

臺北醫學大學營養學院優良導師遴選辦法

Taipei Medical University College of Nutrition Excellent Mentor Selection Regulations

106年3月15日院務會議新訂通過
Formulated and approved on March 15, 2017 by the College Affairs Faculty Meeting

第一條 本院為落實導師制度之推行，對認真執行導師職責及導師工作有具體且優異表現的導師給予表揚，依據本校「優良導師獎勵辦法」第三條第一款及第四條制定「營養學院優良導師遴選辦法」(以下稱本辦法)。

Article I To promote the advisor system and recognize advisors who diligently perform their advising duties and who show outstanding performance, the College has formulated the Taipei Medical University College of Nutrition Excellent Advisor Selection Regulations (hereinafter referred to as the Regulations) in accordance with Article III, Subsection 1 and Article IV of the University's Excellent Advisor Award Regulations.

第二條 本辦法獎勵對象為該學年有擔任導師職務之本校專、兼任教師。

Article II Awards given as per these Regulations are applicable to full-time and part-time instructors at the University who have served as advisors for the academic year in question.

第三條 專任教師評選院級優良導師由各系、所或學生輔導中心，依該導師優良之具體事蹟填妥優良導師推薦表(附表一)及相關佐證資料，於公告日期內送至本院。兼任教師評選優良導師，則逕將推薦表(附表一)及相關佐證資料送交學生輔導中心，由校級優良導師遴選小組，依該年度擔任導師之兼任教師人數，採外加方式議定名額。

Article III To nominate full-time instructors for the College Excellent Advisor Award, departments, schools and the Student Counseling Center shall detail the specific actions of the instructors in the Excellent Advisor Recommendation Form (Appendix 1), provide supporting documents, and submit the documents to the College

by the announced deadline. To nominate a part-time instructor for the College Excellent Advisor Award, submit the recommendation form (Appendix 1) and supporting documents to the Student Counseling Center for selection by the University-level Excellent Advisor Review Group. The award quota shall be separately determined according to the number of part-time instructor advisors for the academic year in question.

第四條 院優良導師評審小組由院長擔任召集人，由各系所學位學程主管各推薦出二名教師(非優良導師候選人)組成之。開會時須三分之二(含)以上委員出席始可開議，並須出席委員三分之二(含)以上同意始可決定院級優良導師。院優良導師評選結果於院務會議追認之。

Article IV The College Excellent Advisor Review Group shall be convened by the Dean of the College. The Group shall comprise two instructors (not to include Excellent Advisor nominees) recommended by the degree program directors of each department/school. A quorum of at least two-thirds of the members must be present for the meeting to proceed, and more than two-thirds of the members present must be in agreement for a College Excellent Advisor to be selected. The results of the College Excellent Advisor selection shall be further confirmed by the College Affairs Faculty Meeting.

第五條 優良導師評分標準如下，評分表見附表二。依得分高低獲選為院級優良導師。

Article V The scoring standard for excellent advisor is as follows; performance scoring is as shown in Table 2.

一、具體優良事蹟(占 50%)

1. Specific Excellent Acts (50%)

(一) 主動關懷學生，對學生進行個別或團體晤談。

(1) Takes the initiative to reach out to students and provide individual or group counseling for students.

(二) 運用多元管道主動瞭解學生課業、生活、社交、感情等近況，給予輔導及支持。

- (2) Uses multiple channels to proactively understand the students' current academic, life, social relations and emotional wellbeing, and provides counseling and support.
- (三) 協助學生釐清自身志趣、檢視學習歷程，進行學習、選課等諮詢。
- (3) Helps students clarify their interests, reviews their courses of study, and provides learning and course selection counseling.
- (四) 鼓勵學生從事正當有益身心之課外活動。
- (4) Encourages students to engage in extracurricular activities appropriate for physical and mental health.
- (五) 處理學生問題，必要時能適時轉介及運用資源解決學生問題。
- (5) Handles student problems, refers students when necessary, and uses resources to help resolve student problems.
- (六) 其他進行師生各種互動，有具體成效及完整紀錄。
- (6) Other teacher-student interactions that have effective outcomes and for which complete records exist.

二、導師參與相關輔導及研習紀錄(占 40%)

2. Records of advisor participation in counseling activities and seminars (40%)

(一) 輔導紀錄。

(1) Advising record.

(二) 賃居訪視紀錄。

(2) Student visit record.

(三) 參與校內外有關導師輔導工作之研習活動(參加校外研習之導師須附上研習證明)。

(3) Participation in University or outside seminars related to advising (for outside seminars, certificate of participation must be attached).

三、其他輔導優良表現佐證(占 10%)。

3. Other evidence of excellent advising (10%).

第六條 本辦法如有未盡事宜，悉依本校「優良導師獎勵辦法」之規定辦理。

Article VI Any matters not outlined in these Regulations shall be handled in accordance with the University's Excellent Advisor Award Regulations.

第七條 本辦法經院務會議審核通過後實施，修正時亦同。

Article VII These Regulations are implemented upon approval by the College Affairs Faculty Meeting; the same shall apply to any amendments.

| | | | | | |
|---------------------------------------|--|---|-----------------------------------|---|--|
| Advisor Name | | Advisee Department, Year and Number of Students | Undergraduate: ____students | No. of years as advisor | |
| | | | Master's Program: ____students | | |
| | | | Doctoral Program: ____students | | |
| Job Title | | Date | | | |
| Signature of recommending director | | | | Signature of Dean of advisee's College | |

Provide specific descriptions of excellent acts, such as:

- (1) Taking the initiative to reach out to students and provide individual or group counseling for students.
- (2) Using multiple channels to proactively understand students' current academic, life, social relations, and emotional wellbeing, and providing counseling and support.
- (3) Helping students clarify their interests, reviewing their courses of study, and providing learning and course selection counseling.
- (4) Encourages students to engage in extracurricular activities appropriate for physical and mental health.
- (5) Handles student problems, refers students when necessary, and uses resources to help resolve student problems.
- (6) Other teacher-student interactions that have effective outcomes and for which complete records exist.

Excellent acts of the nominee

I. Specific excellent acts

(Attach additional pages if needed)

二、導師參與學生輔導及相關研習紀錄

| 項目 | 輔導紀錄 (學輔中心提供) | | 賃居訪視 (軍訓室提供) | | | 導師研習 (校內研習由學輔中心統整；校外研習由導師提報) | | | |
|----------|------------------|----------------------------|-----------------|----------|----------------|--|-----------------------------|---------------------------|---------------------------------|
| | 總次數 | 平均每 生次數 (次/學生 人數) | 是否 參與 訪視 | 訪視 次數 | 訪視 學生 人數 | 新進、性 平、特教、 期初、期末 導師研習(2 學期共5場) | 分系導師 座談會(2 學期共8 場) | 水滴師 長團(2 學期共5 場) | 校外導師研 習次數(請提 供相關研習 證書) |
| 第一 學期 | | | | | | | | | |
| 第二 學期 | | | | | | | | | |
| 小計 | | | | | | | | | |

II. Records for advisor participation in counseling activities and seminars

| Item | Counseling Record (provided by the Student Counseling Center) | | Student Visit Record (provided by the Military Education Section) | | | Advisor Seminars (records for campus seminars are compiled by the Student Counseling Center; the advisor shall submit records for outside seminars) | | | |
|------------|--|--|--|---------------|-------------------------|--|---|--|---|
| | Total Frequency | Average times per student (times/number of students) | Visit: Y/N | No. of visits | No. of students visited | New admissions, gender equality, special education, beginning of semester, end of semester advisor seminars (total of 5 sessions over 2 semesters) | Departmental advisor forum (total of 8 sessions in 2 semesters) | Yongdi Faculty Club (total of 5 sessions in 2 semesters) | No. of outside advisor seminars (provide certificate(s) of participation) |
| Semester 1 | | | | | | | | | |
| Semester 2 | | | | | | | | | |
| Subtotal | | | | | | | | | |

註：「受推薦者之具體優良事蹟」可檢附佐證資料。

Note: Supporting documents for specific excellent acts of the nominee may be attached

附表二

Appendix 2

臺北醫學大學營養學院優良導師評分表

Taipei Medical University College of Nutrition Excellent Advisor Scoring Form

| 推薦單位： | | 教師姓名： | |
|---|---|-------|----|
| 類別 | 內容 | 評分 | 備註 |
| A 具體 優良 事蹟 (50%) | (1) 主動關懷學生，對學生進行個別或團體晤談。 (2) 運用多元管道主動瞭解學生課業、生活、社交、感情等近況，給予輔導及支持。 (3) 協助學生釐清自身志趣、檢視學習歷程，進行學習、選課等諮詢。 (4) 鼓勵學生從事正當有益身心之課外活動。 (5) 處理學生問題，必要時能適時轉介及運用資源解決學生問題。其他進行師生各種互動，有具體成效及完整紀錄。 | | |
| B 導師 參與 輔導 及 相關 研習 紀錄 (占 40%) | (1) 輔導紀錄。 (2) 賃居訪視紀錄。 (3) 參與校內外有關導師輔導工作之研習活動(參加校外研習之導師須附上研習證明)。 | | |
| C 其他 (10%) | 其他輔導優良表現佐證。 | | |
| 總分 A+B+C= | | 分 | |

| Recommending Unit: | | Instructor Name: | |
|---|---|------------------|------|
| Category | Content | Score | Note |
| A Specific Excellent Acts (50%) | (1) Takes the initiative to reach out to students and provide individual or group counseling for students. (2) Uses multiple channels to proactively understand students' current academic, life, social relations and emotional wellbeing, and provides counseling and support. (3) Helps students clarify their interests, reviews their courses of study, and provide learning and course selection counseling. (4) Encourages students to engage in extracurricular activities appropriate for physical and mental health. (5) Handles student problems, refers students when necessary, and uses resources to help resolve student problems. Other teacher-student interactions that have effective outcomes and for which complete records exist. | | |
| B Records of advisor participation in counseling activities and seminars (40%) | (1) Advising records. (2) Student visit records. (3) Participation in University or outside seminars related to advising (for outside seminars, certificate(s) of participation must be attached). | | |
| C Other (10%) | Other evidence of excellent advising. | | |
| Total Score A + B + C = points. | | | |

