

Guidelines on Selection of Outstanding Advisors of Department of Industrial Management at I-Shou University

Adopted on July 24, 2006 by the Departmental Affairs Council

Amendments adopted on February 17, 2012 by the Departmental Affairs Council

- I. The Guidelines on Selection of Outstanding Advisors of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) are hereby established by the Department of Industrial Management (hereinafter referred to as the “Department”) pursuant to the Regulations for Rewarding Faculty Members Serving as Advisors at I-Shou University and the Regulation for Rewarding Faculty Members Serving as Advisors by College of Management at I-Shou University to fulfill student counseling and guidance, enhance advisors’ capabilities of student counseling as well as reward faculty members engaging in student counseling.
- II. Qualifications: full-time faculty members who have been advisors for three years or more, care about students with great enthusiasm, help students actively and whose outstanding behavior may serve as an exemplary model are qualified to be candidates.
- III. Outstanding advisors who have been recommended by the Department shall not be recommended again in next three years.
- IV. The Chair of the Department is responsible for the nomination of candidates for Outstanding Advisors of the Department, but the Chair shall not be one of the candidates.
- V. There are two phases of the selection of candidates for Outstanding Advisors.
 1. Full-time faculty members of the Department shall vote by secret ballot. (Every faculty member can vote for only two candidates. Any ballot with more than two candidates marked shall be discarded.)
 2. Junior, senior and postgraduate students of the Department shall vote by secret ballot. (Every student can vote for only one candidate. Any ballot with more than one candidate marked shall be discarded.)
- VI. The voting results from faculty members and students shall each account for 50% of the total score for one candidate. The calculation method is as follows:
 1. Votes from faculty members: the number of votes each candidate gets shall be divided by the total number of votes for all candidates, and the result shall then be multiplied by 50% and rounded off to the nearest hundredth.
 2. Votes from students: the number of votes each candidate gets from junior, senior and postgraduate students shall be divided by the total number of votes cast by junior, senior and postgraduate students, respectively, and every result shall be in the proportion of 3:4:5 respectively. Then the result shall be multiplied by 50% and rounded off to the nearest hundredth.

3. The candidate who has the highest score by adding up the results from foregoing Items 1 and 2 shall be recommended as the nominee of the Department for Outstanding Advisor. If the gap between candidates' final scores is less than 1%, the one who receives more votes from students shall be recommended; if the score gap of students' voting is less than 1%, the Chair of the Department shall determine which candidate to be recommended.
- VII. Any matter not mentioned herein shall be governed by the Regulations for Rewarding Faculty Members Serving as Advisors at I-Shou University and the Regulation for Rewarding Faculty Members Serving as Advisors by College of Management at I-Shou University.
 - VIII. The Guidelines become effective after being adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.