

NATIONAL TAIWAN UNIVERSITY

Regulations for the Selection and Awarding of Distinguished Academic Advisors

May 16, 2002	Passed by the Student Counseling Committee at its 20th meeting
December 07, 2007	Passed by the Student Counseling Committee at its 23rd meeting
June 30, 2016	Passed by the Student Counseling Committee at its 40th meeting
August 01, 2016	Passed by the University Endowment Fund Management Committee at its 2nd meeting, Fiscal Year 2016
July 06, 2020	Passed by the Student Counseling Committee at its 48th meeting
September 30, 2020	Passed by the University Endowment Fund Management Committee at its 2nd meeting, Fiscal Year 2020
December 30, 2024	Passed by the Student Counseling Committee at its 57th meeting
March 20, 2025	Passed by the University Endowment Fund Management Committee at its 2nd meeting, Fiscal Year 2025
April 01, 2025	Promulgation of amended Articles 1 through 7

Article 1 National Taiwan University (NTU or "the University") formulates the NTU *Regulations for the Selection and Awarding of Distinguished Academic Advisors* ("the Regulations") in accordance with Article 14, Paragraph 2 of the *Regulations for the Implementation of Academic Advisor System* to promote active involvement of academic advisors in student guidance work and to recognize their efforts and contributions in this area.

Article 2 Awards under the Regulations are divided into two categories: Distinguished Academic Advisors and Excellent Academic Advisors.

Incumbent full-time or project-based NTU faculty members are eligible as candidates for Distinguished Academic Advisors if they have served as an academic advisor for at least 4 years, meet the following criteria, and are not subject to any circumstances that disqualify them from nomination as stipulated in Article 5:

1. Has demonstrated tangible results in caring for students and providing guidance in their daily lives, studies, and other activities.
2. Has proactively identified students' difficulties and problems and provided necessary support, as substantiated by concrete evidence.
3. Has handled any extraordinary or major student-related events, as substantiated by concrete evidence.
4. Has introduced other innovative or concrete measures in student guidance work.

Article 3 For the purpose of review and selection, the University shall establish a Distinguished Academic Advisor Selection Committee ("the Committee") and appoint a number of committee members. The Vice President for Student Affairs shall act as the convener and chair of the Committee, and each college nominating candidates for the Distinguished Academic Advisor award for the current year shall appoint a faculty member to serve as a member of the Committee.

Members of the Committee shall serve a one-year term and may serve consecutively if reappointed.

Committee members shall recuse themselves if they are nominated as

Distinguished Academic Advisors.

"College" in Paragraph 1 refers to colleges specified in the appendix of Article 12 of the University's *Organizational Charter* (excluding Professional Schools).

Article 4 Selection of Distinguished Academic Advisors of the University shall be held once per academic year. The selection process and nomination quota are stipulated below:

1. Phase 1: The Academic Advisor Working Committee of each academic program shall conduct a preliminary review and submit 1 nomination to their respective college for a secondary review. The nominated academic advisor shall be recommended through their primary employing unit. The nomination method shall be formulated by the Office of Student Affairs (OSA) separately.
2. Phase 2: The Academic Advisor Working Committee of each college shall select the college's candidates for Distinguished Academic Advisor from the nominations submitted by its academic programs. Each college shall rank the candidates on the list and submit the rankings to the OSA as a reference for the Committee's review.
3. Phase 3: The Committee shall select a number of Distinguished Academic Advisors from the colleges' nominations. The number of awardees shall be, in principle, no more than 0.75% of the total number of faculty members eligible for the selection in the current year. The selection may be left unfilled if lacking suitable candidates.

For Subparagraph 2 of the preceding paragraph, each college's nomination quota shall be, in principle, set at 1.5% of its total number of full-time and project-based faculty members. The University shall allocate the quota in proportion to the number of full-time and project-based faculty members in each college.

If the quota calculated in accordance with the preceding provision is not a whole number, it shall be rounded to the second decimal place. Colleges may make additional nominations based on the decimal portion of the quota, provided that the cumulative excess shall not exceed 1 person. The remaining quota shall be reset to 0 and recalculated every 7 years.

Candidates nominated by colleges as Distinguished Academic Advisors but are not selected by the Committee shall be recognized as Excellent Academic Advisors and honored by their respective colleges.

Article 5 A faculty member may be selected as a Distinguished Academic Advisor only once. Faculty members who have previously been selected as Outstanding Academic Advisors before the amendment of the Regulations in 2020 shall be recognized as Distinguished Academic Advisors under the Regulations herein, but the cash prizes shall be awarded in accordance with the provisions of the year they were selected.

A faculty member may be recognized as an Excellent Academic Advisor up to 3 times.

Article 6 The list of faculty members selected as Distinguished Academic Advisors and Excellent Academic Advisors shall be announced upon approval by the

University President. A public recognition ceremony shall be held by the University to honor the Distinguished Academic Advisors.

Distinguished Academic Advisors may receive cash prizes in addition to medals. The amount of the cash prize shall be calculated by multiplying a fixed number of points, which is 100 points, by a monetary conversion factor. The monetary conversion factor shall be determined and approved by the University President annually.

The awarding method for Excellent Academic Advisors shall be formulated by each college respectively.

Records of awardees under the Regulations shall be delivered to each college and academic program and the Personnel Office for archival purposes.

Article 7 Under any of the following conditions, faculty members who are nominated as Distinguished Academic Advisors or Excellent Academic Advisors shall have their candidacy cancelled prior to receiving the awards. If the awards have been granted, their eligibility shall be revoked, and the medals and cash prizes granted under Article 6 shall be recovered by the OSA:

1. Involved in any of the circumstances specified in Articles 14 and 15 of the *Teachers' Act*.
2. False information or errors detected in the nomination process or submitted materials.
3. Engaged in misconduct to influence the selection outcomes.

The process of canceling a faculty member's candidacy or revoking their award eligibility, as mentioned in the preceding paragraph, is stipulated below:

1. When an awarded faculty member is reported or found to be involved in any of the circumstances listed in the preceding paragraph, the college to which the faculty member belongs shall establish an investigation task force to conduct investigation on the matter.
2. The investigation task force shall formulate a professional judgement, prepare a review report, and submit it for deliberation at the University Faculty Evaluation Committee's meeting.
3. Upon passage by the University Faculty Evaluation Committee, the Committee shall cancel the faculty member's candidacy or revoke their award eligibility.

Article 8 The Regulations shall be passed by the Student Counseling Committee and the University Endowment Fund Management Committee and then implemented on the date of promulgation.