards" to encourage and award excellent mentors, improve the quality of education, and promote university ethos and culture.

### Article 2. Award Criteria

Candidates shall have been full-time faculty mentors for over one year (receiving mentor fees) and with concrete evidence of being dedicated mentors as well as having outstanding performances in student mentoring. Mentors who have received the COM Mentor Awards in the previous year or have been absent from mentor meetings held by the college or the university more than twice may not be nominated.

### Article 3. Award Issuance

The awards shall be issued according to NSYSU's regulations and procedures for the selection and awarding of excellent mentors. The College Dean shall award a certificate to the awardee during an important meeting or celebration ceremony of the college.

Article 4. The College shall conduct an excellent mentor survey at the end of each semester and recommend candidates according to the criteria set forth in Article 6.

### Article 5. Excellent Mentor Selection Board

1. The Board shall be comprised of the chief mentors of the College, departments and institutes, two mentor representatives from each department and one from each institute. The chief mentor of the college shall serve as the convener.
2. Any board member who happens to be an excellent mentor candidate shall recuse from participating in related meetings and voting. The vacancy shall be filled by a replacement elected by the said member's respective unit.
3. Board meetings held to evaluate and select excellent mentors shall require the attendance of at least two-thirds of the total board members. Each member shall attend in person only and proxies are not permitted (with exception of the chief mentors of the College and departments/institutes).

### Article 6. Selection Criteria

- A. Student evaluation results from classes mentored in the previous school year.
- B. Performance in student mentoring in the previous school year.
- C. Special mentoring provided for individual students in the previous school year.
- D. Attendance at mentoring capacity enhancement activities over the past three years, including mentor meetings held by the college and the university and on/off-campus mentoring workshops.
- E. Activities organized for students mentored in the past three years.

### Article 7. Selection Procedure

1. Stage 1 (Department/Institute recommendation)

All departments and institutes shall recommend appropriate candidates within the specified period according to results of excellent mentor surveys. In general, departments may recommend at most two candidates. Institutes may recommend at most one candidate. As for programs, the College Dean shall provide a recommendation upon discussion with program directors and consideration of the results of the excellent mentor surveys.

2. Stage 2 (Document review)

Departments and institutes shall submit recommendation forms, related documents for the candidates they recommend, as well as descriptions of concrete deeds of the candidates to apply to the college. Candidates may provide proof of performance within the past year able to prove they are excellent mentors.

3. Stage 3 (Selection)

The Excellent Mentor Selection Board shall select several excellent mentors according to the award criteria stipulated in Article 2 and the selection criteria of Article 6.

Article 8. Upon thorough discussion and voting, the College shall recommend one to two excellent mentors according to the selection results, to represent the college in the excellent mentor selection conducted by the university. For candidates with the same number of votes, committee members shall discuss and make a final decision.

Article 9. These regulations, as well as its amendments, shall be effective following approval of the College Affairs Council and announcement by the College Dean.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

## 國立中山大學管理學院優良導師甄選與獎勵辦法

97.03.26	96 學年度第 11 次院主管會議修正通過
97.5.20	96 學年度第 4 次院務會議修正通過
101.2.22	100 學年度第 7 次主管會議修正通過
101.3.6	100 學年度第 3 次院務會議修正通過
105.3.1	104 學年度第 3 次院務會議修正通過
105.10.11	105 學年度第 1 次院務會議修正通過
107.05.08	106 學年度第 4 次院務會議修正通過

### 第一條 目的：

本院為獎勵優良導師，提高教育功能，進而闡揚校園倫理精神，樹立優良校風，依據本校「優良導師獎勵辦法」訂定本辦法。

### 第二條 獎勵條件：

本院優良導師資格為擔任導師一年以上(領有導師費者)之專任教師，善盡導師職責，輔導學生有具體事實者，且前年度已獲本院導師獎之教師或前兩年出席本院及校導師會議不足 2 次者，不得被提名。

### 第三條 獎勵方式：

本項獎助依本校優良導師獎勵相關辦法甄選程序辦理。獲選為本院優良導師者，由院長於本院重要會議或活動中頒發獎狀。

### 第四條 院於每學期期末進行優良導師意見調查，並依第六條辦理推薦。

### 第五條 甄選小組

- (1) 甄選小組由院、所、系主任導師，各系導師代表各兩名及各所導師代表各一名組成，並以院主任導師為召集人。
- (2) 甄選小組之成員如為優良導師候選人時，應迴避不得參加開會及投票，其缺額由原單位另行補選。
- (3) 甄選小組出席委員需達三分之二，方可開會審議並選出優良導師。甄選小組委員須親自出席，不得委任他人代理(院、所、系主任導師除外)。

### 第六條 甄選評分標準細則：

- (1) 前一學年輔導之班導生評分
- (2) 前一學年輔導所有導生之具體事宜
- (3) 前一學年輔導個別導生之特殊案例
- (4) 三年內出席導師知能活動；如出席院及校導師會議、出席校內外導師知能活動
- (5) 三年內辦理導生活動

第七條 甄選程序：

(1) 第一階段（系所推薦）：

由系所依導師意見調查結果於規定時間內，推薦適當人選。

每系至多推薦二名、獨立所至多推薦一名為原則。學位學程由院長徵詢該學程主任及該名教師導師意見調查結果予以提名。

(2) 第二階段（資料審查）：

各系所推薦之人選，應檢具推薦表及相關資料，敘明具體事蹟向本院提出申請。候選人得提供近一年內足以說明優良導師之資料，以利甄選。

(3) 第三階段（甄選階段）：

由甄選小組依第二條獎勵條件及第六條甄選評分標準細則做通盤考量，遴選本院優良導師若干名。

第八條 本院甄選小組審慎討論後經投票方式，依甄選排序結果推薦一名至二名教師代表本院申請校優良導師獎。投票票數相同者，由出席委員當場討論決議方式。

第九條 本辦法經本院院務會議通過，陳請院長公佈後實施，修正時亦同。